

<b>Subject:</b> Processing and Handling of Juvenile Offenders	<b>Date Issued:</b>	<b>Number:</b>
<b>Reference:</b> Illinois Juvenile Court Act	<b>Amends:</b>	<b>Number of Pages:</b> 4

**I. PURPOSE AND POLICY (Section 405/1-2)**

Secure for each minor subject to this act such care and guidance, preferably in his or her own home, as will serve the safety and moral, emotional, mental and physical welfare of the minor and the best interests of the community, to preserve and strengthen the minor's family ties whenever possible.

**II. DEFINITIONS (Section 405 1-3)**

Juvenile Police Officer: Juvenile Police Officer means a sworn police officer who has completed a Basic Recruit Training Course, has been assigned to the position of Juvenile Police Officer by his or her Chief Law Enforcement Officer and has completed the necessary Juvenile Officers training as prescribed by the Illinois Law Enforcement Training and Standards Board.

**III. ARREST AND CUSTODY (Section 405/5-401)**

1. Arresting Officer: The Arresting Officer shall immediately complete the following:

- a. Without unnecessary delay notify the Juvenile Police Officer, who is On-Call.
- b. Notify Parent and/or Guardian
- c. Surrender Juvenile to Juvenile Officer
- d. Assist Juvenile Officer in the Processing of the Juvenile.
- e. Juvenile Officer may take one of the following actions.
  - (1) Release minor to his or her parents.
  - (2) Station Adjustment and release of the minor to his or her parents.
  - (3) Place minor in Detention Facility.
  - (4) Refer to appropriate Youth Services.

**IV. STATION ADJUSTMENTS (Section 405/5-301)**

1. Station Adjustment: A minor arrested for any offense or a violation of a condition of previous station adjustment may receive a station adjustment for that arrest as provided herein. In deciding whether to impose a station adjustment, either information or formal, a Juvenile Police Officer shall consider the following factors:

- a. The seriousness of the alleged offense.
- b. The prior history of delinquency of the minor.
- c. The age of the minor.
- d. The culpability of the minor in committing the alleged offense.
- e. Whether the offense was committed in an aggressive or premeditated manner.
- f. Whether the minor used or possessed a deadly weapon when committing the alleged offense.

2. Informal Station Adjustment:

a. A minor shall receive no more than 3 Informal Station Adjustments statewide for a misdemeanor offense within 3 years without prior approval from the State's Attorney's Office.

b. A minor shall receive no more than 3 Informal Station Adjustments statewide for a felony offense within 3 years without prior approval from the State's Attorney's Office.

c. A minor shall receive a combined total of no more than 5 Informal Station Adjustments statewide during his or her minority.

d. The Juvenile Police Officer may make reasonable conditions of an Informal Station Adjustment which may include but are not limited to:

- (1) Curfew
- (2) Restricting entry into designated geographical areas
- (3) No contact with specified persons
- (4) School Attendance
- (5) Performing up to 25 hours of community service work
- (6) Teen Court or a peer court
- (7) Restitution limited to 90 days
- (8) Assignment to Peer Mentoring/Juvenile Officer Mentoring Program

e. If the minor refused or fails to abide by the conditions of an Informal Station Adjustment, the Juvenile Police Officer may impose a Formal Station Adjustment or refer the matter to the State's Attorney's Office.

f. An Informal Station Adjustment does not constitute an adjudication of delinquency or a criminal conviction. A record shall be maintained with the Department of State Police and the State's Attorney's Office.

3. Formal Station Adjustment

a. The minor and parent, guardian or legal custodian must agree in writing to the Formal Station Adjustment and must be advised of the consequences of violation of any term of the agreement.

b. The minor and parent, guardian or legal custodian shall be provided a copy of the signed agreement of the Formal Station Adjustment. The agreement shall include:

- (1) The offense which formed the basis of the Formal Station Adjustment
- (2) Acknowledgement that the terms of the Formal Station Adjustment and the consequences for violation have been explained
- (3) Acknowledgement that the Formal Adjustments rerecord may be expunged
- (4) Acknowledgement that the minor understands that his or her admission of involvement in the offense may be admitted into evidence in future court hearings

- (5) A statement that all parties understand the terms and conditions of the Formal Station Adjustment and agree to the Formal Station Adjustment process.

