

# Kittitas County 2012 Preliminary Budget Narrative

## \_\_\_\_\_ Kittitas County Probation Services Misdemeanant Department

	2010 Actual	2011 Budget	2012 Preliminary
<b>Budget Totals</b>	\$686,916	\$760,506	\$824,465
<b># of Personnel</b>	11	11	11

**Departments Mission:** The Kittitas County Misdemeanant Department is a division of the Probation Services Department which performs probation functions for all Courts of Limited Jurisdiction within Kittitas County regarding adult misdemeanor and gross misdemeanor offenders (including crimes of violence, crimes against property and the most serious of non-felony driving crimes.) With a total caseload of close to 4,000, the following duties are included in the department's function: Pre and post trial supervision of criminal offenders at varying levels of supervision-Records Checks Only and three levels of supervision- monitoring, supervision, intensive supervision based upon risk to reoffend as determined by court orders and use of a risk assessment tool and process. Probation Officers attend court hearings to provide researched and documented (and sometimes spontaneous, based upon professional training) recommendations to the court regarding proposed sanctions and interventions to assure community protection and compliance with court orders.

Probation Officers, Case Managers and support staff daily have extensive (hundreds) contacts by phone, in the offices and in the field. Those interactions must be carefully documented in a computer based case management tool to ensure timely performance of court ordered sanctions by offenders. Regular interactions with treatment providers, corrections staff and other criminal justice agencies are necessary to ensure offenders are not threatening community safety. The Washington State mandated certification to perform the Probation Officer function is enhanced, as much as careful allotment of staff time and current County policy direction around travel and training allow, through training on specific criminal behaviors and effective interventions. All staff are responsible to track criminal history and payment of legal financial obligations. The department is required to develop and maintain auditable accounts for probation fees for probationers ordered to supervision by the Superior Court which is almost at an end as we have no longer accepted referrals since 2008. (Although no active cases remain some are subject to arrest by warrant.) Probation personnel are responsible to develop,

know and critically apply information about criminal behavior with other criminal justice agencies through regular meetings and maintained contacts with law enforcement and corrections agencies. Personnel develop and provide data for review of caseloads and criminal trends for the Judges we serve and other entities. We carefully track, intervene in, record and report offender behavior to protect the liability of the County. Staff is required to enhance skills to reduce recidivism and lead offenders to a better quality of life and non-predatory relationship with their community through training. Probation has a unique expectation to know the people we work with, not be naïve and to carefully bear the responsibility to be protective of our community and promote prosocial development in criminal offenders.

**MANDATORY TRAINING:**

By the Court Rule authority creating probation departments Probation Officers must meet these qualifications:

(1) A minimum of a Bachelor of Arts or Bachelor of Science Degree that provides the necessary education and skills in dealing with complex legal and human issues, as well as competence in making decisions and using discretionary judgment. A course of study in sociology, psychology, or criminal justice is preferred.

(2) Counseling skills necessary to evaluate and act on offender crisis, assess offender needs, motivate offenders, and make recommendations to the court.

(3) Education and training necessary to communicate effectively, both orally and in writing, to interview and counsel offenders with a wide variety of offender problems, including but not limited to alcoholism, domestic violence, mental illness, sexual deviancy; to testify in court, to communicate with referral resources, and to prepare legal documents and reports.

**Additionally, by State Law**, PO's must successfully complete the Misdemeanant Probation Counselors Academy. Supervisors and managers, also by statute must attend academies and additional training relative to the position.

Our Case Managers must comply with Court Rule as follows:

(1) High school or equivalent diploma.

(2) Efficient in all facets of basic clerical skills including but not limited to keyboarding, computer familiarity and competence, filing, and positive public interaction.

(3) Above average ability in dealing with stress and difficult clients.

(4) Ability to complete and perform multi-task assignments.

(NOTE: Included in the "2012 Accomplishments Probation Services Training document included with the Probation Services preliminary are reflections of additional training accomplished by this department.)

