

COUNTY OF SANTA CLARA

PROBATION
DEPARTMENT

A TIME OF CHANGE

ANNUAL REPORT
FISCAL YEAR 1991-92

12-8-93

MF1

142781

142781

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by
County of Santa Clara Probation
Department

to the National Criminal Justice Reference Service (NCJRS).
Further reproduction outside of the NCJRS system requires permission of the copyright owner.

DENNIS P. HANDIS
CHIEF PROBATION OFFICER

I.	Chief's Statement	1
II.	Introduction	2
III.	Mission and Goal Statement	3
IV.	Organizational Chart	4
V.	Juvenile Probation Division.....	5
	A. <u>Juvenile Probation Services</u>	
	1. Youth Outreach/Diversion	6
	a. Cupertino Youth Outreach Program (CYOP).....	6
	b. Sunnyvale Youth Outreach Program (SYOP).....	7
	c. South County Youth Outreach Program (SCYOP).....	7
	d. San Jose Youth Outreach Program (SJYOP)	7
	e. East Valley Youth Services Bureau (EVYSB)	8
	2. Delinquent Screening	9
	a. Screening.....	9
	b. Screening Intake.....	10
	c. Community Release Program/Electronic Monitoring Program..	11
	d. Family Intervention Program	11
	e. Victim-Offender Mediation Program	11
	3. Delinquent Investigation and Supervision	12
	a. Geographic Investigation/Supervision Units	12
	b. Gang Unit	13
	c. Placement	14
	d. Community Alternative Program (CAP)	14
	e. Juvenile Court Unit	15
	4. Juvenile Traffic Court	15
	Statistics, Charts and Tables.....	16-18
	B. <u>Juvenile Institutional Services</u>	
	1. Juvenile Hall	19-20
	2. Juvenile Work Program	21
	3. Juvenile Rehabilitation Facilities	21
	a. James Ranch	21
	b. Holden Ranch	22
	c. Wright Center	23
	Statistics, Charts and Tables.....	24-27
VI.	Adult Probation Division	28
	A. <u>Adult Probation Services</u>	
	1. Investigation Services Unit	28
	a. Pre-Court Investigations	28
	b. Court Unit	29
	c. North County	30
	2. Supervision Services Unit	30
	a. General Supervision	30
	b. Substance Abuse	31
	c. Intensive Supervision	32-34
	d. Electronic Monitoring Program (EMP)	35
	3. Mens Work Furlough Center	35
	4. Adult Screening	36
	Statistics, Charts and Tables	37-39
VIII.	Departmental Support Services	40
	A. Administrative Services	40
	B. Clerical Support	41
	C. Food Services	41
	Statistics, Charts and Tables.....	42-43

NCJRS

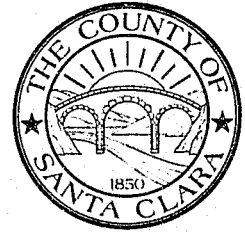
JUN 21 1993

ACQUISITIONS

County of Santa Clara

Probation Department
Administration

840 Guadalupe Parkway
San Jose, California 95110
(408) 299-2141



Dennis P. Handis
Chief Probation Officer

December 31, 1992

Honorable Robert M. Foley
Presiding Judge
Superior Court
190 West Hedding Street
San Jose, CA. 95110

Honorable Leonard P. Edwards
Presiding Judge
Juvenile Court
191 North First Street
San Jose, CA. 95113

Honorable Robert P. Ahern
Assistant Presiding Judge
Superior Court
191 North First Street
San Jose, CA. 95113

Honorable Jean Wetenkamp
Presiding Judge
Municipal Court
200 West Hedding Street
San Jose, CA. 95110


Sally Reed, County Executive
Santa Clara County
70 West Hedding Street
San Jose, CA. 95110

A TIME OF CHANGE

It is with pleasure that I present to you the Probation Department 1991-92 Annual Report, the first of my tenure. Many of the large projects previously reported on continue. The Juvenile Hall Construction project is well underway with the new gymnasium nearing completion. The Probation lobby, severely damaged during the 1989 earthquake, is finally under construction. That is the good news!

Starting a new job with new issues and challenges is very exciting. Unfortunately, those challenges are wrapped in severe budget problems with no end in sight. The Department has, during this budget cycle, experienced a 14% reduction which included the closure of the Muriel Wright Center, the only facility operated by the County for delinquent girls. Further, the use of private institutional placement was curtailed. Needless to say, these and other cuts have made the delivery of good Probation Services quite difficult. The coming year can be expected to be worse. This will test our resolve to remain a viable option in the Law and Justice field. Clearly, Probation Services with sanctions remains an economical alternative to incarceration in these times of shrinking dollars.

This Department's reputation has been built on creativity and innovation. Hopefully, the changes we experience will be self-directed. I look forward to the challenges and to working with staff in the development of new approaches to Probation Services delivery. We are the best option the Justice system has to offer!


Dennis P. Handis
Chief Probation Officer

Board of Supervisors: Michael M. Honda, Zoe Lofgren, Ron Gonzales, Rod Diridon, Dianne McKenna
County Executive: Sally R. Reed

II. Introduction

The Fiscal Year 1992 Probation Department Annual Report, entitled "A Time of Change" represents the first annual report to be produced under the leadership of Chief Dennis Handis, who replaced Chief Pete Silva. Mr. Silva retired in December, 1991.

The purpose of this report is to describe the mission, structure, function, and scope of the Probation Department. The mission statement, along with the Chief's introductory letter to the Presiding and Assistant Presiding Judges and County Executive, outline the mission and goals of the Department, and Chief Handis' personal vision of the Department.

In FY 92 the Department reorganized its two operational divisions from the Probation Services and Institutional Services Divisions to the Adult and Juvenile Services Divisions. In this report, individual programs and units within the Department are defined and described within these broad headings. Fiscal Year 1992 statistics are shown as charts and tables; many of these show prior years' data for comparative purposes.

The reader is encouraged to use this report as an up-to-date reference guide to the Probation Department. However, changes do occur quite rapidly, especially in areas such as caseload size, staffing levels, and new programming.

Copies of this report are available upon request from the Administrative Services Unit.

III.

MISSION AND GOALS STATEMENT

The Mission of the Santa Clara County Probation Department, as an integral part of the Criminal Justice System, is to PROTECT THE COMMUNITY.

The Mission of the Department will be accomplished by providing investigation, supervision, and custodial care of adults and juveniles referred for probation services.

The Mission to Protect extends to abused and neglected children, clients and victims of crime.

In pursuit of the Mission, the Department will maintain standards of professional excellence.

Encompassed in Community Protection are the following goals whereby the Department will:

Hold offenders responsible to the community and to themselves through personal accountability and RESTITUTION as part of any sanction.

Assess an individual's potential RISK to the community through standardized criteria which will guide probation decisions. The Department will employ risk assessment to aid in the reduction of further criminal activity and victimization;

Work aggressively with Justice Agencies and community organizations to develop and support CRIME PREVENTION Programs.

Provide PROGRAMS for clients, both in and out of custody, with the goal that the individual will accept social responsibilities as he/she is reintegrated into the community. Such programs will include, but not be limited to: work, recreation, education, vocational training and counseling.

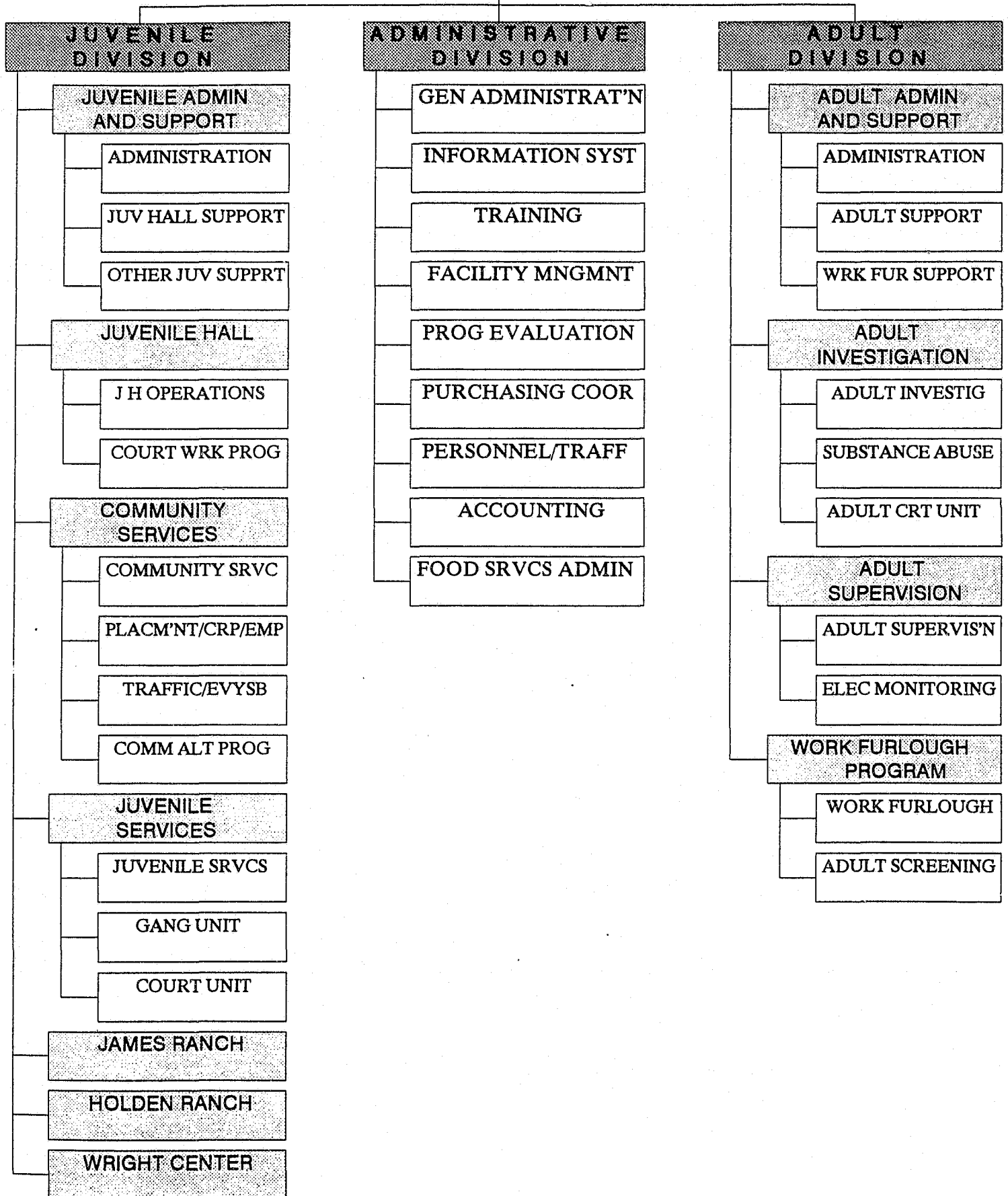
Provide support to the Courts and perform all MANDATED probation functions, in accord with standards and constitutional requirements;

