



**STANDARDS GOVERNING TRAINING  
OF ILLINOIS PRETRIAL SERVICES PERSONNEL**

**Office of Statewide Pretrial Services (OSPS)**



## **Table of Contents**

### Section 1 – Introduction

- 1.1 Purpose
- 1.2 Authority
- 1.3 Supporting Materials
- 1.4 Applicability

### Section 2 – Definitions

### Section 3 – Minimum Requirements

- 3.1 Foundational Pretrial Education
- 3.2 Annual Training

### Section 4 – Approved Trainings

### Section 5 – Approved Trainers

### Section 6 – Dual Positions

### Section 7 – Extensions & Waivers

### Section 8 – Implementation



## Section 1 – Introduction

### 1.1 Purpose

The purpose of the *Standards Governing Training of Illinois Pretrial Services Personnel* is to establish minimum training requirements for all Pretrial Personnel positions in the state. This includes, but is not limited to, pretrial personnel positions that are reimbursed by OSPS under the Pretrial Services Act, positions that are not reimbursed and OSPS positions.

### 1.2 Authority

The Pretrial Services Act ([725 ILCS 185](#)) provides that the Office may establish a system of training and orientation for pretrial personnel.

### 1.3 Supporting Materials

The National Standards on Pretrial Release (2024)

Supreme Court of Illinois Judicial College Policies and Practices

The Committee on Pretrial Education (CPTE): Comprehensive Education Plan

### 1.4 Applicability

These standards apply to direct service pretrial personnel as defined in 725 ILCS 185/0.02: “*a person employed with the Office or with a local pretrial services agency who (i) has taken and subscribed to an oath as set forth in this Act and (ii) provides pretrial services to a court under this Act.*”

## Section 2 – Definitions

**2.1 Judicial College Committee on Pretrial Education (CPTE):** Consistent with the Bylaws of the Supreme Court of Illinois Judicial College and the direction of the Illinois Judicial College Board of Trustees, the Committee on Pretrial Education (CPTE), shall promote comprehensive pretrial education as an aid to the Illinois Judicial Branch in its preparedness and readiness to interpret and apply the law regarding pretrial, including Public Acts 101 – 652 and 102 – 1104, effective September 18, 2023. CPTE shall develop ongoing continuing education and educational opportunities to overview and discuss the substantive and procedural law, rules, materials and pretrial resources. CPTE shall have oversight of all Illinois Judicial Branch pretrial continuing education curricula, course resources and faculty. CPTE shall develop a Comprehensive Education Plan setting forth the comprehensive framework for Illinois Judicial Branch pretrial education and design curricula and courses consistent with the



## Office of Statewide Pretrial Services

Comprehensive Education Plan, standards of the National Association of State Judicial Educators and Illinois Judicial College, policies and practices.

CPTe continuing education curricula and courses shall be designed for Illinois Judicial College target audiences, including but not limited to Pretrial Officers and Pretrial Supervisors from affiliated and non-affiliated Office of Statewide Pretrial Services (OSPS) Illinois counties, Judges, Circuit Court Clerks, Deputy Clerks, Trial Court Administrators, Appellate legal staff, and other justice partners as approved by the Board of Trustees. Course content, materials and resources shall facilitate the attainment of professional competencies, aid decision-making, and the effective and efficient court administration, consistent with evidence-based practices, Illinois laws, Supreme Court Rules, caselaw, and the core values of the Illinois Judicial College and Office of Statewide Pretrial Service.

**2.2 Pretrial Personnel:** Any individual employed to deliver pretrial services to defendants or the court pursuant to the Pretrial Services Act. This term shall include, but is not limited to, positions such as Chief, Deputy Chief, Supervisor, Pretrial Services Officer (PSO), Suburban Pretrial Officer, Pretrial Field Officer (PFO), Pre-Release Pretrial Officer, Post Release Pretrial Officer, Senior Pretrial Officer, Electronic Monitoring Officer (EMO), Home Confinement Pretrial Officer, and shall further encompass any other position, regardless of title, that provides pretrial services to a court under the Pretrial Services Act for a minimum of 25% of their working hours, per their job duties. This excludes personnel whose duties are exclusively clerical in nature.

**2.3 Office:** The Office of Statewide Pretrial Services.

**2.4 Dual Positions:** A position in which the employee functions as both pretrial personnel and any position defined in Section 9b (3) of the Probation and Probation Officers Act.

**2.5 LMS:** An internet-based learning management system such as Relias or similar.

### Section 3 – Minimum Requirements

#### 3.1 Foundational Pretrial Education

All pretrial personnel subject to this policy shall complete 40 hours of foundational training related to the function of their position within 12 months of their initial appointment to a pretrial position. This requirement also applies



**Office of Statewide Pretrial Services**

to pretrial personnel who are in subsequent years of employment who had not previously completed such training.

Of those total required hours, 35 hours shall be completed with the courses listed below. The remaining 5 hours may be completed as determined by the assigned supervisor, based on relevance to the position (e.g. LEADS, VPRAI-R, PSA, etc.). The following courses are required:

- Pretrial Foundation: Module 1 – 11 hours
  - Including the Pretrial Services Act, Pretrial Best Practices, Performance & Outcome Measures, Ethics, Supportive Services and Motivational Interviewing.
- Pretrial Foundation: Module 2 – 11 hours
  - Including Trauma-Informed Response and Core Correctional Practices.
- Pretrial Foundation: Module 3 – 7 hours
  - Including Testifying and Case Management.
- Diversity and Inclusion – 1 hour
- Code of Conduct and Ethics - 1 hour
- Serving Clients with Disabilities – 1 hour
- Recognizing and Reporting Child Abuse Training for Mandated Reporters – 2 hours
- Sexual Harassment Prevention – 1 hours

**3.2 Annual Training**

All pretrial personnel shall complete a minimum of 20 hours of training in each subsequent year of appointment running from July 1 to June 30.