### **MANDATORY SERVICES:**

The County having established a (Misdemeanant) probation department by Court Rule and under statutory authority, probation personnel must perform the following duties:

(1) Conduct pre/post-sentence investigations with face to face interviews and extensive research that includes but is not limited to criminal history, contact with victims, personal history, social and economic needs, community resource needs, counseling/treatment needs, work history, family and employer support, and complete written pre/post-sentence reports, which includes sentencing recommendations to the court.

(2) For offenders referred to the misdemeanor probation department, determine their risk to the community using a standardized classification system with a minimum of monthly face to face interviews for offenders classified at the highest level.

(3) Evaluate offenders' social problems, amenability to different types of treatment programs, and determine appropriate referral.

(4) Supervise offenders with face to face interviews depending on risk classification system.

(5) Oversee community agencies providing services required of offenders with input to the judicial officer (e.g. alcohol/drug, domestic violence, sexual deviancy, and mental illness).

Our Case Manager staff must:

(1) Monitor compliance of treatment obligations with professional treatment providers.

(2) Report offender non-compliance with conditions of sentence to the court.

(3) Coordinate treatment referral information, and monitor community agencies for statutory reporting compliance.

### **ADDITIONAL MANDATED SERVICES:**

Included in statutorily mandated services are the responsibilities to Monitor Compliance with alcohol conditions of the Ignition Interlock Device statute, process offenders in accordance with the Interstate Compact Act, meet all court ordered conditions applied to each of the thousands of offenders we monitor or supervise at various levels.

## **SUPPORTIVE SERVICES:**

(NOTE: Included in the "2012 Accomplishments Probation Services additional Services" document included with the Probation Services preliminary are additional services by this department.)

Of particular note are the professional inputs to the Misdemeanant Corrections Association (MCA) by the PO's and Chief Probation Officer and Director's support of the MCA Director's organization. The CPO is sought after to lead the development of statewide guidelines for probation standards. The Misdemeanant Dept. has been an important role in the Domestic Violence Task Force.

## **2012 Budget issues:**

The Kittitas County Probation Services Misdemeanant Department budget is structured as a separate fund. It has since its 1991 re-creation intended to be self-supporting by applying costs to criminal offenders and those accused, through legal process, of criminal offenses. It remains self-supporting. The department's budget is funding positions within the Lower District Court, the Probation Services administration, and an Upper District Court position. The court's positions are structured by the respective courts' administration. The case load remains high per each Probation Officer/Case Manager, with significant complexity requiring additional staff support for efficient performance to protect the liability of the County and remain efficient in the responsibilities we meet. The case management tool is not meeting our needs for efficient processing of large caseloads and ability to measure our impact. We had hoped in the last year to invest in one of the existing robust probation case management tools with care given to ensure it is based in such a manner it will interact with what JIS ultimately produces. In 2010 and 2011, as we monitor on a monthly basis we are holding sufficient balance to operate the department from statutorily authorized and limited use probation fees with the Courts careful consideration.

The Governor's office is looking at the Washington State Department Of Correction's alternative to save money in the area of Community Corrections by shifting the responsibility to the counties. Impacts are potentially significant programmatically and fiscally. (Those impacts have been outlined at the County level and DOC.)

## **SAVINGS:**

- The 2009 Expenditure Budget was forecasted at \$797,000. Actual was \$678,389 (savings \$118,611)
- The 2010 Expenditure Budget was forecast at \$ 710,279. Actual was \$686,916 (savings \$23,363.)
- We are at 44% of 2011 Budget halfway through 2011. In 2010 47% at this point.
- We have continued to focus on moving to a stronger paperless approach.
- We did NOT spend funds allotted for a probation case management tool, planned communication devices.
- We reduced number of computers planned for placement
- We continue to have one department head and one person for two departments administering budget/fiscal issues for the department.

Though not strictly savings we also increased revenues by addressing increasing probation fees for current programs with the courts and through ensuring sufficient funding for a Prosecutor's development of a diversion program.

We continue to provide considerable support to the general fund through various interfund payments and cost allocations. [In 2010 we contributed \$8,114 to the County General Fund for rent and \$56,550 for the central services cost allocation formula AND paid for our own computers.]

