



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/10/2012

Agenda Placement: 7P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Butler, Mary - Chief Probation Officer
Probation

REPORT BY: Lynn Perez, Staff Services Manager - 253-4126

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Probation Department by adding a Probation Officer III position and deleting a Probation Officer I/II position

RECOMMENDATION

Director of Human Resources and the Chief Probation Officer request adoption of a resolution amending the Department Allocation List and the Table and Index for the Probation Department, as follows, effective July 10, 2012, with no net increase in full time equivalent positions:

1. Amend the Departmental Allocation List to:
 - a. Add: One (1.0 FTE) Probation Officer III; and
 - b. Delete: One (1.0 FTE) Probation Officer I/II*

*Flexibly Staffed position to be deleted upon becoming vacant.

EXECUTIVE SUMMARY

The Director of Human Resources and the Chief Probation Officer are requesting amending the Department Allocation List for the Probation Department to add one (1) Probation Officer III position and delete one (1) Probation Officer I/II position effective July 10, 2012. During the past several months, the Probation Department, in conjunction with the Napa County Department of Corrections, has implemented a pretrial release program and home detention monitoring program which has significantly impacted the duties and responsibilities of the Probation Department. The Supervisor of the supervision unit that has taken on these additional duties needs this position to assure that the new programs get adequate supervision. Human Resources has reviewed the proposed restructuring of duties and assignments, and based upon the proposed duties, recommends a Probation Officer III as the most appropriate classification for the proposed position in the new structure.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The estimated increase in costs for Fiscal Year 12-13 is approximately \$6,120, based upon an anticipated hire date in July 2012. This increase can be absorbed within the Probation Department's budget. The Department currently has uncommitted adult treatment money that will be used to offset the increased cost of this position. Adult treatment funding can be used to assist in the supervision of the new programs aimed at assisting offenders who would otherwise be in custody.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This item is discretionary in that there is no requirement to operate a pretrial program. Pretrial programs can assist in reducing the jail population and is consistent with the County's goal of implementing an evidence-based criminal justice system in that it allows for proper assessments of all inmates booked into jail and the most effective utilization of jail resources for higher-risk inmates.
Is the general fund affected?	Yes
Future fiscal impact:	This is a permanent position and future allocations will be budgeted accordingly.
Consequences if not approved:	If this item is not approved, the Probation Department will not have the level of staff necessary to assess an offender and the jail population may continue to grow and inmates may need to be released without a risk assessment or appropriate supervision. This would not be consistent with the County's goal of implementing evidence-based practices.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The FY 2011-12 budget realigned responsibility for a number of programs in the corrections and criminal justice areas from the State to the counties, including requiring that certain "low level" offenders that would have gone to State prison now be sentenced to county custody. As a result, over the past several months the Probation Department, in conjunction with the Napa County Department of Corrections, have implemented several new programs and services to manage the County's corrections population in the most cost-effective way. Two of these programs include a pretrial release program and a home detention monitoring program which has significantly impacted the duties and responsibilities of the Probation Department.

The Pretrial Services Unit determine which offenders should remain in jail and which can be safely returned to the community pending court hearings. The Pretrial Services staff are trained and equipped with evidence based risk/needs assessment tools to interview new offenders upon booking into the jail. This unit is responsible for investigating factors such as employment, family ties, and criminal history and make recommendations to judges allowing for informed decisions on recognizance release. For those inmates who may be eligible for release pending court hearings, the County will require varying levels of supervision as appropriate which may include drug testing, probation supervision, electronic monitoring and potentially use of a day reporting center.

Human Resources has reviewed the proposed restructuring of duties and assignments, and based upon the proposed duties, recommends a Probation Officer III as the most appropriate classification for the proposed position in the new structure. Therefore, the Director of Human Resources and the Chief Probation Officer recommend the adoption of a resolution to amend the Departmental Allocation List and the Table and Index as shown in "Exhibit A", effective July 10, 2012 with no net increase in full time equivalent positions and an increase of \$6,120 in expenditures which will be offset by savings in the department budget.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Liz Habkirk