# SAN BERNARDINO COUNTY PROBATION

**BATION DEP** 

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SAN BERNARDINO

PROBATION

## 2017 – 2018 ANNUAL REPORT

### **GUIDING PRINCIPLES AND VALUES**

#### Excellence

We are dedicated to providing the highest level of professional services to the courts, the community and our clients. With concern for providing credible leadership within the criminal justice system and innovation in our programs, we seek the optimal and creative use of resources. Accountability is a vital component of all we do.

#### Importance of the Individual

We treat all people in a dignified, respectful and courteous manner, and we strive to recognize the unique and special needs of each person. We appreciate the cultural diversity of coworkers and clients and are sensitive to their varying requirements.

#### **Ethical Conduct**

We believe in, and exemplify ethical behavior in our interaction with others and in the accomplishment of our daily tasks. We are committed to providing fair, consistent and honest treatment to all people. We will act without prejudice and be objective in the performance of our duties.

### Staff as a Primary Resource

We act with professionalism, competence and integrity, as we do the work of our organization. We provide opportunities for personal and professional development, and we participate in departmental planning and decision-making. We endeavor to create an atmosphere of mutual respect and trust among staff and between staff and management.

### The Ability to Change and Grow

We believe in the potential of people to adopt positive behavior, and we provide them the opportunity to do so.

#### The Importance of Our Communities and the Safety of the Public

We are aware of our responsibilities to the individual and the community. We invite and encourage citizen participation, involvement and support to plan, deliver and evaluate programs. Public safety is our principle concern in all of our practices and policies. We are alert to the needs of victims and endeavor to represent them appropriately.

# Families are a Significant Source of Support

We believe families are important to the structure of society, and we strive to strengthen them in all our programs and activities.

### A Safe and Healthy Environment

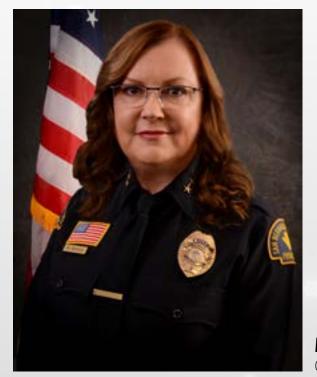
We are committed to providing a safe and secure work and living environment for our staff and clients.



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### **MESSAGE FROM THE CHIEF**





#### Michelle Scray Brown CHIEF PROBATION OFFICER

The mission of the San Bernardino County Probation Department is to protect the community by providing the highest level of professional services to the courts and our clients. We utilize a balanced approach of rehabilitation and enforcement to change lives and build futures each and every day. Our department is also built on effective community engagement and relationships with other law enforcement agencies.

We continue to build on our past successes and I am proud of the accomplishments we had in the 2017/2018 Fiscal Year. Within this report is a summary of those accomplishments, as well as information detailing all facets of this department - from operations to finance.

Every year, I am more proud and humbled to serve alongside the 1,200 men and women of the San Bernardino County Probation Department. They are what makes this organization one of the most respected agencies in the state of California.

Michelle Scray Brown



Edward Barry DEPUTY CHIEF PROBATION OFFICER Juvenile Community Corrections



Scott Frymire DEPUTY CHIEF PROBATION OFFICER Administrative Services Bureau



**Tracy Reece** 

ASSISTANT CHIEF PROBATION OFFICER

Kimberly Epps DEPUTY CHIEF PROBATION OFFICER Specialized Services Bureau



Eric Vara DEPUTY CHIEF PROBATION OFFICER Adult Community Corrections

**COMMAND STAFF** 

Julie Francis DEPUTY CHIEF PROBATION OFFICER Detention Corrections Bureau

#### ANNUAL REPORT 2017-18

### **DIVISION DIRECTORS**

### **DIVISION DIRECTORS & MANAGERS**



**Kim Binion DIVISION DIRECTOR II** Gateway Program



**Chris Condon DIVISION DIRECTOR II** Central Adult Services



**DIVISION DIRECTOR II** Adult Day Reporting



Centers



**Mireya Macias DIVISION DIRECTOR II** High Desert Services



Shawn Arrington DIVISION DIRECTOR I Central Juvenile Detention & Assessment Center



Joseph Bakunas Kevin Bragg DIVISION DIRECTOR I **DIVISION DIRECTOR I** Central Juvenile Services Training Division





**Charte Carroll** DIVISION DIRECTOR I High Desert Services

**Kimberlee Drury** DIVISION DIRECTOR I Adult Specialized Services



**Eric** Poindexter **DIVISION DIRECTOR II** 



Training Division



DIVISION DIRECTOR II **DIVISION DIRECTOR II** West Valley Services Adult Specialized Services



**Eric Raley Stephanie Roque DIVISION DIRECTOR II** 



Nathan Scarano DIVISION DIRECTOR II High Desert Juvenile **Detention & Assessment** Center



Mary Garcia **DIVISION DIRECTOR I** High Desert Juvenile **Detention & Assessment** Center





Kathleen Huaman DIVISION DIRECTOR I Central Adult Services



**DIVISION DIRECTOR I** 

Central Juvenile Services



**Kory Oberlies** DIVISION DIRECTOR I Adult Day Reporting Centers



**Dana Smith-Lacy** DIVISION DIRECTOR II Central Juvenile Detention & Assessment Center



**Jennifer Villa DIVISION DIRECTOR II** Professional Standards

External Affairs



Michael Donahue DEPARTMENT INFORMATION SERVICES ADMINISTRATOR



Thomas Kamara



ADMINISTRATIVE MANAGER



HEALTH SERVICES

MANAGER



SAN BERNARDINO COUNTY PROBATION DEPARTMENT

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### **JUDICIAL OFFICERS**

### **COUNTY GOVERNMENT**



The Honorable Michael A. Sachs ASSISTANT PRESIDING JUDGE



Robert A. Lovingood CHAIR First District



Second District

James Ramos Third District



The Honorable Annemarie G. Pace PRESIDING JUDGE OF THE JUVENILE COURT





Curt Hagman VICE CHAIRMAN Fourth District



Josie Gonzales Fifth District



**Gary McBride** CHIEF EXECUTIVE OFFICER

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### INTRODUCTION

### **PROFESSIONAL STANDARDS**

The San Bernardino County Probation Department is represented by five bureaus: Administrative Services, Detention Corrections, Juvenile Community Corrections, Adult Community Corrections, and Specialized Services. Each bureau has divisions, which are smaller technical units that provide interrelated services within their bureau.

#### **DEPARTMENT-WIDE HIGHLIGHTS FOR THE 2017/18 FISCAL YEAR (FY)**

- The Five Keys Educational Program, a nationally recognized education management (non-profit) corporation, implemented educational services at the Fontana and Victorville Day Reporting and Reentry Services Centers (DRRSC) in the fall of 2017. The program provides a range of services to adults transitioning out of custody and into the community including; General Education Development (GED) preparation, high school diploma, English as a Second Language (ESL) education, credit recovery programs, and college access to transitional-aged youth and adults. The Five Keys Educational Program received a National Association of Counties Award in 2018.
- California Proposition 63 went into effect in 2018. It requires the verification of firearm possession or disposal by all defendants convicted of felonies or qualifying misdemeanors, irrespective of whether they will be supervised by probation. As a result, the San **Bernardino County Probation Department** collaborated with the District Attorney's Office, Administrative Office of the Courts, the Public Defender's Office, and individual courtrooms to develop a system that ensures each eligible case was appropriately investigated for the Superior Court. Between January 1 and May 30, 2018 the Probation Department completed 4,025 Prop 63 investigations, averaging approximately 800 per month.