Utilize CUSTODIAL CARE as a limited resource for those persons for whom no other appropriate or less-restrictive alternative exists. Conditions of confinement will be constitutional, safe, secure and humane in compliance with applicable State and Local Law.

Be an advocate for the needs of VICTIMS.

Provide avenues for PUBLIC INVOLVEMENT and participation in the pursuit of the Department's overall Mission.

PROBATION DEPARTMENT



V. JUVENILE PROBATION DIVISION

A. Juvenile Probation Services

Introduction

The purpose of the Juvenile Court Law, as stated in Section 202 of the California Welfare and Institutions Code, is:

"(a) ... to provide for the protection and safety of the public and each minor under the jurisdiction of the juvenile court and to preserve and strengthen the minor's family ties whenever possible, removing the minor from the custody of his or her parents only when necessary for his or her welfare or for the safety and protection of the public. When removal of the minor is determined by the juvenile court to be necessary, reunification of the minor with his or her family shall be a primary objective. When the minor is removed from his or her own family, it is the purpose of this chapter to secure for the minor's custody, care, and discipline as nearly as possible equivalent to that which should have been given by his or her parents.

(b) Minors under the jurisdiction of the Juvenile Court who are in need of protective services shall receive care, treatment and guidance consistent with their best interest and the best interest of the public. Minors under the jurisdiction of the juvenile court as a consequence of delinquent conduct shall, in conformity with the interests of public safety and protection, receive care, treatment and guidance which is consistent with their best interest, which holds them accountable for their behavior, and which is appropriate for their circumstances. This guidance may include punishment that is consistent with the rehabilitative objectives of this chapter. If a minor has been removed from the custody of his or her parents, family preservation and family reunification are appropriate goals for the juvenile court to consider in determining the disposition of a minor under the jurisdiction of the juvenile court as a consequence of delinquent conduct when those goals are consistent with his or her best interests and the best interests of the public.

(d) Juvenile courts and other public agencies charged with enforcing, interpreting and administering the Juvenile Court Law shall consider the safety and protection of the public and the best interest of the minor in all deliberations pursuant to this chapter."

Juveniles who come within the jurisdiction of the Juvenile Delinquency Court are described as those who are under the age of 18 years and who fall into any of the general categories defined by Sections 601 or 602 of the Welfare and Institutions Code.

Delinquents

Section 602 establishes jurisdiction over those minors who violate any local, county, state, or federal law or ordinance.

Status Offenders

Welfare and Institutions Code Section 601 establishes jurisdiction over minors:

- o Who are beyond control of parents or guardians, or who violate a curfew based on age.
- o Who are habitual truants or beyond control of school authorities and fail to respond to the directives of the school attendance review board or a truancy mediation program.

1. Youth Outreach/Diversion

The Probation Department operates a number of Youth Diversion Programs throughout the County. These programs seek to divert at-risk and low-level delinquent minors from further penetration into the juvenile justice system through the use of citation hearings, pro-active diversion services, and a multi-disciplinary approach.

In the 1970's, the Department operated a broad range of youth outreach services, delinquency prevention and diversion services throughout Santa Clara County in the form of Youth Service Bureaus and probation officers placed in Police Departments. The severe budget reduction of the early 1980's saw these programs discontinued. In the past two (2) years, the Department has worked with local school districts and police departments to re-establish the youth outreach/diversion program.

a. Cupertino Youth Outreach Program (1 Officer)

This program, begun in early 1990 features the partnership of five separate jurisdictions, the Probation Department, the City of Cupertino, the Cupertino Union School District the Fremont Union High School District, and the Santa Clara County Sheriff's Office.

The consortium provides a Probation Officer dedicated to providing the full range of early intervention services to the youth of Cupertino and students attending schools in the two school districts. The thrust of this program includes:

- o Direct intervention with at-risk minors based upon referrals from the schools. Starting late in the last year, the probation officer began identifying youngsters at the elementary school level who were consistently tardy and began efforts to improve their attendance and to deter their disruptive classroom behavior.
- o Diversion services for minor misdemeanor offenders and the application of community based sanctions to head off further penetration into the Juvenile Justice System.

The agency is proud of the fact that this unique partnership led to the program's receiving an Outstanding Student Assistance award from the National Organization of Student Assistant Programs, and Partners, a prestigious organization comprised of education professionals.

b. Sunnyvale Youth Outreach Program (1 officer)

As in Cupertino, the Sunnyvale Youth Outreach Program is a collaboration between a municipality, the City of Sunnyvale and the Probation Department, with both funding a probation officer dedicated to serving the youth of Sunnyvale. The officer works closely with the Department of Public Safety's Neighborhood Resource Officers, offering early intervention services to identified at-risk youth. Services include a delinquent diversion program for minors cited by police, involving police, the probation officer, and a community counseling agency presenting a program to deter misdemeanor offenders. Parents are invited to return for parenting education. The program also has developed a leadership program for high school age youngsters that includes self-esteem building, an understanding of the group process, and the development of group problem-solving techniques.

The Sunnyvale Probation Officer works closely with his counterpart in adjacent jurisdictions in gang suppression activities and is actively involved in this area with the two high schools in Sunnyvale. A youth peer court has been developed for misdemeanor offenders and will become operational in the fall of 1992.

c. San Jose Youth Outreach Program (1 officer)

This program targets youth who reside in the City of San Jose and within the boundaries of the San Jose Unified School District. The program is sponsored by the San Jose Police Department and the Probation Department and provides diversion services to youngsters who have been cited or detained for minor law violations. The Probation Officer diverts minors into public service programs, drug and alcohol classes, collects restitution and brokers services from other agencies. This caseload is highly impacted and the excessive caseload size does not allow services to the schools or other agencies at this time.

- d. South County Youth Outreach Program (1 officer)
North County Youth Outreach Program (1 officer)
West Valley Youth Outreach Program (1 officer)
Central Valley Youth Outreach Program (1 officer)

These programs are Probation Department funded, and the officers assigned provide a variety of services for youth in their respective service areas. Of note, the probation officers work in cooperation with schools and police agencies but are not dedicated to any one jurisdiction or district as in Cupertino or Sunnyvale.

The probation officers provide hearings for juveniles cited by police agencies, and the youngsters must complete a variety of activities, including victim restitution and public service as part of the final disposition of their cases. The officers are also members of School Attendance Boards and receive referrals from Student Assistance Teams in target area middle and high schools.

- e. East Valley Youth Services Bureau (EVYSB) (2 DPO's, 1 Community Worker, and 1 Police Officer)

The East Valley Youth Service Bureau (EVYSB) is a crime prevention, diversion program located in and providing services to the East San Jose community. It is staffed by personnel from the Santa Clara County Probation Department and the San Jose Police Department, and provides services to 1500 youths each year. Referrals are received from the Santa Clara County Probation Department, San Jose Police Department, East San Jose schools, and the East San Jose community.

Bureau staff either operate or contract for various crime prevention programs. The Community Service Program provides work experience for 450 youths per year. Agencies participating include YWCA, United Way, American Red Cross, American Lung Association, and the Vanished Children's Alliance. Work is completed under the supervision of the Bureau's Community Service Worker during evening hours.

The Bureau's TRAP (Truancy Reduction and Prevention) Program is conducted by the Bureau's two Deputy Probation Officers, a San Jose police officer and the Probation Community Worker. Services are provided to seven middle schools in four school districts at the request of school administrators representing East San Jose schools. Services include crisis intervention and counseling services to youths identified as "at risk" by middle school personnel. Services were provided to over 200 "at risk" youths during the 1990-91 school year. In addition to the TRAP program, staff work with Judge Leonard Edwards in coordinating the Community Truancy Court at the Franklin-McKinley District. This program is believed to be the first of its kind in the State. Since its inception by Judge Edwards in February 1992, 25 youths have appeared before the Community Court on Applications for Petition or Reviews.

The Bureau contracts with community agencies to provide Saturday programs to youth, including such subjects as alcohol/drug abuse, gangs, and problem solving. These crime prevention programs benefit minimum-severity, first-time clients, who are often thirteen years of age or younger.

