I. Department Mission

The mission of the Probation Department is to join our justice partners in service and support of our communities, courts and victims. The Department is committed to the support of public safety by providing evidence-based prevention, investigation and supervision services, as well as to provide a safe environment for our staff and those placed in our custodial care. The Probation Department operates to ensure that convicted offenders are held accountable for offenses by completing their court-ordered sentences. Probation services include counseling, substance abuse treatment, community services, victim restitution, home supervision, intensive supervision, and detention at a County juvenile institution or in a group home placement. The Chief Probation Officer is the Chair of the recently formed Community Corrections Partnership that is the advisory board involved in the planning, implementation and review of the County Plan for the local prison realignment (AB 109) plan.

II. Major Program Descriptions

A. Adult Field Services

1. SB678 Adult Supervision
   Supervises a daily average of 1,500 felons convicted of violent crimes, serving to implement and monitor the specific and general conditions of probation, and hold offenders accountable to the court. Also includes banked caseload of one Deputy Probation Officer providing supervision and monitoring of probation violations with a daily average population of 700 felons. Funding from the State is received for the purpose of providing evidence-based supervision of adult felony offenders.

2. Adult Investigations
   Prepares more than 3,500 felony investigative reports annually for the Superior Court. These include pre-plea reports for plea and bail considerations 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
   Utilizing evidenced based practices, prepares an average of 900 Pretrial Risk Assessments and reports for the Superior Court. The Pretrial unit works collaboratively with 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 for approximately 300 pretrial defendants per year. 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 folks 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, effective interventions developed in the community with enhanced partnerships. The State’s AB109 Public Safety Realignment funds this program.

5. **Sex Offender Supervision**
   Provides intensive supervision to sex offenders in the community. Deputy Probation Officers work within the containment model to enforce court orders, and actively collaborate with community based sex offender treatment providers.

6. **Domestic Violence**
   Provides intensive supervision of high-risk offenders who have been court-ordered to complete a mandated 52-week batterer’s treatment program. Deputies also work with the victims of domestic violence and facilitate the collection of restitution and restraining orders when necessary. This program is partially funded by the Zero Tolerance for Domestic Violence Initiative.

7. **Regional Anti-Drug Abuse Program (RADA)**
   Provides intensive monitoring and supervision of approximately 75 drug related offenders annually. Deputy Probation Officers work closely with Narcotic Enforcement Teams. This program is partially funded with grant funds from the Department of Justice.

8. **Vehicle Theft**
   Cooperative program among the California Highway Patrol and the Sheriff, District Attorney, and Probation departments that enhances the capacity of local police and prosecutors to deter, investigate and prosecute vehicle theft crimes. Provides close supervision to a caseload of auto thieves placed on felony probation. This program is funded by the State via vehicle license fees.

9. **DUI Enhanced Supervision Program**
   Collaboration with the California Office of Traffic Safety that provides for intensified supervision of felony drunk drivers.

**Budget:** $2,769,724  
**FTE:** 74
B. Juvenile Field Services
Provides juvenile delinquency investigations and reports to the Juvenile Court on approximately 3,000 matters annually. Supervises a daily average of 1,500 juveniles on probation, providing individualized controls, counseling, supervision, placement, and referral services to minors and their parents. Regular deputy probation office caseloads average approximately 40 juveniles per officer. Services are provided for detained minors and as they prepare to transition back into the community. It also includes clients in the community, and in out of home residential treatment programs.

1. Investigation
Conducts investigation into offenses and makes dispositional recommendations to the court. The Department performs over 3,500 intake and court investigations annually.

2. Court Probation Officers
Represents Probation in court hearings and provides information on probation cases to the judges to assist in arriving at the appropriate disposition.

3. Supervision
Supervises minors placed on probation or made wards of the Court. The probation officer has the responsibility to protect the community and to help minors 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
Formulates alternative living plans for approximately 220+ youth, who cannot remain at home or attend local schools because of serious delinquency or behavioral problems. Provides 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.

5. Community Probation
Deputy probation officers join with eight police jurisdictions to provide intensive supervision to high-risk youth. Funding is provided by the Juvenile Justice Crime Prevention Act (JJCPA).

6. School Probation Officers
Provides 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, and increases the presence of probation officers on school campuses throughout the County.

7. Intake
Conducts initial investigation into alleged offenses, processes petitions (charges) for court consideration and recommends detention or release.

Budget: $5,359,655
FTE: 65
C. Other Services

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

2. Field Support Services
Provides clerical support to the Probation Department.

Budget: $1,933,239
FTE: 26

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 maximum security facility is designed for the mandated detention of minors before and after court hearings. Approximately 1,600 juveniles are booked annually.

2. Orin Allen Youth Rehabilitation Facility (OAYRF) (Byron Boys’ Ranch)
Rehabilitation facility that provides 100 beds for seriously delinquent boys committed by the courts. Approximately 225 juveniles are admitted annually for an average stay of six months.

3. Girls in Motion
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.

4. Electronic Monitoring
Provides electronic monitoring / GPS support to juvenile probation deputies and intensive supervision to minors released to the community prior to sentencing.

