

**OFFICIAL PROCEEDINGS
WASHINGTON COUNTY BOARD MEETING**

August 12, 2025

The reconvened and adjourned meeting of the County Board of Washington County, Illinois was held at the Washington County Courthouse Nashville, Illinois on Tuesday, August 12, 2025 for the purpose of transacting county business that might come before the Board.

Present and presiding were Chairman David Meyer and Shari Hempen, County Clerk and Clerk of the Board.

Roll Call was taken by County Clerk Hempen with 14 members present. Those present were, Brammeier, Hohlt, Ibendahl, Shemonic, Small, Unverfehrt, Todd, Bening, Luna-Fuller, Karg, Elsesser, Malick, Klingenberg, and Meyer. Absent was Bronke

Others present were Crystal May-State's Attorney, Matt Bierman – EMA and Zoning, Kiefer Heiman-Highway Superintendent, Sheriff Schultze, Chief Deputy Carroll, Chief Justice Emge of the 24th Circuit, Jessica Eldridge Probation, Levi Foreman-Security, John Felchlia-Ambulance Administrator, Michael Auker, Andrew Howard, and Todd Marver-Washington County News,

Following the Lord's Prayer and the Pledge of Allegiance, Chairman Meyer called the meeting of the Washington County Board to order at 7:02 p.m.

Chairman Meyer asked if there were any additions or corrections to the July 8, 2025 Board meeting minutes. With no additions or corrections, a motion was made by Shemonic to approve the minutes, seconded by Todd. Motion carried.

Public's comments: None

Jessica Eldridge Probation Chief Managing Officer presented their Annual Probation Plan and compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110) are conditions of state reimbursement. Jessica appears every year to present the Board with a copy of the annual plan. **(Exhibit A)**

Matt Bierman appeared before the board to give his 2025 Mid-Year Zoning Report. **(Exhibit B)**

Zoning: Resolution 2025-102 **(Exhibit C)** Application #Z003-25 William McDougal and Michael Auker requesting an amendment to change the Zone District Classification on 1/33 acres from R-2 to Commercial. Located 1.33 acres in the west half of the Southwest quarter of Section 31 township 3 South range 5 west. Motion was made by Karg seconded by Malick. Motion carried.

John Felchlia Washington County Emergency Management Supervisor presented his Annual Board Report. **(Exhibit D)**

Emergency Ambulance & Rescue Service Monthly Report (Exhibit E) A motion was made by Small seconded by Todd. Motion carried.

The County Clerk and Recorder's Monthly Report (Exhibit F) Clerk Hempen presented her monthly report to the Board for approval a motion was made by Klingenberg seconded by Hohlt to approve the report as presented. Motion carried. Hempen told the board that packets for the March 17, 2026 Primary Election are available in her office and the filing dates are October 27, 2025 to November 3, 2025 by 5:00 pm. She also informed the board that all paperwork has to be notarized before they file because we do not have a notary in the office. Hempen announced she will be running for re-election in March.

Resolution 2025-101 (**See Exhibit G**) to disburse the sum paid under a defaulted contract for unpaid property taxes. A motion was made by Brammeier to accept the resolution seconded by Bening. Motion carried.

Highway Resolutions - Kiefer Helman – County Highway Engineer presented:

1. Resolution 2025-102 (**Exhibit H**) replace a damaged drainage structure TR 240, Railroad Road, approximately three quarters (3/4) of a mile north of Maryland Road., Ashley Twp. Sec. 34 township 2 S range 1 west.

Shemonic thanked the Highway department for unloading the new dog kennels and hauling away the old ones.

The Sheriff's Monthly Report & updates (Exhibit I) Sheriff Schultz presented his monthly report with exhibits. Shemonic made a motion to accept the report as presented seconded by Luna-Fuller. Motion carried. Sheriff Schultze announced he would be running for re-election March 17, 2026. Ibendahl gave kudos to the Sheriff's department for finding the person who had run into the little church by St. John's church in New Minden.

State's Attorney Crystal May presented her monthly report. (**See Exhibit J**) A motion was made by Todd to approve her monthly report seconded by Klingenberg. Motion carried. May informed the board that she received a binding opinion issued by the Attorney General pursuant to section 3.5 (3) of the Open meetings Act (OMA) (5ILCS 120/3.5 (e) (West 2024). For violating the OMA by holding an improper private meeting on April 30, 2025. May said the whole board is under scrutiny and provided each board member with a copy of the Opinion and encouraged them to read it to make sure they are fully aware and compliant with their committees. She also told the board if they had any questions to reach out to her. A question was brought up about different scenarios as possible meetings, like UCCI meetings, riding on a parade float as a group. May's answer was do not discuss County Business.

Resolution 2025-103 (**Exhibit K**) Authorizing participation in National Opioid Settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus, Purdue (and affiliates), and the Sackler Family and authorizing execution of settlement documents and to give the State's Attorney and Treasurer to execute and all necessary documents for participation in said settlements on behalf of Washington County. Motion was made by Luna-Fuller seconded by Shemonic. Motion carried.

The Treasurer's Monthly Cash Flow Statement and Budgetary status Reports for Period ending 7/31/2025. (Exhibit L & M) a motion was made by Brammeier seconded by Elsesser to accept the report as presented subject to audit review. Motion carried.

The due dates for the 2024 payable 2025 real estate taxes are September 22, 2025 and October 24, 2025.
19,533 Tax Bills sent total county extension \$30,920,881.46
Tax Sale is January 30, 2026

COMMITTEE REPORTS:

Ambulance- 2 meeting

Animal Control- No meeting

Cemetery- No meeting

Claims against the County- 1 meeting

Sheriff's/Communications/Drug Task- 2 meetings

The Sheriff's committee, the State's Attorney and the County's Insurance discussed the Intergovernmental agreement between Monroe and Washington County it was voted on at the last Sheriff's Committee meeting to bring it before the full board for approval. Sheriff Schultze said that funds that are seized get split between both Sheriff Departments, State's Attorney, Courts and State Police. Seized vehicles are a 50/50 split and rotated between counties. Sheriff Schultze said he has saved the county \$200,000 for vehicles that were paid for by drug money they have collected. The sheriff was asked if his department has the manpower for this agreement the sheriff gave no answer.

Overtime can be paid out of the drug fund as long as the overtime was used for drugs. This is an annual agreement that is automatically renewed from the day it was signed unless terminated by either county. Monroe county is waiting on Washington County to pass the resolution or not before they vote on it. Sheriff Schultze said Dan Janowski didn't have a problem with the Intergovernmental agreement, but Crystal comes in and she has a problem with it. Schultze said counties do it all of the time without an agreement. I'm the Sheriff and you guys (county board) try to put your hands on me and tell me what to do. A motion was made by Unverfehrt and seconded by Luna-Fuller to approve the agreement. Unverfehrt requested a roll call vote. The agreement won't go into effect until Monroe County approves it. When the agreement is signed by Monroe County the County Clerk is to receive the agreement. Roll call vote was taken with 9 ayes and 5 nays. Voting nay was Small, Todd, Hohlt, Klingenberg and Meyer. Agreement passed.

County Buildings- 2 meetings

Brammeier chairman of the building committee told the board that there were 3 bids turned in for the renovation of the old ambulance/new dispatch/911 office project. Lake contract was the lowest bid for \$217,680. The architect said everything was in order and the building committee voted 3 to 1 to accept the bid from Lake Contracting. Brammeier made a motion to accept the bid from Lake Contracting and proceed with the new dispatch facility. Brammeier told the board back in 2021-2022 it would have cost the county \$500,000 to add a room to the Sheriff's Dept. to house dispatch. Hohlt said we could delay the remodel a few months and look at the possibility of using the upstairs in the old jail, it is already handicap accessible. We could move EMA/Zoning downstairs it wouldn't need much done to it. Malick told the board according to the new law any remodel or new building has to be made handicap accessible. Brammeier said it would not lower the cost, we would have to pay to go out for bid again. These things should have been brought up over the last 3 years we have been talking about it. Bening told the board that we made a commitment to Dispatch to give them the space. There has been furniture and other items already purchased to fit the space. Hohlt said he was not in favor of moving dispatch into the old ambulance building. Brammeier said we should not delay the project anymore and the next time we might not have 3 bidders. Brammeier called for a roll call vote. Roll call was taken with 11 ayes and 3 nays. Motion carried.

Relay for life is requesting to use the Courthouse grounds and the parking lot behind the Judicial Building on October 25th.

Unverfehrt asked Brammeier if Johannes Construction has contacted Eggemeyer about the window problems at the Ambulance department. Brammeier said they are holding onto \$17,000-\$19,000 balance due.

Jail remodel is not quite complete the final payment will not be made until it is completed.

County Health Department- 1 meeting

Education- No meetings

Enterprise Zone (Centralia) - No meetings

Enterprise Zone (Nashville) - No meetings

Environmental, EMA, Zoning – 1 meeting

Finance, Claims & Economic Development- 1 meeting

Tyler Technologies met with county board members, elected and appointed officials and a few of the staff to go over their financial program products. Brammeier thanked John Felchli for the use of his conference room that day.

Insurance- 1 meeting

Legislative- No meeting

Personnel, Policy & Appointments- No meeting

Jerry Pochynok to replace Sean Ballantini on the Irvington Fire Board

Road & Bridge-1 meeting

Safety- No meetings

Solid Waste- No meetings Recycle date September 20th @ Okawville High School

South Central IL. Growth Alliance- No meetings

911- 1 meeting

Dispatch- 1 meeting

Contract Negotiations – FOP no meeting

Contract Negotiations – IBEW no meeting

The Claims against the County Report was presented to the Board for approval by Ibendahl. TO THE CHAIRMAN AND MEMBERS OF THE BOARD: YOUR COMMITTEE MET ON August 11, 2025 EXAMINED ALL CLAIMS PRESENTED AND RECOMMENDS PAYMENT TO THE FOLLOWING AND THE CLERK BE DIRECTED TO ISSUE ORDER ON THE COUNTY TREASURER TO THE CLAIMANTS FOR THE AMOUNTS ALLOWED and to include a claim for \$3085 for Eggemeyer Architect. **(Exhibit N)** A motion was made by Ibendahl seconded by Karg to approve payment to all claims and include \$3085 for Eggemeyer Architects. Roll call vote was taken with 14 ayes. Motion carried. The bill submitted by Dispatch for a new chair will be reimbursed from 911.

A motion was made by Ibendahl seconded by Elsesser to make restitution to the County Board's Per Diems. Roll Call vote was taken with 14 ayes. Motion carried.

A motion was made by Unverfehrt seconded by Shemonic to approve payment of monthly utility expenses and payroll expenses. Motion carried.

The next regularly scheduled meeting will be September 9, 2025 at 7:00 p.m.

A motion was made by Klingenberg and seconded by Todd to adjourn the meeting. Motion carried. The meeting of the Washington County Board adjourned at 8:40 p.m.

Shari Hempen, Washington County Clerk and Clerk of the Board



WASHINGTON COUNTY BOARD

101 E. St. Louis St., Nashville, IL. 62263

COUNTY BOARD MEETING:

7:00 P.M August 12, 2025

AGENDA

1. Prayer and Pledge of Allegiance
2. Call to Order
3. Roll Call
4. Acknowledgment of Guests
5. Approval of the July 8, 2025 County Board Minutes
6. Public's opportunity to address the Board (limited to 3 minutes per person)
7. Probation Chief Managing Officer – Jessica Eldridge
8. Zoning Administrator – Matt Bierman
9. Ambulance Administrator – John Felchlia
10. County Clerk & Recorder's Monthly Report
11. Resolution to reimburse the County Clerk for advanced charges on defaulted payment contract
12. Emergency Ambulance & Rescue Service Monthly Report
13. Highway Dept: Resolution failing drainage structure, Maryland Rd., Ashley Twp.
14. Sheriff's Monthly Report
15. State's Attorney's Monthly Report
16. Treasurer's Monthly Cash Flow & Budgetary Status Report
17. Zoning: Ordinance to Amend Zoning Map Section 31 3S 5W William McDougal & Michael Auker
18. Resolution Authorizing Participation in National Opioid Settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus, Purdue (and affiliates) and the Sackler Family and Authorizing Execution of Settlement Documents
19. Committee Reports:
 - Building:**
Renovation of Old Ambulance/New Dispatch/911 Office project - Approve bid received for renovation project
 - Personnel:**
Jerry Pochynok to replace Sean Ballantini on the Irvington Fire Board
 - Sheriff/Communication:**
Approval of the Intergovernmental Agreement with Monroe County and Washington County
20. Claims Against the County
21. Approve County Board Expenses
22. Approve Monthly Utility Expenses & Payroll Expenses
23. Adjournment

Agenda Items may be re-arranged during the meeting at the Board's Discretion

Old and New Business may be discussed within each Agenda item

General Comments on non-agenda Items may be made without action being taken

District 1:	District 2:	District 3:
Dani Luna-Fuller	Dan Bronke	Douglas Bening
Eric Malick	Alan Hohlt	Eric Brammeler Vice-Chairman
Rodney Small	Dave Ibendahl	David Meyer - Chairman
Kurt Elsesser	Brian Klingenberg	Paul Todd
Larry Unverfehrt	Dennis Shemonic	David Karg

COUNTY BOARD CHAIRPERSON/

PRESIDENT OF THE COUNTY BOARD

As Chairperson/President of the County Board of Washington County, I hereby acknowledge the County Fiscal Year 2026 Annual Probation Plan submitted by the 24th Judicial Circuit Probation Department serving Washington County/Counties. I understand that submission of the Annual Probation Plan and compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110) are conditions of state reimbursement.

David A. Meyer

Chairperson/President
County Board

Dated: August 12, 25

David A. Meyer

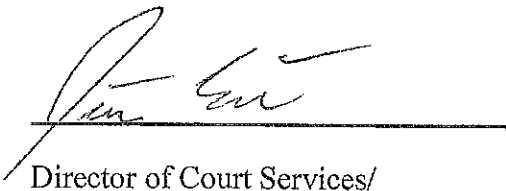
Print Name

COUNTY FISCAL YEAR 2026

ANNUAL PROBATION PLAN SIGNATORIES

DIRECTOR OF COURT SERVICES OR CHIEF PROBATION OFFICER

As Director of Court Services/Chief Probation Officer of the 24th Judicial Circuit Probation Department serving Washington County/Counties, I hereby submit this County Fiscal Year 2026 Annual Probation Plan. I certify that the information in this plan is true and correct to the best of my knowledge. I further certify that my department will comply with all standards, policies and regulations established by the Supreme Court under provisions of the Probation and Probation Officers Act (730 ILCS 110), and acknowledge that compliance is subject to monitoring, auditing, and qualitative review by staff of the Administrative Office of the Illinois Courts.



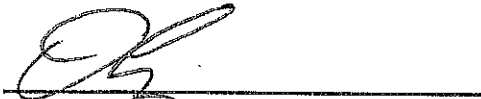
Dated: 8/7/25

Director of Court Services/

Chief Probation Officer

CHIEF CIRCUIT JUDGE

As Chief Judge of the 24th Judicial Circuit, I hereby certify that I have reviewed and approved the County Fiscal Year 2026 Annual Probation Plan submitted by the Judicial Circuit Probation/Court Services Department serving Washington County/Counties.



Dated: 8/11/25

Chief Circuit Judge

24th Judicial Circuit Court
Washington County Department of Probation and Court Services
CFY 2026 Annual Plan

The Probation and Court Services Annual Probation Plan, as referenced in the Illinois statutes [730 ILCS 110/15(6)], requires probation and court services departments "have on file with the Supreme Court an annual probation plan for continuing, improved, and new Probation and Court Services Programs approved by the Supreme Court or its designee. This plan shall indicate the manner in which Probation and Court Services will be delivered and improved, consistent with the minimum standards and regulations for Probation and Court Services, as established by the Supreme Court... The annual probation plan shall seek to generally improve the quality of probation services and to reduce the commitment of adult and juvenile offenders to the Department of Corrections..."

The purpose of the Probation and Court Services Annual Probation Plan is to provide a road map for ongoing organizational development for probation and court services departments across the state. The AOIC believes better planning leads to better outcomes as evidenced by the development of the Judicial Branch Operational Strategic Plan and the AOIC Probation Services Division Strategic Plan. Traditionally, strategic planning has four or more elements built upon a mission/vision statement and a department's core values to drive long-term goals. In that spirit, the Organizational Development section of the Probation and Court Services Annual Plan will focus on elements of a strategic plan.

Director/CMO First Name

Jessica

Director/CMO Last Name

Eldridge

Select a Source

What is New

Consider the following and select "yes" or "no" for each: Have documents changed since last year? Is the department making a request? If an area is changed from the previous CFY Annual Probation Plan, the department will need to submit documentation as part of the current CFY Annual Probation Plan. Only check yes to areas that are applicable to your annual plan. Checking "yes" will result in additional questions being populated in the survey and those questions will need to be fully addressed for the plan to be considered complete. A "1" indicates the choice was selected.

Document/Area of Update	Yes	No
Salary Shortfall	1	0
New/Revised Compact Fee Administrative Order	0	1
New/Revised Compensation Plan	1	0
Variance to Department Local Approved Compensation Plan	0	1
Variance to the Compensation Standards	0	1
Salary Increase	1	0
Range Adjustments	0	1
Variance to AOIC Caseworks Standards	0	1
Variance to Operational Standards	0	1
Performance Appraisal New or Updated	0	1
Organizational Structure	0	1
Organizational Hierarchy Chart/Worksheet	0	1
Reorganization Request	0	1
New/Updated Policies & Procedures	1	0
New/Updated Interstate Compact Policies & Procedures	0	1
Justice Stakeholder List	1	0
Justice Stakeholder Meeting Involvement	0	1
Quality Assurance Process Policy and Procedure	0	1

Organizational Plan Review

Please enter the goals as shown in the previous annual plan cycle on the Organizational Plan Worksheet and indicate the status of the goal.

Goal 1

Status

Washington County will continue to create policies and procedures for the 24th Judicial Circuit. In Progress

Goal 2

Status

N/A

Completed

Goal 3

Status

N/A

Completed

Goal 4

Status

Per Diem Policy

Completed

Goal 5

Status

Assessment and case planning policy

In Progress

Goal 6

Status

Firearm Policy

Not Addressed

In the previous question, it was indicated that one or more goals for the previous plan year were not completed. Please explain what work is needed to complete unfinished goal(s) or why it was discontinued.

Washington County has completed an employee drug testing policy, general office procedures, and per diem/travel expense policy. Washington County is also completing assessments now. We will be submitting a home visit policy and assessment/case planning policy with this year's annual plan. The firearm policy is still in progress.

