

2013 ANNUAL REPORT

DUTCHESS COUNTY OFFICE OF PROBATION AND COMMUNITY
CORRECTIONS

Marcus J. Molinaro
County Executive

Mary Ellen Still
Director of Probation

Catherine A. Lane
Deputy Director



2013 Annual Report



A MESSAGE FROM THE DIRECTOR

I am honored and pleased to submit the 2013 Annual Report for the Dutchess County Office of Probation and Community Corrections.

As with prior reports, the achievements and challenges of the department are highlighted by illustrating the work of the various units. The department is organized by function into distinct units that contribute to the goal of community safety through the reduction of recidivism.

In 2013, great emphasis was placed on the work of the Pretrial Services Unit and ATIs (Alternatives to Incarceration.) While these programs are instrumental in providing a comprehensive approach to criminal justice, it must be remembered that probation itself is the original Alternative to Incarceration. Whether employed in a pretrial or more traditional probation setting, probation officers worked tirelessly to provide the interventions and services necessary to assist those under supervision to lead productive lives. To this end, evidence-based practices are employed throughout the agency.

In the latter part of 2013, a technical assistance grant was awarded to the Office of Probation from the Center for Effective Public Policy and the National Center for Justice Involved Women. This grant will focus on gender-specific needs of women in the pretrial stage of the criminal justice system. Not only will the department and individual women benefit from this opportunity, but the results of this project will be used to assist communities throughout the nation.

It is not unusual to participate in such projects as the criminal justice system in the county is known for its progressive practices and programs. It is also known for its collaborative approach and partnerships that promote best practices and outcomes. However, it is the dedicated and committed staff that make the programs and services contained herein possible.

The department gratefully acknowledges the support of Dutchess County Executive Marcus J. Molinaro and the Dutchess County Legislature.

Respectfully Submitted,
Mary Ellen Still
Director

2013

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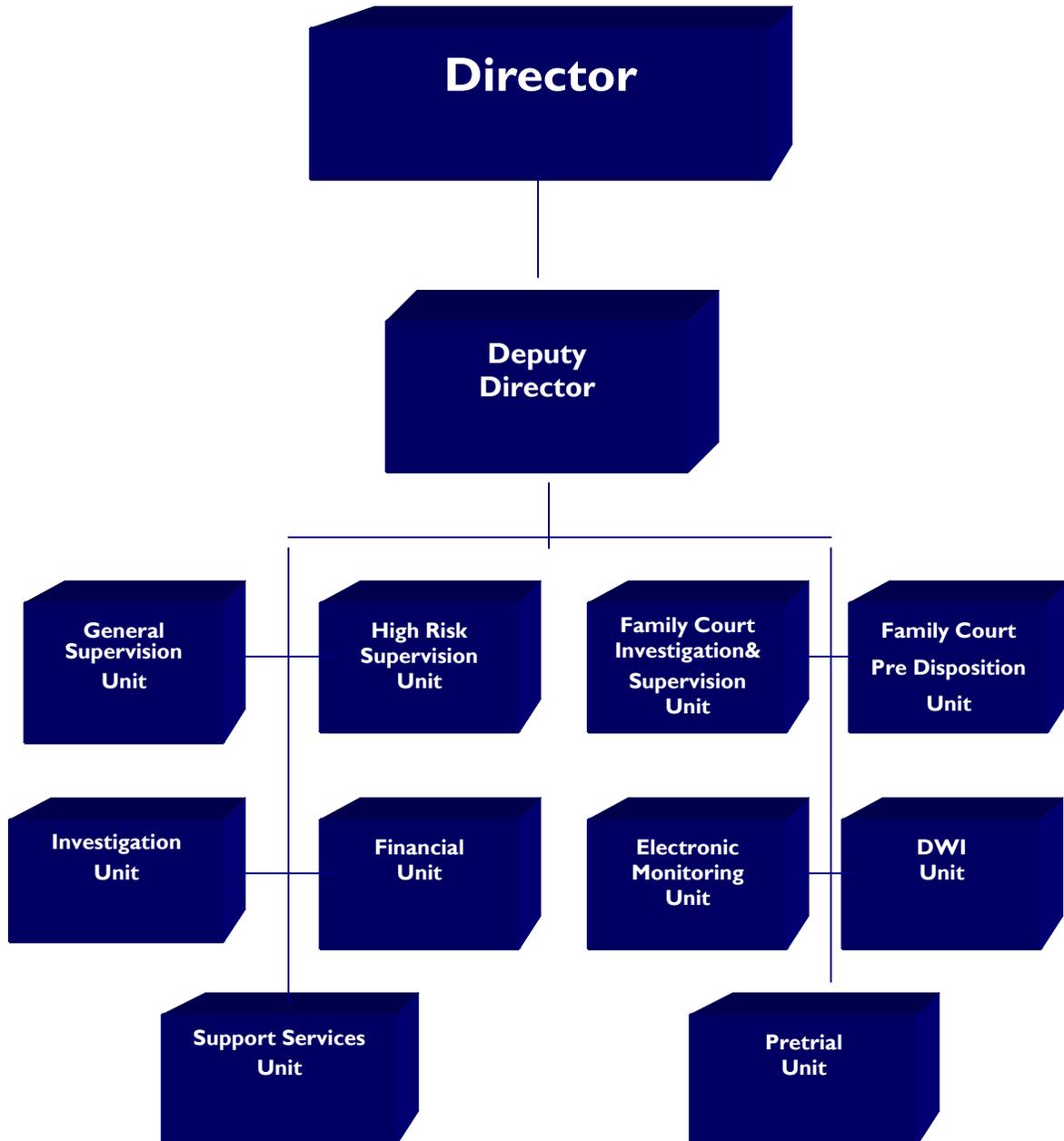
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Mission Statement

The Mission of the Dutchess County Office of Probation and Community Corrections is to protect the community through intervention in the lives of those under supervision by facilitating compliance with court orders and serving as a catalyst for positive change. We operate in collaboration with our criminal justice partners and the community. We provide services to courts, help strengthen families and give victims a voice in the justice system. We provide leadership and services in a cost effective community based setting.

**Dutchess County Office
of
Probation and Community Corrections**



Units

Family Court Supervision
Family Court Diversion
Pretrial Services
Electronic Monitoring
Investigations
High Risk Supervision
General Supervision
DWI
Financial
Support Services

Unit Administrators

Audra Schumacher
Karen DeSimone
Jonathan Heller
Thomas Morris
Daniel Bryant
Karen O'Connor
Jane Walker
Joanne Nellis
Peggy Milone
Karen Kotchie

**Dutchess County Legislature
Public Safety Committee**

Kenneth Roman, Chairman
Peter Wilkinson, Vice Chairman

Sue Serino
Robert A. Weiss
Steve White

John M. Thomes
James R. Doxsey

Family Court Unit

Intake/Diversion Services

Karen DeSimone, Unit Administrator
Diane Whiteman, Senior Probation Officer

The Probation Diversion programs assist youth at risk and their families to address and resolve their needs while diverting them from a more consequential response in a courtroom. In recent years, youth who enter the Juvenile Justice system are challenged by many negative factors: drug/alcohol abuse, bullying/cyber bullying, family problems, peer pressure, poverty, and gangs to name just a few. As these issues become increasingly complicated, we respond by use of evidence-based practices to ensure the most appropriate and beneficial assistance is provided to the youth who have the greatest needs. Identified needs are addressed with research-based service referrals provided both within and outside of the Office of Probation. The Functional Family Therapy program is now in its 5th year and offers services to Dutchess County youth and families at the Office of Probation in both Poughkeepsie and Beacon. In addition, the Diversion Unit continues a Restorative Justice approach for the Juvenile Delinquency Diversion cases including an Empathy/Apology Letter Workshop and community service requirements.

The Diversion Unit is staffed with a team of Probation professionals who exhibit dedication, caring, and commitment to the youth and families they serve. We are reminded every day that the youth of our community represent our strongest asset and our greatest hope for the future.

The Dutchess County Office of Probation Juvenile Diversion Unit provides the following:

▪ **Intake Function**

❖ *Family Court Intake* assists the public by preparing various petitions necessary to access Family Court. The various petitions prepared include petitions for spousal support, modification of child support, custody, visitation, paternity, guardianship and family offense petitions for those who seek Orders of Protection. Representatives from Grace Smith House Inc. assist in completing family offense petitions as well as providing advocacy for domestic violence victims.

Appearance tickets issued by police departments throughout the county to potential juvenile delinquents alleged to have committed a crime are returnable to Intake. In 2013, **102** Appearance Tickets were issued in Dutchess County returnable to Probation Intake.

Intake also accepts PINS complaints from parents/schools and occasionally police officers. In 2013, **277** PINS complaints were filed in Dutchess County.

