



PRETRIAL HIRING, PROMOTION AND COMPENSATION STANDARDS FOR LOCAL PRETRIAL SERVICES AGENCIES

Adopted July 2025

**Office of Statewide Pretrial Services
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Springfield, IL 62704**

1. Purpose

The purpose of these standards is to establish uniform minimum employment, promotion, and compensation standards for all applicable pretrial services positions.

2. Authority

The Pretrial Services Act, at 725 ILCS 185/0.04 (eff. 7-1-25), provides that the Office of Statewide Pretrial Services (OSPS) may:

- A. establish qualifications for pretrial officers as to hiring, promotion and training;
- B. establish such other standards and regulations and do all acts necessary to carry out the intent and purposes of the Act.

3. Applicability

These policies apply to all pretrial positions. All such positions are subject to these policies, regardless of whether the position is reimbursed by the state.

4. Definitions

The following words and phrases have the following meaning, except when a particular context clearly requires a different meaning:

A. Non-Supervisor

For purposes of standards for hiring and promotion, "non-supervisor" is defined as a pretrial services officer with no professional staff under their administrative direction or control.

B. Supervisor

For purposes of standards for hiring and promotion, "supervisor" is defined as a pretrial services manager with one level of professional staff under their direction or control (e.g., a middle manager in a three-level department, or a chief probation officer in a two-level department).

C. Chief Managing Officer/Non-Director

For purposes of standards for hiring and promotion, "chief managing officer" is defined as a pretrial services manager with two or more levels of professional staff under their administrative direction or control, but not the head of the department.

5. General Hiring and Promotion Qualifications

- A. Except as provided in Section 7 of these standards, any person employed by a local Illinois pretrial services department shall be a resident of the State of Illinois within 90 days of the date of employment.
- B. A circuit court local hiring authority policy may establish more restrictive employment standards.

6. Specific Minimum Hiring and Promotion Requirements

- A. Non-Supervisory Personnel: Any person employed in a non-management, non-supervisory position shall have a bachelor's degree from an accredited college or university.
- B. Supervisory Personnel: Any person employed in a managerial, supervisory position (e.g. directly manages a Pretrial Service Officer or Electronic Monitoring Officer) shall have a bachelor's degree and one or more years employment in pretrial, probation, court services, or other criminal justice agency.
- C. Chief Managing Officer/Non-Director: Any person employed in a CMO/Non-Director position shall have a bachelor's degree and three or more years employment in pretrial, probation, court services or other criminal justice agency, at least two of which are at a supervisory level.

These specific minimum requirements shall not disqualify any person from holding the position they currently occupy prior to July 1, 2025.

7. Hiring and Promotion Exemptions and Extensions

- A. The Director of the Office of Statewide Pretrial Services or designee may, upon the request by the Chief Circuit Judge or their designee and upon a showing of good cause, grant reasonable extensions for compliance with residency requirements.

- B. The Director of the Office of Statewide Pretrial Services or designee may, upon the request by the Chief Circuit Judge or their designee and upon a showing of good cause, grant reasonable exemptions from all or part of the years of experience requirements for supervisory and chief managing officer positions.

8. Compensation

All counties must prepare a compensation schedule for all pretrial positions. The compensation schedule must be submitted annually and approved by OSPS. All compensation schedules must meet the standards contained in this Section.

- A. Compensation of local pretrial services agency personnel shall be commensurate with salaries and other benefits accorded to probation department employees. Pretrial positions salary ranges shall be within 10% of comparable probation positions.
- B. Each pretrial title within a circuit or county shall have a set salary range, unless otherwise negotiated in a collective bargaining agreement.
- C. Annual increments for all reasons except for promotion shall not in combination exceed 8% of an employee's salary. Chief Judges may request an exemption of the 8% limit through an Annual Plan or supplement to the Annual Plan. The request shall include good cause justification, including details and analysis of the circumstances justifying an increase greater than 8%. Requests shall be submitted to the Office of Statewide Pretrial Services.
- D. Except as provided in this Section, new employees shall begin at the minimum salary in that position's salary range. New employees with relevant experience or who exceed the minimum qualifications may be compensated commensurate with their qualifications or experience, but their compensation shall not exceed the midpoint of the salary range.
- E. When an employee is promoted, the employee shall begin at the new position's minimum salary or 8% more than the employee's present salary, whichever is higher.
- F. Each local pretrial services agency shall follow these six steps in the development of compensation schedules:
 - 1. Identify each pretrial position by title within the local probation and

court services department.

2. Identify the grade or class of each position and provide an explanation of each grade or class system.
 - a. In determining the class or grade, evaluate the duties and responsibilities of each position relative to all other positions.
 - b. If the position does not have a grade or class, evaluate whether the position is entry-level front-line, experienced front-line, first level supervisor (supervising front line) or second level supervisor (supervising supervisors).
 - c. Any reclassification of a position on the compensation schedule must be approved by the Office of Statewide Pretrial Services as part of the department's Annual Plan.
3. Identify a salary range, with defined increments, for each identified pretrial position title. Established increments shall reflect qualifications, performance, and length of service. Explain how employees move from one increment to the next.
4. For each pretrial employee, identify the employee's pretrial position title, and defined salary increment within that pretrial position's salary range.
5. Develop a system to evaluate each employee's performance at least on an annual basis.
6. Develop policies and procedures to implement and maintain the compensation schedule. All policies should be in writing and made available to all employees.