

**VENTURA COUNTY PROBATION AGENCY
DAY REPORTING PROGRAM
CONCEPT STATEMENT**

1. The Day Reporting Program (DRP) is a pilot program proposed by the Ventura County Probation Agency. The initial pilot will target offenders in the 18 – 25 age group.
2. Program Location: It is proposed that the DRP operate out of existing Probation Agency facilities located in Camarillo, either as part of the existing Work Furlough building or the adjacent Probation Agency Staff Training Center.
3. Program participation:

- a. Pre-sentence offenders.

The pre-sentence offender component of DRP will target lower risk offenders who, after screening and acceptance, sign a contract agreeing to participate in the program.

- b. Sentenced offenders.

The sentenced offender component will initially target subjects on formal probation who agree to participate in DRP in lieu of being returned to court for a violation of probation. The court will be notified of the probationer's completion of DRP programming in lieu of being returned to court. Outcomes for this component will be tracked and, if successful, the program may be expanded to other sentenced offenders.

4. Application Packet: All offenders will be required to complete a DRP Application packet. Based upon a review of this packet, a decision will be made regarding screening the offender for DRP participation.
5. Screening: All offenders will be screened for participation in the DRP using the Adult COMPAS Re-entry instrument for risk and needs assessment. This screening instrument was developed through the Northpointe Institute for Public Management and is being made available at no cost to the Probation Agency for the DRP pilot program. This instrument assesses offenders on a variety of behavioral and psychological constructs that have a very high relevance for decision making with inmates during the transition from jail to the community. The COMPAS software provides research-based assessments for risks of violence, recidivism, failure to appear and community non-compliance. The data also helps assess the needs of inmates to assist in determining treatment and programming for inmates as they transition back into the community.

6. Participation Requirements:

- a. Participants must agree to program supervision requirements, agree to wear a monitoring device, where applicable, and pay an administrative fee, as well as a daily fee.
 - b. Participants must be residents of Ventura County.
 - c. Participants who operate a vehicle must have proof of a driver's license and insurance.
 - d. Participants may not pose a threat to the community and/or victim as determined by the Probation Agency.
 - e. Participants must not have a CDC/CRC/DJJ, Border Patrol, or other jurisdiction hold.
 - f. Participants must be legally eligible to work in the United States.
 - g. Participants may not be pending any charges in any jurisdiction, other than the matter(s) that resulted in commitment to the DRP.
7. Contract: All DRP participants will be required to sign a contract that specifies the requirements of program participation. Participants who have the ability to pay will be assessed any fees associated with monitoring and will be advised that if they fail to comply with program requirements and pay fees they will be returned to court.
8. Data Entry: It is anticipated that the current Work Furlough Screening and RTS in PRISM can be used for DRP participants. This system allows for data to be entered regarding program screening criteria, work schedules, programming issues, incident reports, victim information, risk level, and staff notations regarding inmate issues.
9. Program Levels:

Three levels of monitoring are proposed for the DRP. Based upon a review of the Compass screening document, offenders will be placed in one of three levels. Participants who successfully complete a higher level may be screened for transition to a lower level of monitoring, where appropriate. Conversely, graduated sanctions may be used, i.e., higher levels of monitoring, based upon offender non-compliance that does not result in program removal.

- Level I – Direct Offender Supervision. The offender will be required to report to the DRP Center three (3) days per week (Mon. , Wed., Fri.) and participate in DRP programming. This level will be used for low risk offenders who do not require monitoring, other than DRP participation and supervision (EM/Voice ID/GPS will not be used for these participants). Participants will be required to participate in programming and submit to drug and alcohol testing.

Unemployed Participants:

Schedule:

Mon. & Wed: Report from 8:00 AM to Noon and attend classes as follows:

8:30 AM – 9:30 AM: Drug and Alcohol Counseling.

9:45 – 10:45 AM: AA/NA Meeting

11:00AM – Noon: Job/Career/Resume Counseling

Friday: Report from 10:00 AM – 2:00 PM for Look For Work Program
(active job search or attendance at the County Job and Career Centers).

Employed Participants (working a traditional 8:00 AM – 5:00 PM work schedule*):

Schedule:

Mon. & Wed: Report from 6:00 PM – 8:00 PM and attend classes, as follows:

6:00PM – 7:00PM: Drug and Alcohol Counseling

7:00PM – 8:00PM: AA/NA Meeting

* Employed participants who work a non-traditional schedule (other than 8:00AM – 5:00PM) will be required to participate based upon an individual schedule approved by DRP staff.