In compliance with the Department's contract with the California Youth Authority, a twelve-member Advisory Board, reflecting the broad ethnic and cultural diversity of the East San Jose community, meets regularly to advise on program direction and effectiveness.

FY 1992 Highlights

During fiscal year 1992, with ominous budget forecasts in view, the Department continued to give its "front-end" early intervention activities priority by adding two additional staff positions to ease existing impacted programs. The additional staff allowed the creation of outreach programs in South Central San Jose and the North County area. Additionally, this reorganization allowed the agency to then develop the West Valley Outreach Program that replaced the one-dimensional Citations Hearing Officer. These three programs became operational in early 1992. The nine probation officers, one community service worker, and one San Jose police officer staffing the programs were responsible for 3,926 cases, which represent 28% of the 14,000 cases referred to the Department in FY 1992. Over 85% of the cases terminated in FY 1992 were successfully diverted.

2. Delinquent Screening

The Delinquent Screening Unit provides a variety of "front-end" services that divert low severity level law violators and lessen the penetration level of such offenders into the juvenile justice system. At the same time, more serious offenders are also recognized and propelled into the juvenile justice system expediently so judicial accountability may be realized in a timely manner.

The effects of the functions described below provide protection for the community and accountability for the offender, while allowing the agency to manage the custody population.

a. Screening (3 officers, 18 hours per day, 7 days per week)

A child accused of a delinquent violation may be referred to the Probation Department by police officers, parents, relatives, guardians, school officials, or other community members. If delivered to Juvenile Hall by police, the Screening Officer determines whether to release or detain the minor. The minor, his/her parents, and other involved persons will be interviewed to assess the level of adjustment at home, in school, and in the community. Other considerations include whether the minor represents a danger to others or self, if a parent or guardian, or responsible adult is available and willing to provide care and exercise control over the minor, whether a suitable home exists, whether the minor is likely to flee the jurisdiction of the Court, or if he/she is believed to have violated an Order of the Juvenile Court.

Each minor who enters Juvenile Hall is evaluated regarding the risk he/she represents to the community. A risk assessment score is developed based on the following factors:

- o The offense and circumstances leading to custody;
- o Sobriety status at arrest and admission to Juvenile Hall;
- o Prior arrests;
- o Probation status;
- o Warrant status; and
- o Institutional escape or failure status.

In the vast majority of cases, this score dictates whether the minor is to be detained in Juvenile Hall until his/her Detention Hearing or released. However, a deputy may override the risk score to detain or release, with the approval of the Supervising Probation Officer, if extenuating circumstances support such action.

The value of this risk assessment tool is multi-faceted. It requires that each minor be evaluated on specific, standardized criteria which reflect the spirit of the Juvenile Court Law and the concerns of the legal body responsible for public protection and juvenile rehabilitation. It is also an excellent tool to use for statistical information and screening policy decision making.

b. Screening Intake (5 officers)

Frequently, minors are referred to the Probation Department for minor offenses; however, their return to the family is not forthcoming because of family dysfunction. In most cases, the offense was committed in the home with a family member as a victim. Probation Officers assigned to Screening Intake bring these families together, provide counseling, and mobilize community resources to resolve underlying problems. The purpose of this unit reflects the Department's resolve not to utilize the juvenile justice system to solve family and/or mental health centered issues.

A great many youngsters who reside out of the County's jurisdiction are arrested and referred to the agency. The Screening Intake group also serves this population by providing Court, diversion and other services to effect this population's return to their legal residence.

The Intake group also provides support for the Screening Unit by accepting cases brought to Juvenile Hall in the evening and effecting the release of these minors, utilizing the same criteria.

c. Community Release Program/Electronic Monitoring Program (CRP/EMP)
(6 counselors)

The Community Release Program (CRP) is an alternative to detention for eligible minors who would otherwise be held in Juvenile Hall prior to disposition. Counseling staff provide daily supervision and assistance to the minor and his family. Communication by the CRP Counselor with school personnel, employers, and parents enable the CRP Counselor to report to the Probation Officer and the Court the minor's behavior and compliance with court orders.

The electronic monitoring component, utilizing a voice print computer, can be utilized by the Community Release Program, to provide additional monitoring of specific minors. The Electronic Monitoring Program (EMP) serves pre-court minors who are CRP eligible, but do not have 24-hour adult supervision. During the time there is no adult supervision, the minors are on EMP; the remainder of the time the minors are on the regular Community Release Program. The EMP can also be used for pre-court minors who need more supervision than the parent can provide. Additionally, the EMP serves post-court eligible minors who have received a Juvenile Hall commitment. These minors are to be at home and on the program 24 hours a day, except for school, work or pre-arranged professional appointments.

d. Family Intervention Program (1 officer - MFCC Licensed)

This Program uses crisis intervention techniques to mediate problems between youth and their families in an attempt to defuse situations so that the youth can return home. The intent of the Department is to provide appropriate intervention to clients at the earliest possible stage in the justice process.

The transfer of Dependent Investigation functions to the Department of Social Services allowed the Family Intervention Program to be used exclusively as a resource for the Outreach Programs and Intake functions. Counseling will focus on Crisis Intervention referrals to other community resources and/or giving family counseling support.

Staffing: One probation officer supervises up to eight interns who are MFCC candidates from local universities.

e. Victim-Offender Mediation Program (1/2 officer)

This program is designed to bring victims and offenders together in the presence of a trained mediator in order to address restitution issues that can benefit from negotiation and mediation. It offers the victim the opportunity to face the offender directly, and the offender to see the direct impact of his crime in personal terms.

3. Delinquent Investigation and Supervision (51 Officers, 6 Supervisors)

a. Geographic Investigation/Supervision Units

Minors who are alleged to have committed a violation of the law are referred to the Probation Department for corrective action.

The Intake-Investigation Officer investigates the background of the child and family and the incident causing the referral. Three intake dispositions are available: Settled at Intake, Informal Supervision and Petition. If only minimal intervention is necessary, the officer may settle the matter at the intake level. If a moderate level of action is deemed appropriate by the assigned Officer, the child may be placed on Informal Supervision for a period of six (6) months and/or referred to a community resource. If a more authoritative response is appropriate, the officer will confer with the District Attorney's Office and request a Petition be filed to have the matter heard by the Juvenile Court. Options available to the Court include Probation, placement in a juvenile rehabilitation facility, relative, foster home or private institutional placement, and commitment to the California Youth Authority.

Once the Petition is drawn, the Intake/Investigation Officer prepares a thorough report for the Court, setting out all pertinent legal and social factors together with a plan of treatment. As specified in the Welfare & Institutions Code, the safety and protection of the community and the best interests of the minor are evaluated and recommendations developed for the Court. The report provides the Court the necessary information with which to make its Orders and implement a plan of rehabilitation.

The Supervision Officer is responsible for assisting the delinquent child, who is on informal supervision or a Ward of the Court on formal probation, and his parents to recognize problem areas that led to the delinquent behavior, and to resolve those problems in order to prevent future delinquency. This involves casework and counseling on the part of the Probation Officer and utilization of community services agencies. The main goals of Probation Supervision are:

- o To protect the public from potential criminal conduct of minors by averting further delinquent activity.
- o To ensure compliance with Juvenile Court Orders.
- o To assist the delinquent child in a program of rehabilitation and to develop within the minor a sense of responsibility for his/her own acts. This may include reimbursement to the victim for financial losses sustained as a consequence of the minor's conduct.

The investigation and supervision functions are combined into one unit for each of five geographic areas of the county. This allows both intake and supervision officers in each area to become more knowledgeable of available community services, and to establish lasting relationships with school and police personnel serving the specific areas. Clients are provided with more consistent services since cases remain within one unit under the same Supervising Probation Officer.

FY 92 Highlights

The geographic investigation and supervision units continue to employ a comprehensive case classification system. This system consists of client risk and need evaluation, the objective setting of a specific supervision intensity level, case plan formulation and periodic reassessments of probationers. This system allows management to deploy staff based upon the actual workload of a given task rather than simple caseload numbers. The system also provides the Department with a means to clearly and accurately describe the level of service it can provide with a specific number of officers. Finally, by using this system, the workload of each officer can be objectively evaluated. This allows work to be evenly distributed among staff members.

Additionally, the units continued to expand their activities in the community. This included participating in School Attendance Review Boards, multi-agency groups aimed at improving communication and service delivery, and community groups concerned about issues related to juvenile delinquency.

b. Gang Unit

In FY 1992, the Gang Unit, which is responsible for the investigation and supervision of juvenile and adult gang-related cases, continued with partial funding from the State Office of Criminal Justice Planning. The District Attorney's office assigns a full-time attorney to prosecute gang cases with the probation officers assigned to the Gang Unit. This unit worked in teams with local police, sheriffs and state parole agents in gang identification at the County Fair and other local festivals, assisting in suppressing potential gang violence. The Gang Unit meets on a monthly basis with bay area law enforcement agencies to share pertinent information about gangs, gang members and changing trends in gang activity. The Gang Unit is also involved in the City of San Jose's Gang Prevention Task Force.

FY 1992 Highlights

During FY 1992, the Gang Unit was reorganized from separate juvenile and adult caseloads to combined caseloads. This was done to provide a more integrated approach to casework services. The Gang Unit took an active role in the Gang Prevention Task Force of the City of San Jose, with a representative on the program's technical team and a representative chairing the Gang Activity Community Task Force. Additionally, the Gang Unit continued to participate in community gang awareness training and to represent the Probation Department in a number of organizations dealing with the gangs.

c. Placement

When the child has such severe behavioral or delinquent problems that the minor's home cannot provide the care, guidance, and discipline necessary for his/her and the community's welfare, the Juvenile Court can order the minor removed from his/her home. The Placement Unit is responsible for developing and effecting Court-ordered out-of-home placements, which may be in relative homes, group homes, foster homes, or in private institutions. Officers continue to provide case management services for State licensed homes and facilities so that casework services can be provided to the children and their families with the eventual goal of reunification.