- The "Targeted Response Operation" (TRO) was a combined unit operation in conjunction with other local law enforcement agencies. The mission of the operation was warrant apprehension, gang suppression, and the removal of guns and drugs off the streets in San Bernardino County. The TRO was responsible for the confiscation of 105 firearms and 344 arrests for either new law violations or violation of a court order.
- The San Bernardino County Probation Department developed and implemented an armed Transportation Unit. The Transportation Unit began with two probation transportation supervisors, 22 probation transportation officers, and an office assistant III. The unit is responsible for performing all off-site youth transports for the Juvenile Detention and Assessment Centers (JDACs); court, medical, Division of Juvenile Justice (DJJ), and transfer outs/transfer-ins.

The Professional Standards Division completes pre-employment background investigations for both non-sworn and sworn candidates in addition to administrative investigations arising from allegations of misconduct. During the 2017-18 FY, Professional Standards completed 511 pre-employment background investigations, which resulted in the hiring of 180 new employees across 72 classifications within the department.



\*Minimal Hiring Requirement and Overview of the Background Process for Sworn Peace Officer Positions.

### **CRIMINAL INTELLIGENCE UNIT (CIU)**

CIU is responsible for the intake, development, storing, and dissemination of criminal intelligence information in accordance with Title 28 of the Code of Federal Regulations (CFR). The unit is also responsible for sensitive cases including high-profile matters and sharing information with officers and other agencies. One probation officer III from CIU is assigned to the San Bernardino County Gang Intelligence Team, part of the Federal Bureau of Investigations Safe Streets Gang Task Force.

### **ADMINISTRATIVE SERVICES BUREAU**

The Administrative Services Bureau (ASB) is responsible for the organizational and administrative support functions that include accounts payable, budgets, clerical, courier/file management, grants, legal, payroll/personnel, purchasing, reception, and analytical units. Areas of concentration range from fiscal management to contract development. This ensures the department is operating in a fiscally responsible and business-like manner.

#### **Accounts Payable and Purchasing**

#### Fiscal Services

The Fiscal Services Division is responsible for the development and monitoring of the department's budget. This fiscal year the division oversaw a department budget of just over \$182,000,000. This division also responded to other divisions in purchasing, trust fund management, grant development, contracts, budgets, and general fiscal questions.

#### HIGHLIGHTS

- The Payable and Purchasing Units merged to accommodate the changing workflow and processing requirements of Systems, **Applications & Products in Data Processing** (SAP). The unit processed 3,265 staff requests to generate purchase orders to meet the supply, service and support needs of the department. The Budgets/ Grants Unit processed grants transactions, claims for reimbursement, reconciliations, and transfers. The department's total requirements for the 2017-18 FY ended at just under \$160 million while preparing numerous internal and external reports and serving as audit liaisons to our granting agencies and service partners.
- In the 2017-18 FY, the Payroll/Personnel Unit successfully processed 183 new hires or transfers into the department to assist in meeting the department's mission. Seventy five employees promoted within the department. The unit consistently ensures that all paperwork, timesheets, and benefit changes are completed for approximately 1,200 employees per pay period.

### **DETENTION CORRECTIONS BUREAU**

The Detention Corrections Bureau (DCB) is responsible for the county's two Juvenile Detention and Assessment Centers (JDACs) and the department-operated secure residential treatment program, Gateway. The Gateway Program is for male youth, ages 16 to 19. DCB works with all law enforcement agencies in the county when a youth is considered for detention. The bureau works with multiple county agencies inside the facilities and local community groups such as faith-based organizations to address the needs of the juveniles.



#### HIGHLIGHTS

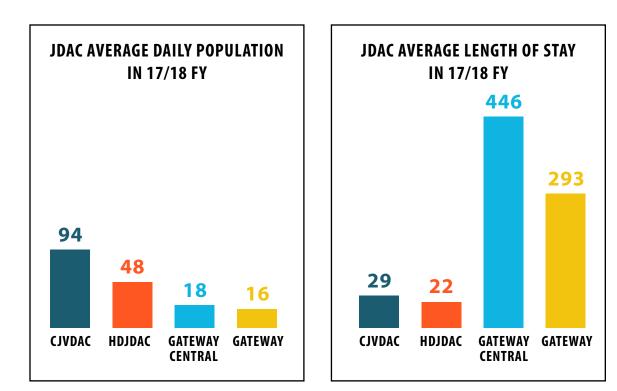
- The Central Valley Juvenile Detention and Assessment Center (CVJDAC) partnered with the San Bernardino County Juvenile Court Schools to implement the Alternative Learning Experience Program. Youth participated in several hands-on experiences that were brought to the facility in the 2017-18 FY, including the mobile touch pool from the Aquarium of the Pacific, the Science Technology Engineering Math (STEM) Mobile Innovation Center, Second Chance Ranch (Equestrian Therapy), and a petting zoo. The goal of these on-site field trips is to provide varied opportunities that teach the youth life skills, such as respect, safety, responsibility, and acknowledging diversity.
- The implementation of the webbased employee scheduling program, SnapSchedule 365, replaced the previous employee scheduling software. This upgrade in software provides a reliable and stable platform for schedules to be established. SnapSchedule 365 operates at both Central and High Desert JDACs. This has increased communication and decreased scheduling errors leading to a more effective team.
- On January 23, 2018 the San Bernardino County Probation Department launched a nationally accredited Electronic Health Record (EHR) system. The software system and the national accreditation makes the Probation Department the most technologically advanced correctional health delivery records system in the state. The EHR software development and future enhancements will complement the already excellent services the department delivers to the youth.

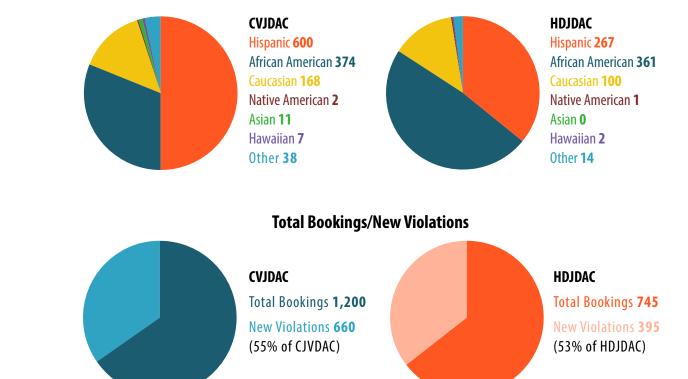
### **CENTRAL VALLEY AND HIGH DESERT JUVENILE DETENTION AND ASSESSMENT CENTERS**



The San Bernardino County Probation Department operates two Juvenile Detention and Assessment Centers. CVJDAC has a rated capacity of 240 and a budgeted capacity of 120. HDJDAC has a rated capacity of 200 and a budgeted capacity of 60. The difference between rated capacity and budgeted capacity for both institutions is a reflection of lower populations, changes in staff to youth ratios and required programming. Both facilities are primarily staffed with probation corrections officers and probation corrections supervisor I/ IIs. Following the intake process, youth complete an orientation. They are provided information about facility procedures, rules, behavior expectations, services, and programming. Orientation is intended to reduce rule violations and to provide a safe and secure environment for both youth and staff.

Detained youth have access to educational services under an agreement with the San Bernardino County Superintendent of Schools (SBCSS). Youth are also provided comprehensive behavioral health through the Forensic Adolescent Service Team (FAST) and medical services. A range of social awareness programs are provided at both facilities with some services being regionally specific.





