**New York State
Division of Criminal Justice Services
Office of Probation and Correctional
Alternatives**

**2022-2023 Annual Probation State Aid Plan,
Certifications, and Application**
April 18, 2022

Submitted by: **Submission Date:**

Web Site: If your department maintains a web site, please provide the URL:

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Introduction

The NYS DCJS Office of Probation and Correctional Alternatives is pleased to share this revised Annual Probation Plan and Application, which was developed with the input of Probation Directors, and reflects the requirements of New York State Executive Law §246, "State aid for probation services" and Title 9 NYCRR Part 345 "Probation State Aid Block Grant".

Per Part 345 of 9 NYCRR, the Probation State Aid Block Grant rule, the Commissioner shall allocate block grant monies based upon a review of all approved plans and their respective budgets and pursuant to a plan prepared by the Commissioner and approved by the Director of the Division of the Budget. All state aid shall be granted by the Commissioner after consultation with the State Probation Commission and the Director. Part 345 further offers that probation state aid monies received by the Division shall be, to the greatest extent possible, distributed in a manner consistent with the prior year's allocation, and thereafter as authorized by law.

As part of the application for probation state aid, Part 345 requires localities to provide a detailed plan with cost estimates covering probation services for the fiscal year or portion thereof for which aid is requested, and other pertinent information including an overview of probation program services relating to staff training, investigation, supervision, and intake. An approved plan and compliance with standards relating to the administration of probation services, promulgated by the Commissioner in consultation with the Director, shall be a prerequisite to eligibility for State Aid. When available, localities may apply for additional state aid as part of a block grant award for enhanced program services with respect to specific populations.

Please note that NYS Executive Law §246 offers that an approved plan and compliance with standards relating to the administration of probation services promulgated by the Commissioner shall be a prerequisite to eligibility for state aid. Executive Law also authorizes the withholding of state aid to any locality, in the event that such locality, (a) fails to conform to standards of probation administration as formulated by the director pursuant to this section, (b) discontinues or fails to follow an approved plan, or (c) fails to enforce in a satisfactory manner rules promulgated pursuant to this section, or laws now in effect or hereafter adopted which relate in any manner to the administration of probation services.

All of the questions in this application must be answered in their entirety and submitted together along with any additional documents which may be required.

Annual Probation Plan and Application Instructions

1) **Plan Time Period** – The completed and approved Annual Probation Plan and Application will cover the time period July 1, 2021 - June 30, 2022.

2) **Probation Planning Structure**- The 2022-2023 Annual Probation Plan and Application is being provided directly to Probation Directors for completion and timely submission.

3) **Annual Probation State Aid Plan and Application** – The Annual Probation State Aid Plan application should be completed by the Probation Director. Probation Departments must follow any additional local review and approval protocols established prior to submission to DCJS/OPCA.

4) **Plan Submission-** In order for a plan submission to be considered complete, the certification page with an e-signatures must be received by OPCA. The completed Annual Probation Plan and Application for 2022-2023 shall be completed and submitted electronically as an e-mail attachment to dcjsapplications@dcjs.ny.gov no later than close of business **May 18, 2022.** J-RISC Counties must complete and include appendix A with their submission.

