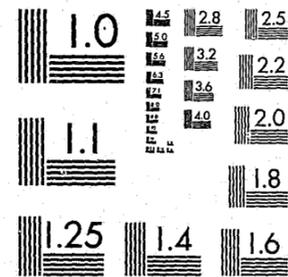


National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

3-25-82

Washington County
1981-83
Community Corrections
Plan

80383

U.S. Department of Justice 80383
National Institute of Justice
This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.
Permission to reproduce this copyrighted material has been granted by
Wa. Co. Oreg. Comm. Corrections
Deke Olmsted
to the National Criminal Justice Reference Service (NCJRS).
Further reproduction outside of the NCJRS system requires permission of the copyright owner.



WASHINGTON COUNTY

ADMINISTRATION BUILDING — 150 N. FIRST AVENUE
HILLSBORO, OREGON 97123
(503) 648-8676

COUNTY ADMINISTRATIVE OFFICE

ROOM 418

January 28, 1981

Mr. Bob Watson
Administrator
Corrections Division
2575 Center Street NE
Salem, Oregon 97310

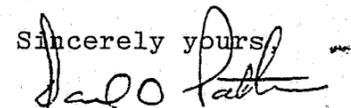
Dear Mr. Watson:

On January 27, 1981 the Washington County Board of Commissioners unanimously approved the 1981-83 Washington County Community Corrections Plan and the working agreement between Washington County and the Corrections Division. The Board approved the recommendation of the Corrections Advisory Board that the Plan be submitted to the Corrections Division for review, approval and funding for the 81-83 biennium.

I realize that the 1981 Legislature has yet to determine the appropriation to the Community Corrections Act and the level of funding for the 81-83 Washington County Plan will not be known until late spring. Thus, the Plan, as submitted, may require revision to adjust to the funding level as determined by the Legislature and the Corrections Division.

The Board of Commissioners again commended the Washington County Corrections Advisory Board for its diligent work in preparing this Plan. For the third(3rd) consecutive biennium the County is pleased to be a full participant in the Community Corrections Act. We believe that the consolidation of the State and County Corrections systems(Option I) initiated on January 1, 1981 will result in a more efficient and cost-effective service delivery system and is consistent with the intent and purpose of the Act.

Since 1978, the County has enjoyed a cooperative and productive working relationship with the Corrections Division. We look forward to continuing the same in 1981-83 and thank you, in advance, for your consideration of the Washington County Community Corrections Plan.

Sincerely yours

Daniel O. Potter
County Administrator

NCJRS

AUG 07 1981

ACQUISITIONS

rb

WASHINGTON COUNTY DEPARTMENT OF COMMUNITY CORRECTIONS

1981 - 83 PLAN

Table of Contents

I. INTRODUCTION.....	1 - 7
II. PLAN SUMMARY.....	8 - 10
III. SYSTEM GOAL.....	11
IV. SERVICE OBJECTIVES.....	12 - 75
A - System Coordination	
B - Probation and Parole Services	
C - Mental Health and Alcohol Services	
D - Community Service	
E - Employment Service	
F - Victim Assistance	
G - Volunteer Services	
H - Reduction of Institutional Commitments	
I - Evaluation, Management Information and Training	
V. RESIDENTIAL SERVICES.....	76 - 94
A - Restitution Center	
B - Jail Services	
VI. ADMINISTRATION AND BUDGET.....	94 - 104

introduction

WASHINGTON COUNTY COMMUNITY CORRECTIONS PLAN 1981-83

INTRODUCTION

Washington County participation in the Community Corrections Act was initiated on January 1, 1978 with the approval of the Board of Commissioners and the Oregon Corrections Division. The submission and approval of the 1979-81 Community Corrections Plan continued the County's participation through June 30, 1981.

The submission of the Community Corrections Plan for 1981-83 represents the commitment of the Washington County Corrections Advisory Board and the Board of Commissioners of continuing involvement in the Community Corrections Act.