Organizational Plan

Organizational Plan: The purpose of this section is to identify the organization's goals for the full implementation and maintenance of the Administrative Office of the Illinois Courts Probation Caseworks; Operational; Hiring, Promotion and Compensation Standards. This section also provides a structured opportunity for departments to request assistance from the AOIC by building this information into their plans for the following year. This also helps the AOIC to identify statewide issues, needs, and trends for response prioritization and resource allocation. The following questions will build your plan for the coming year.

Goal 1 Upcoming Year

What area of the Statute, Standard, or program development is addressed with your first goal?

Probation Casework Standard, Probation Operational Standard

Please provide the first goal for the coming fiscal year.

To continue to create uniform policies and procedures for the 24th Judicial Circuit.

Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

Objective 1	Responsible Parties	Completion Date Target
Create a policy for violation reports	Jessica	June 2026

Objective 2	Responsible Parties	Completion Date Target
Continue to establish a firearm policy	Jessica	June 2026

Goal 2

Upcoming Year

Note: this section will only be completed if the department indicates that it has a second goal.

Please provide the next goal for the coming fiscal year.

Improve Core Correctional Practice Standards within the department.

Please list the objectives, or steps, responsible parties, and goal dates that will lead to the attainment of this goal.

Objective 1	Responsible Parties	Target Completion Date
Ensure all staff are trained in CCP	CMO	June 2026
 Objective 2	 Responsible Parties	 Target Completion Date
Attend CCP Booster trainings.	CMO	June 2026
 Objective 3	 Responsible Parties	 Target Completion Date
Set up macros in PC Jims	CMO	June 2026

Casework Casefile Review

This section will only be completed by departments that have received their Casework Casefile Review and Report.

Has the department received a Casework Casefile Review from the Administrative Office of the Illinois Courts within the last three State Fiscal years?

No

Probation Casework Standards

This section will only be completed by departments that have **not** received their Casework Casefile Review or Report.

What areas of the AOIC Probation Casework Standards have been implemented by your department?

3.1 REFERRAL PROCESS AND CASE ASSIGNMENT (and related sub-sections), 3.2 ORIENTATION (and related sub-sections), 3.3 ASSESSMENT (and related sub-sections)

What barriers exist to fully implement Probation Casework Standards? (Select all that apply)

Technological Needs, Motivation, Other

Please identify the issue(s) captured above and explain this barrier to implementation in more detail, along with any plans to address or remediate the issue(s) cited.

This year Washington County completed a data conversion. It took time to learn the new system as well as transfer all the data over. Time, education on the process, and prioritizing the process while still creating a department and carrying a caseload.

What is needed by your department to fully implement the Probation Casework Standards? (Select all that apply)

Knowledge, Skills, Technology (e.g., ability to collect)

Please identify the need(s) captured above and explain what is needed to facilitate implementation in more detail, along with any plans to address or remediate the issue(s) cited.

Since creating the 24th Judicial Circuit, there has been a lot of new things to learn and policies to create, we do all this while maintaining a caseload. We need more time to establish our department and become fully functioning by AOIC standards.

Annual Report

The Department(s) complete a separate Annual Report for the County Board?

No

New or Updated Policy

This section will be completed when New or Updated Policy is selected on the "What's New" question.

Field	Choice Count
Anti-Opioid Program/Narcan/Naloxone	1
Caseworks Policies	1
Code of Conduct	0
Operational Policies	0
Officer Safety	0
Juvenile Diversion	0
Adult Diversion	0
Core Correctional Practices/Fidelity/Quality Assurance	0
Performance Review Policy	0
Other Please Describe	1

Fiscal Resource Management

This section will be completed when issues regarding Fiscal Resource Management is selected on the "What's New" question.

Salary Shortfall [730 ILCS 110/15.1(h)]: Monies will be used from the Probation and Court Services Fund for salary shortfall. Please indicate the amount of Salary Shortfall being requested.

5,385.84

Salary Increase

This section will be completed when Salary Increase is selected on the "What's New" question

Will there be salary increases for management or line staff?

Class	Choice Count
Management Staff	1
Line Staff	1

Salary Increase for Line Staff

This section will be completed when Salary Increase for Line Staff is selected above.

Position/Classification	Percentage	Dollar Amount
Jeff Goforth/Probation	7.9	4,564.70

Field	Choice Count
Longevity	0
COLA	1
Performance	1
Flat Increase	0
Union Negotiated Increases	0
County Board Declaration	0
No Increase	0
Other	0

Salary Increases for Management Staff

This section will be completed when Salary Increase for Management Staff is selected above.

Position/Classification	Percentage	Dollar Amount
Jessica Eldridge/CMO	7.9	5,477.74

Exempt: Which of the following factors are associated with the increase? Please explain "other" in the box below.

COLA, Performance

Salary Range Adjustment

This section will be completed when Salary Range Adjustment is selected above.

Collective Bargaining Agreement [730 ILCS 110/15(4)]

A "1" indicates that the corresponding choice has been selected.

Field	Choice Count
Yes	0
No	1
In Negotiation	0

Please indicate what Quality Assurance Policy and Procedures are currently in place and utilized within the department.

Still in process of implementing Core Correctional Practices.

Collaboration (730 ILCS 110): Justice System Stakeholder Involvement

This section will be completed when Reorganization is selected on the "What's New" question

Rights of Crime Victims [730 ILCS 110/15(6)(d)]

How does the department support the rights of crime victims? (Select all that apply)

State's Attorney has a victim's advocate on staff, Notice to victim regarding court hearings

Describe how the requirements of the statute are implemented regarding crime victim rights and how the department coordinates that support with other criminal justice agencies within the jurisdiction.

Washington County Probation oversees no contact orders if they are on our probation caseload.

Thank you for taking the time to complete the Probation and Court Services Annual Plan. Once completed, an email containing your responses will be sent to the email address that was provided. Please download these responses and provide to the chief judge for approval.

I certify that I have completed the Annual Plan survey and will upload my Attachments and Signature Page to the designated Google Drive folder under the Annual Plan section. (Select all that apply). A "1" indicates that the associated document was selected.

Field	Choice Count
Signature Page	1
Probation Fee Budget	1
Organizational Chart Worksheet	1
Salary Range Worksheet	1
Revised Policies highlighted and struck through	0
ICAOS-ICJ Policies	0
Shortfall Worksheet	1
Applicable Addendums	1
Collective Bargaining Agreement	0
Quality Assurance Plan	0
Compensation Policy	1
Variance Request/Documentation if Applicable	0
Performance Appraisal New or Updated	0
Reorganizational Request if applicable	0
Justice Stakeholder List	1
COPE Approved Training Hours are in Relias	1
Organizational Chart Flow Chart/Hierarchy	1

Signature Page and Addendum(s) to follow

2026 Probation Services Fee Expenditure Proposal | Probation Washington County

Department Information

First Name: Jessica

Last Name: Eldridge

Email Address: Jessica.eldridge@washingtonco.illinois.gov

Organization: Probation

Are Probation Fees used for this Department? Yes

Source of Funding

Source of Funding - Probation Fees Fund

Probation Fee Fund	Sum
Balance at Start of Fiscal	270,000.00
Funding/Income	0.00
Department Fringe Benefits	0.00
IGA (Inter-Governmental Agreement) Revenue	0.00
Other Receivables	0.00

Proposed Expenditures

Department Fiscal Operations Proposed Spending	Sum
Bonuses	0.00
Contingency	0.00
Department Fringe Benefits - (FICA, Worker's Compensation, Unemployment, IMRF, Medical, Dental, and Life Insurance)	0.00
Longevity	0.00
Merit	0.00
Overtime	0.00
Personnel Payouts	0.00
Reimbursements to Staff	0.00
Salaries	0.00
Salary Shortfall	5,385.84
Tuition Reimbursement	0.00
OTHER - Salary	0.00

Department Operations Proposed Spending	Sum
Advertising	0.00

Applicant & Employee Psychological Testing/Evaluations	0.00
Auto Expenses	0.00
Boilers	0.00
Building Rent/Mortgage/Bond	0.00
Capital Expenses	0.00
Car Communication Systems	0.00
Case Management System Development (e.g., implementing, building compliance with data requirements)	0.00
Case Management License (e.g., new software)	0.00
Case Management Services (e.g., maintaining)	0.00
Cell Phone Chargers	0.00
Chairs	0.00
Computer Hardware (e.g., laptops, printers)	0.00
Computer Software (e.g., MS Office, Adobe Suite, Video conferencing)	0.00
Computer Video Equipment	0.00
Conducted Energy Devices (CEDs)	0.00
COVID Expenses - (e.g., cleaning)	0.00
COVID Testing	0.00
Desks	0.00
Destruction of Records Service	0.00
Document Shredding	0.00
Dues	0.00
Electric	0.00
Employee Drug Testing	0.00
Equipment Maintenance (identify type of "equipment")	0.00
Equipment Rentals	0.00
Firearm Ammunition	0.00
Firearms	0.00
Gas - Auto	0.00
Gas - Building	0.00
Hotspot/Wi-Fi Services	0.00
Icemaker	0.00
Improvements to Buildings	0.00

Ink	0.00
IT Support Contract	0.00
Job Posting/Hiring Ad	0.00
Kitchen Appliances	0.00
Laundry Services	0.00
Laundry & Cleaning Supplies	0.00
Maintenance/Cleaning Staff Salaries & Benefits	0.00
Medical Waste Disposal	0.00
Memberships (e.g., IPCSA)	150.00
Microfilming	0.00
Notary Services	0.00
Office Cleaning/Custodial Services	0.00
Office Copier/Printer/Scanner	0.00
Office Copier/Printer/Scanner Lease	0.00
Office Copier/Printer/Scanner Maintenance	0.00
Officer Safety Equipment	0.00
Office Supplies	0.00
Officer Uniforms	0.00
Oil changes	0.00
Oleoresin Capsicum: Pepper Spray	0.00
Operation Service Contracts	0.00
Paper	0.00
Pens	0.00
Phones - Cell	0.00
Phones - Landline	0.00
Police Radios	0.00
Postage	0.00
Printing/Duplication	0.00
Printer Toner	0.00
Property & Employee Liability Insurance	0.00
Public/Community Service Supplies	0.00
Publications, Printing, & Binding	0.00
Record/File Storage	0.00

Reimbursements to Other Probation Department(s)	0.00
Roofs	0.00
Security Computer & Video Equipment	0.00
Stamps	0.00
Subscriptions (e.g., journals, news papers)	0.00
Tracker Contract	0.00
Training - (accommodation reimbursements)	0.00
Training - (mileage)	0.00
Training - (per diem)	0.00
Training - (registration)	0.00
Travel Expenses - (accommodation reimbursements)	0.00
Travel Expenses - (home visits mileage)	0.00
Travel Expenses - (per diem)	0.00
Travel Expenses - (work meetings mileage)	0.00
Utilities	0.00
Vehicle Lease	0.00
Vehicle Maintenance	0.00
Vehicle Purchase	0.00
Vests	0.00
Waste Disposal & Recycling	0.00
Water - Building	0.00
Water - Coolers / Bottled	0.00
Water Heaters	0.00
Web-cams	0.00
Work Release	0.00
Other Operations	0.00
Other Expenditures	0.00
Client Services Proposed Spending	Sum
Alcohol Testing	0.00
Alcohol Treatment	0.00
ASL - Language	0.00

Bus Fare / Tokens (Incentives)	400.00
Bus Fare / Tokens - Non-Incentive	0.00
Cash (Incentives)	0.00
Client Birth Records	0.00
Client Records	0.00
Cognitive Programming & Supplies	400.00
Cognitive Programming	0.00
Cognitive Supplies	0.00
Community Service Supervision Contract	0.00
Contracted Services	0.00
COVID-19 Testing	0.00
Drug/Alcohol Testing	500.00
Drug/Alcohol Treatment	0.00
Drug Testing	0.00
Drug Treatment	0.00
DVI Assessments	0.00
Educational Programs & Supplies	0.00
Educational Programs	0.00
Educational Supplies	0.00
Electronic Monitoring/GPS	0.00
Employment Services	0.00
Food - Non-Incentive	0.00
Food/Snacks/Candy (Incentives)	0.00
Foreign Language Interpreters	0.00
Foster Care Placement	0.00
Gloves - Medical	0.00
Good-time Credit (Incentives)	0.00
GPS Equipment	0.00
Graduation Ceremony	0.00
Group Counseling Services	0.00
Hospital Miscellaneous	0.00
Incentives	0.00
In County Detention	0.00

Individual Counseling Services	0.00
Individual & Group Counseling Services	0.00
Inpatient Alcohol Treatment	0.00
Inpatient Drug Treatment	0.00
IPPC Sex Offender Contract	0.00
JSOP - Counseling	0.00
Language Access Services	0.00
Legal Notice(s)	0.00
LexisNexis Contract	0.00
Medical Miscellaneous	0.00
Medications/Prescriptions	0.00
Medical Supplies	0.00
Medical Treatment	0.00
Medical Waste Disposal	0.00
Movie Tickets (Incentives)	0.00
Other Detention Cost	0.00
Out of County Detention	0.00
Outpatient Alcohol Treatment	0.00
Outpatient Drug Treatment	0.00
Oxford Housing	0.00
Polygraph Testing	0.00
Prescriptions	0.00
Project Stipends	0.00
Psychological Evaluations	0.00
Psychological Testing/Evaluations	0.00
Psychological Testing	0.00
Psychological Treatment	0.00
Public/Community Service Supervision Contract	0.00
Public Service Supervision Contract	0.00
RANT Assessments	0.00
Redeploy Programming	0.00
Residential Facilities	0.00
Residential Placement	0.00

Risk Assessment	0.00
Salaries - (Contracted specific to client/resident services)	0.00
Shipping - Alc/Drug Tests	0.00
SNAP Contracts	0.00
STD Testing	0.00
Television (Incentives)	0.00
Text Message Appointment Reminders	0.00
Track Phones (Incentives)	0.00
Track Phone Minutes (Incentives)	0.00
Transportation	0.00
Treatment Services	0.00
Vaccines	0.00
Water Coolers / Water	0.00
Water Dyes - Alc/Drug Testing	0.00
Other Contracts	0.00
Other Services	0.00

How Expenses Are Covered | Department Personnel**Salary Shortfall**

Funding Source	Sum
Probation Fees Fund	5,385.84
Probation Operation Fees Fund	0.00

How Expenses Are Covered | Services**Cognitive Programming & Supplies**

Funding Source	Sum
Probation Fees Fund	400.00
Probation Operation Fees Fund	0.00

Drug/Alcohol Testing

Funding Source	Sum
Probation Fees Fund	500.00
Probation Operation Fees Fund	0.00

Incentives

Funding Source	Sum
Probation Fees Fund	400.00
Probation Operation Fees Fund	0.00

How Expenses Are Covered | Department Operations**Memberships, Dues, Subscriptions**

Funding Source	Sum
Probation Fees Fund	150.00
Probation Operation Fees Fund	0.00

Other Operations

No data found - your filters may be too exclusive!

Other Expenditures

No data found - your filters may be too exclusive!

How Expenses Are Covered | "Other" Expenses

"Other" Expenses

No data found - your filters may be too exclusive!

County Fiscal Year Salary Range Worksheet

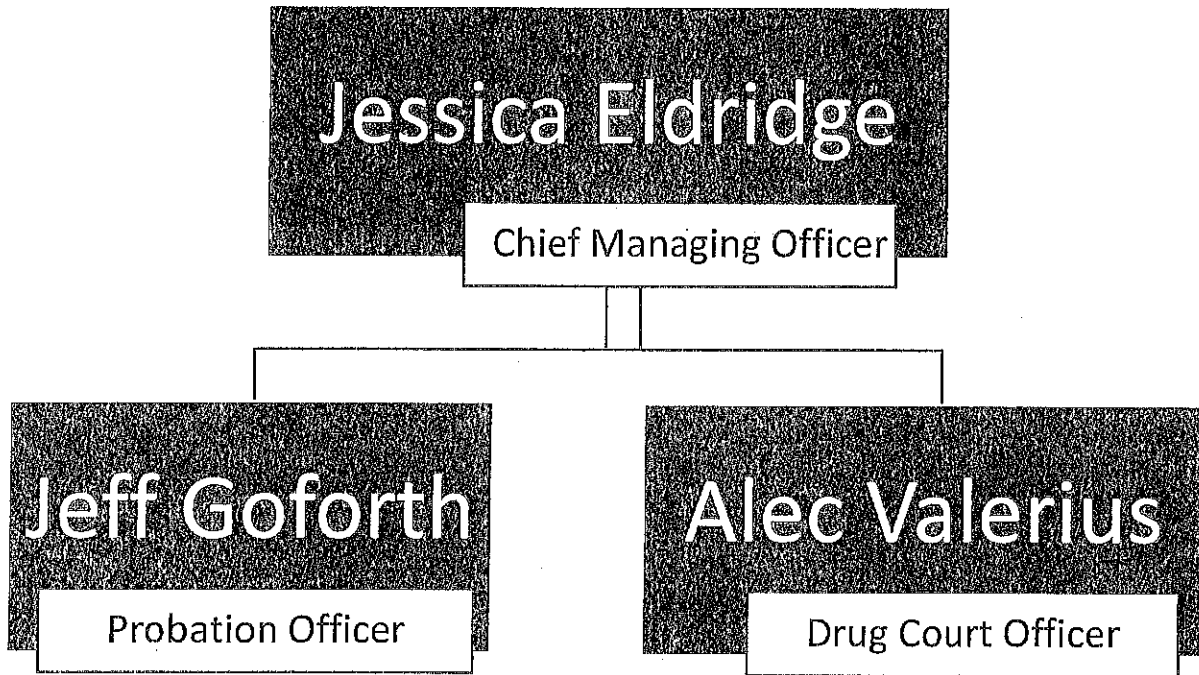
County Fiscal Year Salary Range Worksheet

[illegible]

Funding Source/Categories		Title Categories		Job Function/Responsibility		Union Name
Grants-in-Aid	GIA	Director/CMO	Dir/CMO	Both Adult & Juvenile	B	Teamsters
Salary Subsidy	SS	Non-Director CMO -	Non-Director/CMO	Adult	A	AFSCME
Pretrial	PT	Supervisor for	Sup	Juvenile	J	FOP
Grant Funded	GF	Probation Officer	PO	Detention	D	Other
County Funded	CF	Detention Officer,	JDO	Problem Solving Court	PSC	N/A
		Senior Officers	Sr.PO/JDO	Pretrial	PT	
				Other	O	

[illegible]

WASHINGTON COUNTY PROBATION ORGANIZATIONAL FLOW CHART



Salary Shortfall Worksheet

County/Department Name: WashingtonCounty Fiscal Year: December*(Must enter month of new CFY)**

	Column 1	Total Column
Enter Total GIA salaries as of July 1 (Total Max. Allow. Reimb. amount on July 1 GIA Approved Personnel List)	\$ 127,119.50	\$ 52,966.46
Total GIA salaries proposed as of December 1 (Total Max. Allow. Reimb. amount plus proposed annual increase, i.e., 2%,)	\$ 137,161.94	\$ 80,011.13
Total number of Salary Subsidy positions	0	\$ -
Total Pretrial Salaries as of July 1 (Total Max. Allow. Reimb. amount on July 1 Pretrial Approved Personnel List)	\$ -	\$ -
Total Pretrial Salaries proposed as of December 1 (Total Max. Allow. Reimb. amount plus proposed annual increase, i.e., 2%,)	\$ -	\$ -
Total Dept. Salaries (automatically calculates)		\$ 132,977.59
Enter the amount for Total Allocations for Fiscal Year -->		\$ 127,591.75
Total Departmental Salary Reimbursement Shortfall (automatically calculates)		\$ 5,385.84
Requested Shortfall Amount	\$ 5,385.84	\$ 0.00

* For the formula to calculate correctly, the month which begins the CFY needs to be completely spelled

For December 1st CFY (Formula): GIA & Pretrial salaries as of July 1st, divide by 12, multiplied by 5.