Annual Plan Components and Agency Contact

Part 1: Certifications	Agency Contact: Colleen Thorn (518) 457-7410(P) (518) 469-1413(C) Colleen.Thorn@dcjs.ny.gov This document provides for signed certification as to the department's compliance with six major areas. **A signed copy must be sent electronically to OPCA to complete the package.**
Part 2: Application for State Aid	Agency Contact: Kimberly Schiavone (518) 457-7287(P) (518) 391-9723(C) Kimberly.Schiavone@dcjs.ny.gov The Application for State consists of four parts: All parts must be submitted to complete the Annual Plan package. 1. 2022 Department Position Summary Chart (in plan) and 2. Expenditure Summary document for 2021 (*in plan*)
Part 3: Staffing Patterns	Agency Contact: Kimberly Schiavone (518) 457-7287(P) (518) 391-9723(C) Kimberly.Schiavone@dcjs.ny.gov This information is to capture how caseload-bearing personnel are utilized by reporting staff assignment to the generic probation functions in terms of Full Time Equivalents (FTEs). Additionally, there are questions related to activities undertaken during the professional staff hiring process for both firearms- bearing and non-firearms bearing staff. A probation staff contact list is included to indicate the various points of contact within the probation departments.
Part 4: Staff Training	Agency Contact: Patricia Clements (518) 485-0905(P) (518) 949-1503(C) Patricia.Clements@dcjs.ny.gov Questions by departments concerning training questions in part 4 may be directed to Patricia.
Appendix A: Juvenile Risk Intervention Services Coordination (JRISC)	Agency Contact: Teresa Scanu-Hansen (518) 485-5166(P) (518) 898-8564(C) Teresa.ScanuHansen@dcjs.ny.gov This information is to be completed only by those seven (7) departments for which an allocation for providing JRISC services was included in the SFY 2021-2022 Block Grant.

Part_1: CERTIFICATIONS

I, _____, as the Director of Probation for the jurisdiction of

_____, do submit this Probation Plan, Certifications, and

Application.

By my signature below, I certify compliance with the following DCJS Regulations and provisions that are subject to review and/or audit.

If the Rule part is not applicable to your county (i.e Part 357 and Part 361 – 364), please check NA.

1. **Rule Compliance**

   To the best of my knowledge the department is in complete compliance with 9 NYCRR:

   Part 345 Probation State Aid Block Grant

   Part 346 Staff Development

   Part 347 Probation Management

   Part 348 Case Record Management

   Part 349 Interstate and Intrastate

   Part 350 Investigations and Reports

   Part 351 Supervision

   Part 352 Graduated Responses

   Part 353 Financial Obligations

   Part 354 Intake

   Part 355 Probation Officers as Peace Officers

   Part 356 Probation Services for Article 3 JD

   *Part 357 Intake for Article 7 PINS

   Part 358 Ignition Interlock

   Part 359 Role of Probation in Youth Part of the Superior Court

   Part 360 Waivers

   *Part 361 Supervision of Conditional Release

   *Part 362 Violation of Conditional Release

   *Part 363 Conditional Release Supplemental Investigations

   *Part 364 Conditional Release Conditions

Part 365 Sex Offender Housing

Part 367 AIDS/HIV confidentiality of information

9 NYCRR - Appendix H-10 Specifications for Professional
Probation Positions**

*Applies only to those departments providing these services. If the department does not provide these services, select "NA".

**Included in the specifications, probation supervisors perform probation work at a supervisory level involving the direction and supervision of 4 to 7 probation officers.

If any of the above are checked **NO** indicating non-compliance, please identify the specific area of the rule that your department is out of compliance with and provide a timeline and remediation plan below:

Part 1A. Block Grant Compliance

A. Monthly Probation Workload Reports

All OPCA-30 and OPCA-30A reports for Calendar Year 2021 have been submitted through the Integrated Justice Portal interface and this department will submit future Monthly Caseload Reports in a timely manner (within 30 days after the end of the month being reported) in the formats required by OPCA.

B. SORA Compliance and Reporting

All SORA Address Confirmation Reports for Calendar Year 2021 have been submitted through the Integrated Justice Portal interface and this department will submit future SORA Address Confirmation Reports in a timely manner (within 30 days after the end of the quarter being reported) in the formats required by OPCA. Ensure timely SORA compliance and reporting.

C. Integrated Probation Registrant System (I-PRS)

The Integrated Probation Registrant System information for calendar year 2022 will continue to be maintained in as timely and accurate a manner as possible. Further, the proportion of active but closable criminal supervision cases will be brought to and maintained at less than **5%** of the total active caseload on the I-PERS.

