



# ADULT PROBATION



**Sandi Hoppough,  
Chief Probation  
Officer**

To provide the highest quality services to the courts, community, victims of crimes and adult offenders. This is accomplished by offering accurate and reliable information, promoting public safety through effective community-based supervision and affording offenders a realistic opportunity to initiate positive life changes.



## MAJOR FUNCTIONS

### Probation Services:

Includes standard supervision caseloads that are staffed at a 65:1 probationer to probation officer ratio and intensive probation supervision caseloads are staffed by a team that consists of a probation officer and a surveillance officer for every 25 probationers, or one probation officer and two surveillance officers for every 40 probationers, or one probation officer for every 15 probationers.

Global Positioning Satellite (GPS) and the Work Furlough Program (WF) are jail diversion programs that hold defendants more accountable and may alleviate jail overcrowding. WF enables participants to maintain employment or attend school during the day while returning to custody to spend the night. Approximately 30 trackers monitor the movements of defendants placed on the GPS program; probationers are charged a \$8 fee per day.

Community Restitution involves probationers doing volunteer work on projects in the community.

### Administrative Services:

Provides direction and support services within the department, which includes planning, budget oversight and human resource management.

### Court Services:

Prepares pre-sentence investigations and pretrial reports, completes criminal history inquiries, collects court-ordered fees and provides data entry support.

Pretrial Services: Gathers, verifies and provides information to Judicial Officers to assist in making custody and / or release decisions.

Drug Court: Provides highly structured court intervention, supervision and drug treatment services in an eighteen-month program that requires weekly urinalysis, court appearances, community service, group counseling and payment of fees.

### Treatment Services:

Includes in-house treatment counselors who provide substance abuse group counseling to Drug Court participants and probationers. Sex offender probationers are required to participate in counseling and also submit to polygraph testing. Certified probation and surveillance officers also facilitate in-house cognitive-based groups, such as Moral Recognition Therapy, Social Responsibility Training, and Adult Substance Abuse Cognitive Educational Curriculum.

### Information/Technology Services:

Oversees the State Administrative Office of the Courts (AOC), adult probation information tracking system within the department; responsible for training all employees utilizing this tracking system and insuring quality control; in-house liaison with Court I.T. personnel for all computers within the department.



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## 2013-2018 OBJECTIVES

**CR-** By the end of 2018, increase the percent of staff with access to defendants' court payment information to 100%.

- ✓ 10% of probation staff has access to defendants' court payment information.

**CR-** By the end of 2018, increase the number of probation staff who are trained facilitators to ten (10).

- ✓ 11 additional probation staff are trained to facilitate in house cognitive-based treatment programs to defendants.

**CS-** By end of 2018, increase the quality of services to our customers by 5%.

- ✓ 91% of probationers rate overall probation services received as good or excellent.

**CR-** By the end of 2018, conduct 100% of probation operations with the appropriate space, equipment, furnishings and parking.

- ✓ 10% of probation operations are conducted within appropriate space, equipment, furnishings and parking.

**CHSW-** To upgrade 100% of officer safety equipment available by the end of 2018.

- ✓ 5% of officer safety equipment has been upgraded.

**CHSW-** Increase percentage of defendants who remain in or complete the Drug Court Program to 86% by the end of 2018.

- ✓ 85% of probationers successfully remaining in or completing probation supervision in a problem solving court.

**CHSW-** Increase the percentage of defendants remaining in or completing probation supervision in a problem solving court to 48% by the end of 2018.

- ✓ 75% of probationers are successfully remaining in or completing probation supervision in a problem solving court.

**CHSW-** Increase the percentage of Standard and Intensive Probationers who successfully complete probation to 78% and 57%, respectively by the end of 2018.

- ✓ 75% of standard probationers are successfully completing probation and 41% of intensive probationers are successfully completing probation.

**CR-** By the end of 2018, increase the percent of staff with equipment, software and programs necessary to distribute court ordered reports in compliance with court standards to 100%.

- ✓ 25% of probation staff has the equipment, software and the programs necessary to distribute court ordered reports.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)



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## PERFORMANCE REPORTING

### Significant Accomplishment:

- ✓ Partnership with the Superior Court, Municipal Court, local service providers, and others in the Mental Health Court implementation process has created a higher level of coordination, cooperation, and collaboration for persons served in this program.
- ✓ Partnership with the Superior Court in the Drug Court program has positively impacted employability rates for Drug Court participants in that monthly rates of employment reported are as high as 9.1%--in a community where the unemployment rates are the highest in the nation. Additionally, statistics for payment of supervision fees by Drug Court participants have proven to be significantly higher than the average statewide.