### **Departments Goals:**

1. To maintain or increase current level of service satisfactorily to the courts with a self-supporting budget.
2. To continually enhance our impact on offenders thus better protecting and building our community's security through continued professional development of intervention skills in working with adult offenders and application of modern technology.
3. To increase the safety and security of the working environment for our personnel, our fellow County workers and the public.
4. To develop our ability to contact probationers in the field by efficiently applying our office resource tools and carefully managing our caseloads.
5. To maintain current positions to support basic probation functions and court developed job positions.

**Departments Accomplishments:** The extensive accomplishments of this office are reflected in attached documents reflecting caseload interventions, training, and additional services performed.

### **BUDGET DEFENSE:**

**JUVENILE DEPARTMENT:** Reflects salaries and benefits for 12% of the Director's and 15% of the Office Manager's salaries and benefits. Note: budgeting responsibilities for the Misdemeanant Department are performed within the Juvenile Court Services Department of the Probation Services Department.

**LOWER DISTRICT CT:** Reflects a position funded from probation fees for the Lower District Court.

**UPPER DISTRICT CT:** A similar position as that for LDCt has been developed for the Upper Kittitas County District Court and is being maintained from probation fees.

### **MISDEMEANANT PROBATION:**

Salaries line reflects Union negotiations increases and anticipated non-bargain routine increases.

# 2012 BUDGET ACCOMPLISHMENTS MISD CASELOADS

## ACCOMPLISHMENTS/BASIC SERVICES

### MISDEMEANANT PRE CONVICTION/TRIAL CASELOADS

DATE	PSI CASES	NO CONTACT ORDERS	PRE TRIAL RELEASES	TOTAL CASES
2006 YEAR TO DATE 8/16/06	54	100	350	504
2007 YEAR TO DATE 8/30/07	5	50	411	466
2008 YEAR TO DATE 9/8/08	50	100	486	636
2009 YEAR TO DATE 8/20/09	25	70	964	1059
2010 YEAR TO DATE 8/6/10	7	35	1208	1250
December 2010 figures	5	24	149	178

### MISDEMEANANT POST DISPOSITION/CONVICTION CASELOADS

DATE	SUPERVISED	UNSUPERVISED/RECORD CHECKS CASES	TOTAL CASES
2006 YEAR TO DATE 8/16/06	1443	1221	2664
2007 YEAR TO DATE 8/30/07	1654	942	2782
2008 YEAR TO DATE 9/8/08	1430	1006	2436
2009 YEAR TO DATE 8/20/09	1304	991	2295
2010 YEAR TO DATE 8/6/10	1235	1052	2287
December 2010 figures	1218	1016	2234

### MISDEMEANANT WARRANTS CASELOADS

DATE	SUPERVISION AND PRE TRIAL	RECORD CHECK	TOTAL CASES
2006 YEAR TO DATE 8/16/06	688	228	916
2007 YEAR TO DATE 8/30/07	765	255	1020
2008 YEAR TO DATE 9/8/08	698	233	931
2009 YEAR TO DATE 8/20/09	733	235	968
2010 YEAR TO DATE 8/6/10	743	250	993
December 2010 figures	745	245	990

\*Misdemeanant Department data base only allows for a snapshot of this caseload

Updated 8/2/11

# 2012 BUDGET ACCOMPLISHMENTS MISD CASELOADS

## ACCOMPLISHMENTS/BASIC SERVICES

### MISDEMEANANT PRE CONVICTION/TRIAL CASELOADS

DATE	PTR DIVER.	PSI CASES	REVIEW NC ORDERS	PRE TRIAL RELEASES*	TOTAL CASES
2006 YEAR TO DATE 8/16/06	N/A	54	100	350	504
2007 YEAR TO DATE 8/30/07	N/A	5	50	411	466
2008 YEAR TO DATE 9/8/08	N/A	50	100	486	636
2009 YEAR TO DATE 8/20/09	N/A	25	70	964	1059
2010 YEAR TO DATE 8/6/10	N/A	7	35	1208	1250
2011 YEAR TO DATE 8/1/11	28	5	25	1377	1435