**Bookings by Ethnicity** 



#### Warrants



Violation of Court Order CVJDAC 422 HDJDAC 246



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### GATEWAY

### SOCIAL AWARENESS PROGRAMS

Gateway is a secure residential program that provides rehabilitative services to male youth, ages 16 to 19, who are working toward reintegration with their families and/or emancipation readiness. This program officially started in 2008 as a result of Senate Bill 81.

The facility has a bed capacity of 40 and provides comprehensive programming to address a broad range of needs. The SBCSS provides educational services with full-time teachers, instructional aides, and resource specialists. Probation staff facilitate some of the program services and provide mentoring, guidance, and social support. In collaboration with the Department of Behavioral Health (DBH), Gateway has incorporated services that include individual and family counseling, crisis intervention, and psychological evaluations. On-site nurses, who are available to youth daily, provide medical services and care coordination. Community service and occupational training is an integral part of the Gateway Program, along with an array of social awareness programs that promote successful community reentry.



The Central and High Desert JDACs and the Gateway Program provide a number of social awareness program opportunities for detained youth. Available programs promote a multitude of skills including: positive peer interaction, teamwork, listening skills, public speaking experience, creative writing, cultural awareness, proper hygiene, and community service. Some of the programs offered are:

#### 7 Habits of Highly Effective Teens

The 7 Habits of Highly Effective Teens Program is taught using a book written by Sean Covey. The 7-week program is aimed at assisting youth in developing a personal plan to identify their goals, having a plan to meet those goals, and dealing with adversity by developing coping skills.

### After Release Substance Abuse Support

After being released, youth can continue to participate in substance abuse intervention/ prevention counseling, AA or NA services. JDAC staff may refer a youth to a certified substance abuse counselor. Youth may also request a referral to participate in the program.

#### Aggression Replacement Training (ART)

ART addresses various emotional and social aspects that may cause aggressive behavior in youth. The main goal is to reduce aggression and violence among youth by providing opportunities to learn prosocial skills.

#### **Building Skills Program**

A collaboration between the SBCSS and probation that is designed to give youth the opportunity to explore their interest and aptitudes in the construction industry. The program allows youth to earn credits toward graduation while learning a skill that they can take back to their community. The Building Skills Program gives youth the opportunity to explore possible careers in the construction industry with a lab that includes hands-on training in electrical skills, plumbing, heating, ventilation, and air-conditioning (HVAC), weatherization, and estimation skills.



#### **Bullying Intervention/Prevention**

This program provides youth with insight about bullying, recognizing behaviors and the reasons for bullying. Resources are offered to help youth to stop being a bully or to stop others that are bullies.

#### **Drug and Alcohol Services**

Substance abuse intervention/prevention services are provided to assist youth by addressing alcohol and/or drug addiction issues.

### Employment Preparation and Placement

The Gateway Program has a career specialist to provide career exploration, skill enhancement, career counseling, case management services, labor market information, and comprehensive job services. The career specialists assist youth in planning and organizing their career decisions as they move into and through the job market. Many of the youth at Gateway re-enter into the community fully employed.

#### **First Aid/CPR Certification**

Youth can complete First Aid/CPR certification training provided through the SBCSS.

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#### **Food Handlers Certificate**

Youth receive soft skills training to obtain a California State Food Handlers Card. Participants complete classroom or online learning about cleaning, cooking temperatures, food preparation, handling and storage. Upon completion of the training youth complete the state required test, which makes them eligible to obtain entry level employment in the food industry.

#### **Forklift Operators Safety Class**

Youth are provided with forklift operator training, which meets Occupational Safety and Health Administration (OSHA) safety standards. Youth may participate in classroom or online training. Once training is complete, participants must pass a certification test.

#### **Giving Hands Program**

The Giving Hands Program provides youth with an opportunity to complete community service hours and to feel good about giving back while detained. Youth are taught to make quilts and hats (beanies) by using a hand knitting loom. The finished products are donated to local convalescent homes and domestic violence shelters.

#### Inside-Out/R.E.A.C.H. (Read, Empower, Attain, Create, Hope)

The program is a combined partnership between the University of Redlands, SBCSS, and the San Bernardino County Probation Department. The program offers the opportunity for Gateway youth to match up with University of Redlands students, take classes, have a shared learning experience, and earn college credits.

#### In Touch with Teens

The 8-unit curriculum empowers youth to have healthy relationships by providing information about power and control, elements of healthy relationships and healthy sexuality, and media literacy as well as education on sexual harassment, sexual assault, and dating violence. The curriculum further addresses the development of pro-social skills such as empathy, impulse control, effective communication, problem solving, and bystander accountability. The program specializes in domestic violence intervention and prevention.

#### Labor Skills Training

Youth are provided hands-on training introducing basic labor skills like landscaping projects, painting, and graffiti removal. Upon completion of basic training, youth receive a certificate of completion and gain work experience.

#### **Medical Services Tip Top**

Department of Public Health nurses provide wellness training to youth focused on their specific needs to promote wellness, prenatal education, and counseling for pregnant youth.

#### **Mock Trial Program**

Youth in the Gateway Program work with the Public Defender's Office attorneys to develop public speaking skills, preparation techniques, and work discipline. The students are assigned a particular role in the trial, such as bailiff, attorney, police officer, or witness. They practice that role as a group to hone their public speaking skills. At the end of each program, they then perform a mock trial before the Presiding Judge of the Juvenile Court.





#### Narcotics Anonymous (NA) and Alcoholics Anonymous (AA)

NA and AA use a traditional 12-step model to provide weekly services to detained youth.

#### **Poetry Night**

This program provides youth the opportunity to express their feelings and emotions through creative poetry writing.

### Regional Occupational Program (ROP)

In partnership with the SBCSS, the Gateway Program provides ROP services to the youth in our detention facilities. ROP includes the Building Skills Program. Other services include career guidance and job placement assistance.

#### **Religious Services**

A religious services coordinator maintains oversight of all religious activities within each facility. Religious volunteers have passed a background check. They have been trained and approved by the religious services coordinator and volunteer coordinator. Religious volunteers provide weekly bible study classes and faith services. Individual faith services for grief are provided as necessary.

They also facilitate special holiday events. During the 2017-18 FY, 257 religious services volunteers provided approximately 2,527 hours of volunteer time.

#### The Teen Parenting Program

"Just Beginnings," which was created by researchers at Georgetown University providing support for evidence-based research, allows youth with children to have weekly visits to bond with the child through various activities. The 10-week program is available to both male and female youth. The visit is video-taped and reviewed by the youth in a teaching session prior to the weekly visits. Teaching sessions are taught by probation corrections officers, trained in the curriculum.

#### Yoga

Yoga is a 10-week course that helps youth reduce stress. Yoga is a mind-body practice that combines physical poses, controlled breathing, and meditation or relaxation. It can reduce the impact of exaggerated stress responses and may be helpful for both anxiety and depression.

### **DETENTION CORRECTIONS DIVISIONS**

#### **Food Services**

The Food Services Division provides meals for youth and staff in accordance with Title 15, the Board of State and Community Corrections regulations and Title 7, National School Lunch Programs. The meals served are based upon nutritional and caloric requirements. Prior to preparation and service, menus are planned on a 4-week cycle and meet the required regulations as calculated by a registered dietitian. Standardized recipes are used to ensure proper nutrients are being met. Prior to leaving the food service area, all meals are individually portioned. All youth in our Juvenile Detention and Assessment Centers (JDACs) and treatment facilities are served three meals each per 24-hour period, in addition to snacks. Fresh fruit is always available. During the 2017-18 FY, 236,984 youth meals were served at the JDACs and the Gateway Program.

