

CRIMINAL JUSTICE AND PUBLIC SAFETY MEETING

PROBATION AGENDA

10/1/18

- I. Committee Meeting called to order by Chairman
- II. Motion to approve minutes from prior Committee Meeting
- III. Action Agenda

REQUEST RESOLUTION – To fill vacant Probation Officer position with a Probation Officer Trainee position due to the retirement of Lisa Moynihan effective September 27, 2018.

RATIONAL – The position is needed in the department as the responsibilities include providing supervision to a Domestic Violence caseload and conducting Court Ordered investigations.

- IV. Pending Items – None
- V. Information and Discussion
 - *2019 Budget
 - *Raise the Age Comprehensive Plan and Financial Workbook

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation Payroll Dept. No: 29.00
Title of Position: : Probation Officer Trainee Base Salary of Position: \$42,290 Grade: 16
Filling at Step # (If Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Retirement
Employee No./Last Name: 10235/Moynihan Date of Vacancy: ~~4/27/18~~ 9/27/18
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. DW

Human Resources Director has approved this form when initialed. 1/3 9/21/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 9/21/18

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 9/27/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 9-2-18

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Probation

BUDGET ACCOUNT CODE: A.3140

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$909,447.05	\$951,853.00	\$951,853.00	\$929,911.00
200's EQUIPMENT	\$11,287.25			\$0.00
400's CONTRACTUAL	\$92,697.99	\$103,602.00	\$103,602.00	\$143,555.00
800's EMPLOYEE BENEFITS	\$424,876.54	\$434,731.00	\$434,731.00	\$455,710.00
TOTALS	\$1,438,308.83	\$1,490,186.00	\$1,490,186.00	\$1,529,176.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$324,628.74	\$324,650.00	\$324,650.00	\$485,050.00

SIGNED: _____
DEPARTMENT HEAD

TITLE: _____

DATE: _____

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
REVENUE						
Department 3140 - Probation						
<i>Departmental Income</i>						
1580	Restitution Surcharge	8,135.74	14,000.00	14,000.00	5,976.73	7,500.00
1581	Probation - Custody Invest.	300.00	400.00	400.00	650.00	800.00
1582	DSS Reimb - Probation Pins	60,000.00	60,000.00	60,000.00	30,000.00	60,000.00
1583	Probation - DWI Admin Fee	21,392.00	19,000.00	19,000.00	14,158.00	21,500.00
<i>Departmental Income Totals</i>		\$89,827.74	\$93,400.00	\$93,400.00	\$50,784.73	\$89,800.00
<i>State Aid</i>						
3310	Probation	205,281.00	205,000.00	205,000.00	204,956.00	205,000.00
3312	Probation - DWI State Aid	3,270.00	.00	.00	2,452.50	.00
3319	Raise the Age	.00	.00	.00	.00	164,000.00
<i>State Aid Totals</i>		\$208,551.00	\$205,000.00	\$205,000.00	\$207,408.50	\$369,000.00
<i>Fines & Forfeitures</i>						
2613	Stop DWI Fines - Probation	26,250.00	26,250.00	26,250.00	.00	26,250.00
<i>Fines & Forfeitures Totals</i>		\$26,250.00	\$26,250.00	\$26,250.00	\$0.00	\$26,250.00
Department 3140 - Probation Totals		\$324,628.74	\$324,650.00	\$324,650.00	\$258,193.23	\$485,050.00
REVENUE TOTALS		\$324,628.74	\$324,650.00	\$324,650.00	\$258,193.23	\$485,050.00
EXPENSE						
Department 3140 - Probation						
<i>Personal Services</i>						
110	Salaries - Regular	909,447.05	950,503.00	950,503.00	591,380.50	928,561.00
120	Salaries - Overtime	.00	1,350.00	1,350.00	.00	1,350.00
<i>Personal Services Totals</i>		\$909,447.05	\$951,853.00	\$951,853.00	\$591,380.50	\$929,911.00
<i>Equipment</i>						
220	Office Equipment	262.12	.00	.00	.00	.00
220.1	Office Equipment - Reserve	11,025.13	.00	.00	.00	.00
<i>Equipment Totals</i>		\$11,287.25	\$0.00	\$0.00	\$0.00	\$0.00
<i>Contractual Expense</i>						
410	Supplies	6,703.90	5,400.00	5,400.00	3,346.56	5,400.00
418	Ins-General Liability	678.61	1,100.00	1,100.00	587.20	1,000.00
422	Repair/Maint-Equipment	7,878.46	12,000.00	11,880.00	8,414.88	9,500.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request						
Fund A - General												
EXPENSE												
Department 3140 - Probation												
<i>Contractual Expense</i>												
423	Telephone	2,386.75	3,600.00	3,600.00	1,692.98	3,600.00						
424	Postage	2,185.77	2,600.00	2,600.00	1,374.93	2,600.00						
426	Subscriptions	489.35	475.00	475.00	72.15	600.00						
427	Memberships & Dues	550.00	550.00	550.00	550.00	650.00						
428	Data Processing & Internet Fees	1,178.00	1,330.00	1,330.00	1,122.00	1,330.00						
439	Misc Fees & Expenses	240.00	.00	120.00	60.00	.00						
441	Auto-Supplies & Repair	2,106.35	480.00	480.00	144.79	1,000.00						
442	Automotive - Gas & Oil	1,183.92	2,500.00	2,440.00	801.96	2,500.00						
444	Travel/Education/Conference	646.46	1,000.00	1,000.00	663.59	2,000.00						
455	Safety Equipment	1,550.00	.00	.00	.00	750.00						
470	Contract	64,920.42	72,567.00	72,627.00	34,441.64	112,625.00						
<i>Contractual Expense Totals</i>		\$92,697.99	\$103,602.00	\$103,602.00	\$53,272.68	\$143,555.00						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>470</td> <td>Departmental Request</td> <td>\$40,000 - RTA Program \$60,000 - ASP \$3,900 - Polygraph \$7,500 - KMG \$1,225 - Sex Offender Watch System</td> </tr> </tbody> </table>							Account	Level	Comment	470	Departmental Request	\$40,000 - RTA Program \$60,000 - ASP \$3,900 - Polygraph \$7,500 - KMG \$1,225 - Sex Offender Watch System
Account	Level	Comment										
470	Departmental Request	\$40,000 - RTA Program \$60,000 - ASP \$3,900 - Polygraph \$7,500 - KMG \$1,225 - Sex Offender Watch System										
<i>Employee Benefits</i>												
810	Retirement	127,572.41	136,214.00	136,214.00	79,785.57	126,672.00						
830	Social Security	54,011.54	59,013.00	59,013.00	35,127.28	57,651.00						
831	Medicare Contribution	12,631.71	13,801.00	13,801.00	8,215.25	13,484.00						
860	Hospitalization	159,589.39	157,221.00	157,221.00	91,092.38	159,305.00						
865	Dental Insurance	3,392.00	3,480.00	3,480.00	1,980.44	3,432.00						
<i>Employee Benefits Totals</i>		\$357,197.05	\$369,729.00	\$369,729.00	\$216,200.92	\$360,544.00						
<i>Other Benefits</i>												
840	Workmen's Compensation	6,210.21	5,383.00	5,383.00	5,382.02	5,182.00						
861	Retirees Hospitalization	61,469.28	59,619.00	59,619.00	56,602.67	89,984.00						
<i>Other Benefits Totals</i>		\$67,679.49	\$65,002.00	\$65,002.00	\$61,984.69	\$95,166.00						
Department 3140 - Probation Totals		\$1,438,308.83	\$1,490,186.00	\$1,490,186.00	\$922,838.79	\$1,529,176.00						