▪ **Persons In Need of Supervision (PINS)**

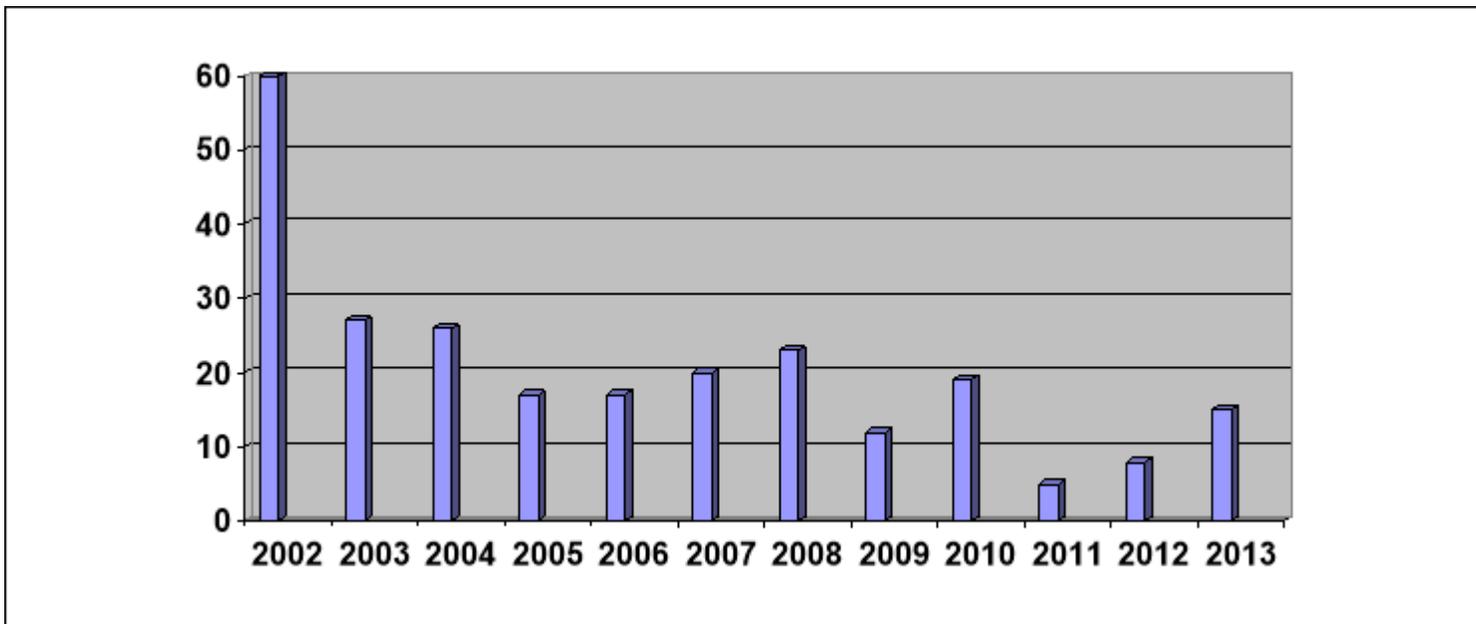
712(a) of The New York State Family Court Act defines a Person in Need of Supervision as a person less than eighteen years of age who does not attend school in accordance with the

provisions of part one sixty-five of the Education Law or who is incorrigible, ungovernable or habitually disobedient and beyond the lawful control of a parent or other person legally responsible for such child's care, or other lawful authority, or who violates the provision of section 221.05 of the New York State Penal Law which is the unlawful possession of marijuana.

▪ **PINS Diversion Services**

All youth subject to a PINS complaint are offered a period of Diversion services. During this time, the youth and their family, working with a Probation Officer, are referred to various identified community programs to address the needs which led to the complaint. Diversion services are voluntary and also require the cooperation of the parent / guardian of the youth. Diversion services typically remain open for 6 to 9 months with services ending when the case plan objectives are met and the behavior has improved.

The Probation Officers in this unit assist the youth in completing a Case Plan which is developed with the family and part of the initial YASI Assessment (see YASI below for further information). During the period of PINS Diversion Services, the Probation Officers work closely with the youth and families to address the identified needs that brought them to PINS by referring them to various programs both within and outside of the agency. If diversion does not resolve the complaint, the matter may be referred to Family Court for further intervention. The Probation Officers in this unit are committed to divert cases from the Family Court whenever possible; as it is a far better outcome to address the needs of a youth and their family on a voluntary basis. This successful effort has resulted in a reduction in PINS Petitions forwarded to Family Court and a dramatic reduction in PINS Placements in



the past several years.

PINS PLACEMENTS

- ❖ The PINS coordinator, Diane Whiteman, receives and assigns all new cases, and facilitates cases through the assessment process including the scheduling of School Review Meetings and the review of the 30-day Youth Assessment Screening Instrument [YASI] which includes a case management plan. The PINS Coordinator organizes and facilitates a weekly Intake Review Committee during which all case accepted for Diversion Services during the proceeding week are reviewed with the various co-located services available on-site to consider early referral for assistance. The PINS Coordinator also communicates regularly with all school districts regarding utilization of the program and coordination of individual cases.
- ❖ **YASI** - The YASI is an evidence-based tool effective in determining risk and protective factors. The domains with the highest risk factors are targeted in the case management plan. PINS Diversion youth with a PRE-YASI low risk level are referred out of the agency to the Youth Services Unit as evidence shows keeping low risk cases in the juvenile justice system actually increases risk of recidivism.
- ❖ **MAYSI** A mental health screening is conducted on all consenting PINS & JD Diversion youth by use of a **MAYSI** questionnaire. The **MAYSI** (Massachusetts Youth Screening Instrument) identifies signs of mental health issues among youth between the ages of 12 – 17 years. Depending on the results, immediate referrals to an appropriate agency may be made or a further evaluation recommended.
- ❖ **The Collaborative Solutions Team** assists in mental health screens, consultations, interventions [including crisis], safety assessments, and substance abuse screening and assessment. They can be utilized as a team or individually at any stage from intake to case supervision.
- ❖ **Functional Family Therapy (FFT)** Functional Family Therapy is an evidence-based family counseling approach that has been demonstrated to be effective to a wide range of at-risk youth and their families. A team of professionals comprised of a Probation Officer, Astor clinical staff, and staff from the Dutchess County Department of Mental Hygiene currently make up the team providing this service to youth and their families involved with the Dutchess County Office of Probation and Community Corrections. A single team member will provide the actual family sessions, but will also work closely with the assigned probation officer. The FFT counseling approach works to develop the unique strengths of each family, and to enhance the families' ability to make positive changes in the future on their own.

▪ **Juvenile Delinquent (JD)**

301.2(1) of The New York State Family Court Act defines a Juvenile Delinquent as a person over seven and less than sixteen years of age, who, having committed an act that would constitute a crime if committed by an adult.

▪JD Diversion Services

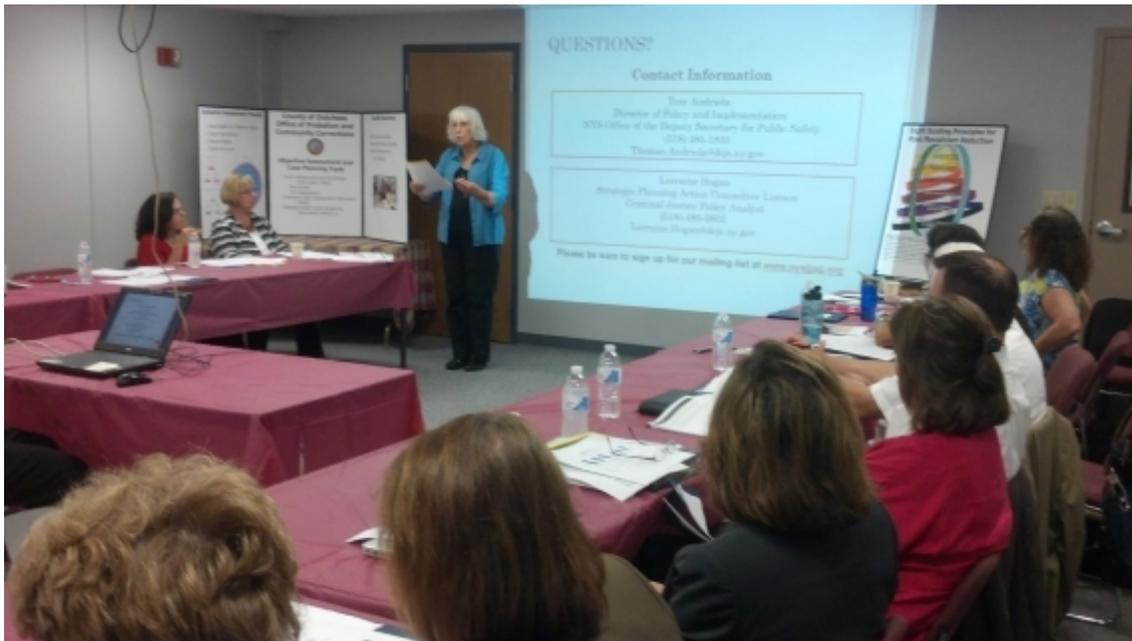
Following the Appearance Ticket Intake interview, Juvenile Delinquency complaints are reviewed and considered for Diversion Services. Similar to PINS Diversion Services, participation in the JD Diversion program is voluntary on behalf of the youth and family however the victim of the youth's crime must also be in agreement to divert the case and the youth must be willing to accept some responsibility for the crime they are accused of committing. Most JD cases meeting that criterion are offered JD Diversion services for a period of 2 to 4 months. JD Diversion youth with a PRE-YASI low risk level are offered service recommendations and monitored on an administrative level as evidence shows supervising low risk cases in the juvenile justice system actually increases risk of recidivism. The remaining appropriate JD complaints are assigned to a Probation Officer who completes a YASI and a Case Plan and then helps facilitate the youth in meeting the obligations of the plan. The youth work closely with the Probation Officer to address any identified needs that may be contributing to the behavior that brought them into probation and monitor the payment of restitution, if necessary. Additionally, the youth is required to complete the JD Diversion Restorative Justice Program.

❖JD Diversion Restorative Justice Program

Launched in 2009, the JD Diversion Restorative Justice Program brings to the unit the traditional philosophy of Restorative Justice; a community response to crime whereby the central focus is shifted to victim needs and offender responsibility for repairing the harm caused. As such, cases assigned to the JD Diversion program have the following requirements for successful program completion:

1. All youth are required to complete **Community Service** hours. The amount of hours is determined by the classification of crime committed. The youth and the Probation Officer will strive to find a Community Service location which connects to the act committed.
2. All youth are required to attend an **Empathy/Apology Letter Workshop** facilitated by two Probation Officers. This 90 minute workshop is scheduled monthly and also offered as an individual session for any youth who may not be well suited for the group environment (such as a younger participant). During the workshop, there is a 45 minute interactive discussion with written exercises regarding the definition of empathy as it relates to the actions of the participants. This is followed by a 45 minute session during which each participant produces a letter of apology to the victim of his/her criminal act. The letter produced is forwarded to the assigned Probation Officer who then works with the youth to make corrections as needed.
3. All cases require direct contact with the victim of the offense. Probation Officers will seek information from victims, refer victims for support services if needed, and use the victim input to complete a **Victim Impact Statement**. Victim input is also sought to determine what type of Community Service is selected or if the victim chooses to receive a letter of apology from the youth.