- Level II – Electronic Monitoring or Voice ID. The offender will either be required to wear an Electronic Monitoring device or enroll in an offender Voice ID system that tracks offender location compliance, as well as comply with programming requirements as tailored to their individual needs. This level will be used for medium risk offenders who are either required to be at home (Electronic Monitoring) when not participating in programming at the DRP or comply with restrictions regarding location and schedule (Voice ID). Participants are required to report to the DRP five days per week (Mon.-Fri.), participate in programming, and submit to drug and alcohol testing.

Schedule:

All participants shall participate as indicated in the Level I schedule during the indicated core hours. Participants are also required to participate on Tuesdays and Thursdays during the same core hours as follows:

Tuesday: Two additional classes from the provider group.

Thursday: Two additional classes from the provider group.

- Level III – GPS and Electronic Monitoring. The offender will be required to wear a GPS device and comply with programming requirements as tailored to their individual needs. This level will be used for higher risk offenders who are required to have zones of exclusion and inclusion while released in the community, yet maintain employment. Participants are required to report to the DRP seven days per week (Mon.-Sun.) participate in programming, and submit to drug and alcohol testing.

Schedule:

All participants shall participate as indicated in the Level II schedule during the indicated core hours. Participants will also be required to report on days they are either not working or not participating in DRP programming and complete 8 hours of Work Release (supervised community service work) each day. Participants will not be charged for participating on Work Release crews. Participants who are employed with days off other than weekend days will be assigned to Work Release crews on their scheduled days off. Participants are not allowed to work (employment) more than six days per week.

9. DRP Programming: Participants will be required to participate in programming during the core hours they are required to be at the DRP. Programming will be available based upon specific offender needs as follows. Note: Additional programming may be developed and/or substituted as it becomes available and relevant to the needs of DRP participants.
 - a. Alcohol/Drug Counseling: Contract Provider. Programming will include a women's program, Spanish program, and a men's group. Offenders who attend counseling off-site and have drug related offenses, are low income, and are the custodial caretaker for minor children should be eligible for Medi-Cal reimbursement for counseling services which may offset the entire costs of counseling. Costs for offenders not meeting the Medi-Cal reimbursement requirement criteria is \$15/week/participant, however, some of these costs could potentially be offset through the Work Furlough Inmate Welfare Fund, providing Work Furlough inmates co-participate in counseling with DRP offenders.
 - b. A.A./N.A. Meetings: These meetings will be held at the DRP center and should be available at no cost to the program.
 - c. Public Health Classes: A variety of public health topics will be presented, including disease prevention, health care services, and community health care. Costs for this programming is yet to be determined.

- d. Cognitive/Behavioral Classes: Probation Agency staff will provide classes regarding behavioral aspects of criminality and how offenders can recognize and appropriately intervene in reducing behavior that results in criminal conduct. As these services will be provided by the Probation Agency, no additional programming costs will be incurred.
- e. Literacy Programming: Participants who are in need of literacy services or who are in need and willing to work toward GED testing, will receive services through the Library Services Agency Literacy Volunteer Program. This program is currently in operation at Work Furlough and it is anticipated that volunteers may be provided to the DRP at no cost.
- f. Fatherhood/Gender Specific Programming: Programming regarding positive parenting and gender specific programming is currently being explored, using a contract provider. Costs for this programming is yet to be determined.
- g. Job and Career Counseling: Probation Agency staff will work with unemployed DRP participants regarding a variety of job readiness issues, including resume writing, job application processes, and employment interviewing techniques. These participants will be required to engage in an active Look for Work Program, wherein staff take participants to employers to complete employment applications. Services regarding job readiness are also available through the County Job and Career Centers at no cost.

10. Work Furlough – Day Reporting Transition:

- a. Pre-sentence Offenders: Offenders who have complied with all Day Reporting program components will be screened for Work Furlough participation prior to sentencing. Successful participation in Day Reporting will be considered a positive factor regarding Work Furlough acceptance.
- b. Sentenced inmates already participating in Work Furlough may be moved into the DRP while still residing in Work Furlough, as necessary, to establish a higher level of monitoring or as a sanction for program rule violations. Inmates nearing completion of Work Furlough may also be considered for transition to the DRP, based upon program compliance, the need for DRP programming, and/or to assist with the transition back to the community.

11. Staffing:

General Requirements:

The DRP will become a function of the division that currently operates the Work Furlough, Work Release, and Direct Work programs, with overall program management provided at the Division Manager level. A Supervising Deputy Probation Officer is on site for day to day supervision.