FINANCIAL ISSUES

However, the Plan is tentative and preliminary. The uncertainty of fiscal issues dictates caution and uncertainty in detailing specific service levels and activities for the 1981-83 biennium. The undetermined financial allocations include:

- 1) The 1981-83 Legislative appropriation to the Community Corrections Act;
- 2) The Corrections Divisions allocation of the Community Corrections Act appropriation to Washington County;
- 3) The legislative appropriation and subsequent allocation of funds for the continued operation of the Washington County Restitution Center;
- 4) The legislative appropriation of funding for the continuation of provision of Mental Health services to the offender population under the jurisdiction of the Department of Community Corrections;
- 5) The level of allocation of new state Probation and Parole Officer positions to Washington County;

Given the uncertainty of these critical financial support matters the Corrections Advisory Board realizes the preliminary nature of this plan and will revise this biennial plan when such fiscal issues are resolved

PLANNING ASSUMPTIONS

The plan is based on the following assumptions:

- 1) That the Legislature and the Corrections Division will continue to provide financial support to Washington County for the operation of the Community Corrections system;
- 2) That the Legislature and the Corrections Division will continue

to provide adequate staffing and resources to maintain a standard for caseload size of 57-1 for the supervision of adult felon probationers and parolees;

- 3) That the Community Corrections Act legislation will continue to provide assurances to the county that the state is responsible for the support and provision of all present and planned Corrections Division responsibilities, excluding the operation of the State Institutions, in Washington County.

CONCLUSION

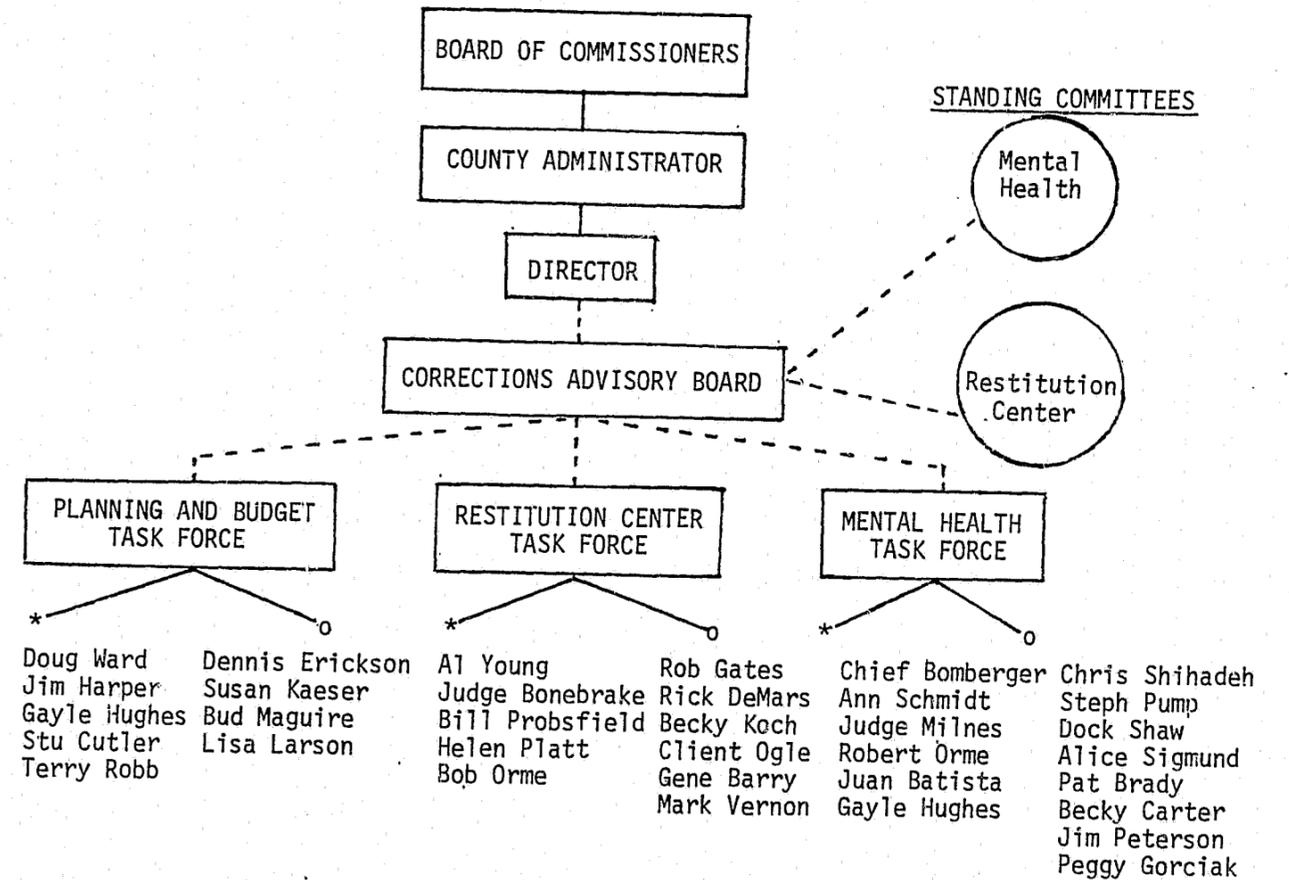
Although the financial issues are yet to be resolved, the Washington County Corrections Advisory Board submits this plan to the Board of Commissioners and the Corrections Division with the unanimous conclusion that the Community Corrections system in Washington County:

- 1) Is accomplishing the intent and objectives of the Community Corrections Act;
- 2) Has accomplished all planned objectives and activities of the 1978-79 and 1979-81 Community Corrections plans;
- 3) Should be continued with the present administrative structure, roles and responsibilities under the control and authority of the Washington County Board of Commissioners.

WASHINGTON COUNTY CORRECTIONS ADVISORY BOARD

1981-83 PLANNING PROCESS

The Corrections Advisory Board participated in all phases of the development of this biennial plan. The identification of major issues and planning requirements resulted in the formation of three (3) planning Task Forces, structured as follows:



CODE:

- Advisory responsibility
- * - Corrections Advisory Board Members
- Direct responsibility
- o - Staff and Advisors

WASHINGTON COUNTY CORRECTIONS ADVISORY BOARD

January 1981

Membership

Legislation and By-law Requirements	Present Member(s)
Law Enforcement Officer	Bill Probstfield
District Attorney	Ray Robinett
Circuit Court Judge	Judge Gregory Milnes
District Court Judge	Judge Alan Bonebrake
Public Defender(or defense attorney)	Stu Cutler
Probation or Parole Officer	PAT BRADY
Representative of a Private Correctional Agency	vacant
County Commissioner	vacant
Eleven(11) lay citizens(at least one of whom shall be a minority)	
Al Young, Chairman	Doug Ward
Jim Harper	George Wilson
Terry Robb	Jim Ellison
Juan Bautista	Judge Mark Gardner
Richard DeBrauwere	Gayle Hughes
Robert Orme	Helen Platt
An Ex-offender	JIM WILSON
Representative of the Washington County Law Enforcement Council	Chief Al Bomberger Forest Grove Police
Representative of local government as recommended by the Washington County Elected Officials Caucus	Ann Schmidt Beaverton City Council
Representative from the Washington County Community Action Agency	Gordon Molitor Director

WHAT IS COMMUNITY CORRECTIONS IN WASHINGTON COUNTY ?

Accomplishment Summary for
July 1, 1979 - Dec 31, 1980

SUPERVISION AND SERVICE FOR OFFENDERS

- Supervision of approximately 1700 adult men and women sentenced to probation by Washington County Courts for Felony and Misdemeanant offenses;
- Supervision of 50 offenders sentenced to the Washington County Jail as a condition of probation;
- Supervision of 110 men and women returning to the county on parole from the state correctional institutions;
- Mental Health evaluation, counseling, and treatment services for over 300 offenders who are in need or are ordered by the Court to receive mental health services;
- Alcohol and drug treatment services for 250 offenders experiencing problems relating to the use of alcohol or drugs;
- Job placement and employment counseling assistance for 250 offenders;
- Psychological evaluation and counseling services to offenders awaiting trial and sentencing.

SERVICE TO THE COURTS:

- Preparation of 600 presentence reports for Washington County Courts on offenders awaiting sentencing;
- Reports to the Courts on requests for early release of jail inmates;
- Submission of over 1400 reports of adherence or violation of probation conditions.

SERVICE TO THE COMMUNITY:

- Recommendation to the Court to order offenders to pay restitution to crime victims. The Courts ordered:
 - 850 offenders to pay
 - \$450,000 to
 - 600 individual victims &
 - 700 organizational victims

- Placement of 935 probationers in community work projects resulting in 33,000 hours of service worth \$135,000 to community project and agencies;
- Monitoring the collection of over \$190,000 of court ordered fines, fees, and restitution payments by offenders on probation;
- Involvement of 90 volunteers with offenders and Community Corrections Services; providing 5500 hours of service worth over \$35,000 to the Department;
- Involvement of 30 persons in 25 Corrections Advisory Board meetings.