The Unit Administrator of the Diversion Unit, Karen DeSimone is currently serving as Chairperson of the Dutchess County Juvenile Justice Committee (a sub-committee of the Dutchess County Criminal Justice Council) and hosts the Juvenile Justice Committee meetings at the Office of Probation. In 2013, members of the Dutchess County Juvenile Justice Committee joined the newly formed Mid-Hudson Regional Youth Justice Team, a statewide reform initiative. In September, 2013, the Dutchess County Office of Probation hosted the first Mid-Hudson Regional Team meeting attended by Juvenile Justice officials from the Mid-Hudson 7 county region. Representatives from the NYS Division of Criminal Justice Services, and local Dutchess County Officials including County Executive Marcus Molinaro, also attended with County Executive Molinaro welcoming the group.



Family Court Investigation and Supervision Unit

Audra Schumacher, Unit Administrator
Sarah Kennedy, Senior Probation Officer
Chantal Sherwin, Senior Probation Officer

The Family Court Investigation and Supervision Unit provides probation services to children and families who are involved with the Juvenile Justice System. These services include pre-dispositional investigations for Custody, Visitation, Guardianship, Family Offense, Persons in Need of Supervision (PINS) and Juvenile Delinquency (JD). Probation supervision is provided for youth adjudicated as Persons in Need of Supervision and Juvenile Delinquents, as well as for youth who received Supervised Adjournments in Contemplation of Dismissal on JD and PINS petitions. Pre-dispositional supervision of juveniles who were arraigned in Family Court is also provided.

Investigations

Two full-time officers in the Family Court Unit prepared the different types of investigations that are used in the Juvenile Justice System. In 2013, the officers completed a total of 127 Predispositional Investigations. The majority of reports produced by the Family Court Unit are for Juvenile Delinquency and Persons in Need of Supervision (PINS) matters. The investigations are used by the Family Court, County Attorney's Office, Department of Children and Family Services, Office of Children and Family Services, therapists and supervising Probation Officers. The investigations are used to assist the Family Court in making decisions about the children and youth who appear before them. In addition, officers whose primary assignment is supervision of probationers are regularly called upon to prepare updated investigations and reports on probationers under their supervision.

The Predispositional Investigation regarding Juvenile Delinquency and Persons in Need of Supervision (PINS) matters include a description of the present offense, including the respondent's statement, the victim or petitioner's statement as well as the arresting officer's input, if applicable. Additionally, the report includes information pertaining to the respondent's legal history and analysis thereof, social and family history, community and peer relationships, use of free time, alcohol/drug use, physical and mental health, home environment, evaluative analysis and recommendation. The Youth Assessment Screening Instrument (YASI), which is an evidence-based assessment tool, is completed during the Predispositional Investigation and assists the officer in identifying the youth's risk and protective factors.

Predispositional Services and Programs

In an effort to reduce the number of medium and lower risk youths being housed in detention prior to the disposition of their case, we continue to expand and utilize a variety of pre-dispositional programs. In addition to having a Probation court liaison present in Family Court on Tuesdays when most juvenile cases are heard, the Office of Probation and Community Corrections receives the daily census of all youth remanded to Non Secure Detention as well as Secure Detention. A probation officer reviews each case to determine if the youth can be

released from detention and safely maintained in the community under the supervision or intervention of one of the pretrial programs. A risk assessment tool is utilized to assist in determining the youth's risk of not appearing in court and/or committing a new offense while the disposition of their case is pending. In October 2013, New York State approved the use of the Detention Risk Assessment Instrument (DRAI). All youth with pending JD matters must have a DRAI completed if the Court is giving consideration to placing the respondent in detention. Our department completes the DRAI for all youth with pending JD matters and uses the YASI detention tab for all PINS matters. We continue to work towards the goal of providing rehabilitative services, while maintaining youth in their homes whenever feasible, in light of the need to maintain the safety of both the youth and the public.

- **Continued Diversion / Restore to Diversion** – This program continues to expand. It involves only PINS cases. When a petition is filed in Family Court due to refusal to participate in diversion or poor performance on diversion, the judge may order a family to participate with diversion services until disposition of the case. In 2013, the Probation Department received 50 cases which were Restored to Diversion by the Court.
- **Released Under Supervision (RUS)** – Pre-dispositional supervision of JD cases based on specific conditions of pre-dispositional release outlined by the Family Court Judge. In 2013, the Probation Department received 91 Juvenile RUS cases.
- **Curfew Monitoring Program** – Probation staff conduct in-person and phone curfew checks several times a month to verify curfew compliance. The Court can mandate the youth to participate in this program or it can be a voluntary participation agreed upon by the family. Both PINS and JD cases can be placed on the Curfew Monitoring Program. In 2013, 76 youth participated in the Curfew Monitoring Program.
- **Juvenile Electronic Monitoring (JEM)** –. The pre-dispositional use of the Juvenile Electronic Monitoring (JEM) Program has remained a popular option used by the Family Court Judges in Dutchess County. This has given potential probationers the opportunity to demonstrate, while their case is pending, that they can safely remain in the community, thus preventing placement outside their home. The investigating officer takes into consideration the progress of those released to pre-dispositional JEM in their report to the court. A majority of pre-dispositional electronic monitoring juvenile cases have achieved successful completion. In 2013, the Probation Department received 68 predispositional Juvenile Electronic Monitoring Orders.
- **Juvenile Risk Intervention Services Coordination (JRISC)** –The Juvenile Intervention Service Coordination Program (JRISC) is grant funded and provides intensive services to prevent out of home placement of high risk youth as identified by the Youth Assessment and Screening Instrument (YASI). A probation officer, a probation case manager aide, and an Astor therapist are all on-site at the probation department and work collaboratively. The JRISC team maintains a caseload of fifteen families. Families participate in Functional Family Therapy; an evidence based program which research has shown effectively reduces recidivism. The case manager aide provides support to the families, assisting in accessing

community resources as well as engages the youth in prosocial activities and completion of community service.

Supervision

The mission of the Family Court Unit, as it applies to supervision, is to prevent youth from becoming further involved in the juvenile justice system and to prevent their progress into the adult criminal justice system by addressing the underlying issues. Caseload size varied with two probation officers assigned to intensive specialized caseloads which include those participating in JRISC and the Juvenile Sex Offender caseload. Due to the intensity of services provided to those on specialized caseloads, the number of youths per officer is limited. The officers assigned to these caseloads work collaboratively with the treatment providers and courts to improve outcomes of the youth.

A Senior Probation Officer oversees various groups held in the office and co-facilitates several groups to address needs and develop strengths. A senior probation officer is part of the Treatment Court Team and attends the team meetings and court sessions, facilitates referrals to the Treatment Court and has intensive contact with rehabilitation programs, schools and service providers. The Juvenile Sex Offender (JSO) Officer has extensive contact with the Juvenile Sex Offender therapists and attends bimonthly meetings with the JSO staff and PDI writer assigned to JSO cases. Maintaining these intensive caseloads and incorporating treatment and service providers through successful collaboration has maintained the availability of services within the probation framework, thus preventing out of home placements whenever feasible within the constraints of community safety.

In addition to assessing risk and protective factors, the officers monitor behavior at home and at school and intervene as appropriate to address the identified needs. The Probation Officers offer opportunities for children to increase the protective factors in their lives by establishing groups on site, in school and within the community in education, leisure activities, social skills development, anger management, gang resistance education and cognitive behavioral development.

We continue to have a Senior Probation Officer assigned to the BOCES BETA site who works with youth who are on both diversion and formal probation supervision. We also continue to have two probation officers within this unit who taught the Gang Resistance Education and Training (GREAT) program in the Poughkeepsie City Schools in 2013.

Probation Officers directly linked youth with services within their communities to address needs and develop protective factors. Included were community service opportunities, employment programs, parenting classes, school counseling, and treatment for substance abuse, mental health issues and sexual offending behaviors.

In 2013, the Family Court placed 123 youth under probation supervision, including 41 PINS cases and 82 JD cases.

Other services and Quality Assurance

A full time clinician from Astor Services for Children and Families began working on-site at the Probation Department in 2012 and continued to do so through 2013. The on-site therapist provides individual and family therapy to youth referred by Probation Officers. Having a therapist on-site has improved service linkages with the youth and families and enhanced collaboration. Often a youth and his/her family will be seen for an intake with the Astor therapist on the same day or within a few days of seeing a probation officer. Probation Officers often are able to schedule probation appointments on the same day before/after the youth's subsequent therapy appointments thus improving their likelihood of keeping both appointments and engaging in treatment.

To promote consistency in the violation process, ensure adherence to evidence-based practices and consistent use of alternatives to detention, the Probation Department continues to utilize the Juvenile Dispositional Review Committee (DRC). The Committee is an in-house committee chaired by the Deputy Director and is comprised of members of all levels and various units and areas of expertise. All potential violations of probation must be reviewed by the DRC before filing. Also, in any case that may result in an out of home placement or detention recommendation, the case is presented before the DRC. The Dispositional Review Committee gathers vital information that will assist in planning and quality assurance through analysis of performance and outcome measures.

The Family Court Supervision and Investigation Unit continues to evolve while providing the youth of Dutchess County with innovative evidence-based alternatives to placement.