Staffing: One (1) Supervising Probation and six (6) Deputy Probation Officers and three (3) clerical workers.

d. Community Alternative Program (CAP)

The Community Alternative Program (CAP) operates in both the Juvenile and Adult Divisions of the Probation Department. It is an alternative to custody program which provides intensive supervision for a minimum of 90 days. CAP clients are usually undereducated, underemployed Probationers who need assistance establishing positive direction in their lives.

The approach with the clients is holistic; they receive a variety of services including psychological and alcohol/drug counseling and referral to employment and training programs. Mentors and tutors are made available through the student intern program for clients with educational deficits. Adult clients are usually required to perform public service work.

Another related program operated by CAP is the Undergraduate Internship Program. One officer coordinates the recruitment, orientation, and placement of undergraduate interns in diversion and supervision units throughout the Department.

An Employment Training Advisory Board has been established to assist CAP in placing its clients into employment training programs and full-time employment. This Board acts as an important link between the program and private sector employers as well as the training community.

Staffing: One (1) Supervising Probation Officer, nine (9) Deputy Probation Officers.

e. Juvenile Court Unit

The Court Unit is responsible for representing the Probation Department in all Juvenile Court hearings. The Court Unit acts as liaison between the Probation Department, the Juvenile Court, the various attorneys involved in the Court process (i.e. District Attorney, Public Defender, and privately retained attorneys), and unrepresented minors and/or their parents at the time of their Court Hearing. In addition to the coordination function, the Court Officer meets with each child and his/her parents to review and discuss the Court's orders and communicates the results of each Juvenile Court Hearing to the Probation Department.

Staffing: One Supervising Probation Officer and eight (8) Deputy Probation Officers.

4. Juvenile Traffic Court

The Juvenile Traffic Court hears traffic citations issued to juveniles in Santa Clara County for violations of the Vehicle Code not declared to be a felony. Additionally, selected non-traffic matters from the Penal Code, Harbor and Navigation Code, Business and Professions Code, Fish and Game Code and City and County Ordinances not declared to be a felony are also heard in the Juvenile Traffic Court.

The minor, accompanied by a parent or guardian, is required to appear before a Traffic Hearing Officer. The use of individualized dispositions, which includes fines, suspension or restriction of driving privileges, reprimands, traffic school, and alcohol education programs, is intended to correct deviant driving behavior and to reduce the number of habitual traffic offenders.

Staffing: Two and one-half Traffic Hearing Officer positions are assigned to the Juvenile Traffic Court.

REFERRALS TO JUVENILE PROBATION DEPARTMENT

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>	<u>% Change FY 91-92</u>
<u>Delinquent Referrals</u>	13,510	13,997	13,873	(1%)
New Intakes	4,122	3,658	3,638	(1%)
Subsequent Intakes	2,673	3,000	2,988	(1%)
Citations/Diverted Citations	6,715	7,339	7,247	(1%)
<u>Dependent Referrals</u>	2,777	300	-0-	(100%)
<u>Diversion Referrals</u> **	2,679	3,910	4,439	14%
Letters of Reprimand***	1,337	N/A	N/A	N/A
Youth Outreach/Diversion	70	2,312	2,882	25%
East Valley Youth Service Bureau	1,272	1,598	1,557	(3%)
<u>Other Referrals</u>	20,075	17,061	16,797	(2%)
Traffic	19,553	16,890	16,630	(2%)
Stepparent Adoptions	144	N/A	-0-	N/A
Free From Custody (232's)	124	N/A	-0-	N/A
Record Sealings	254	171	167	(2%)
<u>TOTAL REFERRALS</u>	36,362	31,358	30,670	(2%)

* Dependent Intake was transferred to the Social Services Administration in FY 1991.

** Diversion figures are included in Delinquent Referrals.

*** The Youth Outreach Program was terminated after August, 1988. Letters of reprimand were issued as part of the Juvenile Hall Screening process in the remainder of FY 198 and FY 1990. They were eliminated in FY 1991.

DISPOSITION OF REFERRALS TO JUVENILE PROBATION DEPARTMENT

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>	<u>% Change FY 91-92</u>
<u>Delinquent 602's</u>	12,342	12,318	13,034	No change
Settled At Intake/Closed Diversions	7,112	7,038	7,592	(1%)
Informal Supervision	1,000	806	727	(19%)
Original Petitions	3,800	4,041	3,947	6%
Supplemental Petitions	247	288	347	17%
G-154's Filed	183	145	187	(21%)
<u>Diversions</u>	3	3,106	4,604	48%
Closed Cases*	3	2,884	3,926	36%
Failures	-0-	242	368	52%
Other**	-0-	-0-	310	N/A

* Included above is "Settled at Intake/Closed Diversions"

** New category in FY 1992: includes failures to appear, requests for formal court processing, and other dispositions indicating neither case closure nor failure.

JUVENILE DIVISION CASELOADS

JUNE 30, 1992

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>	<u>% Change FY 91-92</u>
<u>TOTAL UNDER DELINQUENT SUPERVISION</u>	2,344	2,803	2,672	(5%)
Formal (Incl. CAP)	1,904	2,389	2,330	(2%)
Informal	440	414	342	(22%)
<u>PLACEMENT</u>	319	324	382	(18%)
Foster Homes	20	15	6	(60%)
Institutions	179	188	196	4%
Other (Incl. pending cases)	<u>120</u>	<u>121</u>	<u>180</u>	<u>49%</u>
TOTALS:	2,663	3,127	3,054	(2%)

JUVENILE SERVICES
PROBATION OFFICER CASELOADS

JUNE 30, 1992

	<u>Probation Officers</u>	<u>Clients</u>	<u>Average Caseload</u>	<u>Average Caseload: % Change FY 91-92</u>
North Unit	6.0	485	80.82	(8%)
South Unit	6.0	470	78.3	16%
East Unit	6.0	402	67.0	(13%)
West Unit	7.0	461	65.9	(5%)
Central Unit - General Supervision	6.0	525	87.5	3%
Gang Caseload	4.5	246	54.7	6%
Placement*	5.0	382	76.4	41%
Community Alternative Program (CAP)	<u>2.0</u>	<u>83</u>	<u>41.5</u>	
TOTALS	42.5	3,054	71.9	1%

*Includes one Referral Officer with a partial caseload.

B. JUVENILE INSTITUTIONAL SERVICES

Introduction

The Santa Clara County Probation Department operates four juvenile institutions; They include Juvenile Hall, two ranches for boys and one ranch for girls and minors with alcohol and/or drug involvement.

Authority for operation of juvenile institutions comes from the Welfare and Institutions Code. W&I Section 850 establishes "suitable house or place for the detention of wards and dependent children of the juvenile court and of persons alleged to come within the jurisdiction of the Juvenile Court...known as the "Juvenile Hall." Section 880 establishes..."In order to provide appropriate facilities for the housing of Wards of the juvenile court in the counties of their residence or in adjacent counties so that such Wards may be kept under direct supervision of said court, and in order to more advantageously apply the salutary effect of home and family environment upon them, and also in order to secure a better classification and segregation of such Wards according to their capacities, interests, and responsiveness to control and responsibility, and to give better opportunity for reform and encouragement of self-discipline in such Wards, juvenile homes, ranches, or camps may be established, as provided in this article."

1. Juvenile Hall

Juvenile Hall is a facility used primarily for the temporary secure detention of minors who are alleged to have committed a law violation and who are awaiting adjudication or placement elsewhere as ordered by the Court. In recent years the Court has exercised the option of committing certain youth to Juvenile Hall for specified periods of time in lieu of commitment to the California Youth Authority or one of the Ranches.

The California Youth Authority rated population capacity of the Santa Clara County Juvenile Hall is 329 minors. The Hall contains eight (8) living units, Boy's Receiving Unit, Girl's Receiving Unit, and a Medical Clinic.

The B1 Unit houses up to 48 serious male offenders, CYA commits, CYA parolees, and boys who have demonstrated extremely disruptive, aggressive behavior or are charged with major felony offenses.

The B2 and B3 Units are the most highly populated units, housing up to one-hundred 16-to-18 year old boys who are awaiting detention hearing, Court, or placement in foster or group homes, or the Ranch.

The B4 Unit houses mid-range age boys and the B5 Unit houses the youngest boys awaiting adjudication or placement outside of the home. The capacity of each unit is forty-two.

The B6 Unit has dormitory-style sleeping facilities, as opposed to the locked sleeping rooms of the other units. At night, B6 is a boys' unit with a capacity of twenty-four, while during the day it also serves girls awaiting placement in foster homes, group homes, the Ranches, or who are in the commitment program. Boys and girls must maintain exemplary behavior in order to be assigned to this honor Unit.

The G1 Unit houses up to forty-eight girls awaiting adjudication or placement out of the home. Most girls admitted to Juvenile Hall are initially assigned here.

The B7 unit is a 30-bed dormitory-style unit. Although intended for use as interim housing while the remaining units were being remodeled, it is also available for interim management of high populations. When in use, it houses up to 30 boys who are committed to Juvenile Hall for specified periods of time. Normally, this disposition is utilized by the Court in lieu of committing the youths to a Ranch or the California Youth Authority. If committed for more than thirty days, staff in this unit work closely with the Guidance Unit, Osborne School, Medical staff, and assigned Probation Officers to develop and implement a treatment plan which benefits the youngster and protects the community. Each youngster is assisted in completing his/her education and pursuing job training and placement.