For December 1st CFY (Formula): GIA & Pretrial proposed Dec. 1st salaries, divide by 12, multiplied by 7.

For September 1st CFY (Formula): GIA & Pretrial salaries as of July 1st, divide by 12, multiplied by 2.

For September 1st CFY (Formula): GIA & Pretrial proposed Dec. 1st salaries, divide by 12, multiplied by 11

For October 1st CFY (Formula): GIA & Pretrial salaries as of July 1st, divide by 12, multiplied by 3.

For October 1st CFY (Formula): GIA & Pretrial proposed Dec. 1st salaries, divide by 12, multiplied by 9.

For January 1st CFY (Formula): GIA & Pretrial salaries as of July 1st, divide by 12, multiplied by 6.

For January 1st CFY (Formula): GIA & Pretrial proposed Dec. 1st salaries, divide by 12, multiplied by 6.

Salary Subsidy (Formula): Total Salary Subsidy positions multiplied \$12,000.

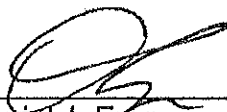
**IN THE CIRCUIT COURT
TWENTY-FOURTH JUDICIAL CIRCUIT**

IN RE:	AUTHORIZATION FOR A DRUG)	GENERAL
	OVERDOSE RESPONSE PROGRAM)	ADMINISTRATIVE
	FOR PROBATION DEPARTMENTS)	ORDER. 24-06
	IN THE 24th JUDICIAL CIRCUIT)	

Pursuant to the Anti-Opioid Program and Administration Standards promulgated by the Supreme Court of Illinois in October of 2022, the various probation departments in the 24th Judicial Circuit are hereby permitted to participate in the Opioid Overdose Response Program, the Policies and Procedures of which are attached hereto.

This authorization shall be effective immediately, and until further order of the Court.

Dated this 13th day of May, 2024.



Daniel J. Enge,
Chief Circuit Judge

Opioid Overdose Response Program
Policies and Procedures for
Probation Departments in the 24th Judicial Circuit

The following policies and procedures are hereby established pursuant to the Anti-Opioid Program and Administration Standards promulgated by the Supreme Court of Illinois (attached hereto) with the goal of reducing fatalities from opioid overdoses. The Chief Judge of the 24th Judicial Circuit has entered General Administrative Order 24-06 (attached hereto) which permits the probation departments in the 24th Judicial Circuit to participate in a drug overdose response program.

The purpose of these policies and procedures is to govern the acquisition, storage, and administration of opioid antagonists by probation department staff in the 24th Judicial Circuit who are trained as overdose responders. An opioid antagonist is a drug that binds to opioid receptors in the brain and blocks or inhibits the effect of opioids acting on those receptors including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

Official Designee

The Official Designee is the individual within each probation department that manages and has overall responsibility for that county probation department's drug overdose response program. The Official Designee for each county probation department's drug overdose response program shall be the Chief Managing Officer of that department. This Official Designee shall:

- Maintain program documentation and records, including but not limited to training logs, opioid antagonist usage reports, inventories, and the program materials and records;
- Identify and select persons to be trained as overdose responders;
- Develop and maintain a training protocol for probation staff consistent with the Illinois Department of Human Services Division of Substance Use Prevention and Recovery (SUPR) guidelines;
- Ensure that all overdose responders successfully complete all training components and refresher courses as needed;
- Oversee procurement, storage, and distribution of opioid antagonist kits to eligible probation staff;
- Ensure kits have not expired and properly dispose of expired kits;
- Be cognizant of opioid trends, including reviewing relevant county opioid trends on the Illinois Department of Public Health's (IDPH) Opioid Data Dashboard and other data available through IDPH;
- In counties that have drug courts, update the county's drug court team on any new developments, status of the opioid overdose response program, and the in-office administration of any opioid antagonist to any drug court participant;
- In counties that have drug courts, ensure that all new drug court participants receive an opioid antagonist take-home kit upon entering the program and are aware that more are available for them upon request; and

- In counties that have drug courts, ensure that drug court participants receive an opioid antagonist take-home kit upon graduating from the program.

Training

Training on the use/administration of opioid antagonists is required prior to any probation staff being an approved overdose responder and being allowed to carry or administer an opioid antagonist kit. This training shall be completed through existing programs administered by local authorities. Training shall at a minimum comply with the guidelines established by the SUPR Drug Overdose Prevention Program (DOPP) Guidelines for Implementation at <http://www.dhs.state.il.us>.

Reporting Requirements

Departments shall keep all forms and records regarding all facets of its anti-opioid use and administration, including but not limited to training logs and certifications, usage reports, inventory, and other program materials and records. Records shall be available for review and inspection by the Administrative Office of the Illinois Courts (AOIC) upon request. Records shall be handled in accordance with department's existing administrative policies.

The Chief Managing Officer shall submit reports to SUPR pursuant to its Drug Overdose Prevention Program Guidelines for Implementation. At least monthly, the number of kits distributed, to whom they were distributed, and overdose reversals due to department's distribution shall be reported through the Illinois Saves Overdose portal at <https://www.ilsavesod.org/> by the Chief Managing Officer. In the event that probation staff administers an opioid antagonist, an Overdose Reversal and Naloxone Administration Reporting Form (IL444-2053) must be submitted to the Illinois Department of Human Services, as well as forwarded to the AOIC, by the Chief Managing Officer within five business days. This form can be found at <https://www.dhs.state.il.us>. The Chief Managing Officer shall report the number of take-home kits provided to drug court participants on a quarterly basis to the AOIC.

Acquisition

The Chief Managing Officer shall register their county probation department with the Illinois Department of Human Services Division of Alcoholism and Substance Abuse Drug Overdose Prevention Program by filling out the Drug Overdose Prevention Program Enrollment Form (IL444-2051). This form can be found at <http://www.dhs.state.il.us>.

In addition, the Chief Managing Officer is responsible for completing the 2023 DOPP Training Webinar at <https://illinois.webex.com/recordingservice/sites/illinois/recording/b1bcc3fef660103badfdb95dc95ff7f/playback> and completing the quiz to receive training certification. The Chief Managing Officer shall ensure that an adequate inventory of the opioid antagonist is maintained to provide to eligible probation staff and to drug court participants.

Storage

The Chief Managing Officer and any probation staff that are overdose responders shall ensure that opioid antagonist kits are stored safely consistent with the manufacturer's guidelines. Kits should not be exposed to extreme heat or cold, such as being left in a vehicle that is not being operated for an extended period.

of time. All kits are to be kept in the original packaging until ready to use. The Chief Managing Officer will also ensure kits have not expired and properly dispose of any expired kits.

Administration

Probation staff that encounter a potential overdose shall use universal precautions by attempting to avoid contact with the bodily fluids of the person overdosing. These universal precautions may include the use of nonporous articles such as medical gloves, goggles, and face shields, known as personal protection equipment (PPE).

The following procedure shall be used when probation staff comes into contact with a potential overdose:

- 1) Evaluate for signs and symptoms of an opioid overdose. These include but are limited to:
 - Slowed, irregular, or no breathing
 - Skin, nails turn blue
 - Extreme sleepiness
 - Unresponsive to sternal rub or when shaken
 - Pinpoint pupils
 - Generalized seizures in children not known to have epilepsy.
- 2) Call 911.
- 3) If signs and symptoms indicate that an opioid overdose has occurred, and the person is unresponsive, administer an opioid antagonist kit pursuant to the manufacturer's instructions.
- 4) Continue to assess the situation and wait for assistance from a first responder.
- 5) Report any administration of an opioid antagonist to the Chief Managing Officer of the department within 24 hours.



Supreme Court of Illinois
Administrative Office of the Illinois Courts

**Anti-Opioid Program and
Administration Standards**

October 2022

Marcia M. Meis
Director



Administrative Office of the Illinois Courts
Illinois Probation and Court Services Standards and Policies

Anti-Opioid Program and Administration Standards
Effective Date January 2016-Amended October 2022

AUTHORITY

The authority for developing and implementing uniform standards for adult probation services is statutorily vested in the Administrative Office of the Illinois Courts, Division of Probation Services. The Probation and Probation Officers Act, 730 ILCS 110/15(1) provides that:

"The Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation, and enforcement of uniform standards for probation services in this State, and to otherwise carry out the intent of this Act."

Departments are required to seek from their residing Chief Judge, an Administrative Order permitting the department to participate in or develop a drug overdose response program, which may include procedures for the administration of opioid antagonists.

Notably, the State of Illinois Overdose Action Plan (SOAP), propagated by the Office of the Governor and eleven supporting state agencies, identifies justice involved individuals and their loved ones as key Illinoisans to receive naloxone and naloxone training (Priority 25).

Each department shall develop and follow written policies and procedures that fully comply with standards set herein. These policies and procedures and any further revisions shall be submitted to the Administrative Office of the Illinois Courts, Division of Probation Services for review and approval prior to implementation.

The Illinois Department of Human Services Division of Substance Use Prevention and Recovery (SUPR) has the statutory authority under the Alcoholism and Other Drug Abuse and Dependency Act to establish and authorize programs for prescribing, dispensing, or distributing opioid antagonists for the treatment of drug overdose, (20 ILCS 301/5-23) as provided in Public Act 99-0480, which became effective September 11, 2015. This was updated per P.A. 101-356, eff. 8-9-19, and P.A. 102-598, eff. 1-1-22.

DEFINITIONS

Affiliated Prescriber: A health care professional who prescribes or dispenses an Opioid antagonist for a drug overdose response program.

Drug Overdose Prevention Program: A program that is enrolled with the Illinois Department of Human Services (IDHS), Division of Substance Use Prevention and Recovery (SUPR) as a Drug Overdose Prevention Program and follows the SUPR Drug Overdose Prevention Program Guidelines for Implementation and operation.

Health Care Professional (HCP): A physician licensed to practice medicine in all its branches, a physician assistant who has been delegated prescriptive authority by his or her supervising physician, an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes prescriptive authority or an advanced practice nurse or physician assistant who practices in a hospital, hospital affiliate, or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with



Administrative Office of the Illinois Courts
Illinois Probation and Court Services Standards and Policies

Anti-Opioid Program and Administration Standards
Effective Date January 2016-Amended October 2022

the Nurse Practice Act or a pharmacist licensed to practice pharmacy under the Pharmacy Practice Act (225 ILCS 85/1 *et seq.*) who has responsibility for clinical oversight of a drug overdose response program.

Official Designee: An individual who manages and has overall responsibility for the department's drug overdose response program.

Opioid Antagonist: A drug that binds to opioid receptors in the brain and blocks or inhibits the effect of opioids acting on those receptors including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

Overdose Responders (ORs): Persons who have received training on the use/administration of opioid antagonists as part of the department's overdose response program.

State of Illinois Overdose Action Plan (SOAP): The state's collective call to action, which focuses on five priority recommendation categories and is the strategic framework for moving toward the goal of reducing overdose deaths in Illinois: Social Equity, Prevention, Treatment and Recovery, Harm Reduction Justice-Involved Populations and Public Safety.

PROGRAM and POLICY DEVELOPMENT

A department that chooses to participate in or develop a drug overdose response program shall develop written policy and procedures for the acquisition, storage, and administration of opioid antagonists by probation officers who are trained as overdose responders. Such policies shall also include provisions on record keeping and reporting the use/administration of an opioid antagonist to the Department of Public Health, Division of Substance Use Prevention and Recovery and the AOIC Probation Services Division.

Probation departments may choose to participate in drug overdose response training programs developed by local authorities pursuant to Public Act 99-0480. Departments may also develop collaborative and cooperative agreements with existing SUPR enrolled Drug Overdose Prevention Programs. This does not preclude the department from the reporting, inventory, Administrative Order, nor any other required components of the Standards as enumerated above or below. A department that chooses to develop its own drug overdose response training program shall refer to the SUPR Drug Overdose Program Guidelines for implementation.

DEPARTMENT REQUIREMENTS

The departments that choose to participate shall develop drug overdose response policies and procedures that shall include the following:

Identification of an Official Designee. The department shall identify a staff member who shall be responsible for management and oversight of the department's drug overdose response. The Official Designee shall:

- Maintain program documentation and records, including but not limited to training logs, opioid antagonist usage reports, inventories, and the program materials and records.
- Identify and select persons to be trained as overdose responders.
- Develop and maintain a training protocol for probation officers consistent with SUPR guidelines.



Administrative Office of the Illinois Courts
Illinois Probation and Court Services Standards and Policies

Anti-Opioid Program and Administration Standards
Effective Date January 2016-Amended October 2022

- Ensure that all overdose responders successfully complete all training components and refresher courses as needed.
- Oversee procurement, storage, and distribution of opioid antagonist kits to eligible probation staff.
- Ensure kits have not expired and properly dispose of expired kits.

TRAINING

Training on the use/administration of opioid antagonists is required and shall be completed through existing programs administered by local authorities. Training shall at a minimum comply with the guidelines established by SUPR Drug Overdose Prevention Program Guidelines for Implementation.

REPORTING REQUIREMENTS

Departments shall keep all forms and records regarding all facets of its anti-opioid use and administration. Records shall be available for review and inspection by AOIC upon request. Records shall be handled in accordance with the county/departments HIPPA and administrative policies. Reports shall be submitted to SUPR per its Drug Overdose Prevention Guidelines for Implementation. Reports completed for the use/administration of an opioid antagonist shall be forwarded to the AOIC.

*** In the event a department is required to submit an Overdose Reversal and Naloxone Administration Reporting Form, this completed form is to be submitted to the AOIC Probation Services Division within 5 business days of the date of the Naloxone Administration. This requirement is also a requirement of DASA.**

Forms may be accessed at <https://www.dhs.state.il.us/page.aspx?item=58367>

Commentary:

A department may choose to obtain a legal opinion regarding the liabilities for misuse or harm caused during the administration of the anti-opioid. Certain liabilities may exist, and every attempt should be made by the department to minimize potential liability.

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE
TWENTY-FOURTH JUDICIAL CIRCUIT

HOME VISIT POLICY & PROCEDURE

POLICY:

To provide a mechanism for officers to safely verify client residences, aid in the development of case planning, verify information that has been reported, check compliance, and meet AOIC standards.

PROCEDURE:

- For all cases, it is expected that the probation officers will secure a partner to attend all Home Visits. If the officer needs assistance in securing a partner, then shall ask their Chief Managing Officer (CMO). A probation officer, drug court coordinator, or other law enforcement may be considered as a potential home visit partner. For Juvenile cases, home visits are to be conducted with at least one parent/legal guardian present. Parents are to be made aware that unscheduled home visits may occur. In rare circumstances and at the approval of the CMO, unscheduled home visits may be conducted. These will always take place with more than one officer or law enforcement officers. The officers will not enter the home without an adult present or adult permission, but rather they will ask the juvenile to come outside for compliance check, drug test, questioning, etc.
- When scheduling the first home visit, the assigned officer must discuss reasons for and expectations of the home visit, including what will be viewed with the client and parent/legal guardian (if applicable).
- The first home visit needs to be scheduled and completed during normal business hours, unless otherwise approved by the Chief Managing Officer. After the first home visit is completed, future home visits can be scheduled or unscheduled. For all other home visits, Probation Officers must notify someone within the office as to where and when a home visit is being conducted. If there is no one else in the office to notify, Probation Officers must notify dispatch.
- Prior to leaving the office, a records check must be completed on the client to determine whether or not the client has an active warrant. If the client has an active warrant, the officer should notify the local authorities of the client's whereabouts and their warrant status. Officers must have law enforcement present if conducting a home visit on a client with an active warrant. Due to the potential officer safety risk, Probation Officers are not required to conduct home visits if their client has an active warrant.
- Prior to leaving the office, officers must take with them proper personal and county identification, and a cellular telephone. These items must remain on their person throughout the duration of the home visit. Officers are also encouraged to bring department issued Narcan, gloves, drug testing kits, evidence bags, etc. It is recommended that officers discuss an exit strategy prior to the arrival of the home visit in case of an emergency.

UPON ARRIVING TO THE HOME:

1. View the neighborhood for any suspicious activity or persons. This may be done by driving around the block(s) and general vicinity of the identified home prior to arriving. Look around the side of the home to note any suspicious items or activity prior to approaching the door.
2. Park on the curb whenever possible as to not allow the car to be blocked by a non-Court Services vehicle.
3. When approaching the front door, stand to either side of the door, and not directly in front prior to a resident answering the door. Following knocking or ringing a bell, do not stand on stairs, when at all possible. Stand on level ground awaiting a response.
4. Once a resident answers the door, state who you are and who you are there to see. Officers may ask that all animals in the home are locked up prior to entering the home. Examples of this include but are not limited to being locked up in the basement, in a fenced in backyard, a cage/crate, or in a closed room within the home.
5. Inquire all individuals currently present in and around the residence/property.