D. DNA Collection

The department will routinely check the "DNA Owed" report on the Integrated Justice Portal and timely collect DNA from eligible probationers so as to maintain a minimum collection rate of 90%.

E. Integrated Justice Portal

The department will ensure that all probation officers have access to the Integrated Justice Portal, that includes the Domestic Incident Report Repository and the Order of Protection Registry. Enter the number of sworn officers in the department here _____ and enter the number of sworn officers with access to the Integrated Justice Portal here

F. Risk/Need Assessment

The department will use DCJS/OPCA-approved, fully validated Risk/Need Assessment instruments for juvenile and adult offender populations consistent with established statewide protocols and/or rule.

G. Automated Case Management System

The Department will maintain an automated case management system which supports probation operations to include, but not limited to pre-trial, intake, investigation, and supervision functions.

Part 1B. Additional Certifications

A. PSI Repository Access

The department acknowledges and accepts the requirements for accessing and using the PSI Repository as described in State Director's Memorandum #2009-6 (available in the Integrated Justice Portal), and certifies that it will only access reports contained in the repository for statutorily authorized purposes, and shall not re-disclose any information accessed through the PSI Repository except where statutorily authorized.

B. Enhanced Services for Sex Offenders (ESSO)

The Department will utilize polygraph examinations for the management of certain sex offenders consistent with the goals of community safety.

Please indicate the number of polygraphs performed on sex offenders under the supervision of your department during calendar year 2021 (such exams may have been coordinated/conducted by a treatment provider, the probation department, or other source).

If polygraphs were <u>not</u> conducted on sex offenders under the supervision of your department in 2021, please describe your department's timeline and remediation plan to ensure such in 2022?

C. Juvenile Substitute Contacts

Is your department using Juvenile Substitute Contacts for JD or PINS probation supervision cases – pursuant to 9 NYCRR Part 351, Section 351.6(b)?

If yes, which agencies and programs within your jurisdiction do you use when implementing Juvenile Substitute Contacts?

Why were these agencies selected and what is the evidence to demonstrate they have positive outcomes in working with juveniles?

SIGNATURE OF DIRECTOR:

_____   DATE _____

Part 2: 2022-2023 Application for State Aid

The Application for State Aid should include the following:

The Application for State Aid consists of four parts: All parts must be submitted to complete the Annual Plan package.

1. 2022 Department Position Summary Chart (in plan) and
2. Expenditure and Revenue Summary document for 2021 (in plan)

Note: If the fringe benefits amount for the year is not included in the documents provided, please also include a statement with fringe dollar amount for both the current year budget and the prior year expenditures.

Section I: DEPARTMENT POSITION SUMMARY CHART

Section I of the chart is to summarize staffing information by position title. **These titles are effective 5/28/21**.

Probation Management Rule Appendix H-10

TITLE	# Filled Positions	# Vacant Positions Funded for 2021	TOTAL	Actual Salary or Range* (in dollars)	
				Salary or Minimum	Maximum
Probation Director (Group D)					
Deputy Probation Director (Group D)					
Assistant Probation Director (Group D)					
Probation Director (Group C)					
Deputy Probation Director (Group C)					
Probation Director (Group B)					
Deputy Probation Director (Group B)					
Probation Director (Group A)					
Probation Supervisor 2 / Principal Probation Officer					
Probation Supervisor 1					
Probation Officer 2 / Senior Probation Officer					
Probation Officer 1 – Community Liaison**					
Probation Officer 1 – Other Language**					
Probation Officer 1					
Probation Officer 1 Trainee					
Probation Assistant					
TOTAL					

*Provide a range only if there are two or more employees for a specific title; otherwise, please provide the current salary.

**Only probation officers hired and occupying these specialized titles should be counted. For example, if a probation officer speaks Spanish, but was hired as a standard probation officer, the officer would not be counted in the *Probation Officer – Spanish Speaking* row. Any probation officer counted under either the *Minority Group Specialist* or the *Spanish Speaking* row would not also be counted in the *Probation Officer* row.