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund	A - General					
	EXPENSE TOTALS	\$1,438,308.83	\$1,490,186.00	\$1,490,186.00	\$922,838.79	\$1,529,176.00
Fund	A - General Totals					
	REVENUE TOTALS	\$324,628.74	\$324,650.00	\$324,650.00	\$258,193.23	\$485,050.00
	EXPENSE TOTALS	\$1,438,308.83	\$1,490,186.00	\$1,490,186.00	\$922,838.79	\$1,529,176.00
Fund	A - General Totals	(\$1,113,680.09)	(\$1,165,536.00)	(\$1,165,536.00)	(\$664,645.56)	(\$1,044,126.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$324,628.74	\$324,650.00	\$324,650.00	\$258,193.23	\$485,050.00
	EXPENSE GRAND TOTALS	\$1,438,308.83	\$1,490,186.00	\$1,490,186.00	\$922,838.79	\$1,529,176.00
	Net Grand Totals	(\$1,113,680.09)	(\$1,165,536.00)	(\$1,165,536.00)	(\$664,645.56)	(\$1,044,126.00)

2019 Salary Schedule (Position Budgeting)
 Probation.Probation

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12888	Avon, Andrew 19-02 / \$23.53	Probation Officer #14 19-03 / \$23.93	\$49,552.00	Full Time	CSEA/FT	4/4/2016
13202	Clarke, Shelley 07-00 / \$16.15	Senior Account Clerk N/A / \$16.15	\$33,600.00	Full Time	CSEA/FT	7/2/2018
9612	Gheen, Stephanie 19-21 / \$28.29	Probation Officer #3 19-22 / \$28.29	\$58,844.00	Full Time	CSEA/FT	11/12/1997
10420	Iatauro, Joyce 07-16 / \$20.45	Probation Assistant #1 07-17 / \$20.45	\$42,537.00	Full Time	CSEA/FT	6/24/2002
6833	Iusi, Robert N/A / \$40.72	Director of Probation N/A / \$40.72	\$84,706.00	Full Time	Out of UnitFT	1/1/1990
10416	Kelley, Corin 20-16 / \$29.16	Senior Probation Officer #1 20-17 / \$29.16	\$60,652.00	Full Time	CSEA/FT	6/10/2002
12288	Lane, Samantha 19-04 / \$24.35	Probation Officer #2 19-05 / \$26.62	\$54,101.00	Full Time	CSEA/FT	4/14/2014
12288	Lane, Samantha 20-00 / \$23.83	Senior Probation Officer #3 N/A / \$23.83	\$49,557.00	Full Time	CSEA/FT	4/14/2014
12851	Magowan, Michele 07-03 / \$17.00	Probation Assistant #2 07-04 / \$17.30	\$35,459.00	Full Time	CSEA/FT	11/9/2015
13173	Mallory, Justin 16-00 / \$20.86	Probation Officer Trainee #2 16-01 / \$21.14	\$43,813.00	Full Time	CSEA/FT	4/9/2018
10235	Moynihan, Lisa 19-17 / \$28.05	Probation Officer #4 19-18 / \$28.05	\$58,344.00	Full Time	CSEA/FT	6/4/2001
9623	Murray, Mark 20-20 / \$29.40	Senior Probation Officer #4 20-21 / \$29.40	\$61,153.00	Full Time	CSEA/FT	1/12/1998
7959	Rodriguez, Michelle N/A / \$24.48	Princ Steno Confidential N/A / \$24.48	\$50,921.00	Full Time	Out of UnitFT	11/1/1993

11526	Secor, Amy N/A / \$30.89	Probation Supervisor #1 N/A / \$30.89	\$64,250.00 Full Time	Out of UnitFT	8/4/2008
10822	Stéphenson, Adam N/A / \$32.45	Probation Supervisor #2 N/A / \$32.45	\$67,500.00 Full Time	Out of UnitFT	8/16/2004
12661	Woodell, Christina 19-04 / \$24.35	Probation Officer #5 19-05 / \$26.62	\$51,916.00 Full Time	CSEA/FT	9/22/2014
	N/A / \$0.00	Prob. - Retiree Sick Leave N/A / \$0.00	\$10,000.00		
	19-00 / \$22.85	Probation Officer #11 N/A / \$22.85	\$4,133.00		
	19-00 / \$22.85	Probation Officer #6 N/A / \$22.85	\$47,523.00		
	N/A / \$0.00	Probation Officer Trainee #1 N/A / \$0.00	\$0.00		
	N/A / \$0.00	Probation Officer Trainee #4 N/A / \$0.00	\$0.00		
	N/A / \$0.00	Probation Over Time N/A / \$0.00	\$1,350.00		
			22		
			\$929,911.00		

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Probation - Pretrial

BUDGET ACCOUNT CODE: A.3143

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$45,590.64	\$47,476.00	\$47,476.00	\$49,552.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$21,481.54	\$24,246.00	\$24,246.00	\$25,095.00
TOTALS	\$67,072.18	\$71,722.00	\$71,722.00	\$74,647.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$15,773.71	\$13,000.00	\$13,000.00	\$13,000.00

SIGNED:

DEPARTMENT HEAD

TITLE:

DATE:

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
REVENUE						
	Department 3143 - Probation - Pretrial <i>State Aid</i>					
3313	Probation Pre Trial Prog.	15,773.71	13,000.00	13,000.00	3,431.95	13,000.00
	<i>State Aid Totals</i>	\$15,773.71	\$13,000.00	\$13,000.00	\$3,431.95	\$13,000.00
	Department 3143 - Probation - Pretrial Totals	\$15,773.71	\$13,000.00	\$13,000.00	\$3,431.95	\$13,000.00
	REVENUE TOTALS	\$15,773.71	\$13,000.00	\$13,000.00	\$3,431.95	\$13,000.00
EXPENSE						
	Department 3143 - Probation - Pretrial <i>Personal Services</i>					
110	Salaries - Regular	45,590.64	47,476.00	47,476.00	30,058.56	49,552.00
	<i>Personal Services Totals</i>	\$45,590.64	\$47,476.00	\$47,476.00	\$30,058.56	\$49,552.00
	<i>Employee Benefits</i>					
810	Retirement	6,665.64	7,454.00	7,454.00	4,667.83	7,730.00
830	Social Security	2,701.55	2,944.00	2,944.00	1,777.19	3,072.00
831	Medicare Contribution	631.81	688.00	688.00	415.64	719.00
860	Hospitalization	4,174.94	6,082.00	6,082.00	3,998.55	6,242.00
865	Dental Insurance	80.00	120.00	120.00	79.38	120.00
	<i>Employee Benefits Totals</i>	\$14,253.94	\$17,288.00	\$17,288.00	\$10,938.59	\$17,883.00
	<i>Other Benefits</i>					
840	Workmen's Compensation	345.00	316.00	316.00	315.70	304.00
861	Retirees Hospitalization	6,882.60	6,642.00	6,642.00	4,428.32	6,908.00
	<i>Other Benefits Totals</i>	\$7,227.60	\$6,958.00	\$6,958.00	\$4,744.02	\$7,212.00
	Department 3143 - Probation - Pretrial Totals	\$67,072.18	\$71,722.00	\$71,722.00	\$45,741.17	\$74,647.00
	EXPENSE TOTALS	\$67,072.18	\$71,722.00	\$71,722.00	\$45,741.17	\$74,647.00
	Fund A - General Totals					
	REVENUE TOTALS	\$15,773.71	\$13,000.00	\$13,000.00	\$3,431.95	\$13,000.00
	EXPENSE TOTALS	\$67,072.18	\$71,722.00	\$71,722.00	\$45,741.17	\$74,647.00
	Fund A - General Totals	(\$51,298.47)	(\$58,722.00)	(\$58,722.00)	(\$42,309.22)	(\$61,647.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$15,773.71	\$13,000.00	\$13,000.00	\$3,431.95	\$13,000.00
	EXPENSE GRAND TOTALS	\$67,072.18	\$71,722.00	\$71,722.00	\$45,741.17	\$74,647.00