WHAT TO DO AT HOME VISIT:

1. Once inside the home, walk with the client in front so that officers always have eyes on the client.
2. Ask the client/resident to reduce any noise distractions (television, music, pets, etc.)
3. Always identify and remain close to an exit.
4. During the home visit, one officer will be the officer responsible for the primary communication with the client, and one officer will be expected to always be hands free during the home visit.
5. Observe the details within the client's home. Only check for noticeable things within plain view (unless a court order specifies otherwise).
6. Avoid conflict with the client or anyone else in the residence.
7. Officers are not to pet or handle any pets or animals within the client's home.
8. Officers are not to accept or consume any food or beverages offered by the client or anyone else present at the home visit.
9. Should an officer see something during the home visit that is known to be illegal, the officer should contact the local police department, only after exiting the premises and ending communication with the client. If there is not an immediate threat, the officer may address the issue or violation during the home visit.
 - a. After notifying the police, the officer will contact their supervisor to let them know what has occurred.
 - b. Upon returning to the office, the officer must complete an Incident Report (detailing what occurred during the home visit) and submit it to their supervisor and director.
 - c. In instances where what is observed is not illegal to be in possession by other members of the house (such as alcohol or marijuana) but is a violation of the sentencing order for the client, a supervisor is to be contacted on how to proceed.

*Note, sex offender cases or specialty court cases may have court orders with conditions that supersede this policy.

PROCEDURE FOR RETURNING FROM A HOME VISIT AFTER HOURS:

If an officer arrives back at the office after business hours, the following must be completed:

1. Prior to leaving the office the officer will notify a supervisor of their departure and that they may be returning after hours.
2. Upon returning the officer will notify the same co-worker or supervisor via a phone call or text message of their return.

CASE NOTING THE HOME VISIT:

1. Include the date and time of visit.
2. Include whether the home visit was scheduled or unscheduled.
3. Include the names of all the people and staff who were present at the home visit.
4. Include a brief description of the home and who resides there.
5. Note details and direct observations of the condition of the home, remaining objective and including what was observed.
6. Note what was discussed at the home visit, the outcome, and the next scheduled appointment.

CONTRABAND/SEARCH AND SEIZURE

If the court order allows for search and seizure, the officer may conduct a search only in areas of the property that are in control of the defendant or in common areas of the property. Error on the side of caution and do not search if there is doubt. Police must be contacted if the purpose of the home contact is to search. If contraband is found, whether illegal and/or prohibited by court order, the probation officer must document the findings and report them to the appropriate parties. The Chief Managing Officer (CMO) must be made aware if a search has been conducted and if contraband has been located. CMO is to be notified if police have been contacted.

WAIVER

Home contacts are a requirement of the probation process for moderate and above risk cases. However, Probation Officers are not required to complete home contacts in a location where they feel unsafe. If the officer feels that the assistance of police would benefit them, arrangements are to be made with local authorities. If the officer feels that law enforcement would not be sufficient or exacerbate the issue, he/she may request a home contact waiver be applied for this case. (See example below.)

HOME CONTACT WAIVER

Client Name:		Case Number:	
Officer Name:		Date:	

REASON FOR WAIVER REQUEST:

This waiver is to expire on _____ or within six (6) months of signed date.

Probation Officer Signature

Date

Approved ☐

Denied ☐

Deferred ☐

REASON FOR DEFERRAL:

CMO/Supervisor Signature

Date

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE
TWENTY-FOURTH JUDICIAL CIRCUIT

CASEWORK POLICY AND PROCEDURE

I. INTRODUCTION

A. PURPOSE

The purpose of the Probation Casework Standards is to provide Illinois probation and court services departments with a framework grounded in evidence-based practices and to provide consistent and uniform application of this framework. In accordance with the evidence-based principle of measuring relevant processes, these standards are expected to undergo continuous review and updating as new knowledge, skills, and methods develop through analysis of probation practice in Illinois and the ever-evolving, research-based findings within the field of community corrections.

B. AUTHORITY

General administration and supervisory authority over all probation and court services departments is vested in the Administrative Office of the Illinois Court-Division of Probation Services which is an administrative branch of the Illinois Supreme Court. The Probation and Probation Officers Act, at 730 ILCS 110/15, states that, "The Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation, and enforcement of uniform standards for probation services in this State, and to otherwise carry out the intent of this Act." One of the primary statutory responsibilities of the Probation Services Division is to "establish programs and corresponding standards designed to generally improve the quality of probation and court services and reduce the rate of adult and juvenile offenders committed to the Department of Corrections" [730ILCS 110/15(1)]. The Probation Casework Standards are founded on evidence-based practices, now well established by a substantial body of research, that are correlated with positive, cost-effective outcomes including a reduction in recidivism and enhanced public safety.

II. DEFINITIONS

A. ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

The Administrative Office of the Illinois Courts (AOIC), also referred to as the Administrative Office (AO), contains multiple divisions which deliver services on behalf of Judicial Branch. The Administrative Office provides support to the judiciary including circuit courts, appellate courts, and the Supreme Court. The head of AOIC is the Administrative Director, who along with all AOIC staff, are appointed by and serve at the pleasure of the Illinois Supreme Court to assist in carrying out the duties of the Court for the entire state of Illinois.

B. ACTUARIAL RISK ASSESSMENTS

Actuarial risk assessments are weighted measurements, based on extensive research, which utilize statistical methods to identify specific group characteristics. Within community corrections, actuarial risk assessments help identify key cutoff levels of potential risk to reoffend.

1. GRADUATED ASSESSMENT PROCESS

This is the progressive process used to determine a client's risk to re-offend through the administration of designated assessment tools. The process includes four components: screener, full assessment, ancillary assessment, and reassessments.

- a) **SCREENER:** The screener is an instrument used as a quick assessment to determine whether a client is low risk or above. If a client scores above low risk, then a full assessment instrument must be completed.
- b) **FULL ASSESSMENT:** The full assessment captures both static and dynamic risk factors and identifies the criminogenic needs that should be targeted for case planning. The full assessment encapsulates a person's general criminal tendencies and scores that risk of reoffending with precision. However, it may not identify the potential to reoffend within subpopulations which have very specific and unique offense patterns and responsivity concerns. It is highly recommended that such populations also be assessed with an ancillary assessment.
- c) **REASSESSMENT:** The periodic review which occurs on a regular basis, at least every six (6) months for juvenile clients and twelve (12) months for adult clients, to document progress and changes in risk and criminogenic need. Reassessments only need to be completed on cases which score moderate and above on the full assessment or ancillary assessment. Low risk/low moderate risk cases do not need to be reassessed unless the client meets the requirements for a special reassessment.
- d) **SPECIAL REASSESSMENT:** A special reassessment is a reassessment that is completed prior to a regularly scheduled reassessment or an initial assessment on low risk/low moderate risk clients. These shall be conducted when there are significant changes in the client's life that influence at least two domains or more on the risk assessment either positively or negatively, which could potentially influence a client's risk and criminogenic needs. This includes specialized populations assessed with an ancillary tool as well as any client that previously scored low/low moderate risk on the ARA/JRA screener/assessment.

2. CASE TYPES

This is how probation cases are handled by the department. There are two primary case types: administrative and active supervision.

- a) **ADMINISTRATIVE:** A case type in which a condition is being monitored on an ongoing basis, but no regular face-to-face contact is required. These cases include monitoring payments/treatment only, an intrastate transfer cases transferred to another jurisdiction, or a case which requires an open file be maintained but in which there is no ongoing monitoring required (e.g., outstanding warrant, commitment to DOC, or alternate sentence).
- b) **ACTIVE SUPERVISION:** A case type in which a risk assessment has been completed by a probation officer during the intake process with either a screener, an ancillary assessment, or a full assessment (see Illinois Risk Assessments); conditions requiring monitoring by a probation officer have been ordered by the court;

and, face-to-face contact is maintained by a probation officer in accordance with the contact standards.

3. CLIENT

This is a justice-involved individual who is the recipient of probation services. It has previously been called a probationer, offender, or defendant.

4. ILLINOIS RISK ASSESSMENTS

This is the risk assessment system used in Illinois and includes a screener and a full assessment instrument for both adult and juvenile clients. These instruments are Illinois' versions of the Ohio Risk Assessment System (ORAS) and the Ohio Youth Assessment System (OYAS) which are both fourth generation, validated actuarial risk assessments.

- a) **ADULT RISK ASSESSMENTS:** The Adult Risk Assessments (ARA) are Illinois version of the ORAS. It is a system of adult risk assessments which includes a screener, Community Supervision Screening Tool (ARA-CSST), and full assessment, Community Supervision Tool (ARA-CST).
- b) **JUVENILE RISK ASSESSMENTS:** The Juvenile Risk Assessments (JRA) are Illinois version of the OYAS. It is a system of juvenile risk assessments which includes a screener, Disposition Screener (JRA-SDIS), full assessment, Disposition Tool (JRA-DIS), and an assessment for reentry back into the community from at least 90 calendar days of residential treatment called the Reentry Tool (JRA-RT).

C. EVIDENCE-BASED PRACTICES

Evidence-based practices (EBP) are those practices that through rigorous research have demonstrated effectiveness and have been replicated with consistent results. Specifically, EBP has definable outcomes, is measurable, and is defined according to practical realities such as reducing recidivism which increases public safety.

1. RISK PRINCIPLE

The risk principle is founded on the fact that criminal behavior is predictable. Through the utilization of actuarial risk assessments, an individual's risk level can be determined. This risk classification directs "who" to target for intervention and supervision and "how much" or the dosage of each should be applied. The higher the risk, the more likely a client is to recidivate, and more supervision and intervention is needed. Risk is derived from static and dynamic factors that increase the likelihood of criminal behavior. Conversely, strengths are factors that support a client's prosocial and positive behaviors. The top risk factors are criminal history, pro-criminal attitudes, antisocial personality patterns, and pro-criminal associates.

- 2. NEED PRINCIPLE:** The need principle focuses on "what" to target for intervention. These are the client's dynamic risk factors (criminogenic needs) and can be impacted and changed. The criminogenic needs closest to or having the most influence on the problem behavior is called drivers or criminal drivers. The top criminogenic needs are pro-criminal attitudes, antisocial personality pattern, and pro-criminal associates.

3. RESPONSIVITY PRINCIPLE

Responsivity is “how” to deliver supervision and interventions. It is sometimes referred to as non-criminogenic needs and barriers. There are two different types of responsivities: general and specific.

- a) **GENERAL RESPONSIVITY:** General responsivity denotes those approaches which generally work most effectively with clients such as structured social learning, cognitive behavioral interventions, and family-based approaches.
 - i. **TREATMENT PRINCIPLE:** The treatment principle is a subcomponent of general responsivity and concerns “how well” approaches that work are delivered. It includes three aspects where the approach must:
 - Align with RNR principles (integrity);
 - Be structured, competently delivered, properly implemented, and implemented as designed (fidelity); and
 - Include quality assurance measures and processes.
- b) **SPECIFIC RESPONSIVITY:** Specific responsivity matches the officer's approach with the individual's immediate situation and unique characteristics. Specific responsivity includes, but is not limited to, factors such as basic necessities and stability (housing, poverty, life skills, childcare, transportation); health (mental illness, physical/cognitive disability, trauma, low self-esteem); and personal/relational (developmental, sex/gender, communication, motivation).

4. **CENTRAL EIGHT RISK/NEED FACTORS**

The primary risk/need factors that have been consistently found in analytic reviews to directly influence criminal behavior. The Central Eight include criminal history, pro-criminal attitudes, antisocial personality patterns, pro-criminal associates, family/marital, school/work, substance abuse, and leisure/recreation.

D. **PROBATION CASEWORK**

A traditional method of probation supervision which utilizes a relational approach to change client's behavior. The system of Probation Casework in Illinois has two components: intake and case management (see Appendix C).

1. **INTAKE**

Intake describes the protocol undertaken when a case enters the probation department and includes referral/case assignment, orientation, assessment process, and an assessment summary.

- a) **REFERRAL AND CASE ASSIGNMENT:** This is how cases enter probation and how they are assigned.
- b) **ORIENTATION:** Orientation is an initial meeting with the client, after being assigned to probation, where the probation officer provides an overview of probation, gathers information, reviews court-ordered conditions, and if

necessary, conducts a screening assessment to determine if an individual is low risk or above.

- c) **ASSESSMENT PROCESS:** The goal of the assessment process is to properly attain accurate information to have a clear depiction of what is bringing the client into contact with the criminal justice system. The process includes a preliminary review, semi-structured interview, scoring the full assessment, verifications/collateral information, and an assessment summary.
 - i. **ASSESSMENT SUMMARY WORKSHEET:** This is a summary, completed by the probation officer, of the entire assessment process which identifies the client's problem/need areas, corresponding risk levels, and the primary items that are driving the problem behavior, as well as any barriers (responsivity concerns) that are present, and strengths/incentives. The assessment summary is the bridge that links the assessment process to the case plan. This is documented on the Assessment Summary Worksheet (see Appendix D). Also include a copy of this summary in the client file.

2. **CASE MANAGEMENT**

The practice of working with a client collaboratively on fulfillment of their court-ordered conditions and behavior change which includes feedback, case planning, supervision strategies, reassessment, and case closure/termination.

- a) **FEEDBACK:** Feedback is the meeting where the probation officer reviews the findings of the assessment process with the client.
- b) **CASE PLANNING:** A case plan is a written, structured tool developed to address the completion of the agreed upon goal through the coordination of objectives and techniques to achieve those objectives. Like feedback, case planning is individualized, inclusive, and participative. It is the "road map" to reducing recidivism through the attainment of goals linked with criminal drivers, enhancing strengths, and overcoming barriers. The case plan is the cornerstone of case management and a living document.
- c) **SUPERVISION STRATEGIES:** These are the primary strategies utilized by probation to ensure the completion of court-ordered conditions and change in the client's problem behavior. It includes contact standards, behavioral change management, and structured sessions.
 - i. **CONTACT STANDARDS:** Contact standards are the type, degree, and frequency of monitoring and supervision performed by the probation officer in accordance with the client's level of risk. Contact standards align with the dosage principle, so the higher the risk the more contact there needs to be with the client.
 - ii. **BEHAVIORAL CHANGE MANAGEMENT:** Behavior change management involves the strategies implemented during each contact. These strategies assist in building motivation and responding effectively to both prosocial and noncompliant behaviors using core correctional practices.

- **CORE CORRECTIONAL PRACTICES:** Core correctional practices (CCP) are an evidence-based approach which applies RNR principles to one-on-one supervision settings. It includes skill sets, or "change agent" skills, performed by probation officers based on relationship and structuring principles. These approaches increase the impact of interventions and enhance the effectiveness of the relationship between the probation officer and client (see Appendix E).
- iii. **STRUCTURED SESSION:** This is the ideal structure of a contact session which is based on RNR and incorporates CCP through clearly defined, consistent steps. The core aspects of the structured session are: relationship-based, solution-focused, present-focused, and action-oriented. It is an environment where interventions such as prosocial modeling, positive reinforcement, and affirmations can take place and homework assignments around cognitive restructuring and/or skill building are given to transfer the training learned in the session to the community.

III. INTAKE

A. REFERRAL PROCESS AND CASE ASSIGNMENT

- *Clients are divided between all officers, or as directed by the CMO.*
- *The case assignment will occur within 7 to 14 days of sentence, or 7 to 14 days after receiving transfer request.*
- *Probation Officers will be responsible for those cases, which will be Intrastate transfers and Interstate Compact transfers.*
- *Clients may be reassigned to a Probation Officer by the CMO based upon current caseload numbers, prior history with the Department, personal knowledge/relationship with a prospective Client, cognitive ability, language capacity, and learning style.*
- *Support staff or staff member designated by CMO will be responsible for entering demographic information, running statistical reports and entering program information (such as referrals). The CMO and Probation Officers are responsible for entering all other information into the UCCI-ITSC site.*

B. ORIENTATION

1. After a client is placed on probation, an initial orientation to probation shall be conducted with the client by a probation officer which includes the following:
 - a) The probation officer shall collect and document the client's demographics, identifiers, current residential, family, employment information, and any other information deemed necessary.
 - b) The probation officer shall provide overview of probation to the client. The overview shall minimally include:
 - An explanation of the probation process including the expectations and goals of probation;

- Identifying what the client expects from probation and hopes to accomplish while on probation;
 - Clarifying roles and responsibilities along with discussing and setting clear boundaries with the client; and
 - Explaining the parameters of confidentiality and what it entails including how it relates to their duties as an officer of the court and status as a mandated reporter as required by 325 ILCS 5/4.
- c) The probation officer shall review all court-ordered terms and conditions with the client during orientation and, if available, furnish him or her with a copy of the court order if not done previously. If the court order is not available, the officer shall explain the terms and conditions as set forth in 730 ILCS 5/56-3 or 705 ILCS 405/5-710, along with any other conditions routinely ordered by the court. When the court order is received later, a copy shall be provided to the client and reviewed with him or her.
- d) The officer may complete a screener assessment on all clients.
- If the client scores above low risk on the screener, a full assessment (ARA-CST/JRA-DIS) shall be required.
 - If the client scores low, the Assessment Process does not need to be conducted. Those clients can be directly assigned to an administrative caseload and monitored by a probation officer or support staff.
2. It is highly recommended that orientation is conducted within fourteen (14) calendar days after an individual is placed on probation.

C. ASSESSMENT PROCESS

1. The assessment process shall be required on all cases which will be actively supervised and, if applicable, were identified through the screener as above low risk.
2. The assessment process shall minimally include:
 - a) A preliminary review which includes the completion of information gathering through a file review and, if deemed necessary, criminal background/records check including, LEADS, NCIC, history of incarceration, previous terms of probation, etc.
 - b) An in-person, semi-structured interview consisting of the following:
 - Prior to the start of the interview, the probation officer shall introduce and explain the assessment process including the Self-Report, interview, assessment instrument, home contact, and the possible use of collateral contacts for verification purposes.
 - An ARA/JRA Self-Report shall be distributed to the client immediately prior to the interview.
 - o The distribution of the Self-Report by the probation officer is mandatory. The client is not required to complete the self-report, that behavior should be notated upon refusal.
 - o The Self-Report must be completed by the client only. The probation officer should provide assistance if needed and offer an interpreter if necessary.
 - o The Self-Report shall be reviewed by the probation officer.