c. Conditions of the Formal Station Adjustment may include, but are not limited to:

- (1) Time shall not exceed 12 months
- (2) Minor shall not violate any laws
- (3) School Attendance and behavior
- (4) Payment of Restitution
- (5) Abiding by set curfew
- (6) Refraining from possessing a firearm or other weapon
- (7) Must be at home during designated hours
- (8) Performing up to 25 to 40 hours of community service work
- (9) Restricted from entering certain designated geographical areas
- (10) Restricted from contact with specified person/persons
- (11) Participating in teen court or peer court
- (12) Participation in Peer mentoring/Juvenile Officer Mentoring Program

d. A Formal Station Adjustment does not constitute an adjudication of delinquency or a criminal conviction. A record shall be maintained with the Department of State Police and the State's Attorney's Office.

e. A minor shall receive no more than 2 Formal Station Adjustments statewide for a felony offense without the State's Attorney's approval within a 3 year period.

f. A minor shall receive no more than 3 Formal Station Adjustments statewide for a misdemeanor offense without the State's Attorney's approval within 3 year period.

g. The total for Formal Adjustments statewide within the period of minority may not exceed 4 without the State's Attorney's approval.

h. Formal Station Adjustment will be vacated upon violation of conditions. This can result in a second Formal Station Adjustment and/or referral to the State's Attorney's Office for prosecution of listed charges.

#### 4. Peer Mentoring/Juvenile Officer Mentoring Program

a. To be utilized in lieu of Community Service.

- (1) Purpose: To motivate and inspire our community's youth to think, act and develop his/her potential through praise, motivation, correction and listening. The mentor encourages the youth to utilize his/her personal strengths; to accept challenges and pursue dreams.
- (2) The program is contained in a booklet with activities to be completed by the youth and turned into the Juvenile Police Officer. It is designed to help youths to understand that they can define the course of their lives through well thought out choices, careful decisions, planned goals and to understand that there is a connection between what they do in their school and community and their future options.

- (3) The Partners In Progress Mentoring Program was designed by Cooperative Extension Services, University of Illinois at Urbana-Champaign and is a skills based program. It allows the youth to discover a whole range of choices and options that are available to them. Excelling in school is one way to keep many options open.
- (4) It is a community based program that includes community leaders, community members, police department, public schools, probation department and health care providers.

## 5. Teen Court/Peer Court

a. A program for today's youth. Teen court is designed to develop respect for authority and the community and to stop potential delinquent behavior in teens. Teen court capitalizes on positive peer influence. Teen Court's jury members, attorney's, bailiffs and clerks are all teens.

b. Teen Court is administered by the Sherman Police Department's Youth Mentor Program, whose purpose is to help people help themselves. The Youth Mentor Program is a community action organization coordinated by the police department and is comprised of adult and teen volunteers acting as mentors & peer mentors for "at risk" youth and juvenile offenders in the community.

c. Volunteers are critical to the success of Teen Court. Teens serve in all positions in the court with the exception of the judge. Adults volunteer as advisors, security, and jury room monitor.

d. Defendants are referred to Teen Court by law enforcement, principals, parents, teachers, counselors, juvenile probation and juvenile court. All defendants have to admit guilt to their offense. Parents have to give their permission to allow their son/daughter to participate in Teen Court. Teen Court is designed to promote accountability for the defendant's actions in exchange for no prosecution and the possibility of a clear record. A clear record depends totally upon the seriousness of the offense and all parties will be made aware of this at the time of offering the Teen Court. A "Formal or "Informal" Station Adjustment will be signed by both the juvenile offender and the parent(s) prior to attending Teen Court.

e. Sentences must be completed by the required date or the referral source will be notified. Traditional methods of correction will begin, the juvenile may be cited, and no longer eligible for the Teen Court Program. In other words, the "Charges" will be forwarded to the Sangamon Court State's Attorney's Office for Prosecution.

f. This program will be coordinated by and with the Youth Mentor Program.