Budget Worksheet Report

Budget Year 2019

Net Grand Totals	(\$51,298.47)	(\$58,722.00)	(\$58,722.00)	(\$42,309.22)	(\$61,647.00)
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2019 Salary Schedule (Position Budgeting)
 Probation.Probation Pre-Trial

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12889	Irwin, Timothy	Probation Officer #13	\$49,552.00	Full Time	CSEA/FT	4/4/2016
	19-02 / \$23.53	19-03 / \$23.93				
		Probation Officer Trainee #3	\$0.00			
	16-00 / \$20.86	N/A / \$20.86				
		2	\$49,552.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Probation-Day Reporting

BUDGET ACCOUNT CODE: A.3144

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$53,528.24	\$53,973.00	\$53,973.00	\$55,376.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$1,000.00	\$1,100.00	\$1,100.00	\$1,000.00
800's EMPLOYEE BENEFITS	\$28,211.36	\$28,296.00	\$28,296.00	\$29,009.00
TOTALS	\$82,739.60	\$83,369.00	\$83,369.00	\$85,385.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:

DEPARTMENT HEAD

TITLE:

DATE:

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
<i>Fund A - General</i>						
EXPENSE						
<i>Department 0240 - Probation-Day Reporting</i>						
<i>Personal Services</i>						
110	Salaries - Regular	53,528.24	53,973.00	53,973.00	34,252.35	55,376.00
<i>Personal Services Totals</i>		\$53,528.24	\$53,973.00	\$53,973.00	\$34,252.35	\$55,376.00
<i>Contractual Expense</i>						
410	Supplies	1,000.00	1,000.00	1,000.00	706.62	1,000.00
423	Telephone	.00	100.00	100.00	.00	.00
<i>Contractual Expense Totals</i>		\$1,000.00	\$1,100.00	\$1,100.00	\$706.62	\$1,000.00
<i>Employee Benefits</i>						
810	Retirement	6,659.83	6,963.00	6,963.00	4,589.94	7,088.00
830	Social Security	3,124.57	3,346.00	3,346.00	1,986.65	3,433.00
831	Medicare Contribution	730.75	783.00	783.00	464.61	803.00
860	Hospitalization	13,972.43	13,617.00	13,617.00	8,951.88	13,991.00
865	Dental Insurance	288.00	288.00	288.00	190.60	288.00
<i>Employee Benefits Totals</i>		\$24,775.58	\$24,997.00	\$24,997.00	\$16,183.68	\$25,603.00
<i>Other Benefits</i>						
840	Workmen's Compensation	345.00	316.00	316.00	315.70	304.00
861	Retirees Hospitalization	3,090.78	2,983.00	2,983.00	1,988.64	3,102.00
<i>Other Benefits Totals</i>		\$3,435.78	\$3,299.00	\$3,299.00	\$2,304.34	\$3,406.00
<i>Department 0240 - Probation-Day Reporting Totals</i>		\$82,739.60	\$83,369.00	\$83,369.00	\$53,446.99	\$85,385.00
EXPENSE TOTALS		\$82,739.60	\$83,369.00	\$83,369.00	\$53,446.99	\$85,385.00
<i>Fund A - General Totals</i>		\$82,739.60	\$83,369.00	\$83,369.00	\$53,446.99	\$85,385.00
EXPENSE TOTALS		\$82,739.60	\$83,369.00	\$83,369.00	\$53,446.99	\$85,385.00
<i>Fund A - General Totals</i>		(\$82,739.60)	(\$83,369.00)	(\$83,369.00)	(\$53,446.99)	(\$85,385.00)
<i>Net Grand Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$82,739.60	\$83,369.00	\$83,369.00	\$53,446.99	\$85,385.00
<i>Net Grand Totals</i>		(\$82,739.60)	(\$83,369.00)	(\$83,369.00)	(\$53,446.99)	(\$85,385.00)

2019 Salary Schedule (Position Budgeting)
 Probation.Probation Day Reporting

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan. Grade & Rate	Ann. Grade & Rate				
11769	Steves, Katarzyna 19-08 / \$26.62	Probation Officer 19-09 / \$26.62	\$55,376.00	Full Time	CSEA/FT	5/3/2010
			1			\$55,376.00

PROBATION DEPARTMENTS

GUIDANCE, INSTRUCTIONS, AND RESPONSES

COUNTY: WARREN

New York State is implementing Raise the Age Legislation and will provide reimbursement funding to counties for costs related to implementation. Costs to be covered include additional probation staffing and community services required by probation departments to effectively meet the goals of the Raise the Age legislation.

This planning instrument provides an opportunity for each probation department to outline necessary resources to effectively address the new population and support the following goals:

- Reduce reliance on detention
- Increase the rates of probation adjustment (diversion)
- Reduce the need for family court adjudication
- Arrange for community-based services to improve outcomes for youth
- Reduce reliance on out-of-home placements
- Reduce the rate of probation violations which drive costly detention and placement
- Reduce long-term recidivism rates

DCJS has developed a comprehensive plan to train probation officers and equip them with enhanced skills to engage justice-involved youth. Through increased probation staff resources, specialized training, and expanded community programs and services, probation departments will be positioned to achieve justice system improvement, which will reduce costs and improve outcomes.

Counties must complete two Microsoft Excel workbook tabs related to probation within the NYS Consolidated County RTA Fiscal Planning Instrument. The first tab (Parts 1-3) relate to probation department staffing and the second tab (Parts 4-6) relate to programming services. Departments must also provide narrative justification of their implementation plan and anticipated reimbursement levels using the narrative response entry boxes that are embedded within this Microsoft Word instruction document.

It is critical for probation departments to provide sufficient detail and justification for their requested funding with respect to the goals bulleted above. The fiscal planning instrument is required to be submitted and must be approved by the state Division of the Budget for the County to be reimbursed.