Section II: 2022-2023 Application for State Aid

Expenditure and Revenue Summary

	2021 Expenditures	2022 Adopted Budget
Personnel Services		
Fringe Benefits		
Travel		
Contractual Services		
Supplies and Materials		
Equipment		
Interdepartmental Charges		
Total		

	2021 Revenues	2022 Adopted Budget
Probation State Aid		
Other NYS Aid / Grants		
Federal Aid / Grants		
DWI Fees		
Other Revenue		
Interdepartmental Charges		
Total		

All 2021 expenditure amounts and all 2022 budget amounts should be assigned to one of the Expenditure or Revenue categories.

All amounts for programs or services performed by probation staff should be included for both 2021 and 2022 whether in one or multiple accounts in the county budget/reporting. Among these programs would be Juvenile Services, DWI, or Alternative to Incarceration or other programs.

2021 expenditures and revenues should include all amounts through 12/31/21 and accompanying documentation should be dated 12/31/21 or after.

Documentation for 2022 appropriations and projected revenue amounts should be from adopted 2022 budgets.

If fringe benefits are not included in the county budget or reports, please request a statement of 2021 expenditures and/or 2022 anticipated costs for all fringes from the county treasurer or other fiscal authority.

Part 3: Staffing Patterns

FULL TIME EQUIVALENT POSITIONS

The purpose of this chart is to summarize staffing information by position title and the cumulative proportion of all staff members' time allocated to a generic probation function **as of 12/31/2021**.

For example, one full-time probation officer who spends approximately half of his/her time doing adult supervision and the other half doing juvenile supervision would be counted as .5 of a full time position in Criminal Court – Supervision and .5 of a full time position in Family Court – Supervision. The totals for each box are the totals for each title performing that particular function. Please do not list by individual position. The total FTE's, bottom row in the last column box*, should equal filled positions on Part 2 Section 1 Summary Chart, which can be found on page 13.

Full Time Equivalent (FTE) Staff Persons per Appendix H-10

For Supervisory positions the time box is split for each primary function with "SF" = Time Spent Supervising Performance of the Function and "PF" = Time Spent Actually Performing the Function.

Pos. Title	Family Court						Criminal Court						Non-Case Bearing/ Other Activities Function	Total Positions
	Intake		Investigation		Supervision		Pre-Trial		Investigation		Supervision			
Prob. Dir.	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Dep./ Assist.Dir.	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Princ. Prob. Officer	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Prob. Supervisor	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Prob. Officer II/ Senior Prob.Officer														
Prob.Officer														
Prob. Officer Train.														
Prob. Assistant														
Total FTE														

Firearms Bearing Staff

For each of the following titles, please indicate (enter numbers) if your department authorizes personnel to carry firearms during the normal course of their duties, and if some/all persons in that title actually do carry during the normal course of their duties. **Probation Staff Presently Carry Firearms**: <Select One> If no, does the department plan to pursue the carrying of firearms in 2022: <Select One>	# Authorized	# Carry	Title Does Not Exist in Department
Director			
Deputy / Assistant Director			
Principal Probation Officer			
Probation Supervisor			
Sr. Probation Officer / Probation Officer II			
Probation Officer			
Probation Officer Trainee			

Employee Screening

	Comments/Clarifications
Fingerprinting: All Probation Department Staff All Probation Peace Officers All Firearms Bearing Staff Other Please specify	
Background Checks: All Probation Department Staff All Probation Peace Officers All Firearms Bearing Staff Other Please specify	
Psychological Testing: All Probation Department Staff All Probation Peace Officers All Firearms Bearing Staff Other Please specify	

Drug Testing:
 	
 All Probation Department Staff
 	
    If yes, when
 	
 All Probation Peace Officers
 	
    If yes, when
 	
 All Firearms Bearing Staff
 	
    If yes, when
 	
 Other
 	
  Please Specify
 	
    If yes, when
	16

Part 4: Staff Training

Please answer the following questions about new probation officer training:

Please enter zero(s) where applicable.

