

**FILED**

**ADMINISTRATIVE ORDER NO. 2024-08  
22<sup>ND</sup> JUDICIAL CIRCUIT  
MCHENRY COUNTY, ILLINOIS**

**APR 25 2024  
KATHERINE M. KEEFE  
MCHENRY CTY. CIR. CLK.**

(Probation Information Sharing)

**WHEREAS**, Illinois law provides, in part, that the records of a probation officer “shall be open to inspection by any judge or by any probation officer pursuant to order of court, but shall not be public record, and its contents shall not be divulged otherwise than as above provided, except upon order of court.” (730 ILCS 110/12 (4));

**WHEREAS**, there is no State-wide policy implemented by the Supreme Court of Illinois or adopted by the Administrative Office of Illinois Courts with respect to the nature of information which may be released to law enforcement officials upon inquiry by any law enforcement official; and

**WHEREAS**, it is necessary to provide guidance to the probation officers of the Twenty-Second Judicial Circuit of the information which may be provided to law enforcement pursuant to Illinois Compiled Statutes, and in lawful and faithful performance of their duties;

**IT IS ORDERED:**

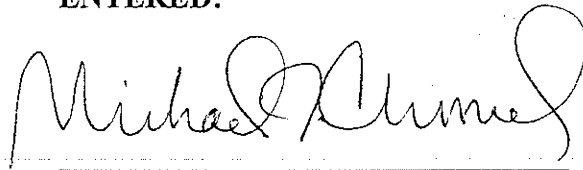
1. Any probation officer employed by the McHenry County Department of Probation and Court Services (of the Twenty-Second Judicial Circuit) is authorized to release the following information concerning an individual who is on probation upon verbal or written inquiry by a law enforcement official:
  - a. Name;
  - b. Date of Birth;
  - c. Place of Birth;
  - d. Alien Registration Number;
  - e. Offense;
  - f. Docket/Case Number; and
  - g. Last known addresses, phone numbers, and email addresses.
2. Probation officers shall not inform any law enforcement official of dates of probation appointments or otherwise coordinate with any law enforcement official regarding the taking of an individual on probation into custody, unless there is a valid judicial warrant for the arrest of the individual on probation, or in the case of alcohol or drug test tampering, while the probationer is in the process of being alcohol or drug tested for probation.
3. Nothing herein shall prevent a probation officer from communicating to State’s Attorney whether an individual on probation has allegedly violated the terms of his or her probation so that the State’s Attorney may file a Petition to Revoke Probation or address non-compliance with Pretrial Release Conditions, if deemed appropriate, provided that records

concerning the alleged violation shall be provided to the State's Attorney upon receipt of a subpoena issued by the State's Attorney, or a court order.

4. The Department, in its partnership with the McHenry County Sheriff's Office for the purposes of facilitating GPS Monitoring compliance, may share client information necessary for enforcing the Orders of the Court, to include providing the McHenry County Sheriff's Office with access to the GPS monitoring application utilized to monitor any and all individuals on a GPS monitor in McHenry County.
5. Exceptions to this policy may be sought from the Chief Judge or his/her designee on a case-by-case basis.

**DATED: April 25, 2024**

**ENTERED:**

A handwritten signature in black ink, appearing to read "Michael Chmiel", written over a horizontal line.

**MICHAEL J. CHMIEL**  
**Chief Judge**