There are several specific data appendices being provided to guide you in populating the Excel portion of the application. Parts 1, 2, and 5 have corresponding labeled appendices and Parts 3, 4, 6, and 7 do not have appendices. Additional reference materials have also been assembled to assist counties with their applications:

This guidance document will also be posted to the web at the following location/tab:

<http://www.criminaljustice.ny.gov/ofpa/raisetheage.html> TAB: Probation Department Guidance

RTA Projections Data

- **Regional Forum Data Packet** – Includes arrest, case processing & average daily population projections. This data was presented at RTA roundtable meetings during 2017 and includes information by county and by New York's 10 economic regions. <http://www.criminaljustice.ny.gov/ofpa/raisetheage.html> TAB: Other Reference Documents

Additional Resource Information

- **DCJS Raise the Age Training Plan for Probation Departments** – Contains a list of direct trainings that DCJS will provide to probation professionals during State fiscal year 2018-19. Located in the IJ Portal: Resources - Reference Library – Probation under New Information
- **DCJS Standards for Funded Alternative to Incarceration (ATI), Alternative to Detention (ATD) and Jail Based Programs** – Contains the standards regarding program administration; screening, assessment and case planning; interventions; and groups that programs receiving state funds should work to fulfill. <http://www.criminaljustice.ny.gov/ofpa/raisetheage.html> TAB: Other Reference Documents
- **Inventory of Interventions by County** – Provides information regarding which programs are currently being funded within each county. This table should be used as a reference for counties looking to add new programming who would like to reach out to other counties for partnerships or guidance. Located in the IJ Portal: Resources - Reference Library – Probation under New Information
- **Juvenile and Youth Justice Statistics** - Additional juvenile and youth justice statistics are available on the DCJS website at the following link under Juvenile Justice and Raise the Age: <http://www.criminaljustice.ny.gov/crimnet/ojsa/stats.htm> . Data includes juvenile arrest and case processing activity by county for each of New York's 62 counties. Key juvenile indicators include intake cases opened, adjustments, investigations, supervision cases opened, year-end supervision caseloads, detention admissions, and detention average daily population.
- **New York State Arrests Among 16 – 17-Year-Olds** – Provides arrest counts by crime type, including homicide, sex offenses, robbery, assault, burglary, larceny, weapons, drug offenses, and VTL offenses, over the last five years. Includes statewide, region and individual county summaries. <http://www.criminaljustice.ny.gov/ofpa/raisetheage.html> TAB: Other Reference Documents
- **Raise the Age Service Cost Guidance** – Contains a list of programs and services that OPCA will consider funding, including alternatives to detention, interventions targeted at the ten YASI domains, restorative programs, and ancillary services. The list is grouped by program type and provides an estimated range of cost per unit of service for each program/service. <http://www.criminaljustice.ny.gov/ofpa/raisetheage.html> TAB: Other Reference Documents
- **Raise the Age Service Guide** – Contains a list of programs and services that OPCA will consider funding. The list includes alternatives to detention, interventions targeted at the ten YASI domains, restorative programs, and ancillary services. The list is grouped by program type. <http://www.criminaljustice.ny.gov/ofpa/raisetheage.html> TAB: Other Reference Documents

- **Recent Trainings Received** – Provides information on local probation staff who are trained to facilitate groups in Thinking for a Change as well as those trained as Offender Workforce Development Specialists. Located in the IJ Portal: Resources - Reference Library – Probation under New Information
- **Youth Assessment and Screening Instrument (YASI) Assessment Data Profiles** – Contain detailed information about the risk and needs of youth for each county for 2016 and 2017. Located in the IJ Portal: Resources - Reporting Services – Juvenile Justice - YASI Folder – 2016 YASI Profiles by County and 2017 YASI Profiles by County

PROBATION STAFFING RESOURCES

Using the data provided in the appendices, counties should estimate the funding needed to support incremental (non-supplanting) probation staffing resources required to successfully implement Raise the Age legislation. The workload estimates prepared by DCJS for staffing address not just increased Probation Officer work duties and responsibilities, but also related support by Probation Supervisors and Probation Assistants, consistent with DCJS Probation regulations. Any increase in staffing resources must be dedicated to addressing the needs and improving the outcomes of youth through probation intake, adjustment, investigation, supervision, and case planning functions for the expanded population.

INSTRUCTIONS FOR COMPLETING THE WORKSHEET FOR PROBATION STAFFING RESOURCES (Parts 1 – 3)

Background

Departments should refer to the information provided in the data appendices when completing the Excel RTA implementation application. Using the appendices, probation departments should determine the expected workload increase and calculate the number of Probation Officers as well as Probation Supervisors and Probation Assistants (if applicable) needed. In the smaller jurisdictions, where the expected workload does not warrant the hiring of full-time staff, departments may indicate part-time probation officers or probation assistants and/or seek reimbursement for overtime costs. Jurisdictions may not seek reimbursement for overtime in lieu of hiring professional probation staff where the anticipated workload and funding reimbursement is expected to support at least one full time staff person.

If the county fiscal request for probation staffing that is entered into the instrument differs from DCJS data estimates, please carefully review all appendices cited below to understand the assumptions DCJS provided, and provide detail as to the modified assumptions underlying your request.

It should be noted that all projected volumes are estimates, and the actual experience of any county may vary. These projections will be updated in early 2020 based on the actual 2018 and 2019 RTA implementation experience.

How to Complete Part 1: Probation Intake, Adjustment, and Investigation

In Part 1 of the Excel Staffing tab, please enter the number of projected intakes for 2018-19 and 2019-20 in the boxes provided. Please note that these intakes include all youth removed from the Youth Part. Please enter the associated funding requested to handle these intakes as well as the necessary adjustments and investigations that are likely to result from these intakes. Please use the following appendices to assist you:

Appendix 1A - Appendix 1A provides county level estimates for probation intake based on the *projected phase-in of 16 and 17-year-olds*. The table also shows the estimated funding needed

for additional staff/staff time to handle the additional intake, adjustment, investigation tasks, and any voluntary assessment and case planning responsibilities within the Youth Part. The estimated workload expected at full implementation (SFY 2020-21) is provided for future planning purposes.

Appendix 1B - Breaks down both workload and funding estimates by quarter so departments can see how the phase-in volumes are expected to occur. Departments can also examine estimated workload and cost by State Fiscal Year as well as calendar year if needed for local budget planning.

Appendix 1C – Formula/Methodology: Provides technical notes on the workload assumptions for these functions.

How to Complete Part 2: Probation Supervision

In Part 2 of the Excel Staffing tab please enter the projected number of cases under supervision at the end of FY2018-19 and 2019-20 in the box provided. Please enter the associated funding to address the additional work hour differential that is expected. Use the following appendices to assist you:

Appendix 2A – Provides detail on the projected phase-in of probation supervision cases for each county during SFY 2018-19 and 2019-20. The table shows the cumulative fiscal year end probation caseloads that are projected, and the estimated additional costs associated with juvenile supervision as compared to adult supervision (A differential estimated at \$2,400 per case per year).

Appendix 2B – Provides quarterly detail for 2A.

Appendix 2C – Formula/Methodology: Provides technical notes on the workload and funding assumptions for probation supervision.

How to Complete Part 3: Dedicated Probation Officers in the Youth Part (Addressed Only by Erie, Monroe, Nassau, Onondaga, Suffolk, and Westchester Counties) (There are no appendices for this part.)

Select jurisdictions projected to have 200 or more felony arraignments annually once the RTA legislation is fully implemented may also request reimbursement for up to one additional full-time probation officer in the Youth Part to offer voluntary assessment and case planning. This is in addition to the funding requested in Part 1. This applies to Erie, Monroe, Nassau, Onondaga, Suffolk, and Westchester counties only. In other jurisdictions, probation will appear as needed in the Youth Part when called upon by the court. During the first year of implementation, there is estimated to be fewer than 1 youth part arraignment per month in most counties. In addition to offering voluntary assessment and case planning services, Probation Officers present in the Youth Part will advise the court of the availability of alternatives to detention and pre-trial release supervision options.