- The ARA/JRA Interview Guide shall be followed and completed during every interview.
 - o Questions cannot be deleted or skipped in the interview guide. This includes the questions covered by the Self-Report.
 - o While each question in the Interview Guide must be asked, the probation officer shall use follow-up and probing questions to gain more comprehensive and accurate information from the client.
 - o Once completed and used to score the full assessment, the Interview Guide shall be placed in the client file.
- c) The scoring of a full assessment (ARA-CST/JRA-DIS) shall be conducted after the interview and not in the presence of the client.
 - The overall risk score shall inform the level of risk and of supervision.
 - Clients that score low risk on the full assessment may be directly assigned to an administrative caseload and monitored by a probation officer or support staff after feedback is given.
 - The department may, on occasion, override the result of the ARA-CST/JRA-DIS one risk level higher or lower as circumstances provide.
 - o The override shall only be around the risk level determined by the overall risk score on the full assessment and not individual items and domains. The actual score on the full assessment shall not be altered.
 - o Documentation shall be provided on the full assessment (ARA-CST/JRA-DIS) form as to why the overall risk score is being overridden.
 - o Maximum allowable overrides to one risk level higher for the entire department's caseload is ten (10) percent.
 - o An override shall, at minimum, be staffed with a supervisor in the department. The reasons for the override along with the supervisor's authorization shall be thoroughly documented in the client's case file.
- d) Verification of information and the use of collateral sources shall be utilized to determine the accuracy of the information given by a client during the interview and/or as a means for obtaining additional information not attained during the interview. A part of this process will include a home visit.
- 3. Once all steps in the assessment process are finished, the Assessment Summary Worksheet shall be completed which identifies the client's problem/need areas, corresponding risk levels, and the primary items that are driving the problem behavior, as well as any barriers (responsivity concerns) that are present, and strengths/incentives.
- 4. For those clients removed from the community that are incarcerated or currently placed in residential treatment, the timeframe for the completion of the assessment process and feedback shall begin upon release.
- 5. Regarding interstate and intrastate circumstances:
 - a) If a client has been instructed by the court, or of his or her own accord, left the jurisdiction without contacting probation, a phone contact shall be conducted to ensure that the proper interstate or intrastate policies and procedures are followed, if

applicable. However, every effort should be made to ensure these incidents do not occur.

- b) The intake process for clients eligible for transfer to another Illinois jurisdiction at the time of sentencing shall be in compliance with these standards as well as those established for the intrastate transfer of adult clients. An initial contact must be conducted to review the court ordered conditions. Interviews and investigations must occur to the extent necessary to communicate required information to the county of residence.
- c) Submission of all required verification and documentation shall be completed in accordance with rules established by the Interstate Commission for Adult Offender Supervision (ICAOS) and required by the Interstate Compact Offender Tracking System (ICOTS).

IV. CASE MANAGEMENT

A. FEEDBACK

1. The feedback process shall be differentiated according to case type and risk level:
 - For low risk/low moderate risk cases, feedback shall consist of the following:
 - o The probation officer shall provide a brief overview of the client's ARA/JRA screener or full assessment.
 - o The probation officer shall describe the expectations for supervision around reporting, court-ordered conditions, and any other pertinent items.
 - o At this point, administrative and low risk/low moderate risk clients are not required to proceed any further in case management including not having to have a case plan.
 - For moderate risk and above cases, feedback shall consist of the following:
 - o The probation officer shall review with the client the Assessment Summary Worksheet which includes strengths/incentives and areas of concern, i.e., the problem/need areas and barriers (responsivity), corresponding risk levels, and the primary items that are driving the problem behavior.
 - o Clients that score high to very high risk, feedback should be completed within 21 days, as they will be seen more frequently.
 - o The probation officer shall describe the expectations for supervision around reporting, court-ordered conditions, and any other pertinent areas.
 - o The probation officer shall work collaboratively with the client in creating at least one goal around a problem/need area which will be the initial focus of the case plan.

B. TIMEFRAME

1. Departments will have up to ninety (90) calendar days to complete the intake process and the feedback session.

C. CASE PLANNING

1. Case planning shall be required on all moderate risk and above clients.
2. During the feedback session, probation officers shall work with clients on establishing an initial case plan.

3. Departments shall establish written policy and procedures for case planning that include the following:
 - The probation officer creating the case plan collaboratively with input from the client.
 - Thereafter, case planning shall be an ongoing process. The case plan shall be updated with the client, at the very least, once a month and a copy of the updated case plan shall be provided to the client. A copy shall also be placed in the client's file (electronic and/or paper).
 - The case plan shall consist of a minimum of one goal with multiple objectives to that goal.
 - o The goal shall have the following characteristics:
 - Linked directly to a moderate or above domains, i.e., problem/need area, on the full assessment (ARA-CST/JRA-DIS)
 - Contain a specific outcome which is stated in the positive
 - Within the client's control and uses the client's own language
 - o Objectives shall have the following characteristics:
 - Linked directly to the goal and build off each other, leading to the accomplishment of the goal
 - Shall be focused more on the actual drivers of the problem/need area.
 - SMART (Specific, Measurable, Attainable, Realistic, Timely)
 - Action oriented

D. SUPERVISION STRATEGIES

1. Departments shall develop and submit written policies and procedures around contact standards, structured sessions, behavioral change management, and reassessment.
2. Contact standards are based upon the client's risk level and specify the minimal level of supervision required from a probation officer.
3. Contacts shall adhere to the principles of effective intervention (risk-need-responsivity), focus on building a quality relationship with the client (core correctional practices-relationship principle), and utilize behavioral techniques to influence change (core correctional practices-structuring principle).
4. Contacts shall take place in two primary settings: office and field.
 - Field contacts are anywhere that is the client's natural environment including: Work, school, neighborhood, home, etc.
 - For departments dedicated to the community corrections framework by requiring all contacts in the field, may substitute office contacts with a field contact.
 - Each department shall develop and submit policies and procedures around field visits within the confines of state statute, case law, and the recognized practice of the county/circuit authorized by the chief circuit judge.
5. The following are the minimum contact standards for both adult and juvenile clients.
 - Adult and juvenile clients that score low-risk are not required any on-going, in-person contact if the client remains compliant with the court's order. The assigned officer shall review the case to verify compliance every three (3) months or more often if necessitated by completion dates established and or directed by the court.

- Adult female clients who score low moderate risk shall have in-person contact with a probation officer at least once every three (3) months. The assigned officer shall review the case to verify compliance every three (3) months or more often if necessitated by completion dates established or directed by the court. No field contact is required.
 - Adult and juvenile clients that score moderate-risk shall have in-person contact with a probation officer at least once a month. Once every other month, a field contact shall be conducted. Home visit shall be conducted to monitor compliance as needed.
 - Adult and juvenile clients that score high-risk shall have in-person contact with a probation officer at least twice a month. One of these contacts shall be conducted in the field. Home visit shall be conducted to monitor compliance as needed.
 - Adult male clients that score very-high risk shall have in-person contact with a probation officer at least four times a month. Minimally, two of these contacts shall be conducted in the field with home visits conducted to monitor compliance as needed.
6. Every contact shall follow an established structured session model which minimally includes:
- Check-in. This is the initiation of the meeting and consists of re-engaging the client, with crisis, and attending to court-ordered conditions/verifications (residency, employment/school; payment of fines, fees, restitution, etc.).
 - Review. During this portion of the session, the probation officer summarizes the progresses and successes that been accomplished so far and review with the client the previous action step including any homework.
 - Next Steps. The last part of the session is working with the client and deciding and developing the next objective which should be around specific supervision, referral, and/or in-person techniques. The contact session ends with updating the case plan and setting the next appointment.
7. Behavior change management incorporates core correctional practices which are skill sets performed by probation officers that enhance effective interventions (RNR).
- An aspect of behavior change management includes effectively responding to violations.
 - Each department shall develop and submit policies and procedures for the handling of violations which minimally include:
 - o How the probation officer documents the violation including what verification and supporting documentation, the actions taken, the specific form or format for reporting violations, and the final outcome.
 - o During the time that a Petition to Revoke is pending court action, the department shall continue to actively supervise the case except for when the client is in jail.
 - o Cases in which a warrant has been outstanding for more than ninety (90) calendar days and the whereabouts of the client are unknown, or the client is incarcerated due to a new charge or sentence, are to be placed on an administrative status until the client is located or released from jail.

8. The reassessment process is a means of periodically reviewing the client's performance while under supervision and to track any changes in overall risk and criminogenic needs which can influence how the case is managed.
- The reassessment shall be used to inform, update, and to further guide interventions and supervision practice.
 - Reassessments on moderate and above clients are required every twelve (12) months for adults utilizing the ARA-CST and every six (6) months for juveniles utilizing the JRA-DIS after the previous assessment. If a juvenile has been in placement for more than 90 calendar days, then juvenile Reentry Tool (JRA-RT) shall be used for the reassessment.
 - However, if before the scheduled reassessment, there have been dramatic changes in the client's life which affect two domains or more in the ARA-CST/JRA-DIS or JRA-RET, either positively or negatively, which could potentially influence a client's risk and criminogenic needs, a special reassessment with the ARA-CST/JRA-DIS or JRA-RET shall be conducted.
 - For the reassessment or special assessment with the ARA-CST/JRA-DIS or JRA-RET, the probation officer shall follow similar protocols as described in 3.3 Assessment Process including:
 - An in-person, semi-structured interview which uses the Self-Report and ARA/JRA Interview Guide;
 - The use of effective interview skills; and
 - The completion of an Assessment Summary Worksheet a copy of which is placed in the file. (iv) Also, the scoring of the assessment shall be conducted after the interview and not in the presence of the client.
 - Additionally, after a reassessment, the probation officer shall conduct a feedback session with client.

E. CASE TERMINATION

1. Records shall contain a summary of the client's performance and progress while under supervision.
2. All client assessments shall be closed in the ARA/JRA system preferably the day of termination.
3. Departments shall comply with Illinois Criminal Law and Procedures, 730 ILCS 5/56-2(d) which states, "Upon expiration or termination of the period of probation or of conditional discharge, the court shall enter an order discharging the offender."

Probation and Court Services Department

Compensation Plan

24th Judicial Circuit

Policy Statement

It is the policy of the Chief Judge to establish a compensation plan that will facilitate the recruitment and retention of competent employees in the Probation and Court Services Departments in the counties of the Twenty-Fourth Judicial Circuit, consistent with the compensation standards developed by the Administrative Office of the Illinois Courts (AOIC).

Purpose

To establish a written plan to compensate employees for bona fide occupational qualifications, performance and length of service.

Applicability

The plan is applicable to professional probation personnel of the Probation and Court Services Departments in the Twenty-Fourth Judicial Circuit.

General Provisions

1. This compensation plan consists of a two-grade salary schedule (See Attachment A). Annual salary increases will be awarded based on the provisions of this compensation plan.
2. A standard work week shall consist of 37.5 hours.
3. New Employees shall be compensated at the minimum salary range if the new employee only has minimum qualifications for the position. If a new employee exceeds the minimum qualifications for the position, the new employee shall be compensated commensurate with his or her qualifications, not to exceed the midpoint of the salary range.
4. Annual salary increases for all reasons (including but not limited to performance-based increases, cost-of-living adjustments, merit bonus increases, equity increases, and longevity increases) shall not exceed 8% of an employee's current salary. This places a limit on the granting of percentage increases on an annual basis to employees. This limit shall not apply to salary increases based on promotion. The Chief Judge may request an exception to this 8% maximum through the Annual Plan or a supplemental request to the Annual Plan. The request shall

include a good cause justification, including supplemental details and analysis of the circumstances justifying an increase greater than 8%. Requests shall be submitted to the Administrative Office of the Illinois Courts c/o the Director of the Probation Services Division.

5. Promotion to a higher grade shall automatically be viewed as good cause justification to exceed the 8% allowable increase for salary reimbursement. Promotion shall be based on occupational qualifications, including but not limited to educational background, job experience, and past job performance. When promoted to a higher grade, the employee shall minimally be placed at a salary that is equal to his/her present salary. If the minimum salary of the new grade is greater than the present salary, the employee shall receive the minimum salary of the new grade. An employee may be placed at a salary level in the new grade which exceeds the minimum level of the new grade or exceeds the employee's present salary level at the discretion of the Chief Judge, provided that the new salary level does not exceed 10% of the employee's present salary.

Schedule Adjustments

The Chief Judge of the Twenty-Fourth Judicial Circuit may review and make adjustments to the Compensation Schedule contained in Attachment A, subject to approval by the Administrative Office of the Illinois Courts.

No annual salary increase for any adjustment or increase contained in this Compensation Plan shall cause an employee's salary to exceed the maximum salary range for the employee's level pursuant to the Compensation Schedule contained in Attachment A other than an increase for merit bonus pay.

Equity Adjustments

The annual salary of any existing employee earning below any revised annual salary for their grade, shall be increased to the newly revised minimum annual salary for that grade. This adjustment to salary will commence at the beginning of the next county fiscal year.

Performance-Based Salary Increases

Performance-based salary increases are designed to accomplish the following objectives: to reward employees who have exhibited satisfactory or above satisfactory performance, as defined below; to increase retention of employees; and to encourage employees performing at a less than satisfactory level to increase their overall job performance.

To determine the level of any performance-based salary increase, an annual performance evaluation shall be conducted on every employee no less than three months prior to the beginning of the county fiscal year. The resulting scores from the employee's performance evaluation shall determine the amount of performance-based salary increase, if any, for that

employee. The Chief Managing Officer shall be evaluated by the Chief Judge or his/her designee. All other employees shall be evaluated by the Chief Managing Officer of the probation department that supervises the employee.

Annual performance-based salary increases, up to the maximum of the grade salary range, shall be awarded as follows:

Evaluation Score	Performance-Based Salary Increase
Under 70.00%	None
70.00%-75.00%	1.0%
75.01%-85.00%	2.0%
85.01%-95.00%	2.5%
Above 95.00%	3.0%

The above performance-based salary increases shall be available to each employee on an annual basis. Any annual performance-based salary increase will commence at the beginning of the next county fiscal year.

Cost-of-Living Adjustment (COLA)

Annually, each employee shall receive a cost-of-living adjustment (COLA), if reimbursable by the Administrative Office of the Illinois Courts. The purpose of a COLA is to increase salary to counteract cost-of-living increases. The annual COLA shall be determined as provided for in Senate Joint Resolution 192 of the 86th General Assembly, but in no event shall the annual COLA exceed 5%.

Employees will receive any annual COLA at the commencement of the next county fiscal year.

Merit Bonus Pay

An employee who has reached the maximum salary of the range in their grade, shall, upon demonstrated annual performance evaluation score of over 85%, be eligible for merit bonus pay. The amount of the Merit Bonus Pay shall be a 1% increase in salary.

Any Merit Bonus pay salary increase will commence at the beginning of the next county fiscal year.

Longevity Adjustments

All full-time employees of the Probation Department shall receive, on each anniversary date which is a multiple of five, a 5% salary increase for longevity, provided that the total salary increase for performance-based increases, cost-of-living adjustments, merit bonus increases, equity increases, and longevity increases does not exceed 8% of the employee's current salary. If the total salary increase for all of the adjustments in the preceding sentence exceeds 8% of

the employee's current salary, then no longevity adjustment shall occur to the extent the total salary increase exceeds 8% of the employee's current salary.

Any longevity adjustment to salary will commence at the beginning of the next county fiscal year.

Parental Leave

All full-time employees shall be eligible for paid time off as a result of the birth or adoption of a child ("Parental Leave") under the following conditions. To be eligible for Parental Leave, an employee must apply for and be determined to be eligible for FMLA (Family and Medical Leave Act) leave. If an employee has FMLA coverage at the time he or she requests FMLA coverage, the employee will nevertheless be entitled to Parental Leave.

- Up to four (4) weeks of Parental Leave to a birth mother to recover
- Up to two (2) weeks of Parental Leave for the birth of a child or children to a spouse or domestic partner or civil union partner; or
- Up to two (2) weeks of Parental Leave for the adoption of a child or children by the employee.

Vacation Leave

Vacation time shall be based on years of service as follows:

Upon hire to 4 years: ten (10) paid vacation days per year;

5 years – 11 years: fifteen (15) paid vacation days per year;

12 years – 17 years: twenty (20) paid vacation days per year; and

Over 18 years: twenty-five (25) paid vacation days per year.

Employees shall acquire all annual vacation time upon their first date of employment and will acquire additional days every year on their anniversary date. Employees transferring to the 24th Judicial Circuit from the 20th Circuit on December 5, 2022, shall receive credit for their years of service with the 20th Judicial Circuit towards vacation time.

Each employee can carry a maximum of 10 days of vacation into a new year.

Holidays

24th Judicial Circuit probation employees will recognize all Supreme Court Holidays as well as County Court holidays.

Personal Leave

Any full- time employee shall receive two (2) personal days, annually. Those days will be given on the staff member's anniversary date and shall not be carried over.

Sick Leave

Any full-time employee contracting or incurring any non-service connected sickness or disability which renders such employee unable to perform the duties of his/her employment shall be eligible to receive sick leave with pay for a period not to exceed the amount of such employee's accrued sick leave; provided, however, that such sickness or disability shall be bona fide. The Chief Judge or the Chief Managing Officer of the Probation Department, may, in their discretion, request a doctor's note at anytime from an employee when sick leave is utilized.

Sick leave shall be used in increments of no less than one-half (1/2) hour.

Full-time employees shall earn 90 hours (12 days) of sick leave per year.

Employees shall acquire all annual sick time upon their first day of employment and will acquire additional days every year on their anniversary date.

Employees shall be allowed to carry over from year to year any unused sick leave accumulating up to a maximum of 375 hours (50 days). At retirement, any yearly carryover of unused sick leave plus any sick leave in excess of these 50 days, may be used for contributions to Illinois Municipal Retirement Fund (IMRF) in accordance with IMRF Rules and Regulations.

Bereavement Leave

Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of a death at the discretion of the department Chief Managing Officer. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

Flex Time

Flex-time shall be defined as an officer's ability to flex his/her schedule upon approval of the Chief Managing Officer. Whether to allow flex time shall be within the discretion of the Chief Managing Officer.

Compensation Time

Compensation time is granted to any full-time employee of the Probation Department when it becomes necessary for the employee to spend more than the standard 37.5 hours per week to perform their official duties. Employees are not paid monetarily for this compensation time, but rather given credit towards future standard hours that they will not have to work due to the

previously worked hours in excess of the standard hours. The first 2.5 hours over the standard 37.5 hours shall be compensated at the rate of one times the number of hours over 37.5 worked. Any hours over 40 hours per week shall be compensated at the rate of 1.5 times the number of hours worked over 40.