### MISDEMEANANT POST DISPOSITION/CONVICTION CASELOADS

DATE	SUPERVISED	UNSUPERVISED/RECORD CHECKS	CAS TOTAL CASES	TOTAL WAR. CASES
2006 YEAR TO DATE 8/16/06	1443	1221	2664	916
2007 YEAR TO DATE 8/30/07	1654	942	2782	1020
2008 YEAR TO DATE 9/8/08	1430	1006	2436	931
2009 YEAR TO DATE 8/20/09	1304	991	2295	968
2010 YEAR TO DATE 8/6/10	1232	1052	2284	993
2011 YEAR TO DATE 8/1/11	1181	989	2170	1022

### MISDEMEANANT WARRANTS CASELOADS

DATE	SUPERVISION/PTR	RECORD CHECK	TOTAL WAR. CASES
2006 YEAR TO DATE 8/16/06	688	228	916
2007 YEAR TO DATE 8/30/07	765	255	1020
2008 YEAR TO DATE 9/8/08	698	233	931
2009 YEAR TO DATE 8/20/09	733	235	968
2010 YEAR TO DATE 8/6/10	743	250	993
2011 YEAR TO DATE 8/1/11	745	277	1022

TOTAL YTD CASELOAD

Figures updated 8/1/11



Year 2005	548	594	533	491	575	640	504	549	556	530	531	524	6575
Year 2006	305	319	392	335	281	384	326	566	568	596	576	544	5192
Year 2007	687	694	745	740	740	806	796	887	832	940	881	601	9349
Year 2008	871	960	890	894	734	707	633	607	724	679	622	661	8982
Year 2009	742	762	788	761	787	740	828	710	732	671	680	700	8901
Year 2010	775	701	836	662	678	636	636	744	766	789	731	624	8578
Year 2011	776	587	721	720	814	803	742	749					
Evaluations Filed													
Year 2005	45	63	110	87	80	106	113	122	122	102	90	89	1129
Year 2006	116	94	122	108	76	116	73	127	93	140	107	106	1278
Year 2007	147	128	146	97	112	132	117	157	123	133	135	130	1557
Year 2008	143	132	136	134	136	114	123	97	124	138	112	122	1511
Year 2009	169	146	181	151	126	124	102	141	119	88	112	121	1580
Year 2010	105	107	97	117	105	128	88	110	105	118	96	103	1279
Year 2011	111	81	103	87	101	103	92	101					
Cases Opened													
Year 2005	140	121	173	154	154	179	164	170	171	174	157	132	1889
Year 2006	136	147	215	129	198	196	154	203	188	170	191	175	2102
Year 2007	207	153	210	202	226	238	179	226	158	210	220	202	2431
Year 2008	254	184	175	185	227	200	178	170	253	233	190	225	2474
Year 2009	245	196	249	208	202	227	177	231	221	190	161	211	2518
Year 2010	215	181	173	212	184	221	173	198	201	164	114	173	2209
Year 2011	205	175	178	193	215	197	161	213					
Cases Closed													
Year 2005	201	150	194	243	230	191	170	162	207	183	157	126	2214
Year 2006	138	139	178	177	219	216	113	142	312	152	109	172	2067
Year 2007	155	161	185	151	158	159	201	194	152	193	197	173	2079
Year 2008	191	181	195	200	184	182	178	175	220	242	147	209	2304
Year 2009	164	180	250	222	188	282	223	188	218	244	197	210	2566
Year 2010	187	204	193	225	186	205	160	203	209	174	191	158	2295
Year 2011	212	173	190	184	147	203	173	203					
comm serv time sheets rcvd													
Year 2009	88	122	128	151	92	129	88	101	97	80	68	84	1228
Year 2010	71	97	126	106	65	99	82	92	82	86	81	88	1075



