



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 (1) standard probation supervision caseloads-staffed at a 65:1 probationers to probation officer (PO) ratio, (2) intensive probation supervision caseloads staffed by a team of one PO and one surveillance officer (SO) per 25 probationers, or one PO and two SOs per 40 probationers, or one PO for every 15 probationers depending on assessed risk of recidivism for assigned probationers, and (3) specialized caseloads for mental health, domestic violence and other.

Global Positioning Satellite (GPS) and the Work Furlough Program (WF) are jail diversion programs that hold defendants more accountable and may alleviate jail overcrowding as needed. Community Restitution involves probationers doing court ordered service on various projects in the community.

Administrative Services:

Provides direction and support services within the department, including 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.

Mental Health Court: Provides highly structured court intervention for justice involved mentally ill offenders to ensure appropriate levels of treatment and successful navigation through the court and supervision process.

Treatment Services:

Includes in-house treatment counselors who provide substance abuse group counseling to Drug Court participants and probationers. Certified probation and surveillance officers also facilitate in-house cognitive-based groups, such as Moral Reconciliation Therapy, Life Skills and Relapse Prevention, as well as a batterer intervention program for probationers convicted of domestic violence or a related offense. Sex offender probationers are required to participate in counseling and polygraph testing.



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Information/Technology Services:

Includes oversight of the department's use of the Adult Probation Enterprise Tracking System (APETS), via the Administrative Office of the Courts (AOC), which is utilized as a case management system for adult probationers and defendants. Also includes training of all employees utilizing this system, quality assurance, inventory of all IT related devices within the department – i.e. computer equipment – and providing other applicable training as needed.

2013-2018 OBJECTIVES

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

- ✓ 100% of appropriate probation staff has access to defendants' court payment information (AJACS).

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

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

CS- By the 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.

- ✓ 75% 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.

- ✓ 100% of officer safety equipment has been replaced and/or upgraded.

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

- ✓ 86.5% of defendants who remain in or complete the Drug Court Program.

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.



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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%.

- ✓ 75% of probation staff has the equipment, software and the programs necessary to distribute court ordered reports.

Strategic Plan: www.yumacountyaz.gov/strategicplan

PERFORMANCE REPORTING

Significant Accomplishment:

- ✓ Partnered with Cenpatico and treatment providers to (1) provide cross-training of all agencies' staff member and (2) incorporate three substance abuse counselors to provide services on site.
- ✓ Increased the use of electronic filing of reports and paperless processing of internal documents.
- ✓ Improved efficiency in the utilization of treatment funds – i.e. more probationers funded via AHCCCS.
- ✓ Supervisor Mike Byrd selected for County's Employee of the Year Award.
- ✓ Increased opportunities for members of the management team to attend local, state and national training in leadership and management.

Performance Measure Actuals & Benchmark - Adult Probation

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

Department Goal:	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%	91%	90%	92%
% of probation operations conducted with appropriate space, equipment, furnishings and parking.	10%	40%	75%	80%	100%
% of officer equipment has been replaced and/or upgraded.	5%	40%	100%	100%	100%
To improve the efficiency of probation staff collecting defendants' court payments.					
% of probation staff with access to defendants' court payment information (AJACS).	10%	40%	100%	100%	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%	75%	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%	87%	85%	86%
% of probationers successfully remaining in or completing probation supervision in a problem solving court.	75%	42%	75%	46%	48%
% of standard probationers successfully completing probation	75%	72%	75%	76%	78%
% of intensive probationers successfully completing probation.	41%	51%	41%	55%	57%
# of probation staff trained to facilitate in house cognitive-based treatment programs to defendants.	11	11	12	11	11



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AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function				
	2013-14	2014-15	2015-16	2016-17
Chief & Deputy Probation Officers	2.00	2.00	2.00	2.00
Supervision Services	35.00	34.00	28.50	28.50
Court Services	39.30	39.50	39.50	39.50
Treatment	5.00	5.00	5.00	5.00
Administration	13.45	13.25	13.25	13.25
Information Technology	1.60	1.60	1.60	1.60
Total	96.35	95.35	89.85	89.85

The department has no staffing changes for fiscal year 2016-17.

2017 ANNUAL BUDGET

Revenue: General Fund support is at the level needed for General Fund expenditures. The net increase in Special Revenue is primarily due to a projected increase in State Grants in the Intensive Probation Service Fund.

Personnel: The net decrease is primarily the result of a reduction in the Regular Salaries & Wages line item in the Intensive Probation Service Fund.

Supplies and Services: The net decrease is primarily the result of reductions to the Travel Expenses and Training and School Classes line items in the County Probation Services Fund and various line items in the Drug Court Planning Fund.

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

Adult Probation	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
Sources						
General Revenue	\$ 2,196,361	\$ 2,197,189	\$ 2,305,416	\$ 2,234,788	\$ 2,337,719	1.40%
Special Revenue	4,153,759	4,129,495	4,043,334	4,123,292	4,115,846	1.79%
Balance Forward	864,727	646,850	419,193	541,694	389,902	-6.99%
Total Sources	\$ 7,214,847	\$ 6,973,534	\$ 6,767,943	\$ 6,899,774	\$ 6,843,467	1.12%
Uses						
Personnel	5,940,386	5,890,489	6,285,892	5,980,981	6,066,820	-3.49%
Supplies & Services	532,174	541,351	556,459	528,891	521,562	-6.27%
Capital Outlay	16,826	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	(74,408)	-	255,085	442.82%
Total Uses	\$ 6,489,386	\$ 6,431,840	\$ 6,767,943	\$ 6,509,872	\$ 6,843,467	1.12%
Other Sources & Uses						
Transfers In	312,613	-	156,915	156,915	-	-100.00%
Transfers Out	(391,224)	-	(156,915)	(156,915)	-	-100.00%
Total Other Sources & Uses	\$ (78,611)	\$ -	\$ -	\$ -	\$ -	-
Other Restricted	\$ 646,850	\$ 541,694	\$ -	\$ 389,902	\$ -	-