

**CIRCUIT COURT OF COOK COUNTY
JUVENILE PROBATION AND COURT SERVICES DEPARTMENT**

XXI. DETENTION REVIEW SUPERVISOR JOB DESCRIPTION

The detention review supervisor position reports directly to the deputy chief probation officer in charge of the Detention Alternative Division. This position will be responsible for advancing the Juvenile Probation and Court Services Department's advocacy on behalf of detained minors who qualify for detention alternatives.

RESPONSIBILITIES

- Interview and evaluate minors in the Juvenile Temporary Detention Center (JTDC) during non-school hours to develop expedited release plans
- Supervise and maintain the PROBER local area network operation/staff for the purpose of establishing a data base and generating reports relative to the JTDC population and detention alternative programs
- Maintain a working knowledge of all detention alternative programs, capacities and the status of each minor placed into each alternative for possible transfer throughout the detention alternatives continuum when circumstances merit reconsideration by the court
- Review and analyze the JTDC population on a daily basis
- Develop detention alternative criteria for application to all matters involving detention jeopardy
- Investigate and evaluate the cases of detained minors to determine eligibility for placement into a detention alternative
- Confer regularly with supervisors, adjudicators and probation officers to ascertain new case information which would merit the court's review of the minor's detention status
- Direct and assist supervisors, officers, adjudicators and assistant public defenders in the development of expedited release plans
- Confer regularly with the Delinquency Division supervisor of the Public Defender's Office to ensure the preparation of timely motions to reconsider orders of detention
- Participate in the daily workload of paralegals and interns assigned to the Detention Alternative Division
- Establish and maintain a productive liaison with the JTDC administration and staff
- Develop and maintain effective protocol for expedited judicial review of detained minors including notice to the defense and prosecution