Resources within Juvenile Hall, as well as from the outside community, are utilized to provide effective assessment and support services to the child while in detention and upon return to the community.

The Guidance Clinic, composed of staff from County Mental Health Department, provides crisis resolution and counseling services to children in juvenile institutions. The Medical Unit, staffed by doctors and nurses from Valley Medical Center, is a clinic which includes X-ray and examination rooms, a dental facility, two four-bed infirmaries, and two isolation rooms. A Director of Chaplaincy provides religious services and/or counseling to the youngsters. Osborne School, part of the Court School System, assesses the academic levels and needs of each child upon admission and provides a year round school program. With a maximum class size of fifteen, more individual work can be accomplished than in most public schools. The Catholic Social Services run the Foster Grandparent Program, whereby senior citizens work with the youngsters by teaching them skills, sharing experiences, and discussing acceptable alternatives for the future.

A multitude of other volunteer organizations assist youngsters in detention and most are ably coordinated via a contract with Friends Outside, a community based organization. These include Alcoholics Anonymous, Narcotics Anonymous, Asian Americans for Community Involvement (AACI), Furry Friends, Giarretto Institute, The Civic Center Kiwanis club, and various religious groups who work through the Chaplain. Many other community agencies are utilized to train youngsters for jobs, obtain their GED, and provide other necessary services to them both in and out of custody. We currently have 20 active community based programs in Juvenile Hall.

FY 1992 Highlights

- o There continues to be a low rate of suicide attempts and gestures.
- o We have a special contract with Friends Outside to provide anger management classes to detained youth.
- o Phase III remodeling of the Laundry, Supply and Kitchen areas, and the construction of a gymnasium and four (4) additional classrooms is in full swing. Programming for 180 replacement beds is nearing finalization.
- o An increasing number of minors are in custody for violent offenses.
- o A new classification system has been developed.

2. Juvenile Court Work Program

This program is a dispositional option for the Court and for Probation Officers. Youngsters have the opportunity to perform community service work as a form of restitution to the community and a sanction for violations of probation. Work opportunity is also a part of the Juvenile Hall commitment program. Youth are assigned to environmental beautification or clean-up projects at community work sites such as local junior colleges, county parks, or the Juvenile Hall facility.

3. Juvenile Rehabilitation Facilities

William F. James Ranch
Harold Holden Ranch for Boys
Muriel Wright Residential Center

The Probation Department's Juvenile Facilities program is an alternative to committing delinquent children to public or private institutions, or the California Youth Authority. The facilities operate in open settings with no locked perimeter fences or locked living units. A well-rounded program, including school, work, vocational education, recreation, and group and individual counseling is used to create a positive environment, and opportunity for growth, so that the child may re-enter the community without returning to previous delinquent behavior. There are currently three juvenile facilities.

a. William F. James Ranch

This facility, located in the east foothills of Morgan Hill, provides 24-hour supervised environment for up to 96 boys from the ages of 16 to 18 years who have been committed by the Juvenile Court. The program combines vocational training and work with academic school instruction.

The boys attend Blue Ridge High School, which provides education at the high school level and includes special education, an individual education program, counseling, psychological services and educational and vocational testing.

The boys also participate in an off-ranch work program that provides the opportunity to learn and develop specific job skills and explore different career choices. They are exposed to vocational areas such as building maintenance, construction trades, landscaping, welding, auto mechanics, and auto body and fender. Selected minors also attend various courses at Gavilan College.

The Ranch has a beautiful swimming pool that was built through private donations for the minors placed at the Rehabilitation Facilities. It is used for recreation and teaching minors how to swim.

FY 1992 Highlights

Program modifications were effected during the year to reduce the average length of commitment of minors. It is too early to tell what, if any, effect this change will have on recidivism.

b. Harold Holden Ranch for Boys

This facility is located adjacent to the James Ranch and houses up to one-hundred 12 to 16 year old boys. It is a highly structured program tailored to meet the emotional and work experience needs of this age group. They are assigned to a Probation Counselor for assessment and counseling, and they attend school on site with individualized academic programs covering grades 8 to 10. A number of additional programs have been developed to aid the youngsters in their transition back into the community. Among them are substance abuse education, victims awareness, life skills education classes, and a Conflict Resolution Program, where minors learn to resolve problems using listening, speaking, and problem-solving skills.

FY 1992 Highlights

Several times each week, Wards from Holden Ranch go to Gateway School in Gilroy where they work as teachers' aides in the classroom. What makes this program unusual is that the Gateway student body is made up of severely physically and mentally disabled children. The Holden Wards help the Gateway students with fine motor skill exercise, assist them with physical therapy sessions, comfort them should they have a seizure and the like. Many, many benefits are derived from this program for both groups. The Department has named this program HERO because the Holden Wards are viewed as such by the Gateway students and it constitutes an acronym for Helping and Reaching Out which describes the activity of the Wards toward the Gateway student body.

In FY 1992, this program, which has doubled in size, will be given the Glen Hoffman Award. This recognition is earned by outstanding programs for youth in the County schools. What makes

this award so satisfying is that all other competitors for this award withdrew their applications when learning that the HERO Program was in the running.

c. Muriel Wright Residential Center

The Wright Center is a 41-bed co-ed facility (24 beds for boys and 17 beds for girls). The Wright Center conducts both an alcohol/drug intervention program for both boys and girls, and a rehabilitation program for girls who are not in need of the alcohol/drug intervention program.

Prior to each minor being admitted to the Wright Center, he/she is given the Student Assistance Index (CSI) to determine their suitability into the Alcohol/Drug Intervention program. Minors who are found to be chemically dependent, substance abusers or misusers are then interviewed to determine if they are motivated for the Alcohol/Drug Program. Minors who are judged to be appropriate for the alcohol/drug program are admitted to the program based on bed availability, and the other minors are placed in the rehabilitation program.

Each minor admitted to the Wright Center is assigned a Probation Counselor. The counselor meets with the minor and an assessment is developed based on the minor's needs. Definite goals are developed, and depending on individual needs, the youth may be assigned to counseling programs covering areas such as: alcohol/drug intervention, mental health, parenting, sexual abuse, family communications, life skills, etc. The entire program seeks to increase the minor's social, academic, and communication skills, so that they can make a better adjustment when they are returned to the community.

FY 1992 Highlights

During 1992, the Wright Center placed all the girls who were assigned to the rehabilitation program into a computer science class. The girls use the computers to perform some of their daily school work and they are also learning how to use the computer for word processing.

OFFENSE BREAKDOWN OF JUVENILE HALL ADMITS*
FISCAL YEARS 1991 AND 1992

<u>CRIME CATEGORY</u>	<u>FY 91</u>		<u>FY 92</u>		<u># Crimes Committed % Change FY 91-92</u>
A. <u>Serious Crimes Against People</u>	530	9%	675	11%	27.36%
1. Felony Assault	286		361		26.22%
2. Robbery	123		132		7.32%
3. Homicide, Attempted Homicide	18		33		83.33%
4. Other Sexual Offenses	68		86		26.47%
5. Rape	25		40		60.00%
6. Arson	5		17		240.00%
7. Kidnapping	5		6		20.00%
B. <u>Drug/Alcohol Related Offenses</u>	571	10%	704	12%	23.29%
1. Under the Influence of Drugs	116		111		(4.31%)
2. Possession/Possession for Sale (drugs)	199		236		18.59%
3. Sales of Drugs	20		82		310.00%
4. Drunk in Public, Liquor Laws	170		211		24.12%
5. Driving Under Influence of Alcohol/Drug	66		64		(3.03%)
C. <u>Misdemeanor Assaults</u>	464	8%	497	8%	7.11%
D. <u>Property Crimes Against People</u>	2,012	34%	2,023	33%	0.55%
1. Auto Theft	473		470		(0.63%)
2. Petty/Grand Theft, Burglary Tools	483		501		3.73%
3. Burglary	642		587		(8.57%)
4. Vandalism, Malicious Mischief	200		225		12.50%
5. Joyriding/Auto Tampering	52		79		51.92%
6. Other, incl. Possess/Receiv Stolen Property, Forgery, Credit Cards	162		161		(0.62%)
E. <u>Return From Other Status</u>	1,354	23%	1,311	22%	(3.18%)
1. Ranch Failure/Escape	293		280		(4.44%)
2. Warrant	339		308		(9.14%)
3. Violation of Probation	344		351		2.03%
4. Placement Failure/Placement Change	264		251		(4.92%)
5. CRP/EMP/CAP Informal Sup Failure	114		121		6.14%
F. <u>Other</u>	1,012	17%	839	14%	(17.09%)
1. Weapons	383		373		(2.61%)
2. Offenses Involving Peace Officers**	143		221		54.55%
3. Other Miscellaneous	486		245		(49.59%)
Total Offenses Committed:	5,943	100%	6,049	100%	1.78%

* This report excludes court admits, courtesy holds, San Benito minors, weekenders, transfers-in, paper bookings, and other non-law enforcement bookings.