GL787

JMP - PRELIMINARY DEPT REVENUE

Report Format 562

January 1, 2011 through December 31, 2011

Transaction status 1  
Rounding to Whole Dollars

Fnd 127	MISDEMEANANT PROBATION	Sub 127	MISDEMEANANT PROBATION	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 ADJUST REDUCTION	2012 PRELIM % BUDGET
BAC 301	BEGINNING FUND BALANC				128,406-			159,890-	19.7
127 301	BEGINNING FUND				128,406-			159,890-	19.7
BAC 301	BEGINNING FUND BALANC				128,406-			159,890-	19.7
BAC 341	GENERAL GOVERNMENT			3,600-		6,300-			
127 2934195010	PROS DIVERSION			3,600-		6,300-			
BAC 341	GENERAL GOVERNMENT			3,600-		6,300-			
BAC 342	SECURITY OF PERSONS &								
127 34233	MISDEMEANANT P			3,512-	2,000-	1,790-	4,000-	4,000-	50.0
127 2434233	PROBATION FEES			436,515-	450,000-	409,070-	450,000-	450,000-	
127 3423305	ACT ACTIVE PR			1,784-		13,800-	10,000-	10,000-	100.0
127 3423306	RCO RECORD CHE			1,150-		3,442-	3,000-	3,000-	100.0
127 3423801	PRETRIAL SUP-C			160-		1,172-	500-	500-	100.0
127 34233010	CITIES PROBATI			30,193-	30,000-	12,566-	20,000-	20,000-	50.0-
127 243423306	PROBATION FEES			63,203-	30,000-	45,415-	35,000-	35,000-	14.3
127 323423300	PROBATION FEES			120,162-	100,000-	46,693-	50,000-	50,000-	100.0-
127 323423305	ACT ACTIVE PR			27,974-	15,000-	88,634-	80,000-	80,000-	81.3
127 323423306	RCO RECORD CHE			5,915-	4,000-	10,548-	7,000-	7,000-	42.9
127 323423801	PRETRIAL SUP-C			1,795-	1,000-	5,097-	5,000-	5,000-	80.0
BAC 342	SECURITY OF PERSONS &			692,363-	632,000-	638,227-	664,500-	664,500-	4.9
BAC 361	INTEREST EARNINGS								
127 36111	INVESTMENT INT			140-	100-	83-	75-	75-	33.3-
BAC 361	INTEREST EARNINGS			140-	100-	83-	75-	75-	33.3-
BAC 395	DISPOSITION OF FIXED								
127 39510	SALE OF FIXED			1-					
BAC 395	DISPOSITION OF FIXED			1-					
Sub 127	MISDEMEANANT PROBATION			696,104-	760,506-	644,610-	824,465-	824,465-	7.8
Fnd 127	MISDEMEANANT PROBATION			696,104-	760,506-	644,610-	824,465-	824,465-	7.8



GL787

JMP - PRELIMINARY DEPT EXPENSE

Report Format 562

January 1, 2011 through December 31, 2011

Transaction status 1  
Rounding to Whole Dollars

Fnd	Dpt	Sub	2010 ACTUAL	2011 BUDGET	2011 AMENDE ACTUAL	2012 DEPT ADDL	2012 PRELIM2012 ADDL	2012 PRELIM %
Obj 510								
127 2451001			33,072	34,302	31,444	35,239		2.7
127 2451002			8	2,624	43			
Obj 510			33,080	36,926	31,488	35,239		4.8
Obj 520								
127 2452001			2,345	270	2,166	2,696		90.0
127 2452002			209	2,403	196	291		725.8
127 2452003			1,757	8,106	1,730	2,916		178.0
127 2452004			8,106	213	6,755	8,400		97.5
127 2452006			205		124	224		100.0
Obj 520			12,621	10,992	10,971	14,527		24.3
Dpt 0024			45,701	47,918	42,459	49,766		3.7