Probation Officers will offer voluntary assessment and case planning services to Juvenile Offenders and Adolescent Offenders whose cases commence in the Youth Part. It is estimated that about 1,200 cases statewide will proceed in Youth Parts, once the Raise the Age legislation is fully implemented, with fewer than 600 cases statewide during the first year of implementation. The majority of felony cases are expected to be removed to family court. and for many counties a felony case will remain in youth part only occasionally. Probation officers who are present in the Youth Part for arraignments may also provide screening services and

identify youth eligible for alternatives to detention, including release on recognizance and services available through pre-trial release.

In Part 3 of the planning instrument, only the counties listed above should enter up to 1 officer and the corresponding funding requested.

Probation Staffing Resources Summary

This portion of the worksheet will sum up the total financial request for probation staffing. Departments should then fill in the number of staff that will be supported with the dollars requested for FY 2018-19 and FY 2019-20. The "Justification" portion of the application below provides space for counties to describe in more detail when and how staffing funds will be utilized.

When estimating supervisory staff and assistants, departments should consider the following ratios: up to one probation supervisor for every six probation officers hired and up to one probation assistant for every eight probation officers hired. Departments are not required to hire supervisory or probation assistants and should fill in the staffing blocks as they see fit as long as it is consistent with the total funding for probation staff that was derived in Parts 1, 2 and 3 of the worksheet. Departments should be mindful of the H-10 Specifications for Professional Probation Positions.

Counties whose projected volumes of 16-17-year-old youth do not indicate the need for a full-time staff person may claim reimbursement to support a part-time probation officer position. With appropriate justification, reimbursement for overtime may be considered in limited circumstances, but must be justified. Overtime may not be substituted when funding reimbursement equates to the salary of a probation officer or probation assistant position.

Professional Probation Staffing Resources Justification

Please describe below the timetable for hiring the staff you entered at the bottom of the Excel Staffing tab for **2018-19** and **2019-2020**. These funds may be used for staffing costs only. For small departments, if overtime is being requested, please provide the justification as well.

Please provide a detailed justification for the numbers of *Probation Officers, Probation Supervisors, and/or Probation Assistants* to perform these functions for the 16 and 17-year-old population for State Fiscal Years (SFY) **2018-2019** and **2019-2020**:

Justification: Probation Officers, Supervisors and Assistants:

We plan to hire 1 Probation Assistant and 1 Probation Officer in our County Fiscal Year, 1/1/19-12/31/19, to deal with the workload presented by Raise the Age. Projections indicate in FY 19-20 35-90 intakes will come into our department from both diversion and removal from the Youth Part. Our department's protocol is for all intakes to be conducted by a Probation Assistant under the direction of a Probation Supervisor followed by a referral for services for low risk cases and assignment to a Probation Officer for medium to high risk cases. We currently have one Probation Assistant in the Juvenile Unit who performs intake and assessments for JD and PINS as well as adult transfer duties. Another Probation Assistant is needed to perform proper intake and assessment relating to RTA.

We further believe that we need a Probation Officer to supervise the additional cases presented by diversion and removals from the Youth Part. Our department currently has 4 Probation Offices in the Juvenile Unit that handle JD, PINS and Youthful Offenders.. All of

our Probation Officers are stationed at local school districts at least two days a week and conduct Pre-Sentences investigations as well. We feel that an additional Probation Officer is needed to supervise the diversion and Youth Part cases as well as be present in the court for the Youth Part Session. This Probation Officer will also monitor cases referred to our RTA programs, perform Pre- Dispositional Supervision, monitor electronic monitoring cases and be a liason to our community partners. The influx of RTA cases into our Juvenile Justice, certiantly by the middle of 2019 warrants an additional Probation Officer.

Cost for a Probation Officer is \$43,390 (salary) plus \$26,467 (fringe) = \$69,857 and a Probation Assistant \$33,600 plus (20,496) fringe = \$54,096 for a total cost of \$123,953 annually.

Supplies for a Probation Officer include-User Fee for our Case Management System, Caseload Explorer, cost of \$214 per year, a Desktop computer set up for a Probation Officer, cost is \$615, Microsoft Word 10 for Probation Officer Computer set up, cost is \$200, Body Armour includes inner and outer shell for one Probation Officer, cost is \$750, and training for Fundamentals of Probation, Peace Officer Training and Raise the Age Training- cost are figured for transportation from Queensbury to Albany 90 miles at \$.55 for 15 days = \$742.50 plus meals \$8 x15= \$120 for a total of \$862.50. Total cost of equipment and training for a RTA Probation Officer is \$2,642. This figure will be place in Part 6: Ancillary Services.

Please describe when each of these positions will be phased in:

We plan to phase these positions into our department during the first quarter of the calendar year 2019.

In the smaller jurisdictions, if overtime is being requested, please provide your estimated overtime hours and costs for serving the 16 and 17-year-old population:

Other Information Related to Probation Professional Staffing:

Please attach organizational charts (detailed below) with units and staff names and titles for all positions within the probation department. For existing vacant positions indicate as "Vacant" with position title within the chart. For new RTA proposed positions indicate as "New Raise the Age" with position title within the chart.

- Current Organizational Chart
- Proposed SFY 2018 - 2019 Organizational Chart
- Proposed SFY 2019 - 2020 Organizational Chart

PROBATION RTA PROGRAMS AND SERVICES

Probation supervision combined with effective service delivery will support the goals of Raise the Age legislation, as described above. When developing a comprehensive service plan, counties should consider some combination of the following options regarding the delivery of programs and services:

- Offering programs and services directly by probation staff, including cognitive behavioral interventions, interactive journaling, and employment and educational readiness training.
- Contracting for services with not-for-profit or other county agencies, or paying for the expansion of existing programs;
- Paying for single units of service when the need for the service is occasional;
- Coordinating with neighboring counties for the regional provision of any services where the need is occasional, but necessary, particularly where it may prevent detention or out of the home placement;

Counties should also consider the following information when preparing their service plan:

- It is expected that services will be gradually expanded over the course of the phase-in period. The full impact of RTA will not be realized until State Fiscal Year 2020-21.
- The service plan should be comprehensive and serve those who committed a crime or an act of delinquency when aged 17 and under.
- RTA projections assume that the expansion of effective services will result in an increase in the proportion of youth deemed eligible for alternatives to detention, suitable for adjustment, and a reduction in the probation violation rate. If there are gaps in services now that, if filled, will improve outcomes, the service plan request should address these gaps.
- The expanded service portfolio should reflect what youth will need at the time services will be provided. For example, when age at crime is 16 or 17, those sentenced to probation will need services through the course of supervision, which may not be completed until age 20 or older.
- Once a county plan is approved, counties will be reimbursed based on youth served and actual costs incurred. The documentation of services provided, and individuals served will be required in a format to be determined.
- Services that will be eligible for reimbursement will be approved in advance, with a maximum allowable cost.
- Please refer to the reference materials which include an Index of Service Interventions (insert link or name) that contains program descriptions and estimated per unit cost (insert link or name) ranges.