#### **Medical Services**

The Medical Services Division is accredited by the National Commission on Correctional Health Care and provides medical services under the leadership of Chief Medical Officer, Dr. Michael Neeki. Services are provided to youth in custody via board certified physicians from the Arrowhead Regional Medical Center and the Department of Behavioral Health. All youth receive a full health screening during the intake booking process. Medical clinics are held three days a week at CVJDAC and HDJDAC. These clinics provide examinations, medical interventions, medication orders, referrals to specialty clinics, treatment of acute injuries and chronic disease management. There is access to 24-hour health care services provided by ancillary health care staff. Outside agencies augment onsite services by providing mobile optometry and dental clinics, which significantly reduces the need for medical transportation off site. During the 2017/18 FY, 2,088 youth completed the intake health screening process.

#### Juvenile Detention and Assessment Centers

#### Physical Exams 1,102

#### Dental Exams 963

#### Optometry Exams 247

\*The graph represents the number of youth screened by a physician, dentist or optometrist in addition to the intake health screening process.

### Forensic Adolescent Service Team (FAST)

Probation collaborates with the Department of Behavioral Health, who provides mental health screening, crisis intervention and stabilization, suicide observation status evaluations, and psychiatric services for youth. FAST also provides assistance to youth who are being released, linking them to needed services in the community. FAST coordinates the Multi-Disciplinary Team (MDT), which reviews and facilitates specialized interventions directed at high needs youth. The MDT is a multi-agency collaboration of representatives from probation, the Department of Behavioral Health, medical services, and the SBCSS.

#### Prison Rape Elimination Act (PREA)

PREA was passed in 2003 with unanimous support from both houses of the U.S. Congress. The purpose of the act was to provide for the analysis of incidents and the effects of prison rape in federal, state, and local institutions. It was also intended to provide information, resources, findings, and recommendations to protect individuals from prison rape. In addition to creating a mandate for significant research from the Bureau of Justice Statistics and through the National Institute of Justice, funding supports major efforts in many state correctional, juvenile detention, community corrections, and jail systems. In October of 2017, the staff to youth ratio as outlined in PREA Juvenile Facility Standards, of one staff to eight youth was implemented. The San Bernardino County Probation Department has a zero tolerance for sexual misconduct within all detention and treatment facilities and we comply with PREA requirements.

### **JUVENILE COMMUNITY CORRECTIONS BUREAU**

The Juvenile Community Corrections Bureau (JCCB) serves the community by working with youth involved in the pre, current and postjuvenile justice system. The JCCB manages Community Service Teams and targets early intervention and prevention services. Its primary focus is youth who are at risk of entering the juvenile justice system. The JCCB oversees a multitude of units focused on supervision, both in the home and for youth in congregate care. They are responsible for juvenile intake, investigation reports, case management, supervision, programing, Day Reporting Centers (DRCs), placement, and aftercare services. At all service stages, the JCCB is focused on improving youth outcomes. Regardless of a youth's level of involvement in the system, JCCB staff remain committed to their role of fostering a better tomorrow as it relates to youth. The JCCB concentrates efforts with involved youth through early engagement, collaboration, and education. It also offers a strong support structure to the youth, their family, and stakeholders. The JCCB utilizes evidence-based treatment and supervision services as identified through validated assessment tools. JCCB efforts are aimed at minimizing recidivism and moving offenders into a role of self-sufficient citizens.

#### HIGHLIGHTS

- In 2018, the Summer Camp expanded to the High Desert and the Montclair DRCs, following initial success from the inaugural 2017 "Camp YJC" at the Youth Justice Center. The program keeps youth occupied in prosocial engagement activities while learning new skills and participating in youth-centered activities.
- In the 2017-18 FY the Juvenile Community Corrections Bureau continued growth, relative to the Continuum of Care Reform Act (CCR) and the comprehensive juvenile division restructure. The 2017-18 FY emphasized implementation and system improvement. The CCR Act drove the necessity of the juvenile restructure to meet many of the unfunded mandates brought about by the legislation. Of the many changes, the Out of Home Services Unit was created from three existing units. The new unit is based on a cooperative approach to managing services for youth in out-of-home settings. The number of staff allocated to CCR increased to focus on efforts with the implementation of Child and Family Teams (CFTs) and Resource Family Approvals (RFAs).
- The San Bernardino County Probation Department began conducting Child Family Team Meetings (CFTM) for all youth ordered placed after January 1, 2017. Probation collaborated with Child Welfare, Department of Behavioral Health, and SBCSS as part of a team to conduct CFTMs and has trained the entire juvenile division to conduct CFTMs.
- In March 2018 the Probation Department hosted approximately 120 youth and young adults at the annual Independent Living Skills Health Fair. This event encourages youth to learn through interactive and informational workshops, participate in a variety of fun recreational activities that promotes physical fitness and become familiar with community health providers.



#### **School Probation Officers**

There are currently 26 probation officers assigned to local high schools and middle schools across the county, which collectively represent probation's involvement with 14 different school districts. Their primary duties are to reduce truancy and provide early intervention and prevention services to the students. A probation officer represents probation on attendance review boards throughout the county. Probation officers can make referrals for tutoring, counseling and parenting classes. During the 2017-18 FY, school probation officers responded to 10,329 referrals for attitude/behavior, attendance, criminal activity and academic issues, along with making an average of 2,915 monthly contacts. No students were cited or arrested

#### Community Service Team (CST)

CST evaluates citations and police reports received from out-of-custody arrests and provides informal probation and referrals to diversion programs. Resources include referrals to Youth Accountability Boards, assignment of community service hours, and referrals to enrichment programs. In cases where the youth has been placed on an informal contract with the court, the team monitors compliance and provides referrals to programs stipulated in the contract. Officers received 2,360 referrals and redirected 2,097 from Juvenile Court to diversion and alternative interventions during the 2017-18 FY.

#### Youth Accountability Board (YAB)

YAB was formed in 1991. It is a collaborative program between the Probation Department and community volunteers. The board works together with families to divert first-time and low-risk juvenile offenders from requiring further intervention by the criminal justice system. Board members meet with the youth and family members to develop a contract requiring fulfillment of specific responsibilities to address the behavior and related issues. Upon successful completion, the youth's case is closed. The YAB served 677 youth during the 2017-18 FY.

