

PROBATION DEPARTMENT

I. Department Mission

The mission of the Probation Department is to serve and support, in collaboration with the justice partners, our communities, courts and crime victims. The Department is committed to the preservation of public safety by providing evidence-based prevention, investigation and supervision services, as well as a safe environment for staff and those placed in its custodial care.

The Probation Department operates to ensure that offenders are held accountable for criminal law violations by completing their court-ordered sentences. Probation is the lynchpin that ensures compliance as well as the opportunity of services that include but are not limited to mental health services, cognitive behavioral treatment, substance abuse treatment, community services, victim restitution, home supervision, intensive supervision, and detention and/or treatment at a County juvenile institution or in an out of home placement.

The Chief Probation Officer is the statutorily designated Chair of the Community Corrections Partnership (CCP). The CCP is the advisory board involved in the planning, implementation and oversight of the County Plan for the realignment of State prisoners to County jurisdiction under Public Safety Realignment (AB 109).

II. Major Program Descriptions

A. Adult Field Services

1. Active Felony Supervision

Probation staff supervise felons convicted of violent and serious crimes, and monitors the specific and general conditions of probation, ordered by the court as well as provides the opportunity for services directly related to the clients identified needs.

2. Adult Investigations

Adult Investigations prepares more than 3,000 felony investigative reports annually for the Superior Court. These include pre-plea reports for plea and bail considerations, Change of Plea reports, Restitution reports and assessment and recommendation reports for sentencing. Staffing includes four positions assigned to the Courts to provide information on probation cases to the judges and represents the Probation Department in the Superior Court to assist in arriving at the appropriate disposition. Positions are funded through Court Revenues.

3. Pretrial

The Pretrial Program utilizes an evidence based risk assessment tool on pretrial defendants to inform release decisions for adult defendants and provides for presentence supervision in the community. The Pretrial unit works collaboratively with the Office of Reentry & Justice, the Public Defender, the District Attorney, and the Sheriff's Office to provide information for Own Recognizance Pretrial release for Defendants at arraignment. If released the Pretrial program also provides community supervision. The Pretrial program is funded through AB109, Public Safety Realignment.

4. AB109

The Community Corrections Partnership (chaired by the County Probation Officer) completed the county-wide plan and budget that was approved by the Board of Supervisors. The elements of the plan include the Post Release Community Supervision clients who are released from prison and under the supervision of the Probation Department. Those sentenced to local commitments for crimes that would have resulted in prior prison sentences are also released from jail and placed on probation supervision. Those clients released from prison and jail after completing a term for violation their parole are also place on probation supervision. The need to coordinate and ensure services are available has been developed and continues to be refined. The goal is to ensure the client has the best possible chance to avoid further negative contact with the justice system. This could not occur without proper staffing and effective interventions developed in the community with enhanced partnerships. The State’s AB109 Public Safety Realignment funds this program.

5. Sex Offender Supervision

Probation staff supervise registered sex offenders that have been placed on formal probation. The primary focus of sex offender supervision is to enhance community safety, protect victims and prevent further sexual offending behavior by the offender.

6. Domestic Violence

Provides intensive supervision of high-risk offenders who have been convicted of domestic violence and court-ordered to complete a mandated 52-week batterer’s treatment program. The Deputy Probation Officers also work with the victims of domestic violence and facilitate the collection of restitution and restraining orders when necessary. They also assist the court by reporting progress and making recommendations for violations of terms and conditions of Probation.

7. Vehicle Theft

Vehicle theft is a collaborative program including the California Highway Patrol, Sheriff, District Attorney, and Probation Departments that enhances the capacity of local police and prosecutors to deter, investigate and prosecute vehicle theft crimes. A Deputy Probation Officer assigned to the program provides close supervision to a caseload of offenders convicted of auto theft. This program is funded by State vehicle license fees.