Staffing Pattern:

The following staffing pattern is proposed, although adjustments to staffing may have to be made once details of the program are more fully developed. Costs have been provided at the top step for each classification:

- a. Senior Deputy Probation Officer (\$113,308). 1 FTE
Duties: Overall program oversight, to include day to day supervision of the DRP Center, supervision of subordinate staff, coordination of program delivery, liaison with the courts and VSO staff regarding pre-sentence inmate population, and directing staff to ensure offender compliance.

- b. Deputy Probation Officer (\$103,153). 1 FTE

Assist the Senior Deputy Probation Officer as needed regarding the above functions. Complete DRP screenings/acceptances, court reports, data entry, and assist Corrections Services Officer staff with the delivery of program components.

- c. Corrections Services Officer II (\$88,455). 3 FTE's
 - 1. Orientation of new DRP participants, including providing any Electronic Monitoring equipment and instructing participants regarding use.
 - 2. On-site offender supervision, including drug and alcohol testing.
 - 3. Field supervision/contacts to ensure program compliance.
 - 4. Coordination of programming with outside providers and Agency in-house providers.
 - 5. Provide a Look for Work component (taking offenders to job sites/County Job Development Centers).
 - 6. Arrest and booking non-compliant offenders.
 - 7. Assist in the completion of court reports and associated documents on offenders.
 - 8. Provide work crew supervision.
 - 9. Complete computer input regarding offender participation information and data.
- d. Staffing Schedule: The following is the anticipated staffing schedule for the DRP, based upon the above classifications providing operations.

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00-4:00	Senior DPO	Senior DPO	Senior DPO	Senior DPO	Senior DPO		
7:00-4:00	DPO	DPO	DPO	DPO	DPO		
Noon-9:00	CSO II	CSO II	CSO II	CSO II	CSO II		
Noon-9:00	CSO II	CSO II	CSO II	CSO II	CSO II		
7:00-4:00	CSO II	CSO II			CSO II	CSO II	CSO II

Note: The CSO II scheduled to work Saturdays and Sundays will be supervising Work Release Crews.

12. Electronic Monitoring Provider/Fees: It is anticipated that Behavioral Interventions (BI) Incorporated will provide electronic monitoring and GPS monitoring for the Probation Agency's adult and juvenile offenders under court ordered supervision. The DRP will be able to operate using this contract for services.

BI offers a wide range of monitoring options and associated fees. Offenders who have the ability to pay monitoring fees, will be required to pay an initial administrative fee as well as a daily fee. Typical fees range from \$2.40/day for a home based Electronic Monitoring device to \$7.43/day for a GPS monitoring device. The Probation Agency would be required to pay for monitoring if an offenders does not have the ability to pay for the monitoring device, if the offender fails to pay required fees, or when inactive EM or GPS units are not in use (typically 10 – 20% of the daily fee for a device).

13. Annual DRP Estimated Operation Costs: The following estimate is based upon the previously discussed staffing pattern. It does not include a cost for programming as estimates for some programming services are currently pending. As noted previously, it is anticipated that much of the drug and alcohol counseling costs will be offset through Medi-Cal funding for eligible participants. Programming costs will also partially be offset through the use of the Work Furlough Inmate Welfare fund, providing that both Work Furlough and DRP offenders jointly participate in programming. Also, as noted previously, many of the services to the DRP population will be provided in-house by probation staff, thereby resulting in no additional costs.

The Electronic Monitoring/GPS estimate anticipates a 25% cost to the Probation Agency for GPS fees when offenders cannot pay for supervision or fail to pay. The assumption is based upon a maximum DRP daily population of 25 inmates and uses a combined average of the costs for Electronic Monitoring and GPS.

The estimate does not include anticipated minimal costs for inactive monitoring units.

Annual Costs:

Staffing:	\$481,826.00
Electronic/GPS Monitoring:	\$11,223.00
Total:	\$493,049.00

14. Comparison of Costs for DRP Operations v. Jail Incarceration: According to information detailed in the Board's Jail Study Sessions the average daily cost of incarceration per inmate at the main jail is \$153.43. Based on this figure, the annual cost for jail incarceration of 25 inmates (the same number as proposed for the DRP) is \$1,400,048.70. The difference resulting in a commitment of the same number of inmates to DRP based upon the above estimated annual operating costs is \$906,999.70 (\$1,400,048.70 - \$493,049.00).