INSTRUCTIONS FOR ALTERNATIVES TO DETENTION, PROGRAMS AND SERVICES (Parts 4-7)

The completion of this section will require counties to assess their current service portfolio and build from there.

How to Complete Part 4: Alternatives to Detention (There are no appendices for this part).

Counties should consider the Alternatives to Detention needed to reduce unnecessary reliance on detention. Probation departments should take an active role in screening youths and arranging for alternatives to detention whenever possible. Any opportunities to reduce or avoid detention days for youth should be maximized. This includes any interventions or strategies

that serve as an alternative to custody (secure or non-secure used for juvenile delinquents) to safely reduce detention use. This includes:

- **Respite.** Short-term, residential services for justice-involved youth who are at risk of detention because of family instability or conflict. Respite should be considered when it may provide a monitored, structured and safe separation from the primary family/living arrangement.
- **Intensive Case Management.** Coordination of community-based services by a professional or team to provide youth (and family) with support and services that are customized accordingly to youth needs. Intensive case management seeks to support the youth's appearance in Court or Probation Intake, and reduce additional juvenile delinquent behavior. This may also encompass crisis intervention, 24/7 crisis support, health-related interventions, housing stabilization, transportation, treatment interventions, employment, social relationships, and community participation.
- **Electronic Monitoring** (only with a Court order). An electronic system maintained through a vendor that provides a report about whether the youth was available at home and/or in prescribed locations when required by court order. Probation departments should ensure electronic monitoring is used as a true alternative to detention for high risk youth only, and not for youth that would have been otherwise released to the community.
- **Pre-Dispositional Supervision** (only with a Court order). Probation supervision provided by probation to ensure the youth's appearance in court and compliance with any pre-dispositional or pre-trial conditions ordered by the court.

In Part 4 of the instrument, please enter the total number of the 16 – 17-year-old Juvenile Delinquency (JD) population youth expected to receive Alternatives to Detention services and the estimated funding required during the SFYs **2018-2019** and **2019-2020**.

Alternatives to Detention Justification

Please provide supporting information for these numbers and amounts.

a. Please advise which Alternative to Detention services will be expanded or added by your jurisdiction during the SFYs **2018-2019** and **2019-2020** for the 16 – 17-year-old Juvenile Delinquency (JD) population (check at least one and any others that may apply):

- Respite for 16 and 17-year-old JD matters
- Intensive Case Management for 16 and 17-year-old JD matters
- Electronic Monitoring for 16 and 17-year-old JD matters
- Pre-Dispositional Supervision – Family Court for 16 and 17-year-old JD matters
- Other ATDs for 16 and 17-year-old JD matters -- Please Specify:

b. Please describe for each item checked above within the SFYs **2018-2019** and **2019-2020** for the 16 and 17-year-old Juvenile Delinquency population: 1) The Intervention; 2) The population and estimated number to be served; 3) Which agency, organization, or department will be providing each new or expanded service; 4) When these service(s) will be provided to this population; 5) The expected cost per youth and related justification; and 6) The total cost for each service type.

We have been working with our local homeless youth shelter, Wait House, on expanding referrals to this home for the RTA population. Our department has had a long term relationship with Wait House and we are familiar with the services they provide. Wait House is well aware of the RTA population and is willing to provide shelter and services for youth who are willing to cooperate with the program's rules. Wait house has been providing services to our young adults, so the RTA population will not present any unknown issues. We estimate 2 to three individuals will be referred to Wait House in a given calendar year with no cost asked for RTA funding.

Our department currently utilizes Electronic Monitoring (EM) for court ordered juveniles and has a contract with KMG Monitoring. We will offer this service for all appropriate youth who are in risk of being detained after a Failure to Appear Assessment has been completed and presented to the court at the time of arraignment or within the next business day for all others. We feel that in a calendar year we may have the opportunity to serve up to 15 youth @ \$20 per day for a 30 day period with a \$75 installation fee per case. KMG provides 24 hour monitoring and notifies this department of any violations of the conditions of EM.

One of the responsibilities of the new Probation Officer (PO) we plan to hire for RTA will be Pre- Dispositional Services. Our department has an active Release Under Supervision program for our adult courts and we plan to pattern Pre- Dispositional Supervision after our adult program. We have a dedicated phone number for call in service and with a new PO the ability to provide face to face contact as well as home visit checks. An additional PO hire will give us the ability to serve up to 15 Pre-Supervision cases per calendar year. The cost of this program will be included in the cost of a new PO hire.

c. Please describe any existing Alternatives to Detention used by your jurisdiction (including provider name, population served, funding amount, and funding source).

KMG Monitoring , \$20,000 per year. Funding sources are from County funds and part of the STSJP Plan . Population served are JD's with a court order.

d. Other information related to new or expanded ATD services:

How to Complete Part 5: Program Services for Justice System Involved Youth

Reimbursement to local jurisdictions will be based upon the provision of community programs and services which address the criminogenic and stabilization needs of individual youth, and which reduce unnecessary reliance upon detention and out-of-home placement. Programs and services must be matched to the appropriate needs of the justice involved youth.

Departments should generally target higher intensity programs and services for youth with higher risk and greater needs. Youth with lower risk and fewer needs may not require any programming, or may need less intensive programming. DCJS estimates that 50 percent of low risk youth who are successfully adjusted will not require services.

Community programs and services should be selected because of their effectiveness in addressing the criminogenic needs of youth. The program and services portfolio in each

county may vary based on availability, volume of cases, and other factors. Reimbursement will also be provided for ancillary services, including transportation, interpreter services, parent advocacy, educational/vocational advocacy, etc. which remove barriers to participating in effective programs and services. Departments are encouraged to develop a balanced portfolio to meet the needs of lower, medium and higher risk youth. Probation departments should contemplate and address in their justification having appropriate alternatives to detention as part of their portfolio. The program and services portfolio may also be phased in over time. Funding requests should address the service needs of the new RTA population, and fill program and service gaps of the existing population to achieve more effective outcomes.

Larger departments should plan to develop their own capacity to deliver Cognitive Behavior Intervention services by adding part-time or full-time probation officer staff. The department can fund this staff by using the estimated total service dollar reimbursement for providing this service. However, any reimbursement should not exceed the annual salary of the probation officer providing the service. Ranges for reimbursement are provided in an attached chart labeled – *Raise the Age – Program Services for Justice System Involved Youth*. Any requested reimbursement amount that does not exceed the annual salary of the probation officer providing the service. The department must justify the funding for these position(s) in the B section of program services, by including the number of youth expected to be served annually and the program to be offered. Full-time positions providing these services will be *in addition to* positions requested in Parts 1, 2 and 3 of the planning instrument and represented as a service cost. Departments may justify a percentage of an officer position to provide these services from the estimated service dollars and a percentage of the same officer to provide core probation functions. To clarify, a department may estimate that it will require a half of a full-time probation officer position to conduct a CBI which would be entered in the services section at \$40,000 and the other half of a full-time probation officers at \$40,000 in the staffing section for one total probation officer position.

If transportation is provided so a youth can participate in a service, the department should estimate the transportation cost of each youth and add those costs into the overall estimate for each service per youth. Please advise where this has occurred and provide an estimate of the cost for transportation per youth for each service in the narrative.