# REFERRAL AND ADMISSION PROTOCOLS FOR LAW ENFORCEMENT OFFICERS

MARCH 2001

**Name & Address of Facility:** Sangamon County Juvenile Center  
2201 South Dirksen Parkway  
Springfield, IL 62703

**Telephone Number of Facility:** 217-747-8000

**If No Answer @217-747-8000:** 217-747-8012

**Backup/PowerFail Number:** 217-753-9701

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**Referrals:** Referrals to the facility will continue to be by telephone as they have been for some time. If your agency needs more information regarding this process, please contact Superintendent Terence Moore or Assistant Superintendent Don Seacrist. If approved for admission an ETA will expedite the admissions process for officers.

**Admissions:** Only juveniles who have been approved for admission via the telephone referral process can be admitted to the facility. A completed Juvenile Delinquent Referral Report form is required from law enforcement officers.

**Means of Entrance:** The normal means of entrance to the facility by law enforcement personnel bringing a juvenile in is via the vehicle sallyport. (Please refer also to the diagram page of this packet). The intercom is automatically activated by vehicle weight near the sallyport door. If a vehicle is already in the sallyport, officers may be asked to park in front of the pedestrian door and would use that intercom to be admitted.

Once inside the sallyport, law enforcement officers **MUST** wait until the overhead door is secure before removing the juvenile from the vehicle. If pedestrian door is utilized, law enforcement officers must insure that it is secured after entry is granted.

Gun lockers are available in the vehicle sallyport or weapons may be secured in vehicle.

A Juvenile Center Court Officer will greet you at the door and review the Juvenile Delinquent Referral Report form. He/she may ask law enforcement officers qualifying questions regarding what is written in the report. Please be as complete as possible with the information, especially offense information including statute citations.

If offense information written on the Juvenile Delinquent Referral Report differs from that provided during the telephone referral process, Juvenile Center staff may be compelled to deny the juvenile for admission.

**For Further Information:** Contact Superintendent Terence Moore or Assistant Superintendent Don Seacrist.



Seventh Judicial Circuit of Illinois  
Juvenile Division

Detention Screening Services  
Secure Detention Services  
Staff Secure Detention/Shelter Services  
Program Services  
Day/Evening Reporting Services

## Sangamon County Juvenile Center

Phone 217/747-8000

Fax 217/747-8018

2201 South Dirksen Parkway

Springfield, IL 62703-4564

June 10, 2003

Chief Eric Smith  
Sherman Police Department  
401 St. Johns Drive  
Sherman, IL 62684

RE: Revised Detention Screening Instrument

Dear Chief Smith:

During 2002, a work group was formed and met over the course of several months time to revise the Juvenile Center's Detention Screening Instrument. The group had representatives from the Seventh Judicial Circuit Court, law enforcement, State's Attorney's Office and the Juvenile Probation and Court Services Department. The group's work focused on including in the instrument items to reflect changes in Illinois Compiled Statutes; altering the point values of certain offenses of concern to the citizenry; and assigning higher point values for youth charged with multiple offenses and for youth whose status indicated prior involvement in the juvenile justice system. The revised instrument and changes from the old screening instrument were reviewed with law enforcement agency personnel by Dave Dotson from the Springfield Police Department and Tom Hendrickson from the Sangamon County Sheriff's Office in meetings. The revised instrument began being used to screen youth referred to the Juvenile Center for secure detention on January 1, 2003.

It was recently brought to my attention that several law enforcement agencies did not receive the information. Thus, this letter and the instrument are being sent to all Sangamon County law enforcement agencies except for SPD and SCSO. We would ask that this instrument be put into place immediately and that any old copies of the instrument that you might have would be discarded.

In summary, the changes in the instrument include:

Section A. Most Serious Alleged Current Offense - in the 10 point category the wording "Aggravated or" was added before Unlawful Use of Weapons due to a new State Statute. Also, Domestic Battery With Bodily Harm was moved from the 8 point category to the 10 point category.