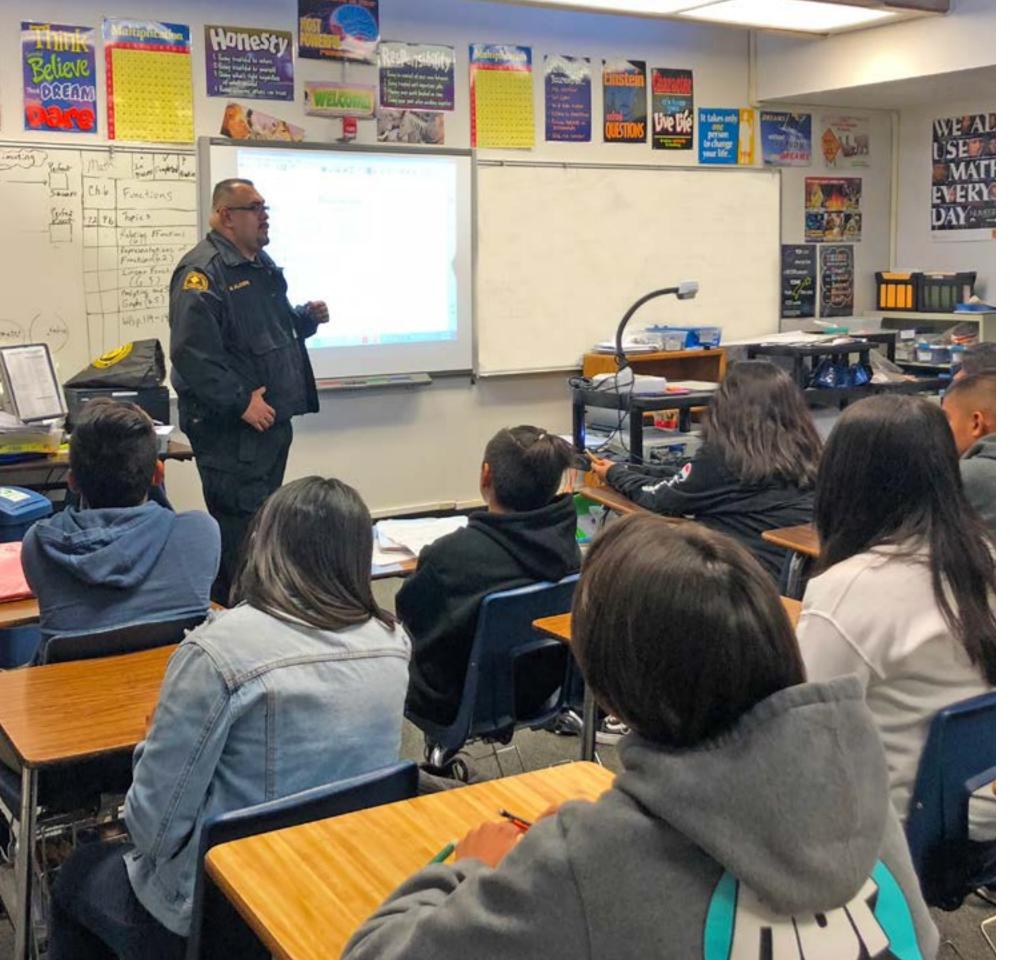
#### Day Reporting Center (DRC)

There are three Juvenile DRCs - located in San Bernardino, Victorville, and Montclair – that provide classes such as Anger Management, Boys Council, Early Recovery, Girls Circle, Job Skills/Life Skills, Parent Project, Petty Theft, Teen Parenting, Victims Awareness, Weapons Diversion, and a drug and alcohol component. These classes are intended for any youth who are "at risk" or on probation. Classes are offered at numerous middle and high school campuses for those who do not have transportation. Approximately 2,957 participants enrolled in classes during the 2017-18 FY.



#### Juvenile Intake and Investigations

These units provide the court with reports to assist in determining the most appropriate disposition for each youth alleged to have committed a delinquent act. Juvenile intake provides three probation officers for the Juvenile Delinquency Court and one probation officer for the Mental Health Court to assist with the court process. Officers completed 2,033 reports during the 2017-18 FY.



#### House Arrest Program (HAP)

HAP is an alternative to detention for lowrisk offenders who have been charged with a criminal offense and would otherwise have to remain in custody. Youth are permitted to remain in their homes pending court disposition of their cases under the care and monitoring of a probation officer. Youth ordered into HAP are monitored via electronic monitoring/Global Positioning System (GPS). During the 2017-18 FY, approximately 98 percent of the 321 cases enrolled in HAP completed the program. Participating youth were assigned to the program for an average of 17 days.

#### Integrating New Family Opportunities (INFO)

This collaboration with the Department of Behavioral Health (DBH) uses Functional Family Therapy to target family dynamics and provide an outcome-driven prevention and intervention program for youth involved in the criminal justice system. INFO is voluntary for youth who are on probation. The goal of the program is to provide mental health services and individualized community supervision to help youth succeed while on probation. Through DBH, the youth and their family are given the opportunity to participate in one-on-one therapy, Functional Family Therapy, alcohol and drug counseling, Moral Recognition Therapy (MRT), and regular evaluation of medication. The INFO team consists of probation officers, a probation corrections officer, a DBH clinician, an alcohol and drug counselor, and a peer and family advocate. The youth and their parent or guardian work collectively with the team to address the needs of youth. Parents and/or guardians are crucial to the success of the youth in the INFO Program. Parents must agree to support and contribute to the youth's success by committing to attend appointments and provide transportation. The program served 32 youth and families in the 2017-18 FY.

#### Court for the Individualized Treatment of Adolescents (CITA)

CITA addresses the specialized needs of youth who have a significant mental health diagnosis and includes a collaborative delivery of services between a probation officer, a social worker, and a therapist from the Department of Behavioral Health. During the 2017-18 FY, there were 11 youth who attended a CITA Hearing.

#### **Drug Court**

Drug Court is a multi-agency program provided to youth with substance use disorders in lieu of traditional court sanctions. Youth participate in Drug Court intensive treatment, appear in court more frequently for review hearings, and participate in regular and routine drug testing. During the 2017-18 FY, Drug Court services were provided to 56 youth.

#### **Girls Court**

The Probation Department continued to provide services to female youth involved in Girls Court, an intervention program for girls at risk of being sexually exploited or experiencing an increase in at-risk behaviors. The goal of the program is to build self-esteem and empower young women. Girls Court provides a variety of presentations, interpersonal discussions, and workshops to aid in rehabilitation, confidence building, and health conscious choices.

#### Gender Response Adolescent Caseload Enrichment (G.R.A.C.E.)

The G.R.A.C.E. Program provides specialized services to adolescent female probationers with a history of trauma, substance abuse, or runaway behaviors. The program offers educational opportunities as well as creative and innovative methods to complete community service. Centered on gender-based issues critical to adolescent females, G.R.A.C.E. helps girls grow into young women with a sense of self-worth and gives them the ability to pursue individual goals, including continuing education, employment, or good parenting. Probation officers involved in the G.R.A.C.E. Program network with community-based organizations like schools to meet the individual and collective needs of these girls. During the 2017-18 FY, 33 girls participated in the program.

#### Coalition Against Sexual Exploitation (CASE)

CASE is a multi-disciplinary team, including San Bernardino County Probation, Child and Family Services, and the Department of Behavioral Health, who assist youth that are survivors of sexual exploitation. Members of the team attend trainings to increase their knowledge and they educate the community on how to identify atrisk youth. During the 2017-18 FY, 50 girls were accepted into the CASE Program and provided with various rehabilitative services and support, medical and mental health care, substance abuse treatment, educational opportunity, job skills, training, and mentor/advocate support.

#### Wraparound Services

This program is a strength-based planning process that assists the youth and their family by involving various community partners and resources to work together to improve their situation. This is achieved by "wrapping" the family in services and support to address emotional, behavioral, and/or mental health issues. In the 2017-18 FY, 92 youth and their families were enrolled in the Wraparound Program.

#### **Placement Unit and Aftercare**

The Placement Unit monitors the rehabilitation of youth who have been ordered by the court into an out-of-home treatment program. A program matching the needs of each youth is carefully identified and services are provided by the program under the guidance of a probation officer until the youth is ready to return to the community. At the close of the 2017-18 FY, the number of youth maintained in out-of-home placement was 58 and on average, 17 youth were detained per month pending suitable placement.

Once youth return to the community, they are supervised by an Aftercare probation officer who assists them with obtaining any further rehabilitative services while monitoring compliance with court ordered terms and conditions. During the 2017-18 FY, Aftercare probation officers supervised an average of nine youth per month.