Attachment A

24th Judicial Circuit Compensation Schedule

Probation and Court Services Departments

	Starting	Mid Point	Max
Level 1 "Probation Officer":	<u>\$48,000</u>	<u>\$64,800</u>	<u>\$81,600</u>
Level 2 "CMO":	<u>\$63,000</u>	<u>\$85,050</u>	<u>\$107,100</u>



WASHINGTON COUNTY ZONING OFFICE

125 W. St. Louis St.
Nashville, IL 62263

Phone (618)327-4800 ext. 345
FAX (618)327-7281

OFFICE HOURS:
TUES 8:00A.M. - NOON
THURS 8:00 - 4:00 P.M.

Email : Matt.bierman@washingtonco.illinois.gov

2025 Mid-Year Zoning Report

Building permits	43 issued	11 were new houses or 26% of issued building permits.
Zoning Map Amendments	3	
Variances	1	
Special Use Permits	0	
Zoning Text Amendment	1	

Building permits were up from last year. 43 vs. 35
building permits for homes are up from last year. 20% vs. 26%
Zoning map amendments are down from 4
Variances are same at 1
Special use permits down from 1
Zoning Text amendment up by 1



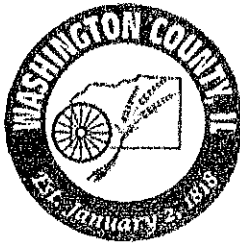
Zoning Report

CofC = Building Permit

Date	Perm Parcel No	Name	Location	Permit Type	New Address?	Comments
12/5/2024	19-36-200-005	Klamm, Erin	Dubois	C of C	Yes	House 2032 Sq Ft
12/12/2024	06-18-300-003	Elm Farms	Okawville	C of C	No	Solar Array
12/12/2024	06-18-100-005	Elm Farms	Okawville	C of C	No	Solar Array
12/17/2024	15-23-200-023	Weeke Steven	Lively Grove	C of C	No	Pole Barn 2400 Sq Ft
1/17/2025	12-01-200-022	NOTS Logistics	Nashville	C of C	No	Warehouse 108000 Sq Ft
1/24/2025	03-13-361-003	Brinkmann, Tim	Hoyleton	C of C	No	House 1200 sq ft
2/3/2025	12-24-351-004	Kesel, Tayler	Nashville	C of C	No	Pole Barn 3000 sq ft
2/11/2025	12-18-200-003	Ness, Shirley	Nashville	C of C	No	Pole Barn 1280
2/19/2025	18-07-301-001	Meier, Jordan	Bolo	C of C	Yes	House 2080 sq ft
3/6/2025	19-10-251-002	Bauer, Claire	Dubois	C of C	No	Fence
3/7/2025	09-16-100-008	Bahre, Lori	Invington	C of C	No	Carport
3/11/2025	18-21-100-002	Bolo Twp	Bolo	C of C	No	Storage shed 1152
3/11/2025	13-20-251-001	Chwascinski, Braden	Beaucoup	C of C	No	Home 1699
3/27/2025	10-12-400-004	Brammeier, Zachary	Johannisburg	C of C	No	Home 2322 Sq ft

Date	Perm Parcel No	Name	Location	Permit Type	New Address?	Comments
4/1/2025	07-09-200-011	Harre, Dannon	Covington	C of C	No	Pole Barn 8640 Sq Ft
4/1/2025	19-25-300-005	Cooley, Tracey	Dubois	C of C	No	Barn 2400 Sq Ft
4/3/2025	14-24-400-006	Chesnek, William	Ashley	C of C	No	Carport 550 Sq Ft
4/3/2025	05-32-200-009	Hoerchler, Bronson	Venedy	C of C	No	Lean too add on 360 Sq Ft
4/4/2025	14-12-400-008	Hansen, Hans	Richview	C of C	No	1260 sq ft pole barn
4/8/2025	07-24-400-004	Witte, Mike	Covington	C of C	No	Pole barn 8640
4/8/2025	06-08-400-012	Rossel, Jim	Okawville	C of C	No	Pole barn 3520
4/10/2025	14-14-400-005	Rynski, Joseph	Ashley	C of C	No	Pole Barn 2352
4/11/2025	14-27-151-007	Ashley Solar LLC	Ashley	C of C	No	5 Megawatt commercial solar farm
4/15/2025	05-35-400-006	Esmon, William	Venedy	C of C	No	Solar array
4/15/2025	15-26-200-022	Rowland, Cindy	Lively Grove	C of C	No	Pole Barn 2400 Sq Ft
4/15/2025	19-18-200-008	Epplin, Fred	Dubois	C of C	No	Home 1300 Sq Ft
4/22/2025	10-29-400-006	Lintker, Kenneth	Johannisburg	C of C	No	House add-on 702 sq ft
4/22/2025	15-35-400-014	Otten, Paul	Lively Grove	C of C	No	House 1312 sq ft
4/24/2025	15-13-300-004	Wright, David	Lively Grove	C of C	Yes	Home 1456 sq ft
4/29/2025	19-04-300-004	Wilburn, Kevin	Dubois	C of C	No	shed 2560 Sq ft
5/2/2025	11-14-100-012	Going Ben	Plum Hill	C of C	No	800 Sq ft Shed
5/2/2025	11-14-300-002	Going, Ben	Plum Hill	C of C	No	800 Sq ft Shed

Date	Perm Parcel No	Name	Location	Permit Type	New Address?	Comments
5/9/2025	05-14-200-025	Laszko, Karen	Venedy	C of C	No	Pool
5/15/2025	05-23-200-018	Kuhl, Dennis	Venedy	C of C	No	720 sq ft addition
5/20/2025	11-18-300-010	Wolf, Aaron	Plum Hill	C of C	No	2400 Sq ft House
5/22/2025	17-12-300-011	Paszkievicz, Lance	Pilot Knob	C of C	No	667 Sq ft home
5/29/2025	18-19-126-001	Kell, Ryan	Bolo	C of C	No	3200 Sq ft pole barn
6/2/2025	14-29-100-001	Wintermann, Eric	Richview	C of C	No	1680 Shed
6/9/2025	08-15-100-010	Kees, Greg	Hoyleton	C of C	No	2240 Sq ft Shed
6/17/2025	13-24-200-029	Stanowski, Chase	Beaucoup	C of C	No	1344 Sq ft home
6/24/2025	18-11-200-006	Cromeans, Michael	Bolo	C of C	No	140 sq ft shed
6/24/2025	15-25-300-003	Nolan, Krystle	Lively Grove	C of C	No	288 Sq ft shed
7/1/2025	12-19-300-004	Droste, Danielle	Nashville	C of C	No	1325 sq ft addition to house
7/10/2025	07-09-300-022	Krueger, Jmes	Covington	C of C	No	Fence



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Email : Matt.bierman@washingtonco.illinois.gov

ORDINANCE TO AMEND ZONING MAP

2025-102

WHEREAS, a public hearing was held in the Washington County Courthouse in Nashville, Illinois on July 24th, 2025, at 8:00 pm, before the Zoning Board of Appeals and notice of said hearing was duly given; and

WHEREAS, an application #Z003-25 was presented by William McDougal and Micheal Auker requesting an amendment to the Washington County Zoning Ordinance (map) changing the Zone District Classification on 1.33 acres from R-2 to Commercial located:

1.33 acres in the West half of the Southwest Quarter of the
Northwest Quarter of the Southwest Quarter of Section 31
Township 3 South, Range 5 West of the Third Principle
Meridian, Washington County, Illinois

Located at corner of State Rt. 4 and Bernrueter Rd

WHEREAS, the Zoning Board of Appeals has recommended the X Approval, Denial, the County Board of Washington County in the aforesaid findings and recommendations; and

NOW THEREFORE, BE IT ORDAINED by the County Board of Washington County, Illinois for a Zoning Map Amendment to change the Zone District Classification of the above-described property from Ag. to R-1 to be X Granted Denied.
ADOPTED this 12th day of July 2025.

Aye 14
Nay 0
Abstain 0

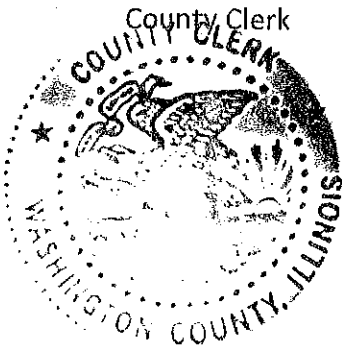
Attest:

A handwritten signature in cursive script, appearing to read "Shari Hemper", written over a horizontal line.

County Clerk

A handwritten signature in cursive script, appearing to read "David R. Meyer", written over a horizontal line.

County Board Chairman





WASHINGTON COUNTY ZONING OFFICE

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THURS 8:00 - 4:00 P.M.

Email : Matt.bierman@washingtonco.illinois.gov

ADVISORY REPORT/FINDING OF FACT LETTER

Zoning Map Amendment

To the Honorable David Meyer and Members of the Washington County Board:

RE: Case #Z003-25 William McDougal/Micheal Auker Map amendment

Your Zoning Board of Appeals submits for your consideration its recommendations on the above cited application for a Zoning map amendment.

The Subject Property

1.33 acres in the West half of the Southwest Quarter of the
Northwest Quarter of the Southwest Quarter of Section 31
Township 3 South, Range 5 West of the Third Principle
Meridian, Washington County, Illinois

Located at corner of State Rt. 4 and Bernrueter Rd

Characteristics of the Surrounding Area

Mostly residential with some Commercial property just north of it. State rt 4 runs along it.

Zoning Map Amendment sought

Requesting that 1.33 acres be rezoned from R-2 to Commercial.

The Public Hearing:

After due notice as required by law, the Zoning Board of Appeals held a public hearing on the request for the Zoning Map Amendment cited above on July 24th, 2025, at 8:00 pm in the Washington County Board room. Mr. Auker was present to offer testimony. There were no oral objections to this request for the Zoning Map Amendment. There were no letters of objection read.

Findings of Facts and Recommendations:

After considering the testimony presented at the hearing, the Zoning board of appeals makes the following finding of facts and recommendations:

1. Effect on General Welfare

None

2. Effect on Nearby Property

None

3. Effect on Public Facilities, Traffic Circulation and Utilities

None

4. Effect on Nearby Schools, Hospitals, etc.

None

Accordingly, the Zoning Board of Appeals has recommended by a vote of 3 Yes and 2 No that the request for a Zoning Map Amendment be X granted _____ denied. This is a X positive _____ negative recommendation.

Considerations:

None

Respectfully,

A handwritten signature in black ink, appearing to read 'M. Bierman', with a long horizontal flourish extending to the right.

ZONING BOARD OF APPEALS

Matt Bierman Washington County Zoning Administrator

2025 Annual Board Report

December 2nd, 2024, we moved into the new facility.

Call volume is up an additional 9% compared to the same timeframe last year.

We implemented a voluntary Power Truck, which runs from 9-5, Monday through Friday. This unit will operate to St. Elizabeth's Hospital to handle transfers.

Since its implementation, the Power Truck has completed 300 calls and generated \$48,000 in revenue after expenses.

We have joined the GEMT (Ground Emergency Medical Transport) Federal Funding Program.

This allows the ambulance to receive Medicaid funding at the Federal level instead of the State level and has enabled us to collect over \$60,000.

Current fee collections are up 18% compared to the same timeframe last year, and if the trend continues, we expect to collect over \$1,000,000.



Washington County
Emergency Ambulance and Rescue Service
18046 Enterprise Avenue, Nashville, IL

Phone: (618) 327-3075

Fax: (618) 327-7281

Monthly Report

Receipts/Billing

July Gross Charges \$ 201,018.40 – **5yr Average** = \$ 125,607.78

July Income from Fees \$ 105,124.94 – **5yr Average** = \$ 71,287.45

Total Expenses

July Bills	\$ 37,473.13
July Salaries	\$ 89,147.46

Total Calls for FY 2025		5yr Average
--------------------------------	--	--------------------

December 2024:	182	-	165
January 2025:	206	-	162
February 2025:	160	-	147
March 2025:	225	-	174
April 2025:	223	-	175
May 2025:	195	-	166
June 2025:	220	-	140
July 2025:	209	-	179
August 2025:		-	
September 2025:		-	
October 2025:		-	
November 2025:		-	

2025 Totals: 1628


WASHINGTON COUNTY CLERK & RECORDER
REPORT OF COLLECTIONS
COLLECTION FOR THE PERIOD 7/1/2025-7/31/2025

JULY 2025:

Beginning Balances: \$ 2,087.34
Fees Collected: 48,222.63
Total \$ 50,309.97

DISBURSEMENTS:

Tax Redemptions \$ 21,357.39
Tax Redemptions Interest 2,984.62
Take Notice/Petitions 117.00
Laredo
Renken Stipend 789.75
Disbursements \$ 25,248.76
Balance: \$25,061.21


SHARI HEMPEN
CLERK/RECORDER
WASHINGTON COUNTY

JULY 31, 2025

WASHINGTON COUNTY TREASURER:

(G.I.S. ASSESSOR FUND) \$ 3,401.00
(G. I.S. RECORDER FUND) 179.00

ILLINOIS DEPT OF REVENUE:

(R.H.S.P. - \$18.00 PER 171 DOC) 3,078.00

IL DEPT. OF PUBLIC HEALTH

(\$4.00 SURCHARGE DEATH CERT) 56.00

STATE TREASURER, IL DOMESTIC VIOLENCE

(MARRIAGE LICENSE SURCHARGE) 40.00

NATALIE LYNCH, WASHINGTON COUNTY TREASURER:

(RECORDER AUTO FUND) 1,432.00

MYDEC - REAL ESTATE STAMP PAYMENT 1,774.50

NATALIE LYNCH, WASHINGTON CO TREASURER:

(DOCUMENT STORAGE FEES) 537.00

(FEE'S COLLECTED) 12,476.37

TOTAL \$22,973.87

TOTAL DISBURSEMENT \$48,222.63

Remaining Balance Tax Redemption #130068: \$458.16

Tax Redemption #130041: \$207.91

Tax Redemption #140063: \$275.41

Tax Redemption#2014-000054: \$927.26

Tax Redemption#2014-000058: \$218.60

Total remaining balance \$2,087.34

TOTAL DISBURSEMENTS FOR THE MONTH OF JULY 2025.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 1ST DAY OF AUGUST 2025.


NOTARY





2025-101

WHEREAS, The County of Washington, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid pursuant to 35 ILCS 200/21-90, and

AND WHEREAS, Pursuant to this program, the County of Washington, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

S31 T3S R5W LOT 98 CLARMIN.

PERMANENT PARCEL NUMBER: 09-15-31-376-008 sold on January 14, 2022

Commonly known as: 205 EDWARD ST.

and it appearing to the that the redemption/reconveyance party, Matthew E P Malott, has defaulted a time payment contract.

Of the total amount due of \$5,307.36, the redemption/reconveyance party has only paid \$996.00. After several attempts to collect the balance, the feels that the above mentioned party has defaulted on the contract and the funds collected should be disbursed.

WHEREAS, your recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF WASHINGTON COUNTY, ILLINOIS, that the sum paid under this defaulted contract for redemption/reconveyance be disbursed as follows:

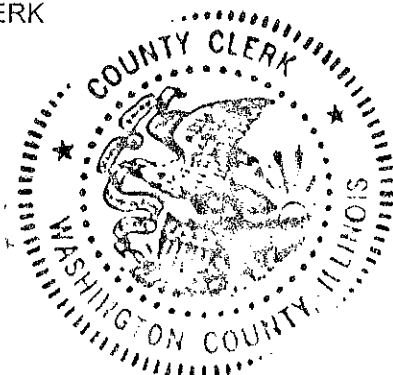
\$0.00 to be paid to the County Clerk to reimburse the revolving account for the charges advanced from this account, \$350.81 is to be paid to the Agent for his services under his contract and the balance, \$645.19, shall be paid to the Treasurer of Washington County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED this 12 day of August, 2

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN



RESOLUTION

WHEREAS, it is necessary to replace a damaged drainage structure, consisting of a single 30" steel culvert, on TR 240, Railroad Road, approximately three quarters of a mile north of Maryland Road, Ashley Township, Section 34, Township 2 South Range 1 West; and

WHEREAS, the Road District Highway Commissioner has petitioned this Board through its Road and Bridge Committee for assistance under 605 ILCS 5/5-501 to replace said culvert and has agreed to pay fifty (50) percent of the final cost of the replacement, and

WHEREAS, the County Engineer has reviewed the replacement request, visited the site to inspect, has prepared a cost estimate for said repair and is in agreement with repair request, and

WHEREAS, the Washington County Road and Bridge Committee has reviewed said petition and has by voice vote recommended that the petition be sent to the County Board for approval; and

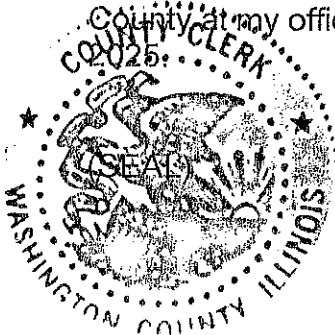
WHEREAS, the Committee finds the request to be in order at an estimated project replacement cost of \$1,820 as prepared by the County Engineer, and

NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board hereby authorizes the appropriation of \$1,820, or as much as may be required, to provide 50% of this structure's final cost, and that said appropriation is to be paid from the County Bridge Fund in accordance with 605 ILCS 5/5-501, and

STATE OF ILLINOIS)
)SS
WASHINGTON COUNTY)

I, Shari Hempen, County Clerk in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by Statute, do hereby certify that the foregoing is a true, perfect and complete copy of a Resolution adopted by the County Board of Washington County at its regular meeting held in Nashville, Illinois on August 12th, 2025.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Nashville, Illinois in said County this 12th day of August A.D.,



Shari Hempen
County Clerk

Estimate of Drainage Structure Repair/Replacement Cost

Date: 08/06/25
Prepared for: Garrett Shewmake
Township: Ashley Road District

Project Description: Replace existing 21" galvanized culvert with 30" aluminized crossing Railroad Road three-quarters of a mile north of Maryland Road.

Item	Unit	Quantity	Unit Price	Cost
30" Steel Culvert - Round	LF	30	\$60.00	\$1,800.00
Rock Backfill	Load	1	\$300.00	\$300.00
Rip-Rap	Load	1	\$500.00	\$500.00
Backhoe	Hours	8	\$100.00	\$800.00
Labor	Hours	8	\$30.00	\$240.00
BAM	Ton	0	\$75.00	
Total Estimated Cost				\$3,640.00

2023 Value of Taxable Land in Township \$14,257,936
0.02% of Value of Taxable Land \$2,851.59

To be eligible for 50/50 assistance from the County, the Total Estimated Cost of the culvert project must be greater than 0.02% of the value of the taxable land within the township per 605 ILCS 5/5-501.