**INSTRUCTIONS FOR COMPLETING**  
**THE SANGAMON COUNTY DETENTION SCREENING INSTRUMENT**

1. Fill in the blanks at the top of the form. Place your name on the "Screener" line.
2. Identify the "Most Serious Alleged Current Offense", find that offense among those listed, and record that point value on the provided line (A. MOST SERIOUS ALLEGED CURRENT OFFENSES).
3. Identify the point value for "Additional Current Offenses" and enter that score on the provided line (B. ADDITIONAL CURRENT OFFENSES).
4. Enter point value for "Prior Offenses" on the provided line (C. PRIOR OFFENSES).
5. Add the point values that you identified for A, B, and C. Record that sum on the provided line (D. SUBTOTAL I.).
6. Identify descriptions under "E. RISK OF FAILURE TO APPEAR" that are appropriate in this case and enter the highest assigned point value on the provided line (E. RISK OF FAILURE TO APPEAR).
7. Compare SUBTOTAL of A, B, and C to E. RISK OF FAILURE TO APPEAR. Enter the higher score on the provided line (F. SUBTOTAL II.).
8. If one or more of the descriptions under G. LEGAL STATUS fit(s) this case, enter the highest applicable point value on the provided line (G. LEGAL STATUS).
9. If one or more of the descriptions under H. AGGRAVATING FACTORS fit(s) this case, enter the highest applicable point value on the provided line (H. AGGRAVATING FACTORS).
10. Add sum of F, G, and H and enter in line provided.
11. Use your judgment to determine if "Mitigating Factors" exist in the case and warrant a decrease in the total point value. Enter this point value on the provided line (J. MITIGATING FACTORS).
12. Subtract the point values for MITIGATING FACTORS from the sum of F, G, and H and enter the total in the total score line (K. TOTAL SCORE).
13. Compare the Total Score for this case to the "Scoring" categories at the bottom of the form and take appropriate action.

NOTE: If you are uneasy about the action prescribed by the Detention Intake Screening Instrument in this particular case, or if you are being subjected to extreme pressure in the process of screening a referral, contact your Supervisor, the Assistant Superintendent, or the Superintendent for consultation prior to taking action.

Effective 01/2003

**SANGAMON COUNTY DETENTION INTAKE SCREENING INSTRUMENT**

Name/D.O.B.: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
Address (city, state, zip): \_\_\_\_\_  
Gender: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_  
Screener: \_\_\_\_\_  
Referring Agency/Officer: \_\_\_\_\_ Date/Time of Offense: \_\_\_\_\_

**A. MOST SERIOUS ALLEGED CURRENT OFFENSES**

- 12 - Murder; Attempted Murder; Solicitation to Commit Murder; Solicitation to Commit Murder for Hire; Aggravated Kidnapping; Heinous Battery; Aggravated Criminal Sexual Assault; Criminal Sexual Assault; Armed Robbery; Aggravated Assault/Battery With Firearm Discharged; Home Invasion; Class X Felonies; Automatic Transfer to Adult Court Offenses; Any Offense Where Juvenile is in Actual Possession of an Actual Firearm; Obstructing Justice When the Identity of the Juvenile Cannot be Determined; Manufacture or Delivery or Possession With Intent to Deliver Marijuana on School or Public Housing Property in Excess of 10 Grams; Calculated Criminal Cannabis Conspiracy; Manufacture or Delivery or Possession With the Intent to Deliver or Manufacture of 15 Grams or More of Heroin, Cocaine, LSD or Morphine; Manufacture or Delivery or Possession With the Intent to Deliver or Manufacture of 30 Grams or More of Pentazocine, Methaqualone, or Phencyclidine; Manufacture or Delivery or Possession With the Intent to Deliver or Manufacture of 200 Grams or More of Peyote Barbituric Acid, Amphetamine or Methamphetamine or Any Other Scheduled 1 or 2 Controlled Substance; Manufacture or Delivery or Possession With Intent to Deliver or Manufacture on School Property 1 Gram or More of Heroin, Cocaine or LSD
- 10 - Aggravated Stalking; Armed Violence; Arson; Kidnapping; Aggravated Criminal Sexual Abuse; Aggravated or Felony Unlawful Use of Weapons; Residential Burglary; Class 3 or Greater Felony Drug Offenses; Aggravated Robbery; Robbery, Domestic Battery With Bodily Harm
- 8 - Aggravated Assault With Firearm; Aggravated Battery; Stalking; Class 4 Felony Drug Offenses; Unlawful Possession of a Weapon When Weapon Cannot be Found
- 6 - Felony Mob Action; Theft Over \$1,000; Compelling Gang Membership; Criminal Sexual Abuse; Unlawful Restraint
- 5 - Burglary; Offenses Related to Motor Vehicle (Felony); Burglary of Motor Vehicle; Theft of Motor Vehicle
- 4 - Aggravated Assault; Theft Over \$300.00; False Fire Alarm/Bomb Threat (Felony Disorderly Conduct); Criminal Damage to Property Over \$300.00
- 3 - Forgery; Unlawful Use of Credit Cards; Resisting or Obstructing a Peace Officer; Obstructing Justice; Theft From a Coin Operated Machine
- 2 - Misdemeanor Offenses (i.e. Assault; Disorderly Conduct; Criminal Damage to Property; Criminal Trespass to Vehicle; Domestic Battery With No Bodily Harm; Battery)
- 0 - Status Offenses