** Includes obstructing, delaying, resisting, and providing false information to a peace officer.

JUVENILE HALL

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>	<u>% Change FY 91-92</u>
<u>Juvenile Hall</u>				
Admits	6,140	6,533	6,863	6%
Court Commits (Out of Custody)	301	462	376	53%
Released within 72 hours	3,140	3,104	3,007	(1%)
Released at Detention Hrg.	482	738	466	53%
Detained at Detention Hrg.	2,363	2,365	2,452	No change
ADP for Year	247	254	259	2.8%
Avg. Length of Stay (days)	14.7	14.1	13.9	(4%)
<u>Community Release Program (CRP)</u>				
Referrals	1,185	964	883	(19%)
Graduates	919	823	715	(10%)
Failures	239	180	134	(25%)
ADP For Year	115	102	75	(11%)
Juvenile Hall Days Saved (out of custody)			25,798	
<u>Electronic Monitoring Program (EMP)</u>				
Referrals			318	
Graduates			265	
Failures			36	
ADP for Year			19	
Juvenile Hall Days Saved			6,174	
<u>Work Program</u>				
Referrals	583	883	810	(8%)
Graduates	377	542	485	(11%)
Failures	204	288	308	(7%)
ADP For Year (based on population at the end of each month)	74	103	66	(36%)

*Includes short-term out-of-custody commits and weekenders.

ETHNICITY OF JUVENILE HALL ADMITS*

	<u>FY 1990</u>		<u>FY 1991</u>		<u>FY 1992</u>	
Total	5,770	100.0%	5,943	100.0%	6,049	100.0%
Hispanic	2,603	45.1%	2,796	47.0%	3,175	52.5%
White	1,753	30.4%	1,618	27.2%	1,410	23.3%
Black	783	13.6%	773	13.0%	776	12.8%
Vietnamese	314	5.5%	367	6.2%	347	5.7%
Other	317	5.5%	389	6.6%	341	5.6%

* These figures represent referrals to Juvenile Hall by law enforcement and probation officers. Excluded are Court admits, transfers-in, and weekend commitments.

JUVENILE REHABILITATION FACILITIES

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>	<u>% Change FY 91-92</u>
<u>James Ranch</u>				
Admits	314	290	339	(17%)
Graduates	138	136	212	56%
Failures	49	43	42	(2%)
Escapes	116	123	92	(25%)
ADP for Year	91	92	87	(5%)
<u>Holden Ranch</u>				
Admits	306	274	343	25%
Graduates	151	134	118	(12%)
Failures	57	67	58	(13%)
Escapes	97	120	147	22%
ADP for Year	87	85	74	(13%)
<u>Wright Center</u>				
Admits	133	123	143	(16%)
Graduates	37	57	62	9%
Failures	24	24	14	(42%)
Escapes	50	50	60	20%
ADP for Year	34	34	35	3%
<u>All Ranches</u>				
Admits	753	687	825	20%
Graduates	326	327	392	20%
Failures	130	134	114	(15%)
Escapes	263	293	299	2%
ADP for Year	212	211	197	(7%)

VI. ADULT PROBATION DIVISION

A. ADULT PROBATION SERVICES

Introduction

Section 1203 of the California Penal Code mandates the referral of felonies and misdemeanors to the Probation Department for investigation and report prior to the imposition of sentence. Section 1203(b) states: "in every case in which a person is convicted of a felony and is eligible for probation... the Court shall immediately refer the matter to the probation officer to investigate and report to the Court." Section 1203(d) states: "In every case in which a person is convicted of a misdemeanor, the Court may either refer the matter to the probation officer for an investigation and a report, or summarily pronounce a conditional sentence."

Section 1202.8 states: "Persons placed on probation by a Court shall be under the supervision of the county probation officer, who shall determine both the level and type of supervision consistent with the Court-Ordered conditions of probation."

Mandates authorizing the use of special programs utilized by Santa Clara County Probation include Penal Code Sections 1000, 1000.6, and 1001.20 et seq, (Substance Abuse, Domestic Violence and Codes 23161 or 23165 C.V.C. (Drinking Driver Programs)).

1. Investigation Services Unit

a. Pre-Court Investigations

The primary responsibility of the Pre-Court Investigation Units is the preparation of presentence investigation reports for the Superior and Municipal Courts. Consistent with Penal Code Section 1203, these reports must include information detailing the circumstances surrounding the crime, prior history and criminal record of the defendant, and a recommendation for or against the granting of Probation.

Unlike many California Counties, Santa Clara County Probation includes in the report factors in mitigation and aggravation of the punishment consistent with Judicial Council Rules, as well as computation of presentence custody time, and a statement by the victim. To the Courts, these reports provide social and criminal information vital to the Judges when rendering their decisions. To the victims, the reports present a vehicle for restitution claims to be filed. To the community in general, these reports identify high-risk offenders who should be denied probation. The report also provides information to supervision probation officers or correctional authorities and follows a defendant throughout his involvement with the Criminal Justice System. Therefore, the reports must contain concise, accurate information.

Another function of this unit is to review and refer certain law violators to any of three Diversion Programs: Substance Abuse Diversion, Domestic Violence Diversion, and Mentally Retarded Diversion.

In 1987, the Community Alternative Program was instituted in response to the need to insure that appropriate offenders are diverted from incarceration. Selected offenders sentenced to the County Jail have custody time stayed in lieu of an alternative program of restitution, volunteer community work and individualized counseling programs.

In FY 1991, CAP was expanded to juvenile probationers as an alternative to out-of-home placement and transferred to the Juvenile Services Division. (This joint adult/juvenile program is described in the Juvenile Probation Services section).

FY 1992 Highlights

Specialized service for domestic violence investigation cases was initiated in May, 1991. All domestic violence presentence reports are now done by one highly trained officer. This specialization allows for increased communications with the other specialized domestic violence elements of the justice system, such as the District Attorney, Public Defender and the Courts.

In FY 1992, this caseload averaged approximately 52 clients.

Staffing: In Fiscal Year 1992, there were four Investigation Units, each headed by a Supervising Probation Officer, with twenty-eight (28) Deputy Probation Officers performing the investigations.

b. Court Unit

The Court Unit represents the Probation Department in the Municipal and Superior Courts. Acting in a liaison capacity, the duties of the officers include arranging for the placement of probation matters on Court Calendars, making final pre-Court preparations and technical corrections, processing all referrals from Court requiring probation reports or other information, representing the Department as needed in individual probation hearings, providing criminal offender record information, serving as advisor to the Courts by clarifying Probation Department policies and procedures, and communicating the results of each Court Hearing to the Department.

Most of the officers represent new cases and, therefore, act as liaison between the Investigation Units and the Courts. Other officers represent the Supervision Units in Violation of Probation (VOP) cases in both the Municipal and Superior Courts.

Staffing: The Court Unit is comprised of one Supervising Probation Officer and ten Deputy Probation Officers. Seven of the deputies represent Superior Court investigation. Three deputies handle Violation of Probation cases, one in Municipal Court and two in Superior Court.

c. North County Unit

The North County Probation Department office, located in the North County Courthouse in Palo Alto, serves the Palo Alto Municipal Courts, and the North County Superior Court. Officers in this unit perform pre-Court investigation, Court Officer and Supervision functions. The geographic location in Palo Alto enables supervision officers to conduct home and office visits with clients from the North County area more efficiently, while also facilitating a close working relationship with community support agencies in the area.

Staffing: The unit is comprised of one Supervising Probation Officer, and ten Deputy Probation Officers. Four of the deputies perform pre-Court investigations and Court Officer functions; the other six deputies have supervision responsibilities.

2. Supervision Services Unit

a. General Supervision

The General Supervision Units of the Adult Supervision Services Division are responsible for enforcing Court Orders and providing supervision to criminal offenders granted probation by the Superior and Municipal Courts. The types of convictions range in severity from non-violent misdemeanors to serious, violent felonies. In addition to general supervision, a number of special supervision programs have been developed in response to the needs of particular client groups.

In late Fiscal Year 1986, the Department initiated research into the development of a caseload classification system so that probation officers could better utilize the time they have available by focusing on those clients who pose the greatest risk to the community. The Case Management Classification Policy was adopted during Fiscal Year 1989. Each individual granted probation by the Court is evaluated as to his or her personal needs and the level of risk posed to the community. Based upon this evaluation, each probationer receives a corresponding level of supervision in one of four categories; maximum, regular, minimum or administrative.

FY 1992 Highlights

The Department supervised, at the end of the fiscal year, 11,255 adult offenders in the General Supervision categories and an additional 6,804 in the administrative category (comprised of 69% felony and 31% misdemeanor grants of probation). As fiscal

constraints resulted in an inability to fill several vacancies lost through attrition, the average general supervision caseload increased from 190 to 200 clients per deputy, and the number of cases in the administrative caseload increased by 1,582 clients, a 30% increase.

To maintain an ability to more closely monitor high risk offenders, the department transferred maximum classification offenders from the larger General Supervision caseloads to the Intensive Supervision caseloads. This increased the caseloads in the Intensive Supervision Unit from 50 to 60 clients per deputy. Late in FY 1991, the department improved its ability to respond to the needs of the Spanish speaking community by consolidating the Spanish-speaking bilingual staff into one Supervision Unit. In FY 1992, a fifth Spanish-speaking, bilingual deputy was added to supervise Spanish-speaking clients.

A Resource Committee, comprised of supervisor and line staff, was established with the goal of reviewing policies and procedures and recommending modifications to help the department cope with diminishing staff resources. The committee's recommendations resulted in a number of changes which helped to increase the efficiency of the operation while maintaining a commitment to public protection.

Staffing: Each of the six supervision units is headed by a Supervising Probation Officer and has decreased to between seven and nine Deputy Probation Officers. Each officer supervises an average of over 200 clients, while the three officers assigned to the administrative caseload monitor approximately 7,000 cases. In addition are three officers, who are partially federally funded, who supervise criminal non-support probationers.

b. Substance Abuse Unit

The Substance Abuse Unit monitors formal probation cases involving first-time and multiple offender clients for misdemeanor driving under the influence of alcohol and/or drugs. The Unit also supervises offenders who have been classified eligible for Substance Abuse Diversion (Penal Code Section 1000), Domestic Violence Diversion (PC 1000.6), and Diversion of Mentally Retarded Defendants (PC 1001.20).