#### Independent Living Program (ILP)

ILP provides numerous workshops and events to educate and assist youth and young adults released from out-of-home placements with independent living skills. These events or workshops, such as education and employment conferences and life skills classes, help youth transition back into the community and become successful adults. Each year ILP strives to find new and innovative ways to assist youth toward self-sufficiency. During the 2017-18 FY, ILP probation officers provided services to 1,590 youth or young adults. Additionally employment referrals were provided to 48 youth and services were provided to four homeless youth. ILP defines homeless youth as those who are unaccompanied, residing in inadequate housing or lacking permanent or stationary housing. This includes, but is not limited to, youth living in cars, on the street, in shelters or living from place to place with no permanent plan for housing. In addition, ILP hosted the Annual Graduation Recognition Ceremony where 22 youth obtained their high school diploma.

#### Assembly Bill (AB 12)/Extended Foster Care (EFC)

AB 12 (California Fostering Connections to Success Act) became effective January 1, 2012 and now allows eligible youth to receive EFC services after their 18th birthday. During the 2017-18 FY, there were an average of 11 active EFC cases per month. As a result, four youth achieved a high level of independence and overall success in meeting their employment and/or educational goals.

### **ADULT COMMUNITY CORRECTIONS BUREAU**

The Adult Community Corrections Bureau (ACCB) is responsible for adult supervision, DRRSCs, and investigation reports for the courts along with case management services. ACCB utilizes evidencebased treatment and supervision services as identified through validated assessment tools. With the passage of AB109, the department created a DRRSC in each region to provide services to the entire adult offender population. The DRRSCs offer services from a wide variety of governmental agencies such as the Department of Behavioral Health, the Workforce Development Department, Transitional Assistance Department, and other related agencies. The Probation Department is also expanding services that assist in minimizing an offender's progression deeper into the justice system through additional Senate Bill 678 funded programs, which target certain offenders for prevention and program efforts aimed at keeping them from being sentenced to state prison. All efforts are aimed at reducing recidivism.

#### HIGHLIGHTS

- During the 2017-18 FY, the Medium Supervision Unit relocated from the Central DRRSC to the 401 N. Arrowhead building. This allowed for an increase in collaborative casework amongst probation units to better meet the needs of our probation population. The four supervision units at the Arrowhead building account for approximately 2,644 probationers. A mass reporting plan was instituted wherein large numbers of probationers were required to report in person to the Arrowhead building on designated days to their probation officer. Probationers were referred to services at the DRRSCs. In the first four months, approximately 1,412 probationers were contacted via this method, which increased the overall quantity of probationer contacts and allowed for better management of the medium supervision caseload.
- The Domestic Violence (DV) Unit implemented the Ontario Domestic Assault Risk Assessment (ODARA) to more effectively assess the risk of offenders re-assaulting their victims. ODARA is an actuarial risk assessment tool developed in Ontario, Canada that scores 13 risk factors that have been shown to predict future

violence. Higher scores on the ODARA indicate that an offender will commit more assaults, commit them sooner, and cause more injury than an offender with a lower score. The DV Unit utilizes ODARA scores to assign offenders to low, medium, and high supervision caseloads and ensure DV staffing resources are used effectively and efficiently to protect victims.

- The Sex Offender Unit, along with the San Bernardino County Sheriff's Department, participated in Operation Broken Heart during the 2017-18 FY. Operation Broken Heart conducted proactive child sexual exploitation investigations/operations to target predators. During an operation in May 2018, 294 people were contacted at their residences and 21 people were arrested.
- A probation K9 team assisted with the San Bernardino County Sheriff's Department in one of the biggest searches of 2017

   the discovery of 46.5 pounds of methamphetamine, 24 pounds of cocaine, two firearms, and \$3,000 cash on June 23, 2017 in a San Bernardino motel room.

#### Adult Investigations

The Adult Investigations Unit prepares Pre-Sentence Investigation reports and other documents for the courts that assist judges in reaching appropriate court dispositions. There is one Adult Investigations Unit in each county region: Central, West End, and High Desert. The courts depend on probation to provide investigative reports on criminal cases that include detailed information regarding the circumstances of the offense, the background of the defendant, statements from victims, and other involved parties. An analysis of outcomes and a suitable recommendation to aid the courts in making sentencing decisions are also included. A total of 1,020 Pre-Sentence Investigation reports, 4,363 memos, and 364 supplemental reports were written by the Adult Investigations Units during the 2017-18 FY.

#### Day Reporting and Reentry Services Center (DRRSC )



DRRSCs located in Fontana, San Bernardino, and Victorville - provide adult probationers access to multi-agency partners including the Department of Behavioral Health (DBH), Transitional Assistance Department (TAD), Department of Public Health (DPH), and Workforce Development Department (WDD). Each center has a dedicated Probation Homeless Services Coordinator, a clothing closet, life skills and reentry support classes, and activities. Classes include, but are not limited to, anger management, employment readiness, healthy life choices, parenting, cognitive journaling, food handler's training, and computer skills training. During the 2017-18 FY, 12,732 persons were seen at the Probation Department's three DRRSCs; 1,634 persons were referred to the Workforce Development Department; 2,723 persons were referred to DBH; four students earned their high school equivalency certificate; and 218 clients were referred to the Department of Public Health.

#### **Supervision Units**

Once the court grants offenders formal probation, mandatory supervision, or they are released on Post Release Community Supervision (PRCS), they are directed to attend Orientation and Assessment. During the orientation, a risk assessment tool is utilized to determine the appropriate supervision level of the offender. The supervision level coincides with the risk assessment of the offender. There are three categories in the supervision units: low, medium and high. The supervision units are blended and encompass formal probation, mandatory supervision, and PRCS. Additionally, a variety of supervision strategies are developed in each individual probationer. These supervision strategies provide a base for probation officers to provide individualized treatment referrals and a variety of services that include but are not limited to: housing and other basic needs such as food, clothing, mental health care, homeless intervention or prevention, and even vocational services.

Community supervision of probationers is provided through compliance checks, address verification, electronic monitoring, office appointments, and drug testing. During the 2017-18 FY, there were 20,810 adult probationers on an active term of supervision including 20,175 felony status cases assigned to some form of adult community supervision.

### **ADULT SPECIALIZED SERVICES DIVISION**

#### Domestic Violence (DV) Unit

The DV Unit supervises domestic violence offenders. The cases assigned to the unit involve domestic violence, child abuse, elder abuse, and stalking. In addition to supervision, the department has two DV coordinators. One DV coordinator is responsible for the certification and annual recertification of the 52-week Batterers Intervention Program and 52-week Child Abuse Treatment Program. The second DV coordinator provides community outreach and education centered on working with other county agencies, community-based and faith-based organizations. The coordinator also develops activities and presentations that provide information about domestic violence, victim's advocacy, and strategies to address domestic violence, child abuse, elder abuse, and stalking. There were 1,417 probationers supervised by the Domestic Violence Unit during the 2017-18 FY.

#### **Drug and Alcohol Services Unit**

Drug Court and PRIDE (Probationers Recovering through Intervention and Drug Education) are multi-agency programs that provide services to adults with substance use disorders in lieu of traditional court. Drug Court services are provided in the Central, High Desert, and West End regions. Probationers participating in Drug Court receive intensive substance abuse treatment services, appear in court more frequently for review hearings, and participate in regular and routine drug testing. The treatment team coordinates to evaluate the probationer's progress, consider suitable sanctions, and to promote recovery. The team consists of a judge, a deputy district attorney, a probation officer, a public defender, and substance abuse counselors from a local provider. Probation officers provide case management services that include participating in treatment team reviews, conducting home visits, drug testing, and making recommendations for probationer promotions to different levels in the program. During the 2017-18 FY, 777 probationers participated in the Drug Court/PRIDE programs.