8. DUI Enhanced Supervision Program

Collaboration with the California Office of Traffic Safety that provides for intensified supervision of felony drunk drivers. The Deputy Probation Officers also work collaboratively with Mothers Against Drunk Driving (MADD). This program is funded by the National Highway Traffic Safety Administration (NHTSA).

Total Expenditures:	\$14,194,349
Total Revenue:	\$8,658,424
Net County Cost:	\$5,535,925
FTE:	78

B. Juvenile Field Services

Probation staff provide juvenile delinquency investigations and reports to the Juvenile Court on approximately 3,000 matters annually. Deputy Probation Officers supervise juveniles on probation, providing informal supervision when appropriate, individualized controls, counseling, supervision, placement, and referral services to youth and their

parents. Services are provided for detained youth and their families as they prepare to transition back into the community. Services are also provided to youth in the community, and in out of home residential treatment programs.

1. Investigation

Probation staff conduct investigations that include the nature of the offense, family and school background and other related issues for the court consideration during the dispositional process.

2. Court Probation Officers

Deputy Probation Officers represent Probation in court hearings and provides appropriately related information on probation cases to the judges to assist in arriving at the appropriate disposition.

3. Supervision

Probation staff supervise youths placed on probation or made wards of the Court. The probation officer has the responsibility to protect the community and to help youths and their families to recognize the problems that contributed to the delinquent behavior and to make the necessary adjustments to prevent further delinquency.

4. Placement

Probation staff formulate alternative living plans for youth, who cannot remain at home or attend local schools because of serious delinquency or behavioral problems. Staff provide case management to aid in daily living and treatment for youth above the age of 18 who have been deemed Nonminor Dependents as a result of AB-12. Probation staff also actively participate in and plan for changes to the Continuum of Care Reform in collaboration with Children And Family Services and the Department of Social Services.

5. Community Probation

Deputy probation officers join with various police jurisdictions to provide intensive supervision to high-risk youth and provide referral opportunities for the youth and their family. Funding is provided by the JJCPA.

6. School Probation Officers

Probation staff provide case management services for juveniles referred by school districts as well as those on active probation. This program is funded through the Juvenile Justice Crime Prevention Act (JJCPA), and increases the presence of probation officers on school campuses throughout the County.

7. Intake

Conducts initial investigations into alleged offenses, processes petitions (charges) for court consideration as well as provides recommendations for the Court to consider involving detention or release.

Total Expenditures:	\$9,897,903
Total Revenue:	\$3,840,005
Net County Cost:	\$6,057,898
FTE:	60

C. Other Services

1. Training

Probation staff ensure state mandated Standards and Training for Corrections (STC) training requirements. Staff also establish and coordinate approved training for Probation staff.

2. Field Support Services

Probation staff provide clerical support to the Probation Department.

Total Expenditures: \$2,306,896

Total Revenue: \$117,339

Net County Cost: \$2,189,557

FTE: 27

D. Probation Facilities

A continuum of court-ordered custodial care and treatment services for juveniles ordered into custody by the court.

1. Juvenile Hall

The John A. Davis Juvenile Hall is a maximum security facility is designed for the mandated detention of youths before and after court hearings. Approximately 1,000 juveniles are booked annually. The Juvenile Hall contains two treatment units.

a. Girls in Motion (GIM)

GIM is a gender-specific countywide effort for girls that provide local programming services in a safe and controlled environment. Both cognitive and trauma-based treatment enrich the secure program. Referrals to local resources and collaborative supervision methodology are utilized upon transition from custody.

b. Youthful Offender Treatment Program (YOTP)

YOTP is a specific commitment treatment program for male youthful offenders utilizing cognitive / evidence-based practices. The program encompasses a specialized living unit for participants who are in custody and provide appropriate referrals to community-based services and intensive supervision for participants who are returning to the community.

2. Orin Allen Youth Rehabilitation Facility (OAYRF) (Byron Boys' Ranch)

The OAYRF facility that provides 100 beds for seriously delinquent boys committed by the courts. Approximately 150 juveniles are admitted annually for an average stay of six months.