JAIL AND RESIDENTIAL SERVICES:

- Counseling, assessment and release planning for jail inmates by the jail counselor;
- Operation of the 27 bed Restitution Center in Hillsboro;
- Supervision, counseling, job placement, and life skill training for 100 Center residents;
- Provision of over 5000 hours of Community Service work by Center residents;
- Payment of \$26,500 of restitution to victims, \$45,000 in room and board costs, \$18,000 in fines and fees, and savings of \$16,000 by residents.

COUNTY CONTROL AND COMMUNITY INVOLVEMENT:

- Full management and budgetary control of Community Corrections services by the Washington County Board of Commissioners and the County Administrator;
- Assumption of Administration of the Corrections Division Field Services Unit by Washington County through the Department of Community Corrections
- Participation of the 23 member Corrections Advisory Board and its three (3) task forces in planning, advising and reporting of Department activities to the Board of Commissioners and the Corrections Division.

SUMMARY

1981-83 WASHINGTON COUNTY COMMUNITY CORRECTIONS PLAN

The 1981-83 Community Corrections Plan is a tentative "no growth" continuation of the existing Community Corrections system in Washington County. Although undetermined, the available revenue for the 1981-83 biennium likely precludes any expansion or enhancement of present supervision, service or program levels. Further, the plan describes the services which will be eliminated or reduced if present revenue projections remain unchanged.

PLANNING PROCESS

Since 1977, the Washington County Corrections Advisory Board has been actively involved in the development of the biennial Community Corrections Plan for Washington County. Again this year the 23 member Advisory Board, divided into three (3) task forces, developed the 1981-83 plan with 85% attendance at many meetings and countless hours of planning and budget discussion. The Board of Commissioners unanimously approved the Advisory Board's recommendation to submit the Plan to the Corrections Division with the commitment to continue as a full participant in the Community Corrections Act.

ADMINISTRATION OPTION

On January 1, 1981, Washington County assumed full responsibility for the administration of the Corrections Divisions Field Services Unit in Washington County (Option I), thus establishing a unified and locally controlled Community Corrections system. The 1981-83 Plan is to continue the on-going development of the Option I administrative design. The Plan anticipates that the majority of the Field Services Unit staff will remain in state employment and that vacancies or new positions will become county Community Corrections positions.

SERVICE ELIMINATION

The expected reduction in the Community Corrections Act enhancement grant funding, the probable elimination of all Mental Health/Corrections funding, and the potential loss of all Probation Center operations funds require the Advisory Board to recommend the elimination of the following services in the 1981-83 biennium:

- . Employment Services
- . Victim Assistance
- . Parole Release Services Contract
- . Community Corrections Evaluation Contract
- . All Mental Health/Corrections Service Contracts and Staff

If the Probation Center operations funds are not appropriated by the 1981 Legislature, the continued operation of the 27 bed Washington County Restitution Center is in much jeopardy.

CONTINUING SERVICES & SUPERVISION

It is expected that the following services will be continued at the FY 1980-81 staff and service level:

- . Probation & Parole Supervision Units (2)
- . Centralized Intake & Presentence Unit
- . Community Service Program
- . Volunteer Program

The reduction in Community Corrections Act funding will cause a reduction of the present county probation staff by two (2) or three (3) positions. However, the plan assumes the allocation from the Corrections Division of nine (9) new Probation and Parole officer positions to Washington County thus the FY 1981-82 projection is to maintain all current state and county probation staff levels with increases in FY 82-83 as the position allocations and available revenue may allow.

PLAN REVISION

The Corrections Advisory Board will reconsider the 1981-83 Plan in late spring 1981, when the funding and position allocations are more certain. Thus, this plan will be revised and resubmitted to the Corrections Division after final determination of available resources and funding and service level priorities.

WASHINGTON COUNTY
DEPARTMENT OF COMMUNITY CORRECTIONS
1981-83

GOAL

IT IS THE GOAL OF THE WASHINGTON COUNTY DEPARTMENT OF COMMUNITY CORRECTIONS TO:

- I. Continue county control and responsibility for all Community Corrections functions in Washington County
- II. Effect a reduction of commitments of Class C Felony offenders sentenced to the State Correctional Institutions
- III. Effect a decrease in the severity and frequency of repeat criminal activity of the offender population under the jurisdiction of the Department of Community Corrections responding as early as possible to the offender's criminal activity
- IV. Enhance the safety of the community by supervising convicted offenders and utilizing existing community resources to assist offenders to become responsible, law abiding citizens