PRETRIAL SERVICES UNIT TRANSFER SERVICE BUREAU/ADULT INTAKE

Jonathan Heller, Unit Administrator
Carol Hooper, Senior Probation Officer
Timothy Meester, Senior Probation Officer
Elizabeth Bobela, Senior Probation Officer

This Unit is a specialized division in the department that primary responsibilities for Pretrial Release Services, both interstate and intrastate probation transfer services and adult supervision intake. In addition to the Supervisor and the three Senior Officers, staffing includes six Probation Officers and one Probation Case Manager Aide.

Pretrial Services Unit

2013 has been both an exciting and challenging year for the Pretrial Services Unit, with new initiatives and grant opportunities and an increase in opiate addicted offenders driving the entire criminal justice system in new directions.

Dutchess County has been involved in providing pretrial service programming for the past 40 years. Probation structured a pretrial release protocol in 1974 in order to avoid unnecessary pretrial incarceration of primarily indigent defendants. A risk instrument born out of the Vera Institute's Manhattan Bail project in the 60's and 70's provided an element of uniform and objective assessment in making release recommendations.

Local Jails throughout New York face challenges in managing inmate populations, particularly those inmates incarcerated while their criminal cases are pending in court. The presence of an effective Pretrial Release program has been shown to provide an effective alternative, while offering the courts other options for community-based offender management. Most of the counties in New York State operate some form of formalized pretrial release program. These programs facilitate release without financial conditions by identifying appropriate defendants for release on recognizance (ROR) or release under supervision (RUS). In general, ROR refers to the release of a defendant on his or her promise to appear in court. RUS refers to the release on a promise to appear with other conditions attached by the court which are monitored by the pretrial service.

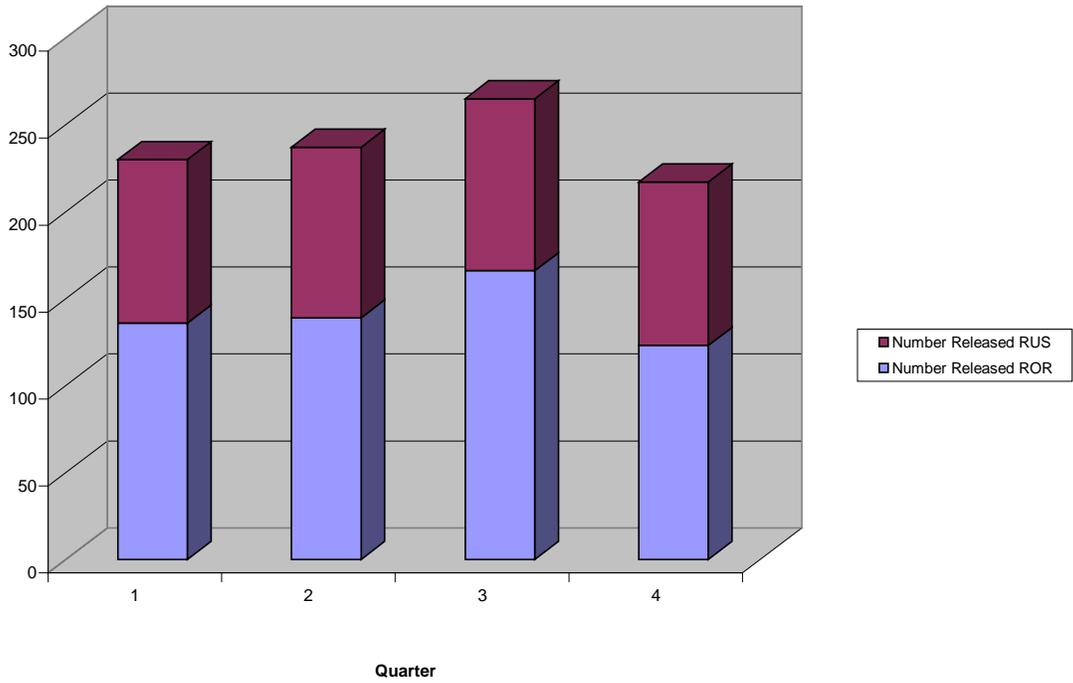
The Pretrial Services Unit within the department remains primarily focused on providing courts with another option to bail, with the goal of reducing unnecessary pretrial detention. Dutchess County continues to offer release services along a 'continuum of control'; defendants are considered initially for those releases that are least restrictive, however, if release is not achieved, or the defendant presents a greater risk, more limiting release options are considered, such as electronic monitoring. This approach has proven successful and aids in dispositional planning across the entire criminal justice process, providing other options and tools as alternatives to incarceration.

Commonly referred to as ROR/RUS, the program continues to follow the same basic structure as previous years: an interview is conducted, information is verified and a validated risk tool (COMPAS) is applied to make a determination as to the risk of failure to return to court. This program has expanded through the years as needs presented to include screening at the jail twice daily on business days and once daily on weekends. Additionally, officers within this unit staff the higher volume courts in order to preclude the incarceration of those defendants deemed appropriate and eligible for release. Screening and evaluation for these least restrictive programs occurs following the guidelines set by both State and National Pretrial standards. As such, evaluations are completed expeditiously and the information and recommendations are forwarded to the courts as soon thereafter as possible. Those defendants deemed ineligible are carefully reviewed for more restrictive programming such as Electronic Home Detention, ITAP (Intensive Treatment Alternative Program), and Transitional Housing (Electronic Home Detention or EM is described in detail elsewhere in this report).

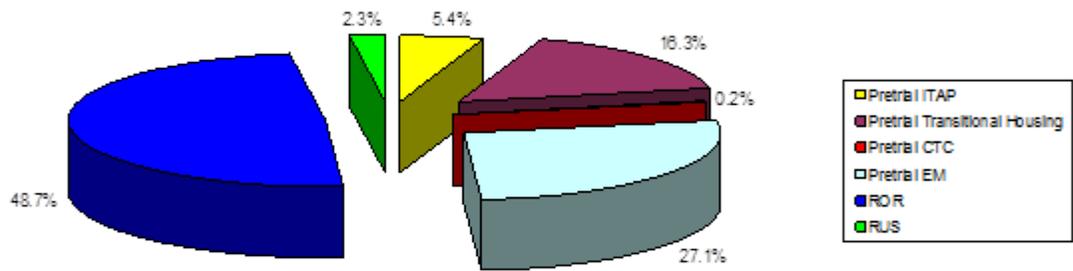
For the period of 2013, the number of interviews and releases remained fairly consistent with previous years and are presented below:

2013 Pretrial Services					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number Screened	625	670	702	594	2591
Number Interviewed	505	564	574	472	2112
Number Released ROR	136	139	166	123	564
Number Released RUS	94	98	99	94	385
Total Released	230	237	265	217	949

Released Pretrial per Quarter 2013



2013 Releases to Pretrial Programs by Percentage



Pretrial in 2013

Probably the biggest news for 2013 is the certification of five members of the pretrial services staff by the National Association of Pretrial Service Agencies (NAPSA) as Certified Pretrial Services Professionals. Prior to 2013, we had only one certified officer on our staff. Our goal is to have the remaining staff certified in 2014. The certification process involves providing documentation of education, experience and training to the national association, a course of pretrial specific training and an exam. Recertification must occur every three years. We have found that this certification brings a more consistent and better informed approach, as well as giving our program more national exposure; important in obtaining resources in the future.

On the subject of obtaining resources, we were fortunate to work with one of our current vendors, Project MORE, who applied for and ultimately obtained a New York State ATI grant for the establishment of a Gender Specific Day Reporting Center. There were a limited number of grants awarded statewide. The Project More Women's Center is slated to open in 2014 and will serve both a pretrial and sentenced population of women involved in the criminal justice system.

Additionally, the Pretrial Services Unit applied for and received a technical assistance grant from the National Resource Center for Justice Involved Women. Partnering with staff from the Bureau of Justice Assistance, the National Institute of Corrections, the Center for Effective Public Policy and researchers from the University of Cincinnati and the University of Houston, we will be developing and implementing a gender-responsive needs assessment screening instrument to help indicate needs and give direction to appropriate referrals specific to females in the pretrial population. Once the instrument is developed, the plan is for a nationwide release. Dutchess County Pretrial Services is excited and honored to have been selected for this project which will have implications nationally. To date, we have assembled a working group of officers and have involved and informed local stakeholders. We were very grateful for the assistance of the Office of Computer Information Services in the development of this project. Implementation of the assessment tool is slated for 2014.

One of the biggest challenges this year has been the marked increase in offenders presenting with opiate abuse issues. The Intensive Treatment Alternative Program (ITAP) and the Transitional Housing Program (THP) remain under the umbrella of the Pretrial Services Unit and have confronted many new difficulties that this population brings. The admissions were up at THP over 15% and ITAP was at capacity for most of the year. Opiate abuse brings a new twist to dealing with relapse, as the newfound sobriety is very fragile; making relapse all too common. With opiate abuse, the risks associated with abuse and relapse can have deadly results; tough issues for both the treatment providers and the offenders involved in the programs.

ITAP, which is collaboratively operated by the Department of Mental Hygiene and Office of Probation, has one full-time probation officer assigned and provides intensive outpatient substance abuse treatment Monday through Friday to defendants mandated by the courts. The

Probation Officer assigned to ITAP utilizes the full COMPAS Probation Risk Assessment Instrument to identify primary and secondary risk and need factors, and then develops a case plan with input from ITAP counselors.

The structure of the program and its co-location within the unit along with the Transitional Housing program, lends itself to the seamless transition from pretrial to sentenced status for the addicted offender. From the perspective of the offender, the court case becomes almost secondary to the focus of becoming clean and sober, while the court benefits from dynamic and results driven dispositional planning. For 2013, ITAP averaged 60 individuals involved in the program (through court orders) per month, with the maximum capacity of 55 actually in receipt of treatment services. It is noteworthy that the census maximum was increased from 50 to 55 for 2013. There were 77 new admissions during the course of the year.