Following their first-year anniversary, pretrial personnel shall follow the ‘Bridge Year’ chart below to determine the number of credit hours needed to fulfill their requirement before the next June 30.

Bridge Year Training	
If the employee started in:	Hours to Complete Following Their One-Year Anniversary, But Before June 30
July 1 – Sept. 30	15
Oct. 1 – Dec. 31	10
Jan. 1 – March 31	5



April 1 – June 30

0

#### **Section 4 – Approved Trainings**

Qualifying courses shall be client-centered and directly related to either the delivery of pretrial services to clients or the professional development of pretrial employees. Pretrial managers or aspiring managers can also incorporate leadership and management training.

Required training hours can be made up of a combination of webinar (fully recorded), virtual classroom (live-online training with a live instructor), or in-person training. At least 25% of annual credit hours in a year must be met through virtual classroom or in-person training.

For a training course to qualify for credit, the course must be approved by CPTe, be delivered by a provider approved by CPTe or otherwise approved within this section.

Pretrial training provided by the following CPTe-approved providers qualify for training credit:

- Administrative Office of the Illinois Courts
- Illinois Supreme Court Judicial College
- National Association of Pretrial Services Agencies (NAPSA)
- Advancing Pretrial Policy & Research (APPR)
- Illinois Probation and Court Services Association (IPCOSA) – Pretrial Track
- National Center for State Courts (NCSC) – Pretrial Track
- National Institute of Corrections (NIC) – Pretrial Track
- American Probation and Parole Association (APPA) – Pretrial Track
- Office of Statewide Pretrial Services (OSPS)

The Office will maintain a list of courses and approved providers on the Office's website, [www.ilosps.gov](http://www.ilosps.gov).

To encourage the utilization of training to meet unique, local needs, up to five hours of annual training may be submitted in advance of completion by the Chief Managing Officer (CMO) to the Office for approval. When approving training, the Office's Training Division will consider if the training is:

- Client centered;
- Related to the delivery of service to clients;



## Office of Statewide Pretrial Services

- Related to the professional development of pretrial employees;
- Related to criminogenic needs, dynamic risk factors, behavioral health disorders (incl. substance use disorder, PTSD, etc.), victim assistance, survivor safety, trauma-informed care, first aid, diversity and inclusion, domestic violence or similar trainings; or
- Related to leadership and management for pretrial managers.

Requests for training hour approval shall be submitted to the OSPS Training Division using a form available on the Office's Web site, [www.ilosps.gov](http://www.ilosps.gov). The request must include supporting documentation that illustrates details of the course.

Pretrial personnel may not repeat trainings for credit unless approved by their supervisor. The supervisor's approval must be conveyed to the Office's Training Division by the county's CMO via [pretrialtraining@ilosps.gov](mailto:pretrialtraining@ilosps.gov). This does not apply to "booster" trainings that are designed as supplemental to the original training.

If an employee does not meet their annual training requirement, the unmet hours will be added to the following year's training requirement. Repeated rollover of unmet training requirements is strongly discouraged and should be addressed by a supervisor.

### **Section 5 – Approved Trainers**

For core Foundational Pretrial Education courses (see 3.1), the Office may, if the need is clear, approve temporary trainers employed by pretrial agencies who have not completed Illinois Judicial College professional development courses.

Such approvals shall be based on the individual's training experience, command of the material and pretrial field work as demonstrated to the Office. A form will be available on [www.ilosps.gov](http://www.ilosps.gov) for pretrial agencies to submit for temporary trainer approval.

Temporary trainers are strongly encouraged to begin the process of completing the Illinois Judicial College's professional development courses for faculty. Pretrial agencies are also strongly encouraged to identify staff to complete Illinois Judicial College professional development courses to provide Foundational Pretrial Education on a permanent basis.



## Office of Statewide Pretrial Services

Faculty trainers shall earn three times the length of actual presentation time for an initial presentation of a course in the same education forum and one time the length of actual presentation time for a repeat presentation of the same course in that education forum.

### **Section 6 – Dual Positions**

It is the intention of these standards to allow personnel serving in positions that include the duties of both pretrial and probation services to utilize probation training credits to satisfy their 3.2 annual pretrial training requirements.

Therefore, trainings approved under the Standards Governing Training of Illinois Probation/Court Services Personnel may be utilized to meet the requirements of Section 3.2 if the position also includes the duties of a position defined in Section 9b(3) of the Probation and Probation Officers Act for 25 percent or more of the position's working hours.

### **Section 7 – Extensions & Waivers**

If a pretrial employee is unable to complete their required hours for a justifiable reason (e.g. medical, military or other leaves of absence, etc.) a supplemental request can be made to extend the foundational training period and/or adjust the annual training requirements for that year. This written request can be submitted to the Office's Training Division via email at [pretrialtraining@ilosps.gov](mailto:pretrialtraining@ilosps.gov).

The Office's Director or designee may waive training requirements due to documented, exceptional circumstances.

### **Section 8 – Implementation**

Each pretrial services agency shall be responsible for tracking and documenting the training hours in the LMS for pretrial personnel and maintaining compliance with the requirements.

The Office will provide pretrial agencies with access to its LMS system. The Office will assist pretrial agencies in obtaining records of completed trainings that are available on the Office's LMS system.

In each annual plan each pretrial agency shall identify any personnel who did not complete required training. During the annual plan approval process the Office may randomly audit the training records of pretrial personnel to determine compliance with these standards.