New PO/POT staff hired during 2021. Number:

1. Of the above number, how many have been registered with NYS Peace Officer Registry at time of hire? Number:

What is the estimated number that will need Peace Officer/Fundamentals of Probation Practice? Number:

How many PO/POT staff are expected to need Firearms Training provided by OPCA including those hired in the prior year, in 2022? Number:

In the chart below, indicate the number of professional peace officer staff in the department, and of those, the number that completed the required 21-hour training requirement in 2021.

- Supervisory Management Staff includes supervisors and above

- Line staff includes POs, POTs, Sr. Pos, and PO lls

- Please do not include Probation Assistants in this count.

Staff Type	Number of Staff	Number who have completed the 21 required hours of Training
Supervisory Management		
Line Staff		
Total Professional Staff		

If 100% of the professional staff have not completed the required 21 hours of annual training, please provide a plan to come into compliance during this calendar year:

Is there any staff in the department interested in instructing for the Fundamentals of Probation Practice Academy (Virtually or In-person)? (Qualifications generally are a General Topics certification while some lessons require additional certifications that can be provided by DCJS-OPCA.)

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Provide below the number of Probation staff that was trained in the last calendar year and the number of staff that will be requested to be trained locally or by OPCA. Enter 0 if none.

*Please note, an active trainer is one who has received a certification through a training for trainers program and can certify others as end users or facilitators.

Training for Probation Departments	Number trained last year	Total Number of Active Trainers in the Probation Department	Total Number planned to be trained locally	Number requested to be trained by OPCA
Assessments				
DVSI-R				
DVSI-R: Training for Trainers (TFT)				
MAYSI - 2				
NYCOMPAS – End User				
NYCOMPAS - TFT				
Static 99-R				
Stable 2007				
Acute 2007				
J-SOAP-II Juvenile Sex Offender Assessment Protocol				
YASI Caseworks				
WRNA – Woman's Risk Need Assessment				
WRNA: TFT				
Cognitive Behavioral Intervention				
Aggression Replacement Training (ART)				
Brief Intervention Tool (BIT's)				
Boys Council				
Decision Points				
Decision Points (DUI)				
Girl's Circle				
Interactive Journaling (IJ): Courage to Change				
IJ: Courage to Change - TFT				

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Training for Probation Departments	Number trained last year	Total Number of Active Trainers in the Probation Department	Total Number planned to be trained locally	Number requested to be trained by OPCA
IJ: Forward Thinking				
IJ: Forward Thinking - TFT				
Moral Reconation Therapy (MRT)				
Strengthening Families				
Thinking for a Change (T4C)				
T4C: TFT				
Evidence-Based Practices				
Implicit Bias				
Motivational Interviewing (MI): Basic				
Motivational Interviewing (MI): Advanced				
Motivational Interviewing (MI) - TFT				
Career University – Advancing to the Next Level				
Ready, Set, Work!				
Ready, Set, Work! - Persons in Mental Health Recovery				
Ready, Set, Work! – Individuals Convicted of Sex Crimes				
Retention Counts				
SOGIE				
Capacity Building				
Executive Leadership				
Instructor Development Course				
Other				
Ignition Interlock				
Officer Wellness/Peer Support				
Trauma Informed & Evidence Based Practice				
Other				

Probation department feedback regarding OPCA's training plans is essential. Please indicate if the probation department will be designating staff to attend quarterly Statewide Training Committee Meetings. Please provide their names and email addresses below:

If the probation department has a new probation director or new administrative staff that will need Executive Leadership Training, please advise. Also indicate what types if information would be most helpful to new probation directors and administrators:

Please provide any other training comments or needs the probation department may have not specified elsewhere in the plan for OPCA's consideration:

Part 5: Local Program Inventory

Utilize the form below to inventory the programs/services available and those that you wish to develop or expand in your jurisdiction. First identify the information for programs/services available during 2021 then identify what the jurisdiction's plan is for programs/services in 2022-2023.