The Transitional Housing Program provides defendants, who have agreed to participate in treatment, with a secure, supervised, substance free residential environment. Most defendants placed in ITAP are housed initially at Transitional Housing to help insure compliance with treatment goals while they attend ITAP. Alternative, step down housing becomes available as defendants progress in treatment and eventually reintegrate into the community. The program also provides a temporary residence to some defendants before they enter inpatient treatment.

For 2013, 200 individuals were admitted to Transitional Housing overall, including those admitted via the PVRSC, described in detail below. Of that number, 179 were regular admissions and 143 were successfully discharged to inpatient treatment programs, half way houses or the community.

Since 2008, Project MORE, Inc., the contract agency for Transitional Housing, has operated the Probation Violation Residential Stabilization Center (PVRSC) in the Mid-Hudson area at the Transitional Housing Program, as the result of a grant from the New York State Office of Probation and Correctional Alternatives. PVRSC was established as an alternative to incarceration program for felony probation violators facing revocation and re-sentencing to a term with the NYS Department of Correctional Services. Those individuals determined eligible for PVRSC reside at the Transitional Housing Program facility, where they are provided with a variety of supportive services to include GED training, Moral Reconciliation Therapy, substance abuse evaluation/education/treatment, and employment and life skills training. Currently, PVRSC allows a maximum of eight individuals in the program at any given time for up to 90 days depending on each individual's risks, needs and progress. Individuals who successfully complete PVRSC can expect a favorable disposition in their violation of probation proceedings. During 2013, Project MORE, Inc. admitted 21 probationers into the PVRSC program. Also in 2013, a total of 13 PVRSC participants were discharged as successful. Program participants are eligible from nearly every county across the state, but most non-Dutchess county placements were from adjoining counties, with the bulk from Ulster, Orange, Putnam and Columbia.

The Pretrial/Mental Health Diversion Initiative continues to respond to the increased numbers of criminal defendants entering the Jail with serious mental health issues. The program, first piloted in the City of Poughkeepsie Court, targets a population of individuals with mental health issues who, for whatever reason, have lost or never established connections to necessary

services. In many cases, these individuals may display behaviors that ultimately lead to arrest, essentially criminalizing behaviors that are manifesting underlying mental health problems. The Diversion Initiative seeks to connect or in many cases reconnect these individuals with services, addressing their issues and avoiding incarceration. The pretrial services officer staffing City of Poughkeepsie Lockup conducts initial screening via the Pretrial Release eligibility interview. Specific responses may then require that the case be forwarded to a Forensic Screener employed by Dutchess County Department of Mental Hygiene. Both immediate preliminary plans and longer term plans are put in place to ensure the individual's needs are met, and in many cases the criminal prosecution is avoided entirely, netting a savings of Jail and court time as well as a better outcome.

Adult Drug Courts

Dutchess County Probation, through the Pretrial Services Unit, continues to support the Beacon Drug Court (a Hub Court, accepting cases from all local court jurisdictions in Dutchess County). In 2013, the Beacon Drug Court continued as a Hub Court and was able to maintain services because of a strong commitment by the members of the Drug Court team, which included a Probation Officer from the Pretrial Services Unit. The Diversion Court at the felony level, which operates within one of the Dutchess County Courts, shared a connection with the Office of Probation through the Adult Probation Supervision Unit, with a Pretrial Probation Officer in an advisory role.

Transfer Service Bureau and Administrative Unit

Administration of the Interstate Commission for Adult Offender Supervision (ICAOS) Interstate Compact Offender Tracking System (ICOTS), an automated, web-based interstate transfer facility, is also centralized within the unit. Supervision cases that are approved for transfer to other states are processed through and maintained by a staff member in the unit. Cases are continuously monitored as per ICAOS policy and regulations.

In a continued effort to efficiently utilize departmental resources and staff, a Probation Case Manager Aide is assigned to the unit to perform duties that include Intake of adult offenders, Intrastate transfers of adult offenders, case monitoring of offenders unavailable for supervision (i.e.: long term hospitalizations), and case monitoring of very low risk offenders. Additionally, the Aide collects DNA, performs drug testing and assists in transports.

2013 continued to be a year of challenges exacerbated by the marked increase in offenders abusing and addicted to opiates. Throughout the year, the staff of the Pretrial Services Unit performed very well, delivering services using a fair, balanced and cost-effective approach.

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Electronic Monitoring/Warrant Unit

Tom Morris, Unit Administrator
John P. Egan, Sr. Probation Officer

Electronic Monitoring

Our department has been supervising adult offenders on Electronic Monitoring (EM) since 1989. This technology allows probation officers to continuously monitor defendants/probationers in their homes through the use of a small transmitter attached to the ankle and a receiver installed in the home that is attached to their land-line telephone service. Teams of probation officers working around the clock, seven days a week, supervise individuals on this program. Smart phones carried by probation officers receive alerts generated by house arrest equipment that enable officers to respond in the event that an individual on EM leaves his or her residence without authorization. Mobile EM receivers carried by officers in vehicles allow them to detect transmitters in the community, if the transmitter is in range (within approx 300 to 600 feet). In 2011 mobile data terminals (MDTs) were installed in two of the vehicles operated by EM Officers in order to provide additional information to field officers enabling them to use their time more efficiently. The results of the use of this equipment have been mixed and evaluations are ongoing.

In February 2006, our department began using EM technology to monitor juveniles following an agreement with the County Attorney's Office and Dutchess County Family Court. Juveniles considered for EM can be either adjudicated or pre-dispositional, and are facing the possibility of placement in non-secure or secure detention. By providing these individuals with the enhanced supervision available through electronic technology, we are able to provide the Dutchess County Family Court with the options necessary to tailor their response to more appropriately fit the needs of the juveniles and thereby reduce the incidence of unnecessary out of home placements.

The courts use this alternative to incarceration/detention option extensively because it allows individuals under intensive supervision to remain employed or in school, and therefore productive, while enabling probation officers to respond in the event of a violation of program rules.

During 2013, 423 new Electronic Monitoring cases were received from the courts, 90 of which were juveniles

EM CASES RECEIVED 2013	
Pre- Trial E.M. (<i>Adult</i>)	304
E.M. Pre-Trial (<i>Juvenile</i>)	54
Sentenced E.M. (<i>Adult</i>)	29
E.M. Sentenced (<i>Juvenile</i>)	36
Total	423

EM CASES DISPOSED OF 2013	
Satisfactorily Completed	337
Failure to Comply	108
Non-compliant (<i>General</i>)	69
Re-Arrested by Probation Due to EM Rules Violation(s)	25
Absconded	9
Re-Arrested (<i>New Crime</i>)	5
Total	445

The Electronic Monitoring program has had a significant impact on managing the jail population since its inception, and it has also been helping to reduce the number of juveniles placed in non-secure and secure detention. As an alternative to incarceration/placement, EM has played a significant role in reducing the number of days served by defendants/respondents in custody.

Changes in telecommunication infrastructure over the years has necessitated that the Office of Probation explore alternative technologies for house arrest equipment that do not rely on landline based telephone service. Specifically, the proliferation of households employing Voice Over Internet (VOIP) land line phones and households that no longer have landlines due to increased reliance on mobile phones has created challenges for the Dutchess County Electronically Monitored House Arrest Program. Therefore, the Electronic Monitoring Unit Staff has begun to test and evaluate other technologies. Our hope is to transition to this new technology gradually over the next year. This will enable us to continue to provide quality electronic monitoring of offenders in the community in a cost effective way in light of the evolving telecommunications environment.

In June of 2013 two probation officers assigned to the Electronic Monitoring Unit received commendations for their role in formulating and carrying out a plan to successfully gain access to and recover a stolen handgun in the possession of a subject recently placed on house arrest.

Warrants

The Warrant Bureau is also a part of this Unit. A probation officer assigned to the Warrant Bureau oversees efforts to apprehend individuals for whom judges have signed Violation of Probation warrants or, in some cases, bench and arrest warrants. This officer works closely with local and state law enforcement agencies to enhance execution of these various warrants. During 2013, 173 Violation of Probation warrants were issued by various courts in Dutchess County and investigated by our department's Warrant Bureau. Also during 2013, 199 Violation of Probation warrants were disposed of by this department directly or with the assistance of police agencies within New York or adjoining states. Swift action on warrants helps hold these offenders accountable and contributes to community safety. Additionally, the Warrant Bureau assists the United States Department of Homeland Security, Immigration and Customs Enforcement (ICE) in the arrest of foreign born probationers who are in the United States illegally, and who have been determined by ICE to be amenable to deportation based on certain probation eligible

convictions. These individuals are taken into custody at the Probation Office by ICE agents and are normally held in federal custody while the disposition of their deportation case is decided.

During 2013 Dutchess County Probation Officers were able to perform a number of out of state extraditions of probation violators using some grant funding obtained from the New York State Office of Probation and Correctional Alternatives. In one case, Probation Officers travelled to the State of Georgia in order to secure the return of a registered sex offender, the cost of which was covered entirely with State OPCA funds. In another case, Probation Officers travelled to Virginia and were able to take custody of two probation violators (one of whom was a registered sex offender) in order to hold them accountable.

VIOLATION OF PROBATION WARRANTS ISSUED 2013	
Felony	44
Misdemeanor	128
Total	172

WARRANTS DISPOSED OF – 2013	
<i>Arrested / Executed By Probation</i>	126
<i>Extradited from outside of the County</i>	6
<i>Police/Jail TOT Probation</i>	18
<i>Surrendered to Court</i>	7
<i>Surrendered to Police</i>	6
<i>Surrendered to Probation</i>	11
<i>Vacated</i>	25
Total	199

In addition to efforts made by the warrant officer and other probation officers to apprehend probation violators, this department is also involved in crime reduction as a member of the NYS Division of Criminal Justice Services (DCJS) Integrated Municipal Police Anti-Crime Team (IMPACT). The primary goal of IMPACT is to reduce violent crime and gun violence in designated counties through strategies developed by respective District Attorney’s Offices, local/state /federal police agencies as well as probation and parole partners.