Generally, Substance Abuse cases assigned to the unit are referred by the Municipal Courts, with very few referred by the Superior Court, when formal probation has been ordered. The average probation period is three (3) years. Cases are monitored to ensure compliance with the terms and conditions of probation, such as the payment of fines and restitution, compliance with county jail sentences and completion of alcohol programs for the drinking driver as required for compliance with the Department of Motor Vehicles regulations. The Deputy Probation Officer

coordinates the efforts of the Drinking Driver Programs, Department of Revenue, Department of Corrections and other community-based organizations as necessary to accomplish these tasks.

Diversion cases are monitored primarily to ensure that divertees complete required programs for drug offenders and domestic violence. Cases are returned to Court for disposition when further court action is necessary.

FY 1992 Highlights:

In Fiscal Year 1992, officers supervised approximately 12,600 DUI cases, representing a decrease of 1,400 from FY 1991. Forty percent (40%) of those were first-time offenders and 60% were multiple DUI's. Diversion officers monitor over 4,000 cases, the large majority of which are drug diversion cases.

Staffing: The Substance Abuse Unit is comprised of one Supervising Probation Officer and ten Deputy Probation Officers. Eight officers monitor the first-time and multiple offender Drinking Driving Programs and two monitor the Diversion Programs.

c. Intensive Supervision Unit

The Intensive Supervision Unit is a specialized services unit, designed to impact recidivism among high-risk offender groups. The focus has been on deterrence and early detection of criminal activity as well as rehabilitation programs for appropriate clients. Efforts are made to redirect the probationer's lifestyle through the enforcement of conditions of probation, utilization of community based treatment programs, judicious utilization of the power of arrest, and the authority of the Court for the maintenance of a sound program of rehabilitation and public protection.

Probation Officers assigned to this unit have caseloads significantly smaller than General Supervision caseloads, allowing for intensive, unannounced field contacts, surveillance and collaboration with law enforcement agencies. They maintain an assertive posture in enforcing the conditions of probation and in the detection and suppression of criminal activity. In order to achieve these goals, the unit is divided into five sub-specialties:

(1) Violent Offenders/Career Criminal Caseload

Felony probationers who have demonstrated a propensity toward committing crimes against persons and felony offenders who are "career criminals" are supervised by five officers. These officers maintain a close liaison also with local law enforcement, collecting and sharing information concerning the behavior of these high-risk cases. Additionally, each officer is responsible for developing and maintaining information concerning rehabilitation services for their specialized area of concern (housing, drug and alcohol services, job

and vocational training, etc.). There are five probation officers in this section. Three officers handle general violent offenders and organize their caseloads on a geographical basis. The other two caseloads specialize in domestic violence and child threat cases.

The felony Domestic Violence officer works closely not only with monitoring the offender but also assists victims in obtaining restraining orders, housing and supportive therapeutic treatment. This officer works in tandem with the Misdemeanor Domestic Violence Intensive Supervision officer and together they liaison with community based programs to assist their probationers in obtaining prompt, appropriate treatment.

Another violent offender caseload is devoted to child threat cases. The victims in these cases are children under the age of 18 who have been subjected to violence (actual or threatened), sexual abuse or extreme neglect/endangerment by the probationer. The officer works with the therapeutic community in enforcing counseling orders and victims to ensure their safety. When the nature of the case dictates, the Child Threat officer coordinates supervision with the Social Services Agency and enforces the Juvenile Court orders in Dependency cases.

(2) Misdemeanor Domestic Violence Caseload

Due to the increase in domestic violence, the Municipal Court created a specialized team in 1991 to deal with the serious domestic violence offender. The team is comprised of representatives from the District Attorney, Public Defender, Supervised OR and Probation. The Intensive Supervision Misdemeanor Domestic Violence officer is a member of the team and works closely with the bench to assure the Court's orders are being monitored on an intensive basis. Essentially, this officer works with the Felony Domestic Violence Violent Offender officer and provides the same type of supervision afforded the felony cases.

(3) Substance Abuse Caseload

Felony drug dealing convictions, convictions of trafficking in controlled substances in conjunction with other arrests relating to substance abuse, or persons with three or more convictions for driving under the influence of drugs and/or alcohol are assigned to a single officer. This officer meets regularly with county-wide narcotic agencies to share intelligence and develop strategies for surveillance, probation searches and arrests on probationers assigned to this caseload. This officer also represents the Department on narcotic task forces and drug abuse committees.

The primary thrust of this caseload is frequent unannounced chemical testing, enforcement of probation search conditions and placement of appropriate offenders within structured outpatient or residential treatment programs. The Substance Abuse officer often assists other general supervision officers in determining whether probationers are under the influence of drugs and also assists the Narcotic Task Force officer.

(4) Narcotic Task Force Probation Officers

These positions are funded by a FY 1991 OCJP Anti-Drug Abuse Grant administered by the District Attorney's office under their Asset-Forfeiture DA. In FY 1992 the second of these two positions was grant funded. Although the officers do not carry specific caseloads, they interact with all the narcotic agencies on the behalf of any general supervision officer regarding mid to major level narcotic dealers. The primary functions of these positions are to enforce court ordered probation searches, effect arrests on narcotic probation violators and do surveillance on targeted probationers. The Narcotic Task Force Probation Officers work in conjunction with law enforcement and manage the Department's asset-forfeiture program. It is the goal of the positions to promptly return to Court all targeted probationers who are in violation of their court orders or who have engaged in further law violations (particularly of the Health and Safety Code).

(5) County Parole

Three officers supervise defendants granted county parole pursuant to Penal Code Section 3081. Because county parole is a jail alternative program wherein the defendant is supervised for a term ranging from six months to two years, it is essential the defendants receive close supervision not only to assure the protection of the community but to assist the individual to reintegrate successfully into society. These officers contact their parolees frequently and assist in job placement, counseling referrals and chemical testing.

Staffing: The five sections of the Intensive Supervision Unit are supervised by one Supervising Probation Officer. Deputy Probation Officers are assigned as follows:

<u>Section</u>	<u>Deputy Probation Officers</u>
Violent Offender	5
Misdemeanor Domestic Violence	1
Substance Abuse	1
Narcotics Task Force	2
County Parole	3

d. Electronic Monitoring Program (EMP)

In late Fiscal Year 1987, after considerable research and development, the Probation Department implemented the Electronic Monitoring Program (EMP) as a response to the chronic overcrowding in the Santa Clara County jail system. An offender placed into this program by the Court is able to live and work in the community while being monitored through the use of an electronic transmitting "anklet", receivers and computers. With public safety being the main concern, participants are screened for their ability to comply with the requirements of this jail alternative program and adhere to strict curfew limits. This program is significantly less costly than incarceration and individual participants are charged a fee of up to \$15.00 per day.

The program began with 25 units in September, 1987. That number increased to 125 units by August, 1989 when an "in-custody" component was added to the program. Twenty-five (25) units are now dedicated to pre-screened in-custody inmates who participate in the EMP program in lieu of serving the balance of their County Jail sentences.

In March, 1991, 25 monitoring units were added to the program, bringing client capacity up to 150 participants. The average daily population was 146 participants (97% of capacity) and for FY 1991, the program achieved a savings of 53,290 jail days.

Staffing: Four (4) Deputy Probation Officers perform office operations, caseload supervision, screening and periodic client contact in the field. Four (4) Group Counselors perform field operations, including surveillance to determine program compliance, and random drug testing. The EMP Unit is run by one Supervising Probation Officer.

3. Work Furlough Center

Penal Code Section 1208 establishes that..."The Board of Supervisors may by ordinance designate a facility for confinement of prisoners classified for the Work Furlough Program...The Work Furlough Administrator may direct that such person be permitted to continue in his regular employment...or may authorize the person be permitted to continue in his regular educational program...or secure education for himself, unless the Court at the time of sentencing has ordered that such person not be granted Work Furloughs."

The Mountain View Work Furlough Facility opened on February 6, 1984 as a Type IV Facility, which is defined by the California Board of Corrections as "... a local detention facility or part thereof designated for the housing of inmates eligible under Penal Code Section 1208 for work/educational furlough and/or other programs involving inmate access to the community."

The Facility is located at 590 East Middlefield Road in Mountain View and has a capacity for 260 male inmates. The Work Furlough Program offers the opportunity for inmates committed to County Jail time to work or attend school in the community and return to the facility when not at work. In this way inmates both serve required time in confinement and continue to meet financial obligations, including family support. Work Furlough participants pay room and board, partially offsetting the costs of operating the facility. Because the inmates have access to services in the community, the institution does not need to provide the full range of programs offered in other detention facilities. Inmates who qualify for work furlough, but are unemployed, may be placed on the conservation corps program which provides clean-up and beautification services for parks, roads, etc., may be assigned work within the facility, or may be assigned community service work. As well as being a cost effective form of incarceration, the program assists inmates with reintegration after release because valuable employment and community ties are preserved. The program provides an opportunity for participants to demonstrate responsibility and perform meaningful work.

4. Adult Screening

The Adult Screening unit was established in April, 1988 and placed at Elmwood Facility for the purpose of screening all fully sentenced inmates and placing qualified inmates into Jail alternative programs. The unit screens for the Public Service Program, Electronic Monitoring Program, Work Furlough, County Parole, and inmates to be re-housed at Work Furlough as trustees. In addition, the unit screens for the "in camp" inmates who agree to enter the jail education and treatment program. Members of the screening unit go into the "lockdown" units, women's facility, "deuce" program units and jail education and treatment unit in order to explain and answer questions regarding any of the jail alternative programs.