System goal

SYSTEM COORDINATION

PROBATION AND PAROLE SERVICES

MENTAL HEALTH AND ALCOHOL SERVICES

COMMUNITY SERVICE

EMPLOYMENT SERVICE

VICTIM ASSISTANCE

VOLUNTEER SERVICES

REDUCTION OF INSTITUTIONAL COMMITMENTS

EVALUATION, MANAGEMENT INFORMATION AND TRAINING

Service objectives

system coordination

SYSTEM COORDINATION

SERVICE GOAL

To continue coordination of corrections services provided by the Department of Community Corrections and the Corrections Division Field Services Unit with those of the Department of Public Safety, local law enforcement agencies, District Attorney's office, the Department of Mental Health and related private and public social, justice and human service agencies.

1979-81 PLAN IMPLEMENTATION

PRESENT SITUATION

All activities of the 79-81 Plan to accomplish the objectives of system coordination have been implemented. The major departure from planned activities is the plan revision, approved by the Board of Commissioners and the Corrections Division in September, 1980 as follows:

ON JANUARY 1, 1981, WASHINGTON COUNTY THROUGH ITS DEPARTMENT OF COMMUNITY CORRECTIONS ASSUMED FULL ADMINISTRATIVE RESPONSIBILITY FOR THE CORRECTIONS DIVISIONS HILLSBORO FIELD SERVICES UNIT OPERATIONS. (OPTION I)

Resulting from the consolidation, the following system changes have occurred:

- All county and state probation and parole staff functions within the parameters of the Department's policies, rules and regulations as they relate to:
 - a) Case assignment
 - b) Caseload management
 - c) Reporting and supervision
 - d) Work schedules, assignments, methods and procedures.
- The state and county probation and parole staff are integrated in the same office building.
- A centralized and combined Intake and Presentence Investigation Unit has been established.
- A specialized caseload unit has been established, specialized parole caseloads have been implemented and both probation/parole units are supervised by county employed supervisors.

PLANNED ACTIVITIES IN 1981-83

I. CONSOLIDATION: INTAKE & INVESTIGATION

To continue to consolidate all policies, procedures and practices of the county and state probation and parole functions of intake, assignment and presentence investigation. Anticipated benefits of consolidating these functions include:

- a) Decrease in offender's time required for intake and assignment procedures
- b) More efficient offender tracking
- c) More efficient transfer procedures
- d) Decrease in "lag time" between referral to Community Corrections and initial presentence investigation interview.

II. CONSOLIDATION: ASSIGNMENT & SUPERVISION

To continue the present division of caseload type and supervision functions of specialized and general units. The anticipated benefits of this consolidation design are:

- a) More appropriate assessment and assignment procedures related to the potential needs and requirements of the probation supervision, i.e., specialized attention to an identified issue.
- b) Development and adherence to standards of supervision related to the requirements of the court, the needs of the offender.
- c) The development of individualized supervision plans for each probationer or parolee under supervision by Department staff.
- d) A decrease of unnecessary reporting and record keeping.
- e) Uniformity of report format, content and timing to the Circuit and District courts as deemed appropriate by the Court.

III. COMMUNITY RESOURCE DEVELOPMENT AND UTILIZATION

No major addition of services is anticipated in 1981-83. The probable decrease in funding may result in elimination of some or all employment placement services, jail counseling, mental health and alcohol services and education and training services.

Thus, an emphasis will be given to the development and use of existing resources in those areas deemed necessary for client services. The utilization of private and public mental health, employment, education, training and alcohol and drug services and agencies will be increased and the referral and monitoring of such will be the responsibility of each probation and parole office.

IV. JUSTICE & CORRECTIONS SYSTEM COORDINATION

The coordination with local law enforcement agencies, the Washington County Jail, the District Attorney's office and related agencies will continue in 1981-83.

INTAKE UNIT

SERVICE GOAL

To process all referrals to the Department of Community Corrections in an efficient and timely manner to effect appropriate case assignments, records management, file development and transfer of cases.

SERVICE OBJECTIVES

- 1) To process all new intake cases referred to the Department of Community Corrections within 24 hours of initial referral.
- 2) To interview all new referrals and complete all necessary forms, i.e., LEDS checks, MIS documents, social history and preliminary assessment.
- 3) Read and sign all probation conditions at intake with new probationers.
- 4) Prepare new files for probation and parole staff.
- 5) Assist with case assignment.
- 6) Complete all required forms and adhere to all procedures of interstate compact and transfer cases.
- 7) Collect all necessary documents for preliminary file development.
- 8) Complete all required Kardex information for the Corrections Division.