Does this culvert replacement qualify for County assistance? **Yes**



WASHINGTON COUNTY SHERIFF'S OFFICE



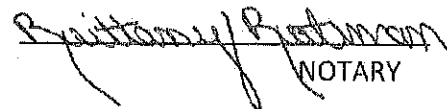
ROSS SCHULTZE
SHERIFF

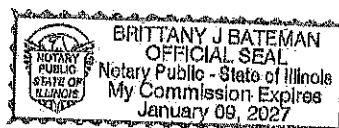
I, ROSS SCHULTZE, SHERIFF OF WASHINGTON COUNTY STATES THAT THE FOLLOWING IS A TRUE AND COMPLETE EARNINGS OF THE SHERIFF'S OFFICE FOR THE MONTH OF JULY 2025.

FEES EARNED	\$ 281.00
FEES COLLECTED AND PAID TO THE COUNTY TREASURER	\$ 1304.04
DIETING PRISONERS	\$ 217.46
PATROL MILEAGE	\$ 10244.40
SALARIES	\$ 141,679.25
BILLS	\$ 54,375.00
DOMESTICS/BATTERY/ASSAULT	Total: 17
MOTOR VEHICLE ACCIDENTS	Total: 33
TRAFFIC STOPS	Total: 236
COUNTY INMATES.....	1
FEDERAL INMATES.....	0
CRIMINAL ARRESTS	25
TRAFFIC ARRESTS.....	111
TRAFFIC WARNINGS.....	158


SHERIFF ROSS SCHULTZE

I, Brittany Bateman ATTEST THAT THE ABOVE SIGNATURE IS THAT OF ROSS SCHULTZE, SHERIFF OF WASHINGTON COUNTY AND WAS SIGNED IN MY PRESENCE THIS 12TH DAY OF August 2025


NOTARY





WASHINGTON COUNTY SHERIFF'S OFFICE



ROSS J. SCHULTZE
SHERIFF

INFORMATIONAL
County Board Meeting
Sheriff's Report
August 12th, 2025

- Brittany Moeser is still missing. The family is offering \$5,000.00 reward for the recovery or whereabouts of Brittany. Missing flyer attached (1A)
- We want to send out our condolences to the Bob Love family. Bob Love was our bailiff for several years. He was a great asset and is deeply missed.
- K9 Dpt. John Vincent is resigning from his full-time deputy position. He will remain on as a part-time deputy. He accepted another law-enforcement position with higher pay and better insurance for himself and family. We will be conducting interviews soon to fill this position.
- Dpt. Krummrich was appointed as a detective. Det. Krummrich will join Det. Sgt. Styninger in the investigations division of the Washington County Sheriff's Office.
- Scam alert! Fake DMV texts targeting Illinois drivers. Flyer attached with more information (2A)
- Traffic stop nearly turns tragic: DUI arrest made after close call with deputy. Facebook post attached (3A)
- Chief Deputy Carroll participated in the Nashville DQ Miracle Treat Day
- The Illinois Sheriffs' Association honors Illinois farmers in recent mailer campaign. ISA recently mailed out over 100,000 informational pieces to farmers across the state of Illinois, highlighting the longstanding and valued partnership between law enforcement and the agricultural community.
- We hired two new full-time Correctional Officers, Lauren Gentry and Blake Goodin. Both Correctional Officers bring past Correctional Officer experience.
- There is currently one vacant full-time position in Corrections. There is already an active eligibility list for Correctional Officers. Sgt. Siegel is currently conducting background checks to fill this position.

245 N. Kaskaskia St. Nashville, Illinois 62263
618-327-8274 (Office) * 618-327-8275 (Fax)
www.wcso-il.com



WASHINGTON COUNTY SHERIFF'S OFFICE



ROSS J. SCHULTZE

SHERIFF

- We are actively looking to fill part-time positions in Corrections. Applications can be found on our website.
- Deputies participated in Speed Awareness Day on July 23rd 2025. 47 traffic stops were initiated, 24 citations issued, and 34 warnings issued.
- Shout out to Elwood and his amazing lemonade stand! Dpt. Mayoral was a big fan of his lemonade.
- SAFE is hosting a ladies golf scramble on Monday Sept. 22nd. All proceeds provide funding for survivors of sexual assault and prevention education. Flyer attached.
- Backstoppers of Washington County is hosting a kickball tournament Sept. 20th. Flyer attached.
- I want to remind the public that it's that time of year again where we deal with blind intersections on rural roads due to tall crops. Please remember to travel slowly and stop at all intersections.
- Make sure to download our Sheriff's App to stay up to date on the happenings within Washington County! Flyer attached.

(1A)

MISSING

Last seen in Channahon/Tilden IL area

BRITTANY MOESER



Age: 37

Height: 5 feet 7 inches

Weight: 128 pounds

Hair: Red

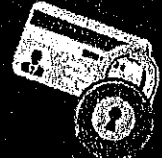
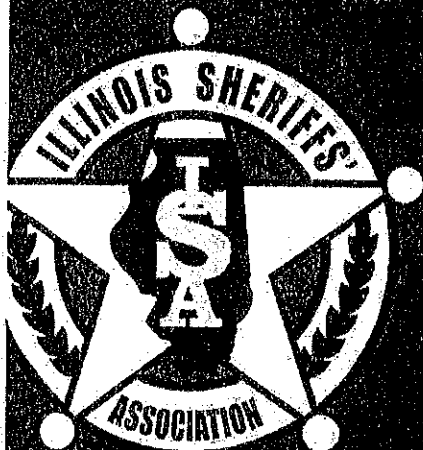
Last seen April 13, 2024

potentially wearing
black athletic pants,
black sneakers, and an
oversized t-shirt.

REWARD: \$5000

FOR THE WHEREABOUTS
AND RECOVERY OF BRITTANY
MOESER

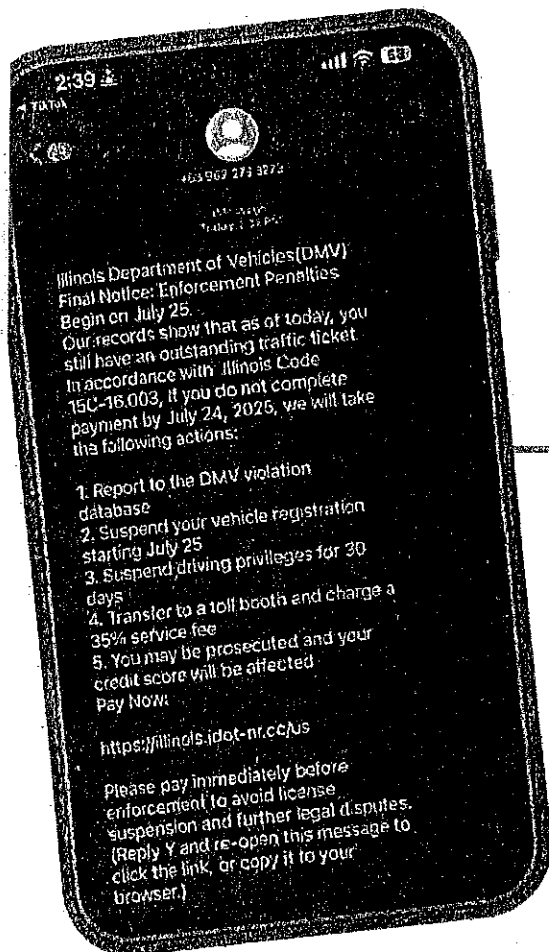
Contact Detective Sylvinder at 618-327-8274 or if
call 618-327-4800 ext. 105 to leave an anonymous tip



SCAM ALERT!

helpful tips for how
to protect yourself

Fake DMV Texts Targeting Illinois Drivers



Be aware of a fraudulent text message going around that claims to be from the "Illinois Department of Vehicles." The message says you have an unpaid traffic ticket and threatens to suspend your license or registration unless you pay through a suspicious link.

THIS IS A SCAM

- The real Illinois Secretary of State does not send texts or emails demanding payment.
- Do not click on any links, Do not reply, Delete the message immediately.
- Always check official information at: www.ilsos.gov

(2A)

Please share this post to help keep others safe!

(3A)

TRAFFIC STOP NEARLY TURNS TRAGIC: DUI ARREST MADE AFTER CLOSE CALL WITH DEPUTY

Washington County, IL – July 24 — A routine traffic stop on Interstate 64 nearly turned tragic when a pickup truck failed to slow down or move over for a Washington County deputy conducting the stop near the 47-mile marker.


While preparing to issue a citation to the stopped motorist, the deputy observed a pickup truck approaching at high speed. The driver failed to reduce speed and did not change lanes as required by Illinois law. The truck crossed the fog line and came within inches of striking the deputy's patrol vehicle.

Recognizing the imminent danger and serious violation, the deputy immediately ended the original traffic stop and pursued the suspect vehicle. The deputy eventually caught up to the truck, which led to a DUI arrest of the driver. Thankfully, neither the deputy nor the motorist from the original stop was injured in the incident.

This close call serves as a stark reminder of the dangers faced daily by law enforcement and roadside workers. Illinois' "Move Over" law, also known as Scott's Law, requires drivers to reduce speed and, when possible, move over a lane for any emergency or disabled vehicle stopped on the side of the road.

We urge all motorists to stay alert, slow down, and move over. Lives depend on it.

Stay safe and aware – for everyone on the road

SLOW DOWN

MOVE OVER



LADIES SCRAMBLE

\$260 Team Fee
Cash, Check, or
Zeffy

MONDAY

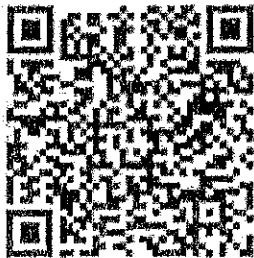
SEPTEMBER 22

**AT COLONIAL GOLF
COURSE, SANDOVAL, IL**

Check-in: 9:00 am

Play starts: 10:00 am

Payments can be made
through SAFE or
Colonial Golf Course



All proceeds provide
funding for survivors of
sexual assault and
prevention education.
SAFE has a 24/7 hotline at
1-800-625-1414



WHERE : NEW MINDEN PARK

Food & Drinks available for purchase

WHEN : September 20TH, 2025 @ 1 P.M.

**TEAMS: 10 PEOPLE MINIMUM PER TEAM & 1
CONTACT FROM THE TEAM, TURNED IN BY
SEPT. 8TH \$120.00 ENTRY FEE (AT LEAST 5
WOMEN PER TEAM)**

Contact Taylor Kesel or Kelton Harre for Entry

taylor.kesel@gmail.com or 618-978-4308

keltonharre_10@hotmail.com or 618-314-2553

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OUR MOBILE
APP TODAY.**

BUILT BY:  WWW.SHERIFFPAW.COM

SEARCH
Washington County
Sheriff's Office IL



OR

SCAN to download



STATE'S ATTORNEY'S REPORT

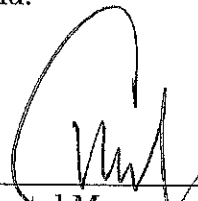
To: Circuit Court and Washington County Board, Washington County, Illinois.

The State's Attorney of Washington County, Illinois, respectfully submits the following report of fees paid to her from July 1, 2025, to July 31, 2025.

I further report that the foregoing fees were paid by me to Natalie Lynch, Washington County Treasurer

REPORT OF FEES COLLECTED AND PAID

July 2025 – State's Attorney General Fund:	\$ 822.02
July 2025 – State's Attorney Drug Prevention Fund:	\$ 6.25
July 2025 – State's Attorney Automation Fund:	\$ 222.00
July 2025 – Restitution Received:	\$ 103.83



Crystal May
Washington County State's Attorney
Washington County Judicial Center
125 E. Elm St., Nashville, IL 62263
(618) 327-4800 ext. 320

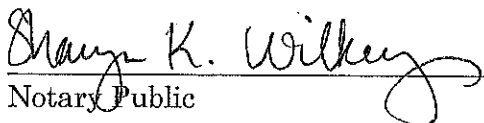
State of Illinois)
) ss.
County of Washington)

I, Crystal May, State's Attorney for Washington County being first duly sworn on oath, depose and say that the foregoing report of receipts and disbursements of the Office of the State's Attorney from July 1, 2025, to July 31, 2025, is correct to the best of my knowledge and belief.



Crystal May

Subscribed and sworn to before me this 5 day of August, 2025.



Notary Public



CASH BALANCES AS OF JULY 31, 2025

Page: 1
Date: 08/01/25
Time: 14:38:22

Account Number	Description	Beg Balance	Receipts	Disbursements	End Balance
	GENERAL FUND CHECKING	506,414.60	468,126.39	788,411.79	186,129.20
	TOTAL FUNDS: GENERAL FUND	506,414.60	468,126.39	788,411.79	186,129.20
	GENERAL FUND INVESTMENTS	112,230.46	814.14	0.00	113,044.60
	VETERANS ASSISTANCE BALANCE	22,092.43	0.00	0.00	22,092.43
	DRUG ENF TASK FORCE BALANCE	409.79	0.00	0.00	409.79
	HEALTH DEPARTMENT BALANCE	546,984.42	13,626.58	29,597.38	531,013.62
	WASH CO. EMERG SERVICE BALAN	624,751.05	108,618.99	131,372.78	601,997.26
	IMRF & SOCIAL SECURITY BALAN	2,614,480.68	87,273.72	141,769.56	2,559,984.84
	RECORDER'S AUTOMATION BALANC	29,211.99	1,426.17	0.00	30,638.16
	COUNTY COURT FUND BALANCE	189,422.44	2,040.55	784.50	190,678.49
	AUTOMATION BALANCE	164,086.54	2,020.01	2.22	166,104.33
	LAW LIBRARY BALANCE	164,086.54	480.32	1,080.53	10,088.53
	CHILD SUPPORT BALANCE	146,891.38	440.73	0.00	147,332.11
	PROBATION BALANCE	257,502.41	2,956.22	0.00	260,458.63
	I. DUECKER BALANCE	1,913.81	0.00	0.00	1,913.81
	DUI EQUIPMENT BALANCE	19,463.37	377.55	4,588.70	15,252.22
	EMINENT DOMAIN BALANCE	0.00	0.00	0.00	0.00
	SHERIFF'S DRUG BALANCE	67,558.63	926.67	0.00	68,485.30
	TAX SALE AUTOMATION BALANCE	39,087.60	11.23	0.00	39,098.83
	INDEMNITY BALANCE	102,842.40	42.26	0.00	102,884.66
	INHERITANCE BALANCE	0.00	0.00	0.00	0.00
	UNKNOWN HEIRS BALANCE	0.00	0.00	0.00	0.00
	COUNTY HIGHWAY BALANCE	1,320,686.95	3,533.50	66,975.92	1,257,244.53
	COUNTY BRIDGE BALANCE	1,138,681.34	632.69	113,591.98	1,025,722.05
	MATCHING FUNDS BALANCE	1,472,720.59	632.68	0.00	1,473,353.27
	COUNTY MOTOR FUEL TAX BALANC	2,607,720.24	40,356.08	97,910.47	2,550,165.85
	ROAD DIST MOTOR FUEL BALANCE	3,671,873.40	122,192.06	76,385.98	3,717,679.48
	TOWNSHIP BRIDGE BALANCE	150,472.58	3.71	0.00	150,476.29
	WASH. COUNTY TORT LIABILITY	1,147,252.79	0.00	0.00	1,147,252.79
	SOLID WASTE PROGRAM	140.05	0.00	0.00	140.05
	STATES ATTORNEY DRUG PREVENT	48,650.91	26.20	0.00	48,677.11
	SECURITY FEES FUND	20,467.58	3,580.74	0.00	24,048.32
	SALE IN ERROR FUND	134,534.83	55.36	0.00	134,590.19
	DOCUMENT STORAGE FUND	360,712.30	1,995.43	0.00	362,707.73
	RECORDERS SPECIAL FUND	20,288.98	178.00	0.00	20,466.98
	G.I.S. MAPPING FUND	116,798.00	3,384.85	0.00	120,182.85
	CLERK OPERATIONS ADD-ONS	74,603.34	500.34	18.59	75,085.09
	POLICE VEHICLE FUND	3,678.04	0.13	50.00	3,628.17
	WASH CO PET POPULATION	3,972.89	280.00	0.00	4,252.89
	CONTROL FUND				
	PRAIRIE STATE REVENUE FUND	5,232,596.18	0.00	0.00	5,232,596.18
	DOG AND CAT WELFARE FUND	54,201.85	300.00	326.00	54,175.85
	CORONERS FUND	10,958.78	625.00	0.00	11,583.78
	GENERAL OBLIGATIONS BONDS 2010	0.00	0.00	0.00	0.00
	ELECTRONIC CITATION FUND	10,091.71	84.32	0.00	10,176.03
	DEBT SERVICE FUND	112,305.31	10,544.86	0.00	122,850.17
	STATE'S ATTORNEY AUTOMATION	22,603.70	176.00	0.00	22,779.70
	CO CLERK DOCUMENT STORAGE	39,149.00	534.00	0.00	39,683.00

Report of Committee

STATE OF ILLINOIS)
)
WASHINGTON COUNTY)

Nashville, Illinois

August 5, 2025

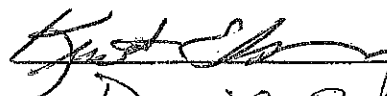
Mr Chairman, Ladies and Gentlemen of the County Board:

Your committee to who was referred the claims against the County Highway Department for the month of July 2025 would beg leave to submit the following report on the matter before them. That claims as shown on the attached sheets in the following total amount be approve for payment.

County Highway Fund	\$83,105.30
County Bridge Fund	\$153,428.37
County Matching Fund	\$13,639.92
County MFT Fund	\$103,055.34
Road District Fund	\$213,382.92
Township Bridge Fund	<u>\$0.00</u>
Total	\$566,611.85

All of which is respectfully submitted.