3. Home Supervision (HS)

The HS program is an alternative to detention for youth who could otherwise be in custody pre or post disposition. Probation staff use electronic monitoring/GPS as a tool to provide intensive supervision to youth released to the community.

4. School Lunch Program

The National School Lunch Program (NSLP) is a federally assisted meal program. It provides nutritionally balanced, low-cost or free lunches to children each school day.

The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

Total Expenditures: \$32,213,986
Total Revenue: \$16,566,027
Net County Cost: \$15,647,959
FTE: 184.5

E. Care of Court Wards

Probation provides court-ordered custodial care outside of County facilities and medical care for juvenile residents within County facilities.

1. Out-of-Home Placement

Probation manages federal, State and County funding for the board and care costs of minors placed in private residential care by the Juvenile Court.

2. Division of Juvenile Justice (DJJ) Fees

Probation pays fees to the DJJ for the incarceration cost of juveniles placed under the care and control of the state.

3. Medical Services in Juvenile Facilities

Probation pays fees to the Health Services Department for rendering medical service to the residents of Juvenile Hall and the Orin Allen Youth Rehabilitation Facility.

Total Expenditures: \$11,466,692
Total Revenue: \$3,705,000
Net County Cost: \$7,761,692
FTE: 0

F. Administrative Services

Probation staff provide fiscal management, central records, automated systems, contract management, employee and facility safety, purchasing and payroll, data collection and quality assurance, facility and office management, and resource development services. Staff also serve on many local and state-wide agencies/boards to not only represent Contra Costa County but learn the best practices that could be considered for local implementation.

Total Expenditures: \$9,517,590
Total Revenue: \$410,621
Net County Cost: \$9,106,969
FTE: 18

III. Accomplishments

Contra Costa County Probation has been recognized on the State and Federal level for our successes programmatically as well as our successes in managing Public Safety Realignment.

The Department has developed collaborative relationships with other County departments and local community based organizations.

In addressing Public Safety Realignment, the Department has been able to continue to maintain a low recidivism rate compared to other statewide jurisdictions. Our success in this area continues to be recognized by the State with regard to the increased amount of revenue we receive through SB 678, which is a Community Corrections Performance Incentive Fund.

IV. Challenges

A case management system (CMS) for the Probation Department is a core component of the department's modernization plan. Relying solely on paper files and Access databases for data has made it difficult, and in some cases, impossible to provide data on the Probation Department. The case management system selected by the County was Capita Technologies, which is now called cFive. This system required a significant amount of customization in order to meet the needs of the Probation department. The implementation process has been more complicated and time consuming than originally plan thus delaying the "go live" date for the new system. These delays have created significant challenges for the department.

The Probation Department is committed to providing evidence-based programming (EBP) to Probation clients. The correct implementation of EBP requires training and retraining of staff which can be costly and time consuming. Furthermore, without a case management system we don't have data to support whether our EBP programming is effective.

V. Performance Indicators

A. Performance Measurements

1. Complete the implementation of a Case Management System (CMS).

Probation continues to work with cFive, formerly Capita Technologies, as their case management system vendor. Probation expects to go live with the Adult side of the CMS by spring/summer 2018. Development continues on the Juvenile side of the CMS system with the anticipated roll out of the entire system by 2019/2020.

2. Continue to develop State-recognized evidence-based programming (EBP) in facilities and field probation.

The Department has continued to keep this Performance Measurement in the forefront of its mission. The Department continues to work closely with the University of Cincinnati Corrections Institute (UCCI) to implement Core Correctional Practices (CCP) in the Juvenile Hall. The Orin Allen Youth Rehabilitation Facility has implemented CCP and a new Behavior Management System (BMS). The Field Services division has undergone an extensive and thorough evaluation of adherence to EBP and a five year strategic plan for implementation is currently being developed with the guidance and coaching of UCCI. The Department continues to strive to provide quality assurance for current and future EBP practices.