Staffing: The unit is comprised of one Supervising Probation Officer, seven Deputy Probation Officers and one Probation Community Worker.

ADULT SERVICES
PRE-SENTENCE REPORTS

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>	<u>% Change FY 91-92</u>
Misdemeanors	1,440	1,025	1,178	15%
Felonies	7,175	5,749	5,594	(3%)
Waives	2,702	3,661	3,557	(3%)
Non-Support	172	60	8	(87%)
Diversion	3,549	2,398	2,309	(4%)
Drunk Driver	<u>175</u>	<u>87</u>	<u>97</u>	<u>11%</u>
TOTALS	15,274	12,980	12,743	(2%)

ADULT SERVICES
ADULT PROBATION OFFICER CASELOADS

	<u>PROBATION OFFICERS</u>	<u>CLIENTS</u>	<u>AVERAGE CASELOADS</u>	<u>% CHANGE IN AVG CASELOAD FY 91-92</u>
General Supervision - (South County)	2.0	403	201.5	4%
General Supervision - (North County)	5.0	1,085	217.0	18%
General Supervision I	7.0	1,427	203.9	4%
General Supervision II	7.0	1,452	207.4	(2%)
General Supervision III	8.0	1,834	207.0	12%
General Supervision IV	9.0	1,834	203.8	21%
General Supervision V:				
Administrative	3.0	6,804	2,268.0	30%
Spanish-speaking	4.0	1,020	255.0	12%
General Supervision VI:				
Supervision	5.0	1,258	251.6	45%
Non-Support	3.0	382	127.3	(11%)
Substance Abuse:				
Diversion	2.0	3,882	1,941.0	(6%)
Drunk Drivers	7.5	12,664	1,688.5	(14%)
Intensive Supervision:				
Violent Offender (VOP)	5.0	292	58.4	23%
Substance Abuse	1.0	58	58.0	29%
County Parole	3.0	168	56.0	31%
Domestic Violence	1.0	47	47.0	123%
Gang Unit - Adult component	2.0	179	89.5	69%
Electronic Monitoring Program (EMP)	4.0	144*	36.0*	
Community Alternatives Program (CAP)	<u>3.0</u>	<u>187</u>	<u>62.3</u>	
TOTALS:	81.5	34,942	428.7	11%
Total General Supervision and Spanish speaking	47.0	10,135	215.6	13%

* Does not include an additional 30 clients supervised by EMP who have completed monitoring and are awaiting transfer to General Supervision.

Caseload data as of June 30, 1992.

WORK FURLOUGH PROGRAM

	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY 1992</u>	<u>% Change FY 91-92</u>
Admits	1,161	1,091	1,034	(5%)
Releases	981	990	951	(4%)
Returned to Elmwood	157	83	75	(10%)
Escapes	15	12	11	(8%)
A.D.P.	244	247	244	(1%)

VIII. DEPARTMENTAL ADMINISTRATIVE SUPPORT SERVICES

A. Administrative Services Division

The Administrative Services Division is responsible for all Department support operations including budget and fiscal management, facilities, training, information systems, program evaluation, food services, and personnel issues. The Division also handles all supplies and equipment for the Department.

Facility management is a major focus of Administrative Services including both large scale efforts such as the complete remodeling of Juvenile Hall to meet modern standards and day-to-day maintenance and repair. A second major effort is the development of information systems so that automation is utilized to insure staff efficiency. As county wide budget constraints continue, fiscal management is essential so that highest priority needs are met.

FY 1992 Highlights

The Administrative Services Division continues to work toward the long-term goal of a Juvenile Hall reconstructed to meet modern standards. The construction of support spaces including a gymnasium and classroom building is proceeding. Programming of the living units is underway. The current schedule is that the first 180 bed project will be completed in early 1995.

The building to replace the earthquake-damaged Juvenile Center lobby is under construction with completion scheduled for February 1993. A study of space utilization to address circulation and security deficiencies is underway.

Departmental use of automation continues to improve with the implementation of a personnel record system, greatly expanded availability of personal computers, the addition of new Juvenile Record System components, and focus on adult system training and utilization.

The Program Evaluation Unit (PEU) continues to expand the number of programs and areas within the department to be reviewed. The Juvenile Hall Intake Report and Juvenile Hall Population Management Plan Report are now produced monthly in addition to various trend data reports. Recidivism studies have been produced from samples of graduates of programs, including juvenile ranch programs, youth diversion programs, and graduates of the Department of Corrections' JET Program. The unit has expanded Safety training and inspections and Emergency Response Team drills in an effort to insure a safer workplace.

In response to the increasing diversity of staff and clients, training in multicultural issues has also been a priority.

In spite of operational challenges, we completed the Fiscal Year within budget.

B. Clerical Support

The Probation Department clerical support staff assist the Probation and Counseling staff in the adult, juvenile and institutional divisions by performing many tasks: typing court reports, petitions, subpoenas and legal documents; calendaring cases; scheduling appointments; setting up cases; inputting and updating computer systems: CJIC, JRS, MACS JR, Drinking Driver Program; reporting custody and placement activity; record sealings and clearances; payroll; processing food orders; record keeping; statistics; processing youth for delivery to Youth Authority and the three Ranch Facilities; and greeting and assisting the public.

In order to accomplish their many tasks, clerical staff must work with other County agencies, such as County Clerk's Office, District Attorney's Office, Department of Revenue, Sheriff's Department, Municipal and Superior Courts, Public Defender's Office, Medical Clinic - VMC, Guidance Unit - Mental Health, the Office of Education, Drug and Alcohol Services, Transportation, General Services Agency, Purchasing and Data Processing.

This clerical support staff represents approximately 137 positions which include Transcriptionists, Advanced Clerk Typists, Deputy Court Clerks, Clerk-Typists, Office Clerks, Secretary I's, Data Entry Operators and Receptionists. Supervision is provided by ten Supervising Clerks under the direction of three Office Management Coordinators.

C. Food Services

The Food Services section of the Probation Department is comprised of cooks and food service workers under the direction of a Director, Nutrition and Food Services. Over 2,500 meals are served each day in the department's five institutions. Each meal served must meet the stringent dietary requirements specified by both State and Federal regulatory agencies. In order to offset costs, the Department participates in the Federally-sponsored school lunch program and commodities program.

EXPENDITURES BY RESPONSIBILITY CODE - FY 1992

<u>JUVENILE SERVICES</u>	<u>OBJ 1</u>	<u>OBJ 2</u>	<u>OBJ 4</u>	<u>TOTAL</u>
Juvenile Services	\$ 4,686,737	\$ 104,587	\$ -0-	\$ 4,791,324
Community Services	3,476,672	197,613	-0-	3,674,285
Juvenile Services Support	1,141,697	7,318	-0-	1,149,015
 <u>ADULT SERVICES</u>				
Adult Investigation	4,894,803	152,963	-0-	5,047,766
Adult Supervision	5,150,489	297,598	-0-	5,448,087
Adult Services Support	2,064,572	35,332	-0-	2,099,904
 <u>INSTITUTIONAL SERVICES</u>				
Juvenile Hall Operations	8,258,166	709,630	-0-	8,967,796
Juvenile Hall Support	481,591	3,764	-0-	485,355
Work Furlough**	1,998,744	340,722	-0-	2,339,466
James Ranch	1,841,766	254,170	-0-	2,095,936
Holden Ranch	1,855,089	229,624	-0-	2,084,713
Wright Residential Center	1,238,968	99,058	-0-	1,338,026
Institutional Support	491,013	3,316	-0-	494,329
 <u>ADMINISTRATION</u>				
General Admin-Staff Training*	<u>1,641,242</u>	<u>3,920,839</u>	<u>72,466</u>	<u>5,634,547</u>
TOTAL	\$39,221,549	\$6,356,534	\$ 72,466	\$45,650,549

** Includes Object 7 - Reimbursement

* Includes Object 5 - Operating Transfer

PROBATION DEPARTMENT REVENUES AND SUBSIDIES

FISCAL YEARS 1990-91 AND 1991-92

	<u>FY 1991</u>	<u>FY 1992</u>	<u>% Change FY 91-92</u>
Juvenile Traffic Assessments*	\$ 363,290	\$ 81,119*	(75%)*
Fines and Forfeitures - Adult*	1,002,555	484,729*	(52%)*
Fines and Forfeitures - Juvenile*	25,512	12,425*	(51%)*
State Aid for Corrections	602,041	516,801	(14%)
State-Mandated Costs	246,527	775,594	215%
State - AB 90 Funding	1,095,288	1,071,958	(2%)
State - Other Grant*	267,246	266,057	-
Federal Grants	147,165	48,473	(67%)
Federal - Title IV-D	303,305	306,013	(1%)
Federal - Title IV-E		83,503	N/A
Legal Services**	59,259	207**	**
Municipal Night Court	3,075	3,044	(1%)
Juvenile Court Wards	363,586	421,314	16%
Other Law Enforcement Services (Including San Benito County)	96,770	291,120	201%
Recording Fee	34,083	41,405	21%
Reimbursed Work Projects	99,686	53,830	(46%)
Administrative Fees	1,346,976	1,647,526	22%
Contributions	4,319	3,608	(16%)
Miscellaneous	39,556	21,373	(46%)
Enterprise Account	80,489	6,425	(92%)
Operating Transfer	<u>285,657</u>	<u>-0-</u>	<u>N/A</u>
TOTAL:	\$6,466,385	\$6,146,524	(5%)

* Represents 25% County portion.

** Recognized in other Departments' budgets.