

County Probation

The mission of the Probation division is to restore and enhance the quality of life of the clients served and assist in making clients productive and responsible citizens for a safer community.

PROGRAM HIGHLIGHTS

1. Increased the amount of house arrest clients to assist in the efforts to relieve jail overcrowding.
2. Participated in the domestic violence coordinating group (a committee of the Leon County Youth Development Council) and subsequently expanded the data captured for analysis.
3. Developed and refined a pertinent web site.
4. Implemented procedures to enact the GPS system as a condition of probation.

ADVISORY BOARD

Criminal Justice Coordinating Council; Public Safety Coordinating Council

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

The Leon County Probation Division was established under the authority of Florida Statute, Chapter 948.01 (5) and an Administrative Order of the Second Judicial Circuit. Further authority comes from Florida Statute, Chapter 945.26 and 945.30. The House Arrest program was mandated by Florida Statute, Chapter 948.

SUMMARY OF KEY SERVICE FUNCTIONS

1. Officers monitor the payment of all supervision fees and restitution to the Clerk's office.
2. The program provides supervision to clients and refers them to appropriate community based agencies for assistance.
3. Clients are monitored to make sure they remain drug and/or alcohol free. Alcohol testing is provided in house at no cost to the client.
4. Violations are prepared and provided to the Judges for signature, forwarded to the Clerk for recording, and to the Sheriff's Office for serving.
5. Community service and work program coordination assistance is dispersed to all clients with this sentencing provision.
6. Statistical reports are prepared monthly and presented to the Courts, OMB and the Director of Management Services.
7. House arrest in conjunction with electronic monitoring is an alternative sanction offered by the Probation Division.
8. Specialize management is available to clients sentenced by the court to probation for the offenses of Domestic Violence and Driving Under the Influence.
9. Diversionary clients are processed through the work program without the benefit of probation. Cost savings are recouped from each client paying the one time participatory fee and from the 10 hours of manual labor each must perform for the County.
10. The Division is responsible for providing information to the Courts to properly dispose of cases in a timely manner; and inform of status while on Probation, Pre-Trial Release or the Diversion programs, thereby ensuring the smooth and efficient operations of the Criminal Justice System (Judges, State Attorneys, Public Defenders, Clerk's Office, Jail, etc.) and the guarantee of protection to Leon County.

PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) To maintain the monthly caseload per officer at or below 200 clients	164	175	160	200
2) To provide alcohol testing for 200 clients monthly.	514	190	189	200
3) To attempt to maintain a collection rate of 75% in supervision fees.	87.61%	83%	94%	80%
4) To provide electronic monitoring to a minimum of 5 clients per month.	10	3	12	10
5) To provide electronic monitoring to clients identified by the court not to exceed \$6.00 per day.	\$6.00	\$6.00	\$6.00	\$6.00
6) To provide an average of 8,000 hours per month of in-kind services through work program/community serviced valued at \$41,200 per month.	7,317	10,241	9,653	8,000

FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$670,864	\$697,226	\$712,973	\$734,362	\$756,393	\$779,085	\$802,457
Operating	39,398	47,404	47,404	47,404	47,404	47,404	47,404
Capital Outlay							
Grants & Aid							
TOTAL	\$710,262	\$744,630	\$760,377	\$781,766	\$803,797	\$826,489	\$849,861
<u>STAFFING</u>							
Full Time	18.00	18.00	18.00	18.00	18.00	18.00	18.00
O.P.S.*			1.00	1.00	1.00	1.00	1.00

FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at the No Increase Target (NIT) funding level which includes routine salary and wage adjustments.

*This OPS position is only temporary to fill in while full-time employee is on military leave.

FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the out years with the exception of anticipated routine salary and wage adjustments.

County Probation

ACCOUNT NUMBER: 111-542-523

PROGRAM EXPENDITURE DETAIL

Object Code	Account Description	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		ARB
		Actual	Adopted	NIT	Change	Total	NIT	Change	
51200	Salaries & Wages	\$497,747	\$505,927	\$512,643		\$512,643	\$512,643		\$512,643
51400	Overtime	248							
52100	FICA Taxes	37,020	38,703	39,218		39,218	39,218		39,218
52200	Retirement	43,271	38,121	29,715		29,715	29,715		29,715
52300	L & H Insurance	75,192	97,091	112,286		112,286	112,286		112,286
52400	Workers' Comp.	17,388	17,384	19,111		19,111	19,111		19,111
TOTAL PERSONAL SERVICES		\$670,864	\$697,226	\$712,973		\$712,973	\$712,973		\$712,973
53400	Other Contract Svcs.	2,891	5,400	5,400		5,400	5,400		5,400
54000	Travel & Per Diem	571	1,008	1,008		1,008	1,008		1,008
54100	Communication	2,867	2,930	2,930		2,930	2,930		2,930
54200	Postage	3,762	2,800	3,945		3,945	3,945		3,945
54400	Rentals & Leases	3,156	3,156	4,356		4,356	4,356		4,356
54500	Insurance	12,332	12,332	12,332		12,332	12,332		12,332
54600	Repair & Maint.	139	500	500		500	500		500
54700	Printing & Binding	2,316	5,050	4,836		4,836	4,836		4,836
55100	Office Supplies	4,730	4,785	4,785		4,785	4,785		4,785
55200	Operating Supplies	4,494	6,038	3,907		3,907	3,907		3,907
55400	Bks, Pubs, & Memb.	260	400	400		400	400		400
55401	Training	1,879	3,005	3,005		3,005	3,005		3,005
TOTAL OPERATING EXPENSES		\$39,398	\$47,404	\$47,404		\$47,404	\$47,404		\$47,404
PROGRAM TOTAL		\$710,262	\$744,630	\$760,377		\$760,377	\$760,377		\$760,377

PROGRAM STAFFING DETAIL

Adm. Associate III	4.00	4.00	4.00	4.00	4.00	4.00
Adm. Associate VI	1.00	1.00	1.00	1.00	1.00	1.00
Comm. Services Coord.	1.00	1.00	1.00	1.00	1.00	1.00
Probation Director	1.00	1.00	1.00	1.00	1.00	1.00
Probation Officer I	4.00	4.00	4.00	4.00	4.00	4.00
Probation Officer II	5.00	5.00	5.00	5.00	5.00	5.00
Probation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Senior Probation Officer	1.00	1.00	1.00	1.00	1.00	1.00
Total	18.00	18.00	18.00	18.00	18.00	18.00

OPS STAFFING TABLE

Probation Officer I*		1.00	1.00	1.00
Total		1.00	1.00	1.00

*This OPS position is only temporary to fill in while full-time employee is on military leave.