3. Improve collaborative efforts among departments to improve service delivery to clients.

The rapid implementation of AB 109 and creation of the mandatory Community Corrections Partnership defined partnerships and facilitated healthy communication to provide supportive services to adults re-entering the community from prison as well as providing improved services to the probation population now serving time in jail. The Department continues to work on enhancing collaborative opportunities with local law enforcement as well as local community-based organizations. Partnerships are further fostered through collaborative grants and other funding

projects. The Probation Department is expanding the successful efforts of the AB 109 collaboration to the Adult General Supervision and Specialized services population.

4. Implementation of a Peer Support Program

The Contra Costa County Probation Department implemented a Peer Support Program. Peer Support Programs are designed to assist employees involved in or affected by a critical or traumatic incident. Critical incidents can occur on duty and off duty, as well as, in the field, in the offices, or in our facilities. When a critical incident occurs it is important to assure for an employee's well-being and that their basic needs are being met, including their emotional health. Peer Support Teams (PST) have become a standard of care in the law enforcement work place. The Peer Support Program is not an element of the Employee Assistance Program (EAP), nor is it a substitute for professional help. The purpose of the Peer Support program is to aid an employee during times of both professional and personal crises through the use of specially-trained volunteers from within the Department.

Through a contract with Psychological Services Group, the PST members continue to receive ongoing training and support in their role as Peer Supporters. Staff demonstrating service needs beyond the training and scope of the PST can be referred to Psychological Services Group to receive individual counseling and/or group counseling services as needed. The Department can call upon Psychological Services Group for guidance and support during critical incidents. Currently the Department has trained ten peer support staff and anticipates more training in 2018 to enhance the program.

5. Enhanced Services

The Probation Department has provided enhanced services to the Superior Court by collaborating in and assigning Deputy Probation Officer staff to the Mandatory Domestic Violence Court and the newly created Veterans' Court. Staff in both courts provide specialized supervision and service referrals to both populations who have specific individualized needs.

B. Administrative and Program Goals

1. Implement Continuum of Care Reform (CCR)

Implementation efforts for CCR will occur in stages that began in January 2017 and will continue through 2021 in Child Welfare Services, and in succeeding years in Probation foster care. CCR will necessitate significant and ongoing training for Placement Unit staff on utilizing the new processes and service requirements. CCR further necessitates increased coordination and cooperation between Probation, EHSD / CFS, and other county Departments including Public Health and Children's Mental Health.

Short-Term Residential Treatment Programs (STRTPs) will replace traditional group care. STRTPs provide highly intensive 24-hour supervision and treatment for youth, and will be designed to quickly transition youth back to their own or another permanent family. Facilities seeking licensure as an STRTP will need to meet higher standards of care, be accredited, and be able to deliver or arrange for a set of core services including the mental health services the youth needs.

The Resource Family Approval (RFA) process will improve selection, training and support of families (including relative and non-relative resource families) seeking to care for a youth in foster care, whether on an emergency, temporary or permanent basis.

Children and Family Teams (CFTs) is defined as group of individuals who are convened by the placing agency and who are engaged through a variety of team-based processes to identify the strengths and needs of the youth and his or her family, and to help achieve positive outcomes for safety, permanency, and well-being. CFT meetings are mandated to convene on a regular and re-occurring basis to ensuring their perspectives are incorporated throughout the duration of the case and is primary vehicle for collaboration on the assessment, case planning, and placement decisions.

- 2. Complete the implementation of a computerized case management system.**
- 3. Analyze all programs for enhancement opportunities presented by new technology.**
In FY 18-19, the Probation Department plans to hire a Data Analyst. As the new case management system is rolled out, the Data Analyst will monitor and review probation programs in relation to department data. The Data Analyst will work collaboratively with Probation management to identify strategies to improve future services for Probation clients.
- 4. Continue to develop best practices and, as a standardized case management system comes on line, use it to measure and validate programming.**