Average

Expected new intakes per month - 130 - 1981-82
- 150 - 1982-83

PRESENTENCE INVESTIGATION UNIT

SERVICE GOAL

To 1) provide all requested presentence reports in a timely, thorough and accurate manner, 2) develop sentencing recommendations appropriate to the criminal history and present circumstances of the offender and the goal of public safety and offender adjustment to responsible and law abiding behavior.

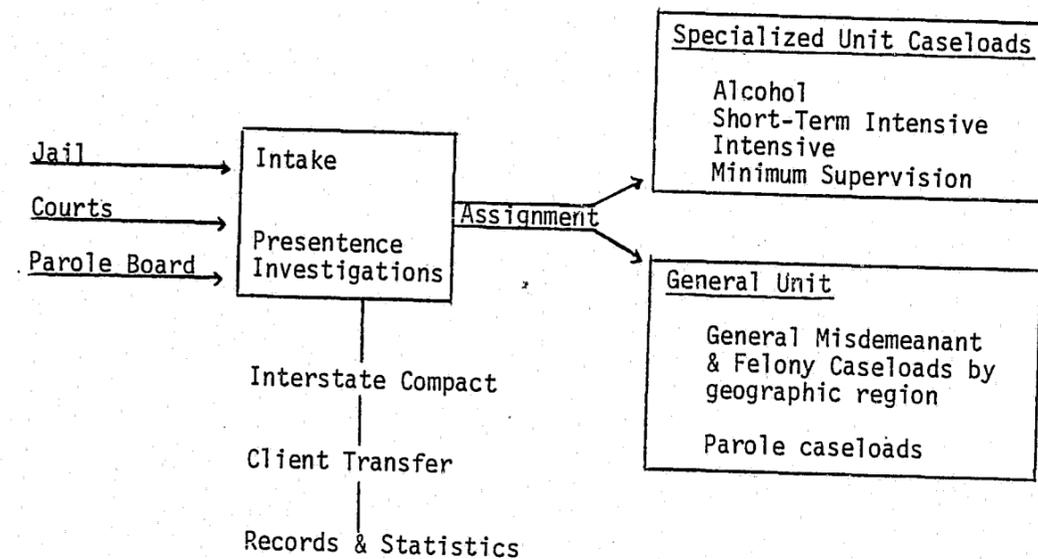
SERVICE OBJECTIVES

- 1) To provide 960 presentence reports to the Washington County Courts.
- 2) To complete 100% of the reports on time when sentencing dates are pre-established; provide 85% of all other reports within 20 working days from time of request.
- 3) Investigate and verify all relevant information to be presented in the presentence report including, but not limited to, the defendants marital status, prior criminal history, educational background, military history, aggravating and mitigating circumstances and other requested or necessary information.
- 4) Present recommendation to and consult with unit staff to formulate appropriate sentencing recommendations.
- 5) Prepare all investigation reports to fulfill obligations for transfer, compact, institutional release and others requested by the courts, other counties, states and the Corrections Division.

DEPARTMENT OF COMMUNITY CORRECTIONS

Option I

The intake and supervision structure is as follows:



AGREEMENT

This agreement is entered into this 27 day of January, 1981 by and between Washington County, a political subdivision of the State of Oregon, hereafter called the "County" and the Corrections Division, an agency of the State of Oregon, hereafter called the "Division."

WHEREAS, the County through its duly elected Board of Commissioners has chosen to participate in a Community Corrections Program pursuant to ORS 423.525 and 423.535 and

WHEREAS the County desires to contract for the services of certain employes of the Corrections Division,

NOW, THEREFORE, the parties enter into this agreement to set forth the conditions under which services will be provided to the County by those Division employes who choose to remain in the employment of the Division as provided by ORS 423.550 (2) hereafter called "contract employes."

I. DEFINITIONS

Administrator - Administrator of the Corrections Division

Corrections Manager - Individual appointed by the County, under ORS 423.525 (5), also known as the Community Corrections Manager, to administer the Community Corrections plan.

Community Corrections Plan - Document developed by County Corrections Advisory Committee and adopted by County Board of Commissioners pursuant to ORS 423.525 and 423.535.