As part of this strategy, and in conjunction with IMPACT guidelines, this department has designated two probation officers as IMPACT Field Intelligence Officers (FIO). Their duties include collecting information regarding local criminal activity and sharing it with other law enforcement agencies to further crime prevention. Frequently, this information is obtained from individuals on probation with the assistance of their supervising probation officers. The

IMPACT grant has also permitted the FIOs to receive specialized training in such areas as search warrants, gang identification and criminal intelligence. Probation Field Intelligence Officers also serve as a point of contact for other law enforcement agencies when requesting assistance from the Office of Probation in their efforts to solve crimes.

Information Technology

Designated probation staff members are responsible for training, integration and management of computer based resources within the department. These staff members provide liaison services between the Probation Office and the Dutchess County Office of Computer Information Services (OCIS).

During 2013 information technology within the Probation Office saw advancements with regard to developing computer based reports that aid both officers and supervisors in managing the large volume of information they are confronted with daily. Training on the various computer applications used at probation continued in 2013 on an in-service basis as well as for newly hired staff members.

2013 saw the implementation of a new version of our case management software application, Caseload Explorer 5.2 (CE). The new version included changes to CE in order to bring it in conformity with the new Probation Supervision Rule changes promulgated by the New York State Office of Probation and Correctional Alternatives (OPCA) which went into effect during 2013. Preparation for the update required a significant investment of time and effort in a short period of time by probation staff and members of the Dutchess County Office of Computer Information Services (OCIS).

The Office of Probation and Community Corrections regularly evaluates new technologies to determine their value in performing our mission of supervising various populations in a cost effective and efficient manner.

Adult Investigations Unit

Daniel Bryant, Unit Administrator
Donna Rhoads, Senior Probation Officer
Pamela Francis, Senior Probation Officer
Robert Dosiak, Senior Probation Officer

Within the Criminal Court, determination of an appropriate sentence rests with the Judge. The appropriateness of a sentence is influenced by a number of different factors, and each sentence is individualized and tailored to meet the requirements of the law. The presentence investigation and report is one of the most powerful tools that the Judge will utilize in determining sentence on a criminal defendant.

New York State requires that the Probation agency within each county, in our case, the Office of Probation and Community Corrections, complete each Presentence Investigation. The New York State Penal Law, Criminal Procedure Law and the Executive Law each govern the scope and nature of the investigation and resultant report, as well as setting other specifications, such as the requirement that the investigation and report shall be completed by a probation officer.

The purpose of a Presentence investigation report is to provide the sentencing court with pertinent information prior to the sentencing of an adult offender and will include information on the following:

- Legal history information and analysis
- Facts of the presenting offense(s) from the points of view of the prosecution, defendant and victim
- Input from the arresting officer
- Social circumstances
- Education
- Employment
- Military Duty
- Physical health
- Mental health (including drug/alcohol use or abuse information and treatment history)
- Restitution information (if applicable)

Included in the investigation process is the application of a risk assessment screening tool, the COMPAS®. **COMPAS** is a statistically validated risk assessment specifically designed to assess key risk and needs factors in correctional populations and to provide decision-support for justice professionals when placing offenders into the community. It aims to achieve this by providing valid measurement and succinct organization of the relevant risk/need dimensions. A further goal of **COMPAS** is to help practitioners design case-management support systems for offenders in community and institutional placements. Fully web-based and windows compliant **COMPAS** is applicable to offenders at all seriousness levels from non-violent misdemeanors to repeat violent felons.

A second risk assessment tool, the **PROXY**, was put into use during 2012. The **PROXY** is a Pre-Screening instrument completed at the time of the pre-sentence report that assesses risk of recidivism and provides valuable data used for offender tracking. For cases on both ends of the spectrum-those who will be sentenced to Conditional Discharges and not become involved with probation services, as well as those who are destined for State Prison with no chance of probation involvement, the **PROXY** provides a quick yet accurate assessment of risk that is not as time consuming for the assessor as other tools.

The conclusion of the fully prepared Presentence investigation report includes an analysis by the officer of the factors that he or she believes led to the offender's involvement in the criminal activity that culminated in the sentence about to be imposed. The officer also makes a recommendation toward a specific sentence that will best achieve reduced recidivism, victim restoration, and community safety, while meeting the legal requirements set by statute.

Additional statutory functions of the Presentence investigation include the establishment of Youthful Offender status and the investigation and initiation of the process of victim restitution.

Youthful Offender adjudication by the court first requires that the probation department verify eligibility and indicate whether, in fact, the adjudication is mandatory.

Victim loss verification in order to determine the amount of restitution, the determination of each defendant's responsibility toward payment, and an appropriate, realistic repayment plan are all established at the point of investigation.

A sub-category of the presentence investigation is the Pre-Plea investigation and report. In some cases, and when all parties (the Judge, the DA, the defense attorney, and the defendant) are in agreement, it may be appropriate for the court to order an investigation and report prior to taking a plea. This would permit all parties to have an informed view of the implications of a potential sentence prior to entering into the proposed plea agreement so the process can move forward.

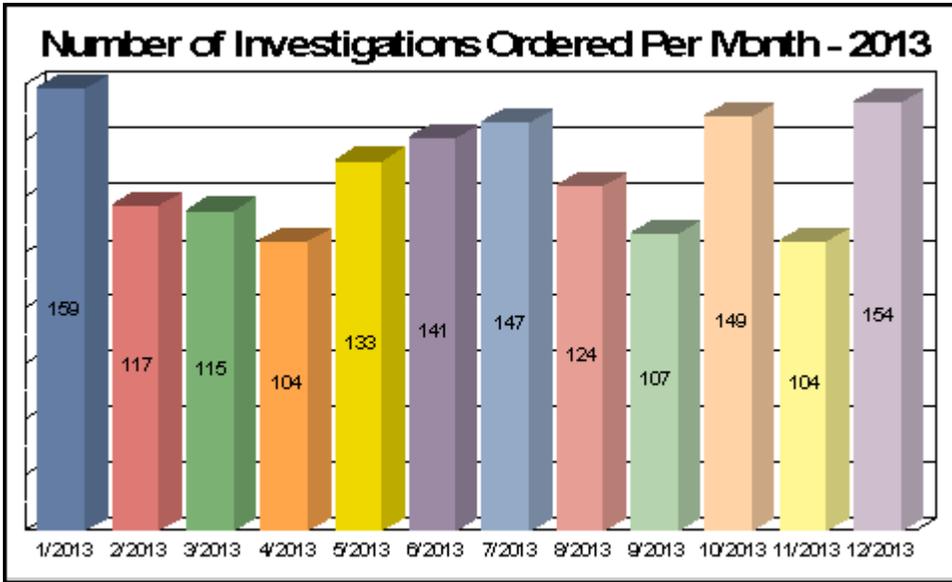
While not bound to the sentence recommendation as put forth in the investigation report, it is rare that the recommendation and the ultimate sentence imposed will deviate significantly. Additionally the report is utilized post sentence by probation officers to form the basis for a supervision plan, by prisons to appropriately classify defendants, by release boards in making parole decisions, and by treatment providers to address individual treatment needs.

In addition to the adult presentence investigation and report, the unit is responsible for the application processing, investigation and production of reports for Certificates of Relief from Disabilities (CRD) imposed by the Court. When an individual is convicted of a Felony or certain Misdemeanors, he or she is forbidden by statute to hold or make application for certain professional licenses, such as a CNA or a Liquor license. In some cases, it may be appropriate for the individual to obtain permission to apply for such a license. The CRD allows the application to proceed, however the presence of the conviction may still be grounds for denial of the license.

In Dutchess County, the Investigations Unit serves the 34 criminal courts and conducts courtesy investigations for other counties.

For 2013, the number of orders increased slightly from last year's number of orders:

	Other	Pre-Plea	Pre-Sentence	CRD	Total
2013	0	67	1421	66	1554
2012	1	50	1448	49	1548
2011	1	76	1369	50	1496



Investigations Ordered by Offense Level - 2013	
Felony	468
Misdemeanor	1083
Violation / Infraction	3
Total	1,554

Change to the unit for 2013 was primarily procedural, due to the implementation of a new standardized format for Presentence investigation reports and statewide repository for accessing said reports. This new system may, in the future, allow for electronic delivery of the Investigation reports to the courts.

In regard to personnel matters during the year, change in the unit was minimal. The primary training focus for staff in 2013 was preparing for the new report format, which was formally implemented in June. While the process of obtaining information for an investigation did not change, the technical aspect of data entry and generating the report did. Many training hours were dedicated to making this transition.

Plans for 2014 include a more defined departmental standardization of sentence recommendations.

ADULT SUPERVISION

High Risk Supervision

Karen K. O'Connor, Unit Administrator

General Supervision

Jane F. Walker, Unit Administrator
Thomas Jones, Senior Probation Officer

An internal audit done during 2013 may best reflect the focus and result of programming efforts implemented in the supervision units over the past several years. Specifically, in 2013, random files were selected and checked to see if “case plans” were completed in a timely manner and if “areas of risk” identified via the COMPAS assessment tool were matched to appropriate referrals in order to address those areas of risk. The audit also included a check of case notes to determine if the goals noted in the case plan were discussed with probationers during routine office visits.