5. Youthful Offender Treatment Program (YOTP)
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.

Budget: $16,841,850
FTE: 161.5
E. Care of Court Wards
Court-ordered custodial care outside of County facilities, and medical care for juvenile residents within County facilities.

1. Out-of-Home Placement
Provides 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
Fees paid to the DJJ for the incarceration cost of juveniles placed under the care and control of the state.

3. Medical Services in Juvenile Facilities
Fees paid to the Health Services Department for rendering medical service to the residents of Juvenile Hall and the Orin Allen Youth Rehabilitation Facility.

Budget: $6,147,047
FTE: 0

F. Administrative Services
Provides fiscal management, central records, automated systems, contract management, employee and facility safety, purchasing and payroll, facility and office management, training and resource development services. The County Probation Officer Chairs the Community Corrections Partnership that develops, implements and monitors the “Prison Realignment” (AB109) county-wide plan.

Budget: $8,631,280
FTE: 16

G. Probation Collections Unit
The Collections Unit was added to the Probation Department in FY2010/11 upon the closure of the Office of Revenue Collections. The unit is responsible for collecting various fees that include but are not limited to Juvenile Hall and the Orin Allen Youth Rehabilitation Facility to the Electronic Monitoring Program.

Budget: ($182,795)
FTE: 4

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. These collaborations have resulted in us being awarded three Federal grants and one State grant in the last fiscal year.

In addressing Public Safety Realignment, the Department has been able to maintain a low recidivism rate compared to other statewide jurisdictions. Our success in this area caught
the attention of James Austin, president of the JFA Institute. After reviewing our case files he published a study titled "Contra Costa County: A Model for Managing Local Corrections."

As a result of the “Austin Report,” Contra Costa County Probation was contacted by the Justice Management Institute (JMI) in Washington DC. JMI selected eight jurisdictions nationwide that they believed were handling criminal justice realignment well. They spent one week observing the collaborative efforts of Contra Costa Probation and our partners.

IV. Challenges

Budget constraints continue to cause significant problems for the Department. Without the necessary resources, staffing levels remain at a historically low rate. In the Juvenile Hall, staffing ratios meet the minimum standards required by law but are not at levels that are considered best practice. The Orin Allen Youth Rehabilitation Facility (Byron Boy’s Ranch) has the same challenge; operating at a non-optimal minimum standard. As a result of the Federal Prison Rape Elimination Act, staffing ratios will need to be maintained at 1 staff per 8 youth as of October 1, 2017. At the present time the ratio is 1:10 at the Juvenile Hall and 1:15 at the Boy’s Ranch. The first step of adding the necessary staff to reach that goal was approved by the Board of Supervisors several months ago. There will be additional requests as we approach the 2017 staffing mandate.

Finally, the Department is struggling to retain and recruit staff. We have seen a growing number of staff that are leaving to other counties. Our County is one of the lowest paying and has the most demanding health and retirement costs. Over the last year or so a significant number of staff are leaving and we are experiencing fewer quality candidates responding to recruitment efforts.

V. Performance Indicators

A. Performance Measurements

1. Complete the implementation of a case management system (CMS). Probation has selected Capita Technologies as their case management system vendor. Probation is in the final stages of implementation that include the design of a CMS system to measure outcomes and improve efficiency.

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 was awarded a grant to evaluate “Thinking for a Change” (T4C) (an evidenced-based program) to ensure fidelity to the model. The Department has also trained its own trainers who train other Probation staff, as well as Community Based Partners. The Department continues to solicit evaluations from experts.

3. Implement and train staff in gender-specific programming. In 2010, the Department opened the Girls in Motion Program in direct response to a need for girls’ services in the community. The Department has invested in training staff to identify and refer girls who have been commercially exploited. Staff on the unit and aftercare staff have received enhanced training in gender-specific issues and Girls’ Circle.
4. **Provide improved services to Commercially Sexually Exploited Children (CSEC).**
   The Department will be working in collaboration with the Employment and Human Services Department (Children and Family Services and Zero Tolerance) to develop and implement a county protocol to more adequately serve sexually exploited children.

5. **Seek possible funding sources to rehabilitate, at no County cost, two units of Juvenile Hall.**
   The Department has successfully remodeled one unit in the old Juvenile Hall facility. The remodel has the goal of providing space for a comprehensive educational and vocational opportunity for those youth transitioning out of the Youthful Offender Treatment Program.

6. **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 Chief Probation Officer is an active member of the Contra Costa County Police Chief’s Association and continues to work on enhancing collaborative opportunities with local law enforcement as well as local community based organizations. Partnerships are further fostered through the Second Chance and Smart Probation Federal grant awards.

B. **Administrative and Program Goals**

1. **Continue to implement and evaluate all aspects of AB 109 Public Safety Realignment and its impact on the community, as well as integration of services provided to clients.**

2. **Complete the implementation of a computerized case management system.**

3. **Analyze all programs for enhancement opportunities presented by new technology.**

4. **Continue to develop best practices and, as a standardized case management system comes on line, use it to measure and validate programming.**