	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Probation Specialized Supervision/Caseloads									
Adult Pre-Trial Services									
Domestic Violence									
Driving While Intoxicated									
Individual Convicted of Drug Crimes or Drug Court									
Female									
Gangs									
Juvenile Risk Intervention Services Coordination									

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	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)				Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI	Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
PINS Pre-Diversion Services								
PINS Intake/Diversion Services								
Youth 16-24 Years								
Mental Health								
Co-Occurring Disorders (Mental Health and Substance Abuse)								
Individuals convicted of Sex Crimes								
Veterans								
(other)								
(other)								

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	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2021-22 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Low Intensity									
Community Service									
Council for Boys & Young Men									
Evening / Afterschool Centers									
Girl's Circle									
Juvenile Community Accountability Board (JCAB)									
Juvenile Community Restoration (JCR)									
Juvenile Community Services (JCS)									
Mediation									
Mentoring									
Youth Court									

	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Cognitive-Behavioral Interventions Available									
Aggression Replacement Training (ART)									
Brief Intervention Tools (BITS)									
Brief Strategic Family Therapy (BSFT)									
Crossroads Offender Curricula (NCTI)									
Specify Module(s) used: (module1)								☐	
(module2)									
(module3)									
Decision Points									
Dialectical Behavior Therapy (DBT)									
Family Solution Program (FSP)							☐		
Functional Family Therapy (FFT)								☐	
Interactive Journaling									

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	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Life Skills Training (LST)									
Moral Reconation Therapy (MRT)									
Multidimensional Family Therapy (MDFT)									
Multi-Dimensional Treatment Foster Care									
Multi-Systemic Therapy (MST)									
National Curriculum & Training Institute Youth Crossroads									
Parenting with Love and Limits (PLL)									
Peaceful Alternatives to Tough Situations (PATTS)									
Strengthening Families									
Thinking for a Change (NIC)									
(other)									

	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Other Programs/Services									
Adolescent Diversion Project									
Career University (WDS)									
Computer Search and Monitoring									
Day Reporting					.				
Detention Services									
Domestic Violence Name of Program:									
Educational Opportunity Centers									
Employment Services/Support									
Gang Intervention Name of Program:									
GED Program									
Group Counseling									

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	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Mental Health Crisis Intervention									
Parenting Skills									
Problematic Sexual Behavior		☐			.				
School-Based Probation Officers		☐		☐					
Individuals Convicted of Sex Crimes Treatment: Group				☐					
Individuals Convicted of Sex Crimes Treatment: Individual		☐							
Specialized Assessments: Mental Health / Substance Abuse				☐					
Substance Abuse Treatment		. .							
Victim Awareness									
Victim Impact Panels									
Why Try		☐		☐					

	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Restorative Justice practices (i.e. community accountability boards, mediation, victim-offender reconciliation)									
Ready, Set, Work!									
Specialty Courts									
Domestic Violence									
Driving While Intoxicated									
Drug Treatment (Criminal Court)									
Family Treatment (Family Court)									
Specialized Juvenile Delinquency									
Mental Health									

	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Specialized Probation Violations									
Veterans									
Adolescent Diversion									
Individuals Convicted of Sex Crimes									
(other)									
(other)									

	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Supervision Technologies									
Radio Frequency (RF) Electronic Monitoring									
Electronic Monitoring: GPS Passive									
Electronic Monitoring: GPS Active									
SCRAM									
Other Remote Alcohol Monitoring									
CE Check-in									
Voice Reporting									
Kiosk Reporting									
Real Time Video Reporting									
Other Supervision Technology									

	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)					Plan for 2022-23 (select one from dropdown)
	JD	PINS	Crim-inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2021 (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Miscellaneous									
Warrant Execution									
Drug Testing: Hair Analysis									
Drug Testing: Urinalysis									
Drug Testing: Saliva									
Drug Testing: Other									
Pre-Dispositional Supervision									
Polygraph									
Home Confinement (Non-EM)									
Field Intelligence Probation Officer									
Gender-Responsive Strategies									
Respite									

Part 6: Crime Victim Services

1)   Does the department have a <u>written</u> Victim's Policy?

