



## **SUPPORTIVE SERVICES: TRANSPORTATION PROGRAM**

### **I. POLICY:**

The Office of Statewide Pretrial Services (OSPS) may connect defendants, to available transportation services in their communities to support their return to court and success pretrial.

### **II. DEFINITIONS:**

**Support Services:** services that may be provided directly by OSPS or through community providers to address the special needs of people served by the Illinois Courts, that may include, but are not limited to, transportation, food, childcare and other costs that may be a barrier to pretrial success.

### **III. AUTHORITY:**

Illinois Pretrial Services Act, 725 ILCS 185 *et seq.*

### **IV. PROCEDURE**

#### **A. Transportation Assistance**

1. OSPS may make transportation assistance available in the form of bus tokens, tickets, or passes available to defendants to attend court, treatment or related appointments.
2. Transportation assistance is available to defendants released to OSPS pretrial supervision.
3. Before distributing any transportation assistance, the PSO shall complete the OSPS Transportation Distribution Form Smartsheet and record the defendant's name, date the transportation assistance was distributed, the quantity of passes and any unique identifiers associated with the transportation passes.
4. OSPS staff may give defendants multiple, single ride, or round-trip passes. OSPS staff should not give out more than one monthly or 5+ ride pass at a time.
5. OSPS employees shall store transportation tokens, passes, and tickets in a secure location (i.e. a locked cabinet or room).
6. A case note shall be completed in the CMS for all transportation assistance provided.

#### **B. Inventory**

1. The Support Services Chief or their designee shall maintain an inventory of all purchased transportation assistance.
2. The Support Services Chief or their designee shall coordinate the distribution of all purchased transportation assistance and shall document the date received, receiving



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county, and quantity received. The OSPS employee receiving the transportation assistance shall sign and return all packing slips.

3. The Support Services Chief shall generate a monthly report summarizing the transportation assistance provided and available transportation passes, tokens and tickets remaining in a county. The report shall identify any discrepancies and how the discrepancies were resolved.