### Performance Measure Actuals & Benchmark - Adult Probation

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal: Measure:	Target/Benchmark				
	FY2014	FY2015	FY2016	FY2017	FY2018
To improve customer satisfaction with the quality of services provided by the Adult Probation Department.					
% of probationers rating overall probation services received as good or excellent.	91%	88%	89%	90%	92%
% of probation operations conducted with appropriate space, equipment, furnishings and parking.	10%	40%	60%	80%	100%
% of officer equipment upgraded.	5%	40%	60%	80%	100%
To improve the efficiency of probation staff collecting defendants' court payments.					
% of probation staff with access to defendants' court payment information.	10%	40%	60%	80%	100%
To improve the efficiency of probation staff's delivery of court ordered reports to relevant parties in compliance to court standards.					
% of probation staff that have the equipment, software and the programs necessary to distribute court ordered reports.	25%	40%	60%	80%	100%
To reduce recidivism by offenders in the criminal justice system.					
% of defendants who remain in or complete the Drug Court Program.	85%	83%	84%	85%	86%
% of probationers successfully remaining in or completing probation supervision in a problem solving court.	75%	42%	44%	46%	48%
% of standard probationers successfully completing probation	75%	72%	74%	76%	78%
% of intensive probationers successfully completing probation.	41%	51%	53%	55%	57%
# of probation staff trained to facilitate in house cognitive-based treatment programs to defendants.	11	11	11	11	11



# ADULT PROBATION

## AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function				
	2012-13	2013-14	2014-15	2015-16
Chief & Deputy Probation Officers	2.00	2.00	2.00	2.00
Supervision Services	37.00	35.00	34.00	34.00
Court Services	39.50	39.30	39.50	39.50
Treatment	5.00	5.00	5.00	5.00
Administration	13.45	13.45	13.25	13.25
Information Technology	1.60	1.60	1.60	1.60
<b>Total</b>	<b>98.55</b>	<b>96.35</b>	<b>95.35</b>	<b>95.35</b>

There are no staffing changes requested for FY15/16.

## 2016 ANNUAL BUDGET

**Revenue:** General Fund support is at the level needed for General Fund expenditures. The net increase in Special Revenue is the result of projected increases in Intensive Probation Service, State Aid Enhancement and County Probation Subsidy funding.

**Personnel:** The net increase is primarily the result of increases in the Salaries & Wages, Cost of Living Increase, Corrections Officers Retirement, Health Insurance and Other Employee Benefits object accounts in the Intensive Probation Service fund.

**Supplies and Services:** The net decrease is the result of a reduction to the Small Tools Less Than \$2,000 line item in the County Probation Subsidy fund. This was primarily due to the removal of one-time budget authority for replacement computer equipment.

**Capital Outlay:** There is no Capital Outlay budget this fiscal year.

Adult Probation	Actual 2012-13	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	% Change
<b>Sources</b>						
General Revenue	\$ 2,221,201	\$ 2,196,361	\$ 2,296,754	\$ 2,198,051	\$ 2,305,416	0.38%
Special Revenue	4,046,662	4,153,761	4,078,791	4,120,625	4,385,043	7.51%
Balance Forward	922,638	864,727	572,598	646,850	417,529	-27.08%
<b>Total Sources</b>	<b>\$ 7,190,501</b>	<b>\$ 7,214,849</b>	<b>\$ 6,948,143</b>	<b>\$ 6,965,526</b>	<b>\$ 7,107,988</b>	<b>2.30%</b>
<b>Uses</b>						
Personnel	5,795,952	5,940,388	6,214,411	5,918,119	6,351,941	2.21%
Supplies & Services	529,822	532,174	639,223	629,878	581,134	-9.09%
Capital Outlay	-	16,826	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	94,509	-	174,913	85.08%
<b>Total Uses</b>	<b>\$ 6,325,774</b>	<b>\$ 6,489,388</b>	<b>\$ 6,948,143</b>	<b>\$ 6,547,997</b>	<b>\$ 7,107,988</b>	<b>2.30%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	87,280	312,613	-	-	-	N/A
Transfers Out	(87,280)	(391,224)	-	-	-	N/A
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>\$ (78,611)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
Other Restricted	\$ 864,727	\$ 646,850	\$ -	\$ 417,529	\$ -	N/A