Class C Felony Commitment - The receipt by the State penal institutions of a person convicted of a Class C felony offense subsequent to January 1, 1979.

Contract employe - Those employes providing the services to the County enumerated in ORS 423.550 (2) who have chosen to remain on the payroll of the Division.

II. COMMUNITY CORRECTIONS PLAN

That COUNTY has developed, and DIVISION has approved, a Community Corrections Plan, a copy of which is marked "Exhibit A" and is attached hereto and, by this reference, made a part hereof. A copy of DIVISION's letter of approval dated September 19, 1980 is marked "Exhibit B" and is also attached hereto and, by this reference, made a part hereof.

COUNTY AND DIVISION agree that the Community Corrections Plan is a flexible instrument capable of responding to unforeseen needs and requirements.

The COUNTY or the DIVISION may seek to amend or modify the Plan in accordance with ORS 423.525 and the Corrections Division rule governing the support and development of the Community Corrections Programs. If the proposal is approved, a copy of the amendment or modification shall be marked in sequence beginning with the designation "Exhibit A-1" and attached to the above-mentioned Exhibit A and thereafter, by this reference, shall be a part hereof.

III. CLASS C FELONY PAYBACKS

The Corrections Division will deduct from the county's enhancement grant allocation, the cost of the commitments of Class C felons convicted subsequent to 1-1-1979 and received by the state correctional institutions, in accordance with ORS 423.530 (2) and the Corrections Division Rule governing the Support and Development of Community Corrections Programs.

IV. DUTIES AND RESPONSIBILITIES OF BOTH PARTIES

1. County shall assume administrative responsibility for correctional services within its jurisdiction which are currently provided or planned for provision by the State.

2. State shall furnish to County copies of all existing agreements and contracts it may have with other agencies, whether public or private, for the delivery of felony services. County shall review and approve any such agreement or contract prior to renewal or termination thereof.

3. Division and County shall work together and develop a mutually acceptable budget. The County will adhere to the Division prescribed allotment and expenditure reporting system. This system will be used for controlling accounting, allocation of funds by the Division, and to provide suitable records for audit. Neither State nor County shall be liable for any expenditures or disbursements not previously approved and budgeted, within Division's budget, allotment, and expenditure reporting system, which system and format the county agrees to follow.

4. The County will not be required to use County revenue for continuing or maintaining corrections services as set out in this Agreement, subsequent to the termination of funding provided under this Agreement or participation of the County in this Agreement.

5. The County may pursue funding from other sources to enhance the capabilities of the program set out in this Agreement. The Division shall be fully informed in writing, whenever such sources are obtained.

6. The County will manage contract employes under the direction of the County Corrections Manager in such matters as:

Directing the work.

Determining the methods, means and assigning personnel to conduct operations.

Determining the type of identification to be carried, if any.

Reassigning work.

Evaluating the performance of duties.

7. The County recognizes that the contract employe's tenure rights are protected by ORS 240.555 and 240.560 and that disciplinary actions taken under ORS 240.555 can be accomplished only with the approval of the Administrator of the Division or his/her designee. The County further recognizes that the administration of personnel services for contract employes is subject to merit system law, personnel rules and policies, and union contracts where applicable.

Whenever a vacancy occurs in a contract employe position, the County may convert the funds to a County position, or it may accept the voluntary transfer into the position of a Division employe of the same classification as the terminating contract employe.

8. The County agrees to furnish the Division documents and reports in a timely manner, as required by the Division, to insure the continuing of personnel services to the contract employe as required by law. These include but are not limited to:

Performance appraisal on the State of Oregon form, or as otherwise required.

Time cards and attendance reports required for completion of the payroll.

Notice of granting or denying of salary increase.

Maintenance of appropriate personnel records to support all County employe personnel actions.

The Division shall furnish the County, in a timely manner,

those personnel records, documents, and forms required for the County to meet its obligations.

9. The County agrees to a system of processing of grievances which includes at least the immediate supervisor of the contract employee and the County Corrections Manager, before being processed to the Administrator of the Division.

The County further agrees to abide by the decision of the Administrator and the appropriate grievance review body beyond the Administrator where that review body has the authority to bind the Corrections Division Administrator to a decision.

10. The State, as needed, and at no cost to the County, shall furnish, repair, and replace any equipment for the State employees within available funds.