Terms like “case plan,” “assessment tool” and “identified areas of risk” may be unfamiliar to the reader and, up until the past several years, would have been unfamiliar to those in the field had it not been for a significant reform initiative aimed at enhancing community supervision programs and improving correctional efficacy. Annual Reports covering the past five years speak at length about changes this department has undertaken to implement evidence-based practices, a set of principles and practices which emerged from a pivotal piece of correctional literature entitled, simply, “What Works.” The underlying premise of the “What Works” article was deceptively simple: use newly available research and practice to do a better job; helping officers to broaden their focus and pay closer attention to risk reduction strategies in order to have a greater impact on the long term behavioral change that will reduce recidivism. Prior to this pivotal change, emphasis had been on risk control, with Probation Officers accustomed to identifying themselves primarily as authority figures who relied on contact driven supervision strategies that provided increasingly severe sanctions to address non-compliance. Research was now telling us that although this could and did provide a measure of safety and control in the short term, it did not adequately address the need for change over the long term and too narrowly defined the Probation Officer’s role in being able to assist offenders in finding and maintaining the insight and motivation needed to change their lives in real, measurable and lasting ways.

Much of the movement towards the use of risk reduction strategies and evidence-based practices has been towards engaging the offender to participate more meaningfully in their own program plans. Hence, our 2013 audit stressed the importance of case plans being formulated and discussed with the offenders during the initial period of supervision and during all subsequent visits. Over the past several years, trainings on motivational interviewing techniques have been mandatory for all supervision officers and specific practices have been introduced to help officers find other ways to enhance the intrinsic

motivation of offenders to make positive changes in their life. Again, for administrators and veteran personnel, this has been a significant change from the correctional model we had been operating under for a long period of time; one that encouraged officers to be authority figures who told offenders what to do and how to do it.

As documented in previous reports, significant changes occurred when the department started utilizing an actuarial based assessment tool that helped identify an offender's risk of recidivism. In 2013, there was a marked increase in the use of these assessments; with adult supervision officers completing 312 more assessment reclassifications in 2013 than in 2012. This signals real progress in both the understanding and the use of these assessments to move offenders to higher or lower risk caseloads. Since the introduction of the assessment tool we have also culled out low risk offenders from the general population and, in various stages, divided the sentenced offender population into supervision units based on risk level and need, case type and geography. Specific interventions have been targeted for offenders with greater risk factors and efforts are made to apply those interventions based on the barriers or challenges unique to that particular individual.

Since introducing evidence-based practices, the overall goal of the department has been to make more efficient use of resources, with an emphasis on providing closer supervision and more effective programming to offenders whose assessment score places them at a greater risk to re-offend. We have made significant changes over the years and anticipate more changes to come, especially as improvements in technology allow for more flexibility in the supervision of low risk cases. Evidence-based practices has also demanded that our organizational structure become more fluid, since there is a constant interchange of cases and information between administrators, especially in the adult supervision units. As a reflection of that change, the following information represents a snap shot of programs, trends and activities covering all three of the units dedicated to the supervision of sentenced adult offenders.

During 2013, this department received **255 new felony cases and 837 new misdemeanor cases**. Save for offenders that are eligible for the Intensive Treatment Alternative Program (ITAP), these cases are assigned to either the DWI/General Supervision Unit, located in the main office in Poughkeepsie, the Satellite Units, which has officers assigned to both the Beacon and Millbrook offices and the Special Services Unit, located in Poughkeepsie. The DWI/General and Satellite offices have specific officers dedicated to supervising DWI offenders and non-DWI offenders who fall into low, medium and high risk caseloads. Although there is some overlap due to geographic factors, Officers assigned to the Special Services Unit generally supervise offenders who have specific risks and programming needs. These include, but are not limited to, domestic violence offenders, offenders with serious mental health needs, sex offenders, high risk Youthful Offenders and offenders participating in judicial drug courts. The Senior Probation Officer assigned to the Community Transitions program is also a part of the Special Services Unit.

Highlights of Adult Units

Satellite Units

Because Dutchess is a large county with urban, suburban and rural areas, the department has satellite offices in both Beacon and Millbrook, New York. Staff from all units utilize these offices on both a part-time and full-time basis. Staff permanently assigned to the adult satellite units includes a Senior Probation Officer, eight Probation Officers and one Case Manager Aide. Two of the officers are assigned to supervise DWI offenders, one officer is designated to supervise domestic violence offenders, two officers are designated to supervise high risk offenders and three officers supervise offenders assessed at medium risk. The Case Manager Aide monitors low risk and administrative cases, conducts drug tests and assists in monitoring pretrial release cases.

DWI/General Supervision Unit

Joanne Nellis, Unit Administrator
Mark Jaggi, Senior Probation Officer
Paul Spagnoli, Senior Probation Officer

The DWI/General Supervision Unit, located in the Poughkeepsie office, is comprised of a Unit Administrator, two Senior Probation Officers, one Case Manager Aide and nine probation officers. One Senior Officer and two line officers supervise non-DWI offenders who, per the designated risk assessment, mostly fall into the medium range of supervision. A Senior Officer and six line officers from this unit are specifically assigned to supervise DWI offenders with high to medium risk assessment scores. This includes a gender-specific caseload of women DWI offenders.

The function of specialized DWI probation supervision is to ensure that DWI offenders are obtaining the necessary treatment to address their alcohol/substance dependency and to intensively monitor their behavior in the community. Probation Officers assigned to this unit are trained in addiction, relapse issues and recovery. These officers are dedicated to providing an environment for change in an offender's behavior, while holding them accountable for their actions and focusing on public safety.

Offenders on these specialized caseloads are generally more intensively supervised through additional home and community contacts and collaboration with treatment providers. Many contacts are made outside of the 9-5 work day, with visits taking place in the evening and on weekends.

Restoration of driving privileges for these offenders is generally only granted with the Court's approval after the offender has met certain supervision requirements. In 2012, new regulations were announced by the governor which enhanced license revocation periods with the Department of Motor Vehicles for persistent drunk drivers. The effect of these enhanced revocation periods was striking in 2013, as many offenders were denied the reinstatement of their driving privileges by the Department of Motor Vehicles.

In addition, the implementation of Leandra's Law in 2009 requires that an individual convicted of a DWI offense is mandated to have an Ignition Interlock Device installed on any vehicle which they own or drive. The installation of the IID allows the probation officer the ability to monitor driving behavior, while at the same time promoting public safety. However the IID requires constant monitoring, as does the status of the offender's license and vehicle registrations. Of course, this monitoring impacts workloads. As of **December 31, 2013, 387 offenders were subject to having an Ignition Interlock device installed on their vehicle.**

In 2013, 960 DWI related cases were open at any given time, which represents 43% of all open criminal supervision cases. **There were 256 new DWI cases received in 2013, 37 felonies and 219 misdemeanors.**

The Office of Probation and Community Corrections is committed to the enhanced supervision of the DWI offender. The Office remains highly motivated to pursue the mission of ensuring public safety through vigorous supervision of the higher risk offender, while using improvements in technology to monitor the lower risk offender. One of the tools we look forward to using with the low risk population in 2014 is the CE-Check-in, which is a computer based reporting system. Using such technology allows the department to focus resources on the higher risk offender, a key component of evidence-based practices.

SEX OFFENDER SUPERVISION

Jeff Walraven, Senior Probation Officer

The Sex Offender Supervision Unit has expanded on several established supervision initiatives during this year. These initiatives have had the objective of ensuring that known and potential victims of these offenses remain safe in our community, and that offenders are held accountable not only for the offense for which they were convicted, but in demonstrating management and avoidance of high risk activities, reducing the likelihood of new or repeated sexual offending behavior.

- Supervision Officers now conduct presentence home visits to offenders living in the community who are awaiting sentencing. This effort is to ensure that the offender is living at the reported address, and to gain information as to the appropriateness of the residence relative to proposed conditions of probation.
- Probation Department has implemented new revisions in conditions of probation for offenders convicted of sexual offenses, better clarifying the expectations of the offenders as well as providing evidence-based rationale for these revisions.
- Supervision Officers, with the assistance of Crime Victim Assistance Advocates, have increased their efforts to establish and maintain contact with victims of sexual offenders supervised by the Probation Department. This contact is intended to ensure that victims and their families are receiving services and advocacy that

- they may need, as well as establishing a relationship between the victim and an individual who would be a resource for any future needs.
- Supervision Officers have amplified their collaboration with local law enforcement in monitoring and verifying offender addresses and activities, improving sharing of information with these agencies and assuring offenders adherence to conditions of probation.
 - Supervision Officers continue to work closely with the Relapse Intervention for Sex Crimes program at Family Services, Inc. This is the primary sex offender specific treatment program providing services to probation sentenced offenders. The number of offenders who have successfully completed this course of treatment and continue to attend treatment groups on a maintenance status has increased substantially during this year. This voluntary continuation of treatment while continuing to be supervised by the Probation Department serves to reinforce the self-management skills developed during treatment as well as to provide a forum for offenders to seek assistance with changing life circumstances.

The Sex Offender Supervision Unit continues to utilize evidence-based best practices in community supervision of sexual offenders. Of particular note are efforts to limit and eliminate potential victimization through technological means. Most offenders, because of the high risk nature and potential anonymity of the internet, are not permitted computer use. We have continued to monitor the permitted computer and internet usage of a select group of offenders through an offender paid monitoring program. This has shown success in assisting offenders to manage otherwise impulsive computer behavior, while allowing them to develop themselves occupationally and educationally.

DOMESTIC VIOLENCE SUPERVISION

Scott McCloud, Senior Probation Officer

In addition to specialized supervision for sex offenders, the department has a specialized unit for the supervision of domestic violence cases. Due to the nature of domestic violence, specific training and supervision strategies tailored to the unique characteristics of these offenders is necessary.

The department is a member of the Domestic Abuse Response Team (DART), an inter-agency collaboration dedicated to victim safety and offender accountability. In addition, the department is represented on the Steering Committee of the Universal Response to Domestic Violence.

Every effort is made to coordinate with law enforcement and service providers in the ongoing supervision of individuals under probation supervision for domestic violence offenses. Many offenders are required to participate in Domestic Abuse Awareness classes provided by Family Services, Inc.