2)   Does the department have a <u>written</u> domestic violence policy?

3)   Please report the number of Domestic Violence cases are on your
      supervision caseloads as of 12/31/2021? (Potential indicators include:
      Intimate Partner offender/victim relationship on face sheet of PSI,
      offenders subject to orders of protection, cases classified as Family
      Offenses, cases in which a Domestic Incident Report has been
      generated.)

Family Court

Criminal Court

Please note the following:

NYS CPL §140.10 (5) requires that where the subject of a domestic incident report is known by law enforcement to be under probation or parole supervision, that law enforcement agency shall transmit a copy of the report as soon as practicable to the supervising probation department or the department of corrections and community supervision. Should your department not be regularly, and promptly receiving DIRs regarding probationers, it is strongly recommended that you reach out to the appropriate law enforcement agencies in your jurisdiction for further discussion as necessary. For your reference, a directory of law enforcement agencies in New York State is available at:
 http://www.criminaljustice.ny.gov/crimnet/ojsa/agdir/index.html

Probation departments are also reminded to routinely utilize the Domestic Incident Repository, accessible through the Integrated Justice Portal, when completing investigations, supervision, and other probation services

Part 7: Focal Issues

Probation Department Warrant Survey

Please provide the current number of outstanding Violations of Probation Warrants on individuals on Active or Administrative Supervision:

a. Felony-based:

    i. Violent Felony-based[1] (as subset of all Felony-based in 1a):

b. Misdemeanor-based:

c. Other (Number)
   please specify:

Please estimate how many of the currently outstanding warrants have been outstanding for the following time periods:

		Felony –based Probation sentence	Misdemeanor-based Probation sentence
a.	0 to 6 months		
b.	6+ to 12 months		
c.	1 yr+ to 5 years		
d.	5+ yrs to 9+ years		
e.	10 or more years		

Does your department execute warrants issued for Violations of Probation?

☐ Yes   ☐ No

If "Yes" who is authorized to do so?
☐ Any Peace Officer in department
☐ Designated Peace Officers with other
☐ duties Formalized unit
☐ Other

   Please describe:

When a warrant for a violation of probation is signed by the court, is it returned to the probation department for transmittal to the law enforcement holding agency?

☐ Yes   ☐ No

When a warrant for a violation of probation is signed by the court, does the court forward it directly to the law enforcement holding agency?

☐ Yes   ☐ No

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[1] Violent Felonies are those offenses enumerated in NYS Penal Law §70.02 (1)(a thru d).

Probation Department Warrant Survey

List the agency(cies) that enter(s) your warrants for violations of probation?

     a. _____
     b.
     c.
     d.
     e.

In what data system(s) are your warrants for violation of probation entered?

- [ ] Local probation case management system
- [ ] Integrated Probation Registrant System (IPRS)
- [ ] Integrated Justice Portal (IJP)
- [ ] Caseload Explorer (CE)
- [ ] NYS Warrant Notification System
- [ ]
- [ ]

Please rank the following agencies holding the original warrant for violation of probation (where "1" equals "Holds the most number of warrants for violation of probation; and "7" equals "Holds the least number of warrants for violation of probation").

Probation Department

Sheriff's Department

NY State Police

New York City Police Department

Original Arresting Agency

Other State (interstate cases)

Other:

Regarding long-outstanding warrants, does your department have a written policy or practice for the vacature of warrants from the issuing court?

- [ ] Yes   - [ ] No

If "Yes", please forward the policy or description of practice with this completed questionnaire.