**Most Serious Current Offenses Score = \_\_\_\_\_**

**B. ADDITIONAL CURRENT OFFENSES**

- 4 - Three or more additional current felonies
- 3 - Two additional current felonies
- 2 - One additional current felony
- 1 - One or more additional current misdemeanors

**Additional Current Offenses Score = \_\_\_\_\_**



**C. PRIOR OFFENSES**

- 5 - Two or more prior felonies from A-12, A-10, A-8
- 3 - One prior felony from A-12, A-10, A-8, or; Two or more other felonies
- 2 - One other felony
- 1 - Two or more prior misdemeanors; One prior misdemeanor weapons offense

**Prior Offenses Score = \_\_\_\_\_**

**D. SUBTOTAL I.**

**Sum of A, B, C above = \_\_\_\_\_**

**E. RISK OF FAILURE TO APPEAR**

- 12 - Active Warrant/SHOCAP
- 10 - Violation of Home Detention (new offense)

**E. Risk of Failure to Appear Score = \_\_\_\_\_**

**F. SUBTOTAL II.**

**The Larger of Scores for D or E above = \_\_\_\_\_**

**G. LEGAL STATUS**

- 5 - On Probation/Parole and current charge is felony offense(s)
- 4 - On Probation/Parole and current charge is misdemeanor offense(s), on Electronic Monitoring (Home Detention) (excluding those on SHOCAP or E.M.), on Courtesy Supervision, on C.U.S., on Informal Supervision
- 3 - Pending Court, Pending Prior Referrals to A.S.A. for Petition, Violation of Court Ordered Release Conditions
- 2 - Habitual Absconder or History of Absconding to Avoid Court Appearances

**Legal Status Score = \_\_\_\_\_**

**H. AGGRAVATING FACTORS (May increase total by 1 to 4 points)**

- 4 - Senior or Very Young Victim, Likelihood of Retaliation, Injury to Victim
- 3 - Gang Related Activity, Specific Threats to Witness/Victim
- 2 - Inadequate Supervision at Home, Large Quantity of Drugs, Violation of Electronic Monitoring Conditions
- 1 - Current Emotional State of Juvenile, Placement History

**Aggravating Factors Score = \_\_\_\_\_**

**I. SUBTOTAL III.**

**Sum of F, G, H above = \_\_\_\_\_**

**J. MITIGATING FACTORS (May decrease total by 1 to 2 points)**

- 2 - Positive Parental Supervision and Good School Attendance and Behavior
- 1 - Positive Parental Supervision
- 1 - Good School Attendance and Behavior

**Mitigating Factors Score = \_\_\_\_\_**

**K. TOTAL SCORE**

**Sum of I minus J above = \_\_\_\_\_**

SCORING: 12 AND UP - Secure Detention

(11 or Less Does Not Meet Criteria for Detention)

Effective: 01/2003

***Sangamon County Circuit Court is pleased to announce:***

Sangamon County Adult Probation Department and Sangamon County Juvenile Court Services Department have combined to become the ***Sangamon County Court Services Department.***

**Effective Monday, September 14, 2009 offices for the Sangamon County Court Services Department will be located at the following addresses:**

**Administrative Services**

200 South Ninth Street, Room 308  
Springfield, IL 62701  
Phone: 217-753-6780  
Fax: 217-535-3200

**Adult Services**

2201 South Dirksen Parkway  
Springfield, IL 62703  
Phone: 217-747-8000  
Fax: 217-747-8022

**Juvenile Services**

200 South Ninth Street, Room 308  
Springfield, IL 62701  
Phone: 217-753-6780  
Fax: 217-535-3200

**Detention Services**

2201 South Dirksen Parkway  
Springfield, IL 62703  
Phone: 217-747-8000  
Fax: 217-747-8018