Community Transition Center (CTC)

Donna Gorman, Senior Probation Officer

The Community Transition Center (CTC) is a day reporting program, which operates in the City of Poughkeepsie, providing services to pre-trial and sentenced individuals, under the supervision of Probation. During 2013, the center continued to operate at full capacity. There were 172 admissions to the program and three newly added staff members. Although the program primarily served Greatest and High Risk Youth, ages 16 to 25, services and programming were provided for probationers, ages 25 to 60.

In addition to providing cognitive skills training groups, life skills groups, anger management groups, employment readiness groups, parenting groups and substance abuse referral services, CTC maintained a strong commitment to the Ready, Set, Work Program, initiated in 2012. The commitment to participation in community service remained an integral part of the program, as well. Some of the community service venues included Dutchess Outreach Lunch Box, St. Paul's Lutheran Church Food Pantry, Hidden Hollow Horse Farm, Wappinger's Green Way, Mid-Hudson's Children Museum, The Family Partnership Center and the Poughkeepsie Housing Authority.

2013, was a year of transition for the educational component of our program as teachers and students prepared for GED testing and changes to the curriculum that would accompany New York State's implementation of a new High School Equivalency Program in 2014. Forty-nine students participated in GED classes; thirty-nine took and passed the exam.

New initiatives for 2014 include the formation of a Women's MRT Group and an Internship Program to facilitate successful movement into the workforce upon a probationer's successful completion of the program.

Financial Unit

Peggy Milone, Business Manager
Accounting Clerk, Carol Miles-Milligan
Accounting Clerk, Tracy Rouse
Program Assistant, Shaunte Hess
Senior Office Assistant, Dianne LeBeouf

Financial Unit Responsibilities

The financial unit is divided into 2 sections:

Section one is responsible for:

- State claims for revenue reimbursement
- The supervision of contracts with various agencies throughout the county
- The accountability of all expenditures our department incurs during the year from various outside vendors and interdepartmental services

Section two is responsible for:

- The collection of supervision fees and restitution charges that go directly into county revenue
- The collection of restitution and the distribution of money to pay victims

Section One:

We have state claims which reimburse the county monies that are spent through enforcing the laws within our county and for other services. The claims with the state include Alternatives to Incarceration, BLOCK Grant, STOP DWI, Department of Children and Family Services and the Ignition Interlock Monitoring Devices. All of these state contracts need constant supervision and management.

We use the services of interdepartment county offices such as the Auto Center, which services and supplies all our vehicles, and OCIS, which maintains our computers and computer programs. It is our responsibility to pay for these services monthly.

We use the services of county agencies such as the Department of Community and Family Services and the Department of Mental Hygiene. These contracts are renewed every year and completed by the budget process. These agency contracts are administered by this unit and monitored carefully to make certain expenditures are spent as agreed within the contract. The department also monitors non-county contracts for various services.

We also manage contracts with the county for vendors such as doctors, interpreters, vendors to provide equipment and to monitor probationers, drug testing companies, drug supply companies, leases for equipment and rental properties.

The County established the use of a procurement charge card which allows us to purchase goods for our department from various outside sources. These sources have websites that are dedicated to Dutchess County only. The Family Court Diversion Unit has three cards being used for the Functional Family Therapy families and others that are in need and can not afford purchases such as clothes and food. The art group also uses the card to purchase all their supplies. These cards have been used to travel to other states for the extradition of defendants. Purchases made with the cards must be tracked and managed by this unit on a weekly basis.

Section Two:

The Financial Unit collects restitution from probationers who have been ordered by the courts to pay back their victims. We have been using Caseload Explorer Management computer system for our financial case recordings. The system has been an asset for our unit and the department. We record all payments made by the probationers and can view the balances due in each case. We also make weekly bank deposits of all the money transactions from the three Probation Department sites. We can document facts that are needed for future transactions in the financial comment area and in the events section. We print checks once a month to pay the victims of all probationers that have made payments during that month. During this process, revenue checks are distributed to the Dutchess County Finance Department which includes the 5% surcharge of restitution payments and the supervision fees which are collected monthly from offenders.

Sometimes victims cannot be located, but we have been very successful in researching and locating victims with a new Law Enforcement search engine. As we locate victims, we distribute payments to them.

New Policies and Procedures for the collection of restitution and supervision have been completed.

**RESTITUTION SURCHARGES AND SUPERVISION FEES
COLLECTED IN 2013 FOR REVENUE**

JANUARY - FEBRUARY - MARCH

SURCHARGE/RESTITUTION: \$ 5,221
ADULT SUPERVISION FEES: \$ 37,099

APRIL - MAY - JUNE

SURCHARGE/RESTITUTION: \$ 3,758
ADULT SUPERVISION FEES: \$ 38,595

JULY - AUGUST - SEPTEMBER

SURCHARGE/RESTITUTION: \$11,998
ADULT SUPERVISION FEES: \$ 32,409

OCTOBER - NOVEMBER - DECEMBER

SURCHARGE/RESTITUTION: \$ 3,447
ADULT SUPERVISION FEES: \$26,377

TOTALS FOR 2013

SURCHARGE/RESTITUTION: \$ 24,424
ADULT SUPERVISION FEES: \$ 134,480

Restitution collected for 2013 was \$375,661

Restitution distributed to victims in 2013 was \$346,252

SUPPORT SERVICES

Karen Kotchie, Support Services Supervisor
Lori Olheiser, Senior Program Assistant

In 2013, the Dutchess County Office of Probation and Community Corrections was supported by a clerical staff consisting of a Support Services Assistant who supervised one Senior Program Assistant, four Program Assistants, four Office Assistants, and three Receptionists for two offices, Beacon and Poughkeepsie.

The Support Staff assists the many different units in the Probation Department at all locations. They enter case notes, home visit notes, and case conference notes for many of the officers. They also assist the officers with typing, letters, memos, preparing documents for court, processing all requests for information from other agencies, maintaining all closed records and processing all legal requests for those records. They assist with filing, mailings, and various other support duties as needed. The Support Staff is responsible for collecting, processing, and data entry of the majority of all incoming information from the courts, other probation departments and New York State ICOTS (transfer unit). They assist the Family Court Unit with reports, investigations, school letters, opening and closing PINS records and entering information received on these cases. They open and close all new cases, all pretrial cases, Electronic Monitoring cases, and transfer cases. They are responsible to open, close, recertify all applicable PINS (Persons in Need of Supervision) and JD (Juvenile Delinquency) cases and enter all case notes and any contact information for each into the Dutchess County Community and Family Services Connections system. The Support Staff is also responsible for the accurate entering of the entire payroll for over 100 employees in over three different locations.

Included in the support services team is a professional and courteous reception staff of three who are responsible for answering over 1,000 phone calls that come into the Office of Probation each week and greeting every person who comes through our doors. Each year, thousands of people are greeted into Probation by our courteous and professional reception staff. Last year a total of 37,748 people were signed into Probation Offices through our reception staff. Our professional reception staff also greets all of our additional visitors each day, whether they are here for one of our groups, a meeting, are one of our many interns, or just for directions to other county offices.

Our reception staff assists the officers and the clerical team with data entry of case notes and home visits, mailings, creating folders, and searching all Domestic Incident Reports that are received electronically to ensure that the appropriate officer is informed of any

DIR for current probationers in a timely manner. Last year, of the 2,501 Domestic Incident Reports which were received by our department, 477 (19%) were actively on probation at the time of the incident.

The support staff of the Dutchess County Office of Probation and Community Corrections continually works towards increasing the efficiency of all clerical duties and the functions of the entire agency. They do this with competence and professionalism. They support and work with each unit, each officer, and each other, to meet the needs of the department. The support staff faces each new challenge with determination and enthusiasm and is an integral part of the Dutchess County Office of Probation and Community Corrections.

TRAINING

Professional staff are required to complete twenty-one hours of training each year. Newly hired probation officers must attend a three week training series held in Albany that includes Fundamentals of Probation Practice, Peace Officer and Officer Safety training within the first six months of hire. Training for probation officers must encompass a wide range of topics in order to equip them with the tools necessary to perform their duties. Officers also need to be trained in evidence-based practices in community corrections on a regular basis. Consequently, the average probation officer receives many more hours than the required twenty-one hours of training each year. In 2012, the Staff Development Committee was created to assess and prioritize the comprehensive training needs of staff in addition to developing and facilitating some of the trainings. The Staff Development Committee is comprised of Probation Officers who have received their General Instructor Certification from the New York State Division of Criminal Justice Services/Office of Probation and Correctional Alternatives and are, therefore, qualified to develop and facilitate training for probation staff. 2013 priorities for officer training included training on pre-trial supervision, domestic violence, women in the criminal justice system, use of evidence-based assessment tools, Motivational Interviewing skills, mental health issues for people in the criminal/juvenile justice system, alcohol/substance abuse issues, Functional Family Therapy, officer safety, offender employment, domestic violence, sex offenders and Restorative Justice practices. In 2013, the Staff Development Committee focused on developing training modules to address staff input on training needs via a survey that was developed by the committee. We also meet our training requirements by taking advantage of Webinar trainings and utilizing our staff development officers to provide in house training to staff on a number of topics ranging from firearms and defensive tactics to managing sex offenders and domestic violence offenders in the community.

PUBLIC ACCESS DEFIBRILLATION PROGRAM

Dutchess County has developed a Public Access Defibrillation Program (PAD) to increase the chances of survival for citizens and/or staff members who may become victims of cardiac arrest. The Dutchess County Office of Probation and Community Corrections became a PAD site in September 2003. Since that time, about two dozen people have been trained as “lay rescuers” in the use of the Automated External Defibrillator (AED) by the County Health Department. Having the AED on site with trained officers and the entire department participating in drills has helped us develop new skills to meet staff and community needs.