Chairman

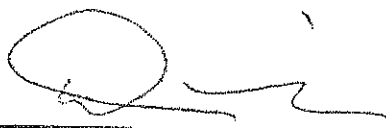

David R Kane

Claims Committee

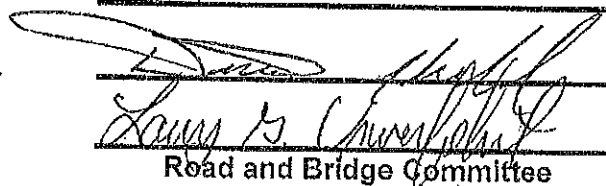
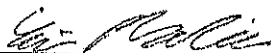
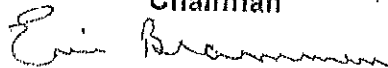
We have examined and approved the bills listed for July 2025 on the attached sheet and recommend that the Claims Committee of the Washington County Board approve them for payment:

County Highway Fund	\$83,105.30
County Bridge Fund	\$153,428.37
County Matching Fund	\$13,639.92
County MFT Fund	\$103,055.34
Road District Fund	\$213,382.92
Township Bridge Fund	<u>\$0.00</u>
Total	\$566,611.85

Date: _____



Chairman



Road and Bridge Committee

WASHINGTON COUNTY
Operator: DONNA

INVOICE EDIT REPORT

Page: 1
Date: 08/11/2025
Time: 11:04:29

Vendor Number	Vendor Name	Inv/PO Number	Claim Number	Invoice Date	Due Date	G/L Date	Liq. ?	Comm. Bank System	Operator Batch
2773	ADVANCED CORRECTIONAL HEALTHCARE	RINV-006794		08/01/25	08/12/25	08/12/25	N	08/06/25	DONNA 3099
	001 05-505.43		WASHINGTON CO SHERIFF - SEP 25 ON-SITE MEDICAL NEEDS					4,701.17	
				Gross Invoice Amount					4,701.17
				Net Invoice Amount					4,701.17
3500	AMAZON CAPITAL SERVICES	INV3-CDDP-307J		07/24/25	08/12/25	08/12/25	N	07/29/25	DONNA 3099
	001 13-513.60		ACCT #A1QEC9EWN9266H, SHERIFF DEPT - TORX HEAD MAGNETIC SCREW DRIVER BIT SET						
			JAIL MAINTENANCE						
				Gross Invoice Amount				15.98	
				Net Invoice Amount					
3500	AMAZON CAPITAL SERVICES	1X97-DN9W-4P6X		07/28/25	08/12/25	08/12/25	N	08/04/25	DONNA 3099
	001 13-513.60		ACCT #A1QEC9EWN9266H, SHERIFF DEPT - TORX HEAD MAGNETIC SCREW DRIVER BIT SET						
			JAIL MAINTENANCE						
				Gross Invoice Amount				7.99	
				Net Invoice Amount					
3500	AMAZON CAPITAL SERVICES	19PV-9FX3-NGGN		06/28/25	08/12/25	08/12/25	N	08/05/25	DONNA 3099
	001 24-524.31		ACCT #APRHS8M54Y457, PROBATION - FIRST AID KIT, BACKPACK, NOTEBOOKS						
			OFFICE SUPPLIES/EXPENSE						
				Gross Invoice Amount				45.08	
				Net Invoice Amount					
3500	AMAZON CAPITAL SERVICES	LM6Q-4FJJ-GXJ1		07/28/25	08/12/25	08/12/25	N	08/06/25	DONNA 3099
	001 05-505.31		ACCT #A1QEC9EWN9266H, SHERIFF DEPT - FILE CABINET						
			OFFICE SUPPLIES/EXPENSE						
				Gross Invoice Amount				237.99	
				Net Invoice Amount					
3500	AMAZON CAPITAL SERVICES	1LQM-49QM-KH4G		08/05/25	08/12/25	08/12/25	N	08/06/25	DONNA 3099
	001 05-505.31		ACCT #A1QEC9EWN9266H, SHERIFF DEPT - FILE CABINET, PENS, DEHUMIDIFIER						
			OFFICE SUPPLIES/EXPENSE						
				Gross Invoice Amount				237.94	
				Net Invoice Amount					
3500	AMAZON CAPITAL SERVICES	1QPK-JN3Q-FK6P		07/07/25	08/12/25	08/12/25	N	08/06/25	DONNA 3099
	001 05-505.40		ACCT #A1QEC9EWN9266H, SHERIFF DEPT - SWAT OPERATOR PIN						
			UNIFORMS						
				Gross Invoice Amount				53.42	
				Net Invoice Amount					
3500	AMAZON CAPITAL SERVICES	1YL4-V911-F9QM		07/07/25	08/12/25	08/12/25	N	08/06/25	DONNA 3099
	001 05-505.40		ACCT #A1QEC9EWN9266H, SHERIFF DEPT - REPLACEMENT BUCKLE SYSTEM						
			UNIFORMS						
				Gross Invoice Amount				17.80	
				Net Invoice Amount					
3500	AMAZON CAPITAL SERVICES	1HHG-4QJG-PNM1		07/14/25	08/12/25	08/12/25	N	08/06/25	DONNA 3099
	001 05-505.40		ACCT #A1QEC9EWN9266H, SHERIFF DEPT - UNDER ARMOUR						
			UNIFORMS						
				Gross Invoice Amount				100.00	
				Net Invoice Amount					

WASHINGTON COUNTY RESOLUTION 2025-103

**RESOLUTION AUTHORIZING PARTICIPATION IN NATIONAL OPIOID
SETTLEMENTS WITH ALVOGEN, AMNEAL,
APOTEX, HIKMA, INDIVIOR, MYLAN, SUN, ZYDUS, PURDUE
(AND AFFILIATES), AND THE SACKLER FAMILY
AND AUTHORIZING EXECUTION OF SETTLEMENT DOCUMENTS**

WHEREAS, Washington County has previously participated in settlement with various companies regarding the national opioid epidemic through the State of Illinois and the Opioids Implementation Administrator; and,

WHEREAS, Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus, Purdue (and affiliates), and the Sackler Family have reached respective settlements through the Opioids Implementation Administrator; and,

WHEREAS, Washington County government has been advised that it may participate in said settlements by the Opioids Implementation Administrator; and,

WHEREAS, in order to participate in and receive proceeds from said settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus, Purdue (and affiliates), and the Sackler Family, it is necessary for certain documents to be executed on behalf of Washington County government; and,

WHEREAS, the State's Attorney and Treasurer have both been involved in prior settlements and in review of applicable settlement documents.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board that Washington County shall participate in the opioid settlement with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus, Purdue (and affiliates), and the Sackler Family through the Opioids Implementation Administrator; and,

BE IT FURTHER RESOLVED, that the State's Attorney of Washington County, and the Treasurer of Washington County, are each hereby individually authorized to execute any and all necessary documents for participation in said settlements on behalf of Washington County, and any prior acts taken by any Washington County official in this regard are hereby ratified.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal
of Washington County, Illinois, to be affixed this 12 day of August,
2025.

David E. Meyer
David Meyer, Chairman
Washington County Board

ATTEST:

Shari Hempen
Shari Hempen,
Washington County Clerk



WASHINGTON AND MONROE COUNTY

Intergovernmental Agreement

THIS INTERGOVERNMENTAL AGREEMENT (the "Agreement") is made and entered into by and between the Washington County Sheriff's Office, an Illinois governmental law enforcement agency, and the Monroe County Sheriff's Office an Illinois governmental law enforcement agency. These contracting entities are sometimes individually referred to as "Party" and sometimes collectively referred to as the "Parties" or Washington County and Monroe County Drug Enforcement Group ("WAMODEG").

RECITALS

WHEREAS, the Parties have determined that providing law enforcement assistance across jurisdictional boundaries will increase the ability of local law enforcement agencies to promote public safety and protect the general welfare of the citizens, and intend by this Agreement to enter into a reciprocal Agreement for cooperation in furnishing police services and for the use of their joint police forces, their equipment and materials for their mutual protection, defense, and maintenance of peace, law, and order; and

WHEREAS, the Parties agree that it is to their mutual benefit to cooperate as set forth in this Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants contained herein, the Parties hereto agree as follows:

I. PURPOSE:

In order to combat the multi-jurisdictional money laundering, illegal trafficking of narcotics, controlled substances and dangerous drugs, the undersigned Parties hereby, agree to pool and integrate law enforcement resources into the Washington County and Monroe County Drug Enforcement Group (hereafter, referred to as WAMODEG) to coordinate the enforcement of drug laws without regards to jurisdictional boundaries and to cooperate with State and Federal Enforcement Groups. In the event additional law enforcement agencies are added to the WAMODEG they shall be signatories of this Agreement and subject to the approval of Washington County Board, the Monroe County Board and their respective County Board or Municipal Corporation.

II. AUTHORITY:

This Agreement is entered into by the undersigned pursuant to the provisions of Article VII, Section 10, 1970 Constitution of the State of Illinois; the Intergovernmental Cooperation Act, Illinois Compiled Statutes 5 ILCS 220/5.

III. ORGANIZATION:

The undersigned agree that effective use of its personnel, in the enforcement of drug laws and money laundering, requires that a Policy Board shall be established. The WAMODEG Policy Board shall be composed of the elected Sheriff from the Parties or his or her designee. The Policy Board shall supervise and oversee the operations of WAMODEG

WASHINGTON AND MONROE COUNTY
Intergovernmental Agreement

IV. **OPERATIONS:**

- A. The Policy Board shall propose an operations plan that includes recommended manpower, equipment, and financial contributions for the participating agencies. The formal operation plan and subsequent amendments shall be subject to the consent of the Parties.
- B. It is expressly understood by and between the Parties that the policy power of each member of WAMODEG is extended to all officers of WAMODEG operating pursuant to the terms of this Agreement as provided for in the Illinois Compiled Statutes, 5 ILCS 220/1, et seq.
- C. In the event seizures of material goods or currency are conducted as the result of the enforcement of the drugs laws herein contemplated, proceeds from any such seizures shall be divided evenly amongst the Parties.
- D. Each Party understands and agrees that, from time to time, certain costs associated with the seizures outlined in paragraph C above may require the Parties to incur costs above those anticipated in the normal operations of such enforcement. Such costs, may include, but are not necessarily limited to damage to equipment of the local agency and overtime associated with court appearances to finalize such seizures.

V. **FISCAL YEAR:**

The fiscal year of WAMODEG shall commence on _____ and terminate on _____ of each year.

VI. **AMENDMENT:**

This Agreement may be amended at any time by written Agreement of the Sheriffs of Washington County and Monroe County with the approval of their respective County Boards for each Sheriff's Office.

VII. **CANCELLATION:**

Either Party may withdraw from this Agreement at any time with seven (7) days' notice to the other Party. Withdrawal by either Party constitutes cancelation of this Agreement.

VIII. **EFFECTIVE DATE:**

This Agreement shall become effective when subscribed by each of the Sheriffs of Washington County, Monroe County and the respective county boards.

IX. **INSURANCE:**

WAMODEG shall not be responsible for the carrying of liability insurance for the operations of and enforcement of drug laws pursuant to this Agreement. Such liability insurance shall be the sole responsibility of the Party assigning personnel to WAMODEG as such personnel will remain the employee of that Party. Each Party shall provide a copy of their insurance certificate to the other Party.

PROVISION OF ASSISTANCE AND IMMUNITIES.

Provision of Assistance. This Agreement shall not be construed to impose any obligation on the Washington County Sheriff's Office or the Monroe County Sheriff's Office or its employees to provide participation in the WAMODEG. The WAMODEG and any employees of the

WASHINGTON AND MONROE COUNTY
Intergovernmental Agreement

Washington County Sheriff's Office or the Monroe County Sheriff's Office may choose not to participate in the WAMODEG at any time, for any reason; provided, however, that the Washington County Sheriff's Office or the Monroe County Sheriff's Office agrees to notify the WAMODEG as to the employee's inability to participate as soon as reasonably practicable.

- X. **Immunities.** To the fullest extent allowable by law, all immunities provided by law to the Parties and their employees shall be applicable to the Parties and their employees providing or receiving assistance pursuant to this Agreement, including, but not limited to, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/, *et seq*, the Emergency Telephone System Act, 50 ILCS 750/, *et seq*,
- XI. **Police Powers.** While working with WAMODEG, law enforcement personnel, as defined by Section 2 of the Illinois Police Training Act, 50 ILCS 705/2, employed by the Washington County Sheriff's Office or the Monroe County Sheriff's Office shall have the same jurisdiction, powers, rights and privileges as law enforcement personnel of the other Party, in addition to those the officer normally possesses. For purposes of this Agreement, it is understood that the personnel of the WAMODEG shall be considered to be operating under the WAMODEG once it has entered the jurisdictional boundaries of the other Party to this agreement.
- a) **Operational Command.** WAMODEG personnel operating pursuant to the terms of this Agreement shall report to the Sheriff, or his or her designee, of the jurisdiction where WAMODEG is conducting operations in accordance with then-current policies and procedures of that Party.

EMPLOYMENT, DOCUMENTATION & INSURANCE

- XII. **EMPLOYMENT:** Personnel assigned to the WAMODEG pursuant to this Agreement shall remain employees of the employing Sheriff's Office. Nothing herein shall be construed as to interfere with or supersede any Party's collective bargaining Agreement with its employees' respective representation. To the extent that any collective bargaining Agreement between a Party and its employees' representation is inconsistent with this Agreement, the aforementioned collective bargaining Agreement shall control. Each Party shall review any and all collective bargaining Agreements to which it is a Party in order to determine its obligations thereunder.
- a. **BENEFITS.** The Each Party shall be responsible for paying its employees who are assigned to or otherwise providing assistance to the WAMODEG in accordance with its then prevailing ordinances, rules, regulations, and collective bargaining agreement for all hours worked while assigned to the WAMODEG. The employing Sheriff's Office shall document all direct and indirect payroll costs and any taxes and employee benefits which are measured as a function of payroll (i.e., FICA, unemployment, workers' compensation, retirement, etc.) for each such employee assigned to or otherwise assisting the WAMODEG. Under no circumstance shall involvement in WAMODEG create any employer relationship not already in existence.

WASHINGTON AND MONROE COUNTY

Intergovernmental Agreement

- b. **INSURANCE.** Each Party hereto shall procure and maintain, at its sole and exclusive expense, insurance coverage, including: comprehensive liability, personal injury, property damage, worker's compensation, and, if applicable, emergency medical services professional liability, with minimum limits of \$1,000,000 auto and \$1,000,000 combined single limit general liability and professional liability. Each Party shall, prior to the effective date hereof, notify its law enforcement personnel and general liability insurance carriers of this Agreement.

- XIII. INDEMNIFICATION.** Each Party shall be solely responsible for the acts any of its law enforcement personnel under this Agreement, and shall assume sole responsibility for insuring, defending, and indemnifying its law enforcement personnel, for any and all of their conduct, acts, and/or omissions done in the performance of duty under this Agreement. Each Party shall also be solely responsible for the conduct, acts, and/or omissions of any of their other officials, officers, employees, and agents in the performance of any act or omission in furtherance of the terms of this Agreement. It is further agreed that any and all employment benefits for the law enforcement personnel employed by each Party, including, but not limited to, wages, pension benefits, workers' compensation insurance and benefits, health insurance and medical benefits, statutory benefits for public safety employees, and collective bargaining rights or benefits, that arise out of the performance of any assistance rendered under this Agreement shall be the sole and exclusive responsibility of the employer. The provisions of this section shall survive the termination of this Agreement by any Party.

- XIV. NON-LIABILITY FOR FAILURE TO RENDER ASSISTANCE.** The participation in the WAMODEG under the terms of this Agreement shall not be mandatory. No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by the participating agencies, its duly authorized agents and personnel, for failure or refusal to participate in the WAMODEG. Nor shall there be any liability of a Party for withdrawal of participation in the WAMODEG, once provided pursuant to the terms of this Agreement.

- XV. EFFECTIVE DATE.** This Agreement shall be in full force and effective upon approval by the Parties hereto in the manner provided by law and upon proper execution hereof.

- XVI. TERM.** The initial term of this Agreement shall be one (1) year from the Effective Date. Thereafter, this Agreement shall automatically renew for additional one-year terms, unless terminated earlier in accordance with this Section. Any Party may withdraw from this Agreement at any time by providing 7 days advance, written notice, which shall be given by personal delivery, registered mail, or certified mail. A Party's withdrawal from this Agreement shall not affect that

WASHINGTON AND MONROE COUNTY

Intergovernmental Agreement

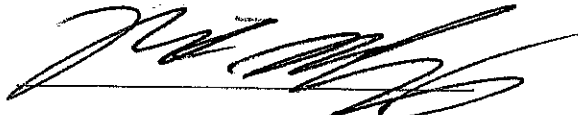
Party's liability or obligation incurred under this Agreement prior to the date of withdrawal.

- XVII. NOTICE OF CLAIM OR SUIT.** Each Party who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect the other Party to this Agreement, shall provide prompt and timely notice to the Parties who may be affected by the suit or claim. Each Party reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.
- XVIII. NOTICES.** All notices hereunder shall be in writing and shall be served personally, or by registered mail or certified mail, to the Parties of the Agreement.
- XIX. VALIDITY & SEVERABILITY.** The invalidity of any provision of this Agreement shall not render invalid any other provision. If, for any reason, any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.
- XX. WAIVER.** Failure to enforce strictly the terms of this Agreement on one or more occasions shall not be deemed a waiver of the right to enforce strictly the terms of this Agreement on any other occasion.
- XXI. NO JOINT VENTURE.** Nothing contained herein shall be deemed to create, or be interpreted to intend to create, a joint venture, partnership, or other sort of legal association or combination of entities. Each Party is acting on its own individual capacity and not as the agent of any other Party or entity.
- XXII. BINDING EFFECT.** This Agreement shall be binding upon and insure to the benefit of any success or entity which may assume the obligations of any Party hereto, provided, however, that this Agreement may not be assigned by either Party without prior written consent of the Parties hereto.
- XXIII. GOVERNING LAW.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Illinois.
- XXIV. EXECUTION OF COUNTERPARTS.** This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.
- XXV. AUTHORIZATION.** Each signatory below has been duly authorized by the governing body of his respective county to enter into this Agreement.
- XXVI. WITHDRAW FROM THE AGREEMENT.** Withdraw of one party from this agreement will nullify the agreement. Any equipment provided will be returned to the contributing agency.

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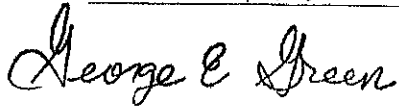
NOW, THEREFORE, the Parties have caused this Mutual Law Enforcement Agreement to be executed by its duly authorized representative who has signed this Agreement as of the dates set forth below.

SIGNATORIES



Monroe County Sheriff

On: 08/15/25



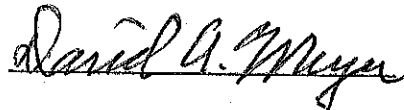
Monroe County Board Chairman
For the Monroe County Board

On: 08/15/25



Washington County Sheriff

On: 08/18/25



Washington County Board Chairman
For the Washington County Board

On: 9/8/25