Probation Department Warrant Survey

If you wish to clarify any of your responses to the above questions, please do so below:

What is your deparment's written policy regarding the efforts to locate and apprehend absconders?

Note: Please submit a copy of the Departments written policy concerning Probation Violation warrants, if available.

Peer Support Program

Does your department have a Peer Support Program?
 	
    If yes, provide the year the department implemented
    the peer support program
 	
    If yes, provide the number of trained Peer Specialists
 	
Were the Peer Specialists trained in the ICISF (International Critical Incident Stress Foundation) model?
 	
Does your department have access to a county-wide Peer Support Program?

Risk/Need Assessment	
If the department utilizes any <u>specialized</u> risk/need assessment for a special population such as Domestic Violence, DWI, Mental Health, Gender Specific, Sex offender and/or other specialized assessment please indicate the name of the specialized assessment in this section. (*Not NYCOMPAS, YASI, YLSI, or LSI*)	a. b. c. d. e.

Use of Vocational/Educational Resources
Please advise OPCA if the department utilizes any vocational/educational resources for the juvenile and adult probation population (such as Student Advocacy/Legal Services, ACCES-VR, Employment Opportunity Centers (EOC), Attain Labs, Department of Labor Career Centers, apprenticeships/internships, BOCES career or trade courses) please indicate the name of the resource in this section.

DVSI-R (Domestic Violence Screening Instrument − Revised)
Does the department have staff trained in DVSI-R?   How many staff members in your department have received DVSI-R training?   Does the department have a certified DVSI-R trainer?   Does the department intend on training all staff on DVSI-R or specialized only?   Commencing in January 2022 will your department be completing the DVSI-R for each domestic violence case under probation supervision?

Probation Department Quality Assurance Effort
Please submit a copy of your department's written Quality Assurance Program, if available. If your Department does not have a written policy, please describe the quality assurance process implemented by your department to ensure the quality of probation work and compliance with statute/regulation. This may include the random selection of cases that are reviewed on a consistent bases with notification of the results to the Probation Director.

Employable Adult Individuals Employment Status			
The term '**employable adult individuals**' means the total number of all individual on probation having the ability to work. Please **exclude the following**: inmates, disabled (unable to work), retired, full-time students, full-time homemakers, undocumented workers, absconders, and any others who are not in the workforce for legitimate and verifiable reasons (such as substance abuse/mental health treatment/conditions) that currently prevent employment.			
	Number of Employable Individuals	Number of Employed Individuals	% Employable Who Are Employed
As of December 31, 2021, how many of the department's adult probation cases are employable and how many of those employable individuals are actually employed (full- or part-time)? Probation Departments are requested to report the actual number of employable individulas as defined above.			

Probation Department Goals
Please list plans and goals below that have not been mentioned or addressed in the Annual Plan:

Part 8: Probation Department Contacts

Please enter the contact name(s) and email address(es) for each of the categories below. If the NYC DOP has a contact for each borough, please provide the borough name along within the contact information.

Contact Category	Contact Name(s)/Title	Email Address(es)	Phone Number(s)
Caseload Explorer Liaison			
Crime Victim Specialist			
Domestic Violence Liaison			
DWI Liaison			
Vocational/Education Liaison (VEL)			
Probation Employment Liaison (PEL)			
Field Intelligence Officer			
Health Home Liaison			
NYCOMPAS/LSI Liaison			
Mental Health Liaison			
Adult Interstate/Intrastate Transfer Designee(s)			
Juvenile Interstate/Intrastate Transfer Designee(s)			
Staff Development Officer			
Terminal Agency Coordinator(s)			
Warrants Liaison			
YASI/YLSI Liaison			
Report: Ignition Interlock			
Report: OPCA 30 (Family)			
Report: OPCA 30A (Adult)			
Report: Restitution			
Report: SORA			

Satellite Offices (Not Reporting Stations)

Please list the addresses of any satellite probation offices:

Street Address	City	Zip Code	Phone	Fax