#### DUI Unit

The DUI Unit is funded by a grant from the California State Office of Traffic Safety. It intensely monitors offenders on probation for felony DUI convictions. Supervision of these high-risk offenders includes: unannounced home searches, random alcohol and drug testing, and special monitoring to ensure compliance with court-ordered DUI education and treatment programs. The primary goal of the unit is to deter those with a history of impaired driving from alcohol-related collisions, injuries, and deaths through close probation supervision. The unit collaborates with local law enforcement agencies and is involved in saturation patrols and special operations targeting DUI offenders. During the 2017-18 FY, the unit supervised approximately 257 DUI offenders and was involved in 72 warrant service operations.

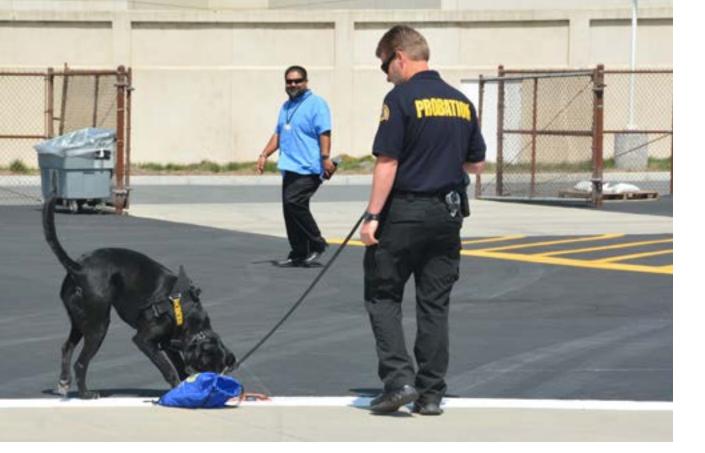


PROBATION

#### **Gang Supervision Unit**

The Gang Supervision Unit provides supervision of high risk, verified gang members and probationers who engage in significant gang associations that promote criminal activity. Gang suppression activities are provided countywide.

Probation officers assigned to the Gang Unit receive specialized training that focuses on trends of criminal street gangs, gang enhancements, identification of gang members, gathering and disseminating intelligence, and gang suppression strategies. Two of the Gang Unit probation officers are assigned to the San Bernardino County Sheriff's Department Regional Gang Teams; one in Central and one in the High Desert. The unit participates in the Street Movement Against Street Hoodlums (S.M.A.S.H.) operations and other joint coordinated activities directed at the suppression of gangs and related activities (gun sales, drug sales, and human trafficking). During the 2017-18 FY, the unit completed 724 searches - in which they confiscated 51 firearms and made 151 arrests.



#### The K9 Unit

The San Bernardino County Probation K9 Unit employs four drug detection canines who work with their handlers. Teams have responded to requests for assistance from the Probation Apprehension Team, Gang Unit, Sex Offender Unit, JDACs, Gateway facility, law enforcement agencies, and local school districts. K9 handlers receive ongoing training to ensure they stay current with trends in narcotics concealment, drug abuse, and detection strategies. The teams are often called upon to participate in community events at schools and organizations in support of the Inland Empire Police Canine Association (I.E.P.C.A.). During the 2017-18 FY, K9 teams completed 661 field searches, 88 school searches, and 31 JDAC searches. These searches resulted in the recovery of 22 firearms, \$13,000 in cash, 73.5 pounds of methamphetamine, 14.5 pounds of marijuana, 24 pounds of cocaine, and 16.5 grams of heroin. Officers and their K9s also attended 61 public relations events.

#### Mental Health Unit

The Mental Health Unit coordinates specialized referrals, intervention, and supervision strategies for probationers who have behavioral health issues or dual diagnosis issues. The unit components represent four specialized treatment focus areas:

- The Veterans Court is a specialized court program that works with veterans who present issues of substance abuse, behavioral health, or co-occurring disorders. The Veterans Court collaborates with the U.S. Department of Veterans Affairs health care networks and the Veterans Benefits Administration, who help connect veterans with their benefits. During the 2017-18 FY, 80 veterans participated in this program.
- Forensic Assertive Community Treatment (FACT) is an Assertive Community Treatment (ACT) Program for individuals with serious mental illness who have extensive contacts with the criminal justice system as a result of their mental illness and co-occurring substance abuse issues. This program

exists to help people live successfully in the community and achieve their personal recovery goals, while avoiding a return to jail, prison, or unnecessary psychiatric hospitalization.

- The Supervised Treatment After Release (STAR) Program is the treatment component of the Mental Health Court system of care. Individuals are generally referred while incarcerated in a county detention facility. Upon acceptance of terms and conditions of probation requiring mental health treatment, the individuals are released into the community and closely monitored by the STAR treatment team. Services include day treatment, intensive case management, residential placement, drug and alcohol treatment, and periodic court reviews. Services are closely monitored by the Superior Court. During the 2017-18 FY, Mental Health Court provided services to 245 probationers.
- Probation officers assigned to the Mental Health Unit maintain caseloads to supervise probationers in the Enhanced Outpatient Program (EOP), following release from state prison. Assigned probation officers coordinate with the California Department of Corrections and Rehabilitation and the Department of Behavioral Health to facilitate pre-release planning for EOP cases and to assist them with transitioning back to their local community.

#### Probation Apprehension Team (PAT)

PAT is responsible for the arrest of adult and juvenile offenders with active bench warrants or youth who left probation placement. PAT is an 8-member team that is responsible for warrant investigations leading to the whereabouts of wanted offenders and for coordinating internal and external agency efforts to apprehend wanted offenders. The team includes an electronic forensic investigator. In the 2017-18 FY, the team made a total of 252 warrant arrests

#### Sex Offender Unit

The Sex Offender Unit provides supervision of offenders placed on felony probation following convictions for sexual offenses, including those who fail to register as required, crimes against children, forcible rape, and some stalking cases. The unit incorporates a collaborative approach to sex offender management, known as the Containment Model that became mandatory in California effective July 1, 2012. The Containment Model has three required components: supervision, sex offender treatment, and polygraph examinations using a victim-centered approach. The Sex Offender Unit supervised 647 probationers, contacted 1,007 sex offenders, performed 2,341 searches for contraband, and arrested 153 people during the 2017-18 FY.



### **SPECIALIZED SERVICES BUREAU**

The Specialized Services Bureau (SSB), created in March 2014, is responsible for unique operations that cover requirements beyond community corrections and detention services and are all encompassing throughout the department. The bureau includes Audits and Inspections, Automated Systems, Criminal Intelligence Unit (CIU), External Affairs, Policies and Procedures, Research, and the Training Division. These efforts provide consistent services across all bureaus and for department operations across the county.

#### HIGHLIGHTS

- In April 2017, the San Bernardino County Probation Department's Juvenile Detention and Assessment Centers successfully passed a PREA audit, being the sixth California County to do so. To ensure ongoing compliance with the PREA Standards, there has been an update to the department's policies, procedures, and an implementation of the Sexual Orientation Gender Identity and Gender Expression form. All staff and volunteers in the department were trained on how to detect and respond to sexual abuse, avoid inappropriate relationships with residents/youth, and communicate professionally with LBGTQ youth.
- Automated Systems installed new check-in reporting kiosks for adult probationers at the Barstow and Joshua Tree locations. These kiosks streamline the check-in process for probationers and provide the opportunity for them to update and verify information.
- The San Bernardino County Probation Department entered into a 5-year contract with Lexipol, a web-based policy manual for the department's field and detention operations. Lexipol provides policy manuals to law enforcement communities nationwide. The San Bernardino County Probation Department is the first to utilize Lexipol services and this collaborative effort is developing and vetting the first Probation Department manual in the nation.