Appendix 5A - Provides information on the number of units of service that are estimated to result from the phase in of the 16 – 17-year-old RTA population. The estimates are based on the projected number of adjustments and youth (cases) sentenced to supervision. Please note that the units of services numbers do not represent numbers of youth - not all adjusted cases will need services, and higher risk youth with greater needs may need more than one type or unit of service.

Appendix 5B - Provides quarterly detail for 5A.

Appendix 5C - The methodology used to calculate units of service

Please follow these steps to prepare your community services request:

- Determine which programs and services are currently available and their capacity to address the needs of all justice-involved youth.
- Review the expected increase in the units of service that will be needed for the successful implementation of the RTA legislation. Please consider the gradual increase in demand for services that is expected to result from the staggered phase-in of the RTA legislation. This information is shown on Appendices 5A and 5B.

- Counties should engage in a concerted effort to identify existing service providers in the county or region, including available OASAS and OMH licensed providers.
- Consider existing gaps for the juvenile population and what additional services will be needed to increase the percentage of youth offered adjustment services, and reduce reliance on detention and out-of-home placement. Please note that volumes related to existing service gaps are not addressed by Appendix 5A/5B.
- Estimate the total units of service that will be needed to address the 17 and under population.
- Estimate the number of service units you plan to deliver and a total delivery cost for **each of the six program service categories** listed in Part 5 of the Excel Program Services tab.
- Consider whether services are best provided regionally, across multiple counties, where the cost is shared, or whether the need is sufficient to provide services within the department.
- Consider the Behavioral Health service needs of justice system involved youth as follows:
 - Substance Abuse - NYS maintains a wide range of community-based substance abuse services. Counties are expected to utilize OASAS-licensed services to address the treatment needs of the justice involved youth.

In developing the RTA county implementation plan, departments should estimate the need for substance abuse supportive services eligible for funding reimbursement including the following:

- Completion of assessments and evaluations by licensed professionals;
- Navigating health insurance coverage (private or Medicaid) to secure appropriate treatment
- Facilitating transportation to support service engagement;
- Short-term crisis intervention and treatment services that connect youth to established treatment systems.
- Brief, educational interventions for appropriate youth through the recognized prevention councils.

- Mental Health – Mental health problems or distressing experiences (i.e. trauma) can have enduring effects on youth. Many youth entering the juvenile or criminal justice system have experienced or witnessed some form of physical, emotional, or sexual abuse.

In developing the RTA county implementation plan, departments should estimate the need for mental health supportive services eligible for funding reimbursement including the following:

- Completion of assessments and evaluations by licensed professionals;
- Navigating health insurance coverage (private or Medicaid) to secure appropriate treatment
- Facilitating transportation to support service engagement;
- Short-term crisis intervention and treatment services that connect youth to established treatment systems.
- Mental health respite service.
- Contracting for on-site mental health services with OMH-licensed contractors.

- Contracting for specialized evaluation and cognitive-behavioral services for justice-involved youth with problematic sexual behaviors.

Mental Health Services Regionalization –The availability of timely mental health services varies among counties and small or rural counties may not have sufficient numbers of youth to support a mental health service. Transportation challenges are also more significant in small and rural counties. Counties should consider establishing regional mental health evaluation and/or treatment services with OMH-licensed contractors. Regional mental health contractors would provide evaluation and treatment services at the probation department(s) and the homes of youth and their families.

Program Services Justification

As requested below, please describe the results of your assessment of services currently available, and an estimate of the numbers currently served.

Please describe what service types will be added, and the estimated number of units of service for each type, and an estimated cost. For each type of service to be added, please describe how the service will be provided or accessed.

Please describe the phase-in for the services envisioned.

It is recognized that during the first two years of phase-in, it may be difficult to predict the exact services that will be needed, especially for smaller counties. Once plans are approved, DCJS will allow as much flexibility as possible.

- a. Please advise which programs or services will be expanded or added to your jurisdiction's service portfolio during the SFYs **2018-2019 and 2019-2020** for the 17 and under justice-involved youth population (check any that apply). Offered regionally means that the service or program will serve multiple counties:

1. Low Intensity Interventions:

- Community Service – Will be offered regionally.
- Evening Centers – Will be offered regionally.
- Juvenile Accountability Board – Will be offered regionally.
- Mediation– Will be offered regionally.
- Mentoring – Will be offered regionally.
- Youth Court – Will be offered regionally.
- Other Low Intensity – Please Describe: Restorative Conferencing and Girl Circle – Will be offered regionally.

2. CBI:

- Aggression Replacement Training – Will be offered regionally.
- Dialectical Behavior Therapy – Will be offered regionally.
- Interactive Journaling – Will be offered regionally.
- Moral Reconciliation Therapy – Will be offered regionally.
- Thinking for a Change – Will be offered regionally.
- Other CBI – Please Describe: _____ – Will be offered regionally.

3. Behavioral Health:

- Mental Health – Will be offered regionally.
- Problem Sexual Behavior – Will be offered regionally.

- Specialized Assessment/Intervention – Please Describe: – Will be offered regionally.
- Substance Abuse – Will be offered regionally.
- Other Behavioral Health – Please Describe: – Will be offered regionally.

4. Vocational/Educational/Employment:
- Career University – Will be offered regionally.
 - Why Try – Will be offered regionally.
 - Other Voc/Edu/Empl – Please Describe: Local Workforce Investment – Will be offered regionally.

5. Intensive Family Therapy:
- Brief Strategic Family Therapy– Will be offered regionally.
 - Family Solutions Program – Will be offered regionally.
 - Functional Family Therapy– Will be offered regionally.
 - Multidimensional Family Therapy – Will be offered regionally.
 - Multi-Systemic Therapy – Will be offered regionally.
 - Parenting with Love and Limits – Will be offered regionally.
 - Strengthening Families Program – Will be offered regionally.
 - Other Intensive Family Therapy – Please Describe: – Will be offered regionally.

Other Additional Programs and Services:

Please provide information and justification for each new or expanded program(s) or service(s) for the 17 and under justice-involved youth population not already mentioned above:

- b. Please describe for each item checked above within the SFYs **2018-2019 and 2019-2020** for the 17 and under justice-involved youth population that will only be needed to be supported through RTA funding and offered within the county. Counties should identify existing services that can be accessed without additional funding first. Then describe the following services that require funding support: 1) The Intervention; 2) The population to be served; 3) Which agency, organization, or department will be providing each new or expanded program or service; 4) When this program or service will be provided to this population; 5) The expected cost per youth and related justification; 6) The number of youth to be served; and 7) The expected total cost of the program or service:

Community service, mediation and local Workforce Investment are presently offered in our county and will continue to offerd without additional funding. We aslo have a Youth Court that has been in operation for approximately 20 years, however, recently they have added Botvin Life Skills as apart of their program to better serve the low risk to medium risk RTA population. This program will be avialble 10/1/18, serve 15 cases per calendar year at a cost of \$1,000 per case/\$15,000 annually. Further we have recently started Girl Circle groups with our Juvenile Probation Supervisor and a local trained faciliator. We plan to have our Juvenile Probation Supervisor trained in October 2018 to be a Girl Circle faciliator and operate groups with 5 participants every qaurter at a cost of \$500 per case (\$10,000 annually) for low

to medium risk cases. It should be noted that we have recently spoke with Brian DiPietro from the NYS Mentoring Program and are looking to partner with this program for mentoring services for sentenced Adolscent Offenders and adjudicated Juvenile Delinquents.