GL787

JMP - PRELIMINARY DEPT EXPENSE

Report Format 562

January 1, 2011 through December 31, 2011

Transaction status 1  
Rounding to Whole Dollars

Fnd Dpt	MISDEMEANANT PROBATION UPPER DISTRICT COURT	Sub 127	MISDEMEANANT PROBATION	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT ADDITIONAL REDUCTION	2012 ADDL REDUCTION	2012 PRELIM BUDGET	PRELIM %
Obj 510	SALARIES AND WAGES									
127 3251001	SALARIES			34,770	35,302	32,931	36,987		36,987	4.6
127 3251002	OVERTIME			197						
Obj 510	SALARIES AND WAGES			34,967	35,302	32,931	36,987		36,987	4.6
Obj 520	PERSONNEL BENEFITS									
127 3252001	FICA			2,580	2,701	2,207	2,830		2,830	4.6
127 3252002	MEDICAL AID/LA			207	270	201	291		291	7.2
127 3252003	RETIREMENT			1,833	2,473	1,809	3,061		3,061	19.2
127 3252004	MEDICAL BENEFIT			8,106	8,106	6,755	8,400		8,400	3.5
127 3252006	UNEMPLOYMENT C			217	219	130	236		236	7.2
Obj 520	PERSONNEL BENEFITS			12,942	13,769	11,102	14,818		14,818	7.1
Dpt 0032	UPPER DISTRICT COURT			47,909	49,071	44,033	51,805		51,805	5.3

GL787 KITTITAS COUNTY FY 2. JUMP - PRELIMINARY DEPT EXPENSE Report Format 562  
 January 1, 2011 through December 31, 2011 Transaction status 1  
 Rounding to Whole Dollars

Fnd Dpt	MISDEMEANANT PROBATION	Sub 127	MISDEMEANANT PROBATION	2010 ACTUAL	2011 AMENDE BUDGET	2011 ACTUAL	2012 DEPT ADDL 2012 PRELIM %	ADDITIONAL REDUCTION	REDUCTION	BUDGET
Obj 510	SALARIES AND WAGES			353,298	371,331	335,065	371,331			371,331
127 51001	SALARIES			329	2,000	158	2,000			2,000
127 51002	OVERTIME			461	2,000		2,000			2,000
127 51004	VACATION PAYOF				500		500			500
127 51006	INTERPRETERS									
Obj 510	SALARIES AND WAGES			354,088	375,831	335,223	375,831			375,831
Obj 520	PERSONNEL BENEFITS									
127 52001	FICA			26,721	29,202	22,814	29,202			29,202
127 52002	MEDICAL AID/LA			7,486	11,862	8,079	11,862			11,862
127 52003	RETIREMENT			22,454	32,306	21,100	32,306			32,306
127 52004	MEDICAL BENEFI			71,064	73,008	59,397	73,008			73,008
127 52006	UNEMPLOYMENT C			2,195	1,616	1,320	1,616			1,616
127 52011	LABOR INDUSTRI			6,478	3,500	7,658	3,500			3,500
Obj 520	PERSONNEL BENEFITS			136,399	151,494	120,369	151,494			151,494
Obj 531	OFFICE AND OPERATING S									
127 53101	OFFICE SUPPLIE			1,031	3,000	1,453	3,000			3,000
127 53108	PUBLICATIONS				150		150			150
127 53115	OPERATING SUPP				153	175				
Obj 531	OFFICE AND OPERATING S			1,031	3,303	1,628	3,150			3,150
Obj 532	FUEL									
127 53201	FUEL			1,057	2,000	1,009	2,000			2,000
Obj 532	FUEL			1,057	2,000	1,009	2,000			2,000
Obj 535	SMALL TOOLS/MINOR EQUI									
127 53561	MINOR OFFICE E				2,847		3,000			3,000
127 53562	MINOR OFFICE F				1,000	147	1,000			1,000
127 53563	MINOR COMPUTER			2,184	8,000		8,000			8,000
127 53564	MINOR COMPUTE				8,524		8,524			8,524
127 53567	MINOR COMMUNIC				3,500		3,500			3,500
Obj 535	SMALL TOOLS/MINOR EQUI			2,184	23,871	147	24,024			24,024
Obj 541	PROFESSIONAL SERVICES									
127 54101	PROFESSIONAL S			5,562	6,000	3,369	6,000			6,000
127 54127	CONTRACTED SHR			115	200	92	200			200
Obj 541	PROFESSIONAL SERVICES			5,677	6,200	3,460	6,200			6,200