#### Automated Systems Division

Automated Systems provides the department and its customers with infrastructure support and business solution analysis with development. Technical staff provide 24-hour support for the hardware and software needs of staff and customers across business lines. This includes workstations, servers, switches, and a variety of mobile devices. The division also provides review, development and implementation of needed reports, databases, and application support. They also evaluate new programs and services that the department is reviewing to ensure smooth transitions and user friendly interfaces.

#### **Compliance Unit**

The Compliance Unit is a combined unit, encompassing Audits and Inspections and Policies and Procedures, that oversees the development and implementation of the department's standardized operating policies and procedures and procedural compliance. The department ombudsman receives and reviews citizen's complaints from the public or parents about probation services and youth grievances. The unit is vested with the responsibility to complete annual or as-scheduled audits and inspections. Audits are conducted to assess the department's overall compliance with one or more internal policies, procedures or temporary departmental orders (TDOs), or other compliance mandates. Inspections are conducted to ensure compliance with tasks or responsibilities identified in the departmental policies, procedures or TDOs.

#### **External Affairs**

The External Affairs Unit coordinates the department's public relations, brand strategy, social media, and outreach to communities. The External Affairs Unit develops strategies to promote the department's services and responds to the media regarding inquiries. They produce various marketing materials including

web-based graphics, printed brochures, pamphlets, posters, press conference displays, logos, videos, and photographs.

The unit includes the volunteer and recruitment coordinators. The volunteer coordinator oversees the department's volunteer program and volunteer placements. The recruiter provides direction and consultation for the department's recruitment activities and supports community outreach activities. During the 2017-18 FY, there were 242 volunteers with the department and 6,648 volunteer hours were provided.

#### Research

San Bernardino County Probation has a dedicated Research Unit. In addition to conducting research connected with the department's focus on programs, the unit's intent is to enhance operations, related policies, and processes within the field of corrections. The Research Unit also completes a number of state and federal surveys, as well as monthly, guarterly, and annual statistical reports.

#### **Training Division**

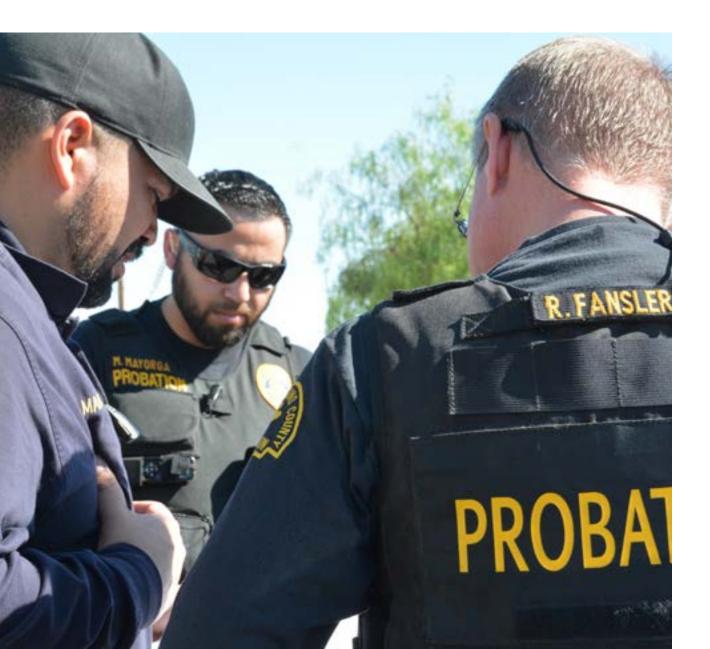
The San Bernardino County Probation Department offers a full service training program. An array of training courses are provided to more than 1,200 sworn and non-sworn personnel. The key responsibilities of the Training Division are to plan, develop, and implement all training required by the California State Standards and Training for Corrections (STC) and to monitor all departmental training for compliance within STC standards. Staff assigned to the division work together to plan, develop, and implement the department's annual training plan for sworn and non-sworn personnel, which includes the internal development and oversight of the Probation Corrections Officer and Probation Officer CORE training. The Training Division offered 471 different courses, which totaled 12,863 hours, in the 2017-18 FY.



### FISCAL YEAR 2017-18 REPORT

The San Bernardino County Probation Department completes activities that protect the community, while supporting the overall county goals and objectives. In supporting the county goal to maintain public safety, probation maintains two strategies:

- Complete assessments for each new adult and juvenile offender to determine their criminogenic needs and ensure appropriate supervision, services, and programs.
- Supervise adult and juvenile probationers at an appropriate level and provide services and programs to reduce recidivism.



#### 2017-18 Adopted Budget

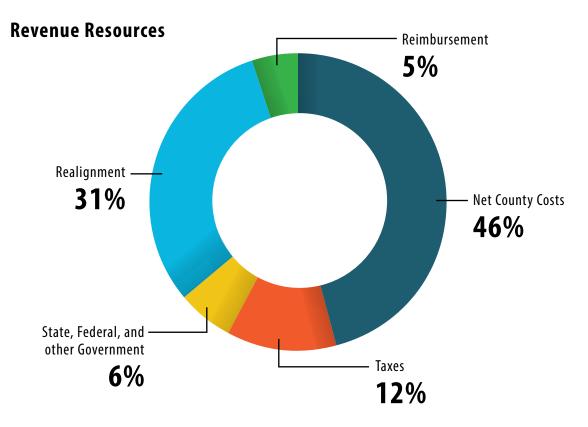
ORGANIZATIONAL UNIT	AMOUNT		
Administration and Corrections and Detention	168,217,689		
Juvenile Justice Crime Prevention Act	7,806,367		
Senate Bill 678 – Criminal Recidivism	6,371,681		
Other Revenue Funds	93,805		
TOTAL	182,489,542		

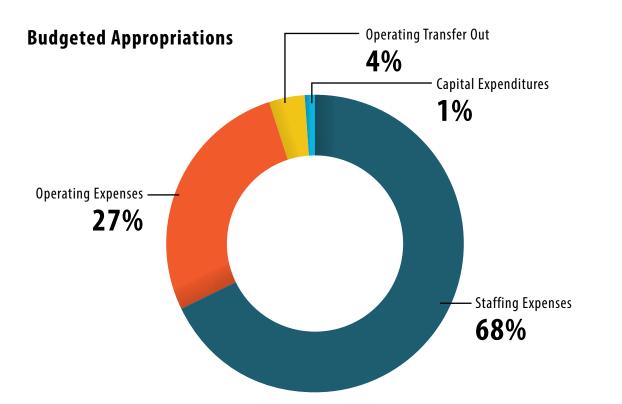
#### Supervision Performance Measurements for 2017-18 FY

Cases Recidivating	Target	Actual	New Cases Assessed within 60 days	Target	Actual
Adult	25%	25%	Adult	97.5%	99%
Juvenile	24%	24.9%	Juvenile	98%	97%

#### **Staffing Snapshot**

Total Number of Staff	1,215
Male	471 (39%)
Female	744 (61%)
Ethnically Diverse	898 (74%)







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San Bernardino County Probation Department 2017–2018 ANNUAL REPORT