Interactive Journaling will be offered starting 10/1/18 to the RTA population. We anticipate offering this program to 25 low to medium risk cases that we plan to be involved with in a calendar year at a cost of \$500 per case/\$12,500 annually. We plan to train our Juvenile Probation Supervisor and our RTA PO to be facilitators.

Our department is looking to contract with a psychologist to provide evaluations, diagnostic and consulting services to the RTA population as well as short-term crisis intervention and respite services. We will look to start this service on 10/1/18 or as soon as possible to serve 12 youth annually at a cost of \$800 per youth (\$200 per hour x 4) for a total cost of \$9,600.

- c. Please describe for each item checked above within the SFYs **2018-2019 and 2019-2020** for the 17 and under justice-involved youth population that will be provided regionally across multiple counties: 1) The Intervention; 2) The population to be served; 3) Which agency, organization, or department will be providing each new or expanded program or service; 4) Which counties will be served by this regional approach; 5) When this program or service will be provided to this population; 6) The expected cost per youth and related justification; 7) The number of youth to be served per jurisdiction; and 8) The expected total cost of the program or service:

Through the efforts of the Capital Region Youth Justice Team Restorative Practices workgroup, we will be involved in a regional approach that will deliver Restorative Programs such as Resortative Confrencing to our RTA low to medium risk population. Mediation Matters will be the agency that delivers this service to our county as well as to other capital region counties. We look to be involved with this program on 10/1/18 and will refer 10 individuals to Mediation Matters at a cost of \$ 500 per person or \$5,000 annually.

Part 6: Ancillary Services Justification (There are no appendices for this part).

Please advise if any of the ancillary services below will be expanded or added to your jurisdiction's service portfolio during the SFY **2018-2019 and 2019-2020** for the 17 and under justice-involved youth population. Enter the total cost of these ancillary services in Part 6 of the Excel Program Services tab and complete justification below (check any that apply):

- Transportation
- Interpreter Services
- Parent Advocacy
- Educational/Vocational Advocacy
- Other – Please Describe: Girl Circle Facilitator Training

Please describe for each item checked above within the SFYs **2018-2019 and 2019-2020** for the 17 and under justice-involved youth population: 1) The Service; 2) The population to be served; 3) Which agency, organization, or department will be providing each new or expanded service; 4) When the service will be provided to this population; 5) The expected cost per youth

and related justification; 6) The number of youth to be served; and 7) The expected total cost of the service.

Warren County is a predominately rural county where transportation is an issue especially for the RTA population that do not have a drivers license or parents to drive them to appointments. We believe for 2018 for 20 individuals the cost per person (bus token and/or taxi service) would \$30 for total of \$600 and for 2019 the cost would double to \$1,200 as we double the RTA population. We further plan to look into using these funds as incentives to help successful offenders obtain their drivers permit.

Interpreter service would be 2 individuals/families for 2018 at a cost of \$200 per hour for 2 hours per case for a total of \$800. For 2019 we project 5 individuals/families using the same figures as above for a total costs of \$ 2,000.

Further we request training costs for Girl Circles for our Juvenile Probation Supervisor. Training is in Gazenovia, NY in October 2018; costs for training is \$360, room rate \$139 per night at 2 nights is \$278, meals GSA rate \$48 per diem is \$96 and transportation 316 miles roundtrip @ \$.55 per mile = \$173.80 for a total costs of \$ 907.80. It should be noted that the cost of the Girl Circle curriculum \$1,635.

Part 7: Identifying Professional Probation Staff Training Needs – Internal Delivery of Cognitive Behavioral Interventions (There are no appendices for this part).

Skilled probation officers are the most effective intervention in addressing the criminogenic needs of youth. It is the primary role of the probation officer to assess and identify the needs of youth, and through motivational interviewing, assist the youth to begin to re-think his/her decision making and understand how it influences the behavior that led to arrest. Probation officers will be trained in screening for and recognizing trauma and its resulting effect on thinking and behavior. Probation officers will also be trained to understand implicit bias and methods for building relationships with youth and promoting and sustaining behavioral change.

DCJS will provide advanced training (including the five-day SJJTP) to *all* juvenile probation officers, including two days of motivational interviewing and training in the use of brief intervention techniques (*BITS*), interactive journaling, cognitive behavioral interventions, and educational/vocational readiness (*Career University-Advancing to the Next Level*). In the justification and description of services section of the application, probation departments will identify the training needs of juvenile probation officers in these interventions. DCJS will provide departments with records of probation officers already trained in CBI, RSW-Career University, etc, and ask them to assess the need for training additional probation officers so they can be equipped with the tools to successfully engage justice system-involved youth. Departments which choose to implement the use of the *BITS* or *Interactive Journaling* should include the estimated costs for the supplies in the services section of the fiscal instrument.

While probation departments can choose to contract for the delivery of CBI and educational/vocational readiness training, DCJS believes these services can be most effectively delivered by probation departments.

Please indicate the department's present Employment Readiness and Cognitive Behavioral Intervention services portfolio for justice involved youth:

- Aggression Replacement Training
- Offender Workforce Development Specialist: *Ready, Set, Work!* or *Career University*

- Decision Points
- Dialectical Behavior Therapy
- Interactive Journaling
- Moral Reconciliation Therapy
- National Curriculum & Training Institute/Youth Crossroads
- Peaceful Alternatives to Tough Situations
- Thinking for a Change
- Any Other Cognitive Behavioral Intervention – Please describe below.

Please describe for each item checked above for calendar year 2017 for youth aged 17 or younger: 1) The Intervention; 2) If the services is offered by probation staff or it is provided by an external organization; 3) If offered by probation staff, the number of staff trained to deliver the intervention; 4) The population served; 5) Number of groups offered; and 5) Number of youth successfully completing.

We presently have our Adult Probation Supervisor trained as an Offender Workforce Development Specialist.. He is unable to facilitate groups due to his duties as a Probation Supervisor.

Please describe the probation department training needs over the next two years in the context of delivering cognitive-behavioral or employment readiness interventions to the justice-involved youth population by probation officers. Please describe the department's specific training needs (e.g.: Thinking for a Change, Moral Reconciliation Therapy, Aggression Replacement Therapy, OWDS: Career University) including the number of staff to be trained:

We plan to train two Senior Probation Officers in Thinking for a Change in order deliver this service to a RTA population that will be determined by risk and assessment , history with the juvenile justice system, input from the supervising Probation Officer and collateral contacts. We desire to start these groups in January 2019.

Please refer to the attached chart for the Raise the Age and Juvenile Justice related training subjects and schedule for State Fiscal Year 2018 -2019 offered by DCJS.

Please describe any training costs related to the training of probation officers over the next two years in order to deliver Employment Readiness and Cognitive Behavioral Intervention services. Provide the following: 1) The Intervention; 2) the number of Probation Officers to be trained, 3) the cost per Probation Officer, and 4) the cost justification. Please add the total cost of this training into the services section total.

As mentioned above, we plan to train two Senior probation Officers for Thinking for a Change. Assuming the training is in Albany at DCJS at no cost for 4 days, the costs per SPO would \$100 including meals and transportation at 118 roundtrip x 4 = 472 miles at \$.55 per mile for a total of \$259.66 and a total costs of \$ 459.66.