11. The County agrees to abide by those rules and procedures of the Corrections Division relating to the opening and closing of client files (Kardex), parole release, parole supervision and parole reporting procedures, interstate compact and case transfer, and others as mutually agreed upon by the Division and the County.

The Division shall furnish the County, in a timely manner, those rules, policies and procedures required for the County to meet its obligations described herein.

12. This Agreement shall continue in force and govern all transactions between the parties hereto, until cancelled or terminated by either party as follows:

a. It is understood and agreed by the parties hereto that this Agreement shall remain in force only during its term. There shall be no automatic extension. This Agreement may be extended only by the written consent of the parties hereto.

b. It is understood and agreed by the parties hereto that the state may suspend any financial aid in accordance with the provisions of ORS 423.540. The County may terminate its participation in accordance with ORS 423.545(2).

c. It is understood and agreed by the parties hereto that this agreement shall be automatically terminated in the event that the State of Oregon fails to provide adequate funding.

d. It is understood and agreed by the parties hereto that this agreement shall be automatically terminated in the event:

1. That Washington County fails to provide funding of the same level as of the date of the County's original plan approval (January 3, 1978); or

2. That Washington County fails to provide funding at a reduced level which is not reduced more than the average proportional reduction made in other County Departments.

13. This Agreement, as set out above, embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representations, either verbal or written, between the parties hereto.

14. The term of this Agreement shall begin upon the date of approval of this Agreement by the State Executive Department, and shall continue until terminated under the provisions of Paragraph 12 of this Agreement.

15. In the event of any conflict between this Agreement and the Community Corrections law, or other applicable law, the law shall prevail.

DATED this day of January, 1981.

Accepted and Approved for Execution
by the WASHINGTON COUNTY BOARD OF
COMMISSIONERS, on January , 1981

Virginia Brock
Chairman

Jo Ann Johansen
Recording Secretary

CORRECTIONS DIVISION

R. J. Watson
Robert J. Watson, Administrator

DEPARTMENT OF JUSTICE

Peter S. Herman
Peter S. Herman

STATE OF OREGON
EXECUTIVE DEPARTMENT

APPROVED WASHINGTON COUNTY
BOARD OF COMMISSIONERS

MINUTE ORDER # 8147

DATE 1-27-81

BY *Jo Ann Johansen*
CLERK OF THE BOARD

Approved as to form:
John M. [Signature]
Chief Assistant County Counsel



Department of Human Resources
CORRECTIONS DIVISION

2575 CENTER STREET N.E., SALEM, OREGON 97310 PHONE 378-2467

*Ref # 2
cc. Belle
Rian*

September 19, 1980

The Honorable Miller Duris
Chairman, Board of Commissioners
Washington County
150 N. First Avenue
Hillsboro, Oregon 97123

Dear Chairman Duris:

I am very pleased Washington County is moving to full assumption of corrections programs under the Community Corrections Act. As your county has consistently done in the past, this action was thoughtfully undertaken. It is a real pleasure to work with you.

Your letter listed four items for which you wanted my concurrence or indication of my disagreement. All are suitable in the plan amendment except the union matter. That is a matter for your discretion over which I have no control. I have no intention to mandate any sort of action on the part of Washington County. If you refuse to recognize their union, then they do have the option of remaining state employees and I must develop personal services contracts with each of them. I am willing to do this and have developed contracts in other counties.

Again, I am very pleased with your decision. Any problems can be worked out. Your plan is amended effective January 1, 1981.

Sincerely,

R. J. Watson
R. J. Watson
Assistant Director, Human Resources
Administrator of Corrections

RJW:em

cc: Les Belleque

RECEIVED
SEP 22 1980

CLERK OF B/C

probation and parole services

PROBATION AND PAROLE SUPERVISION AND SERVICES

PRESENT SITUATION (Dec. 31, 1980)

STAFFING LEVEL

Supervisors	2
Probation and Parole Officers	21 total (includes presentence writers)
a) County Staff	10
b) State Field Services Staff	11

CASELOAD CHARACTERISTICS

<u>TYPE</u>	<u>NUMBER</u>	<u>% OF TOTAL</u>
Parole	105	6%
Felony Probation	821	52%
Misdemeanant	533	33%
Out of State Transfer	73	4%
Presentence Investigation	41	2%
Restitution Center Probation	56	3%
	<u>1629 Total</u>	<u>100%</u>

HISTORICAL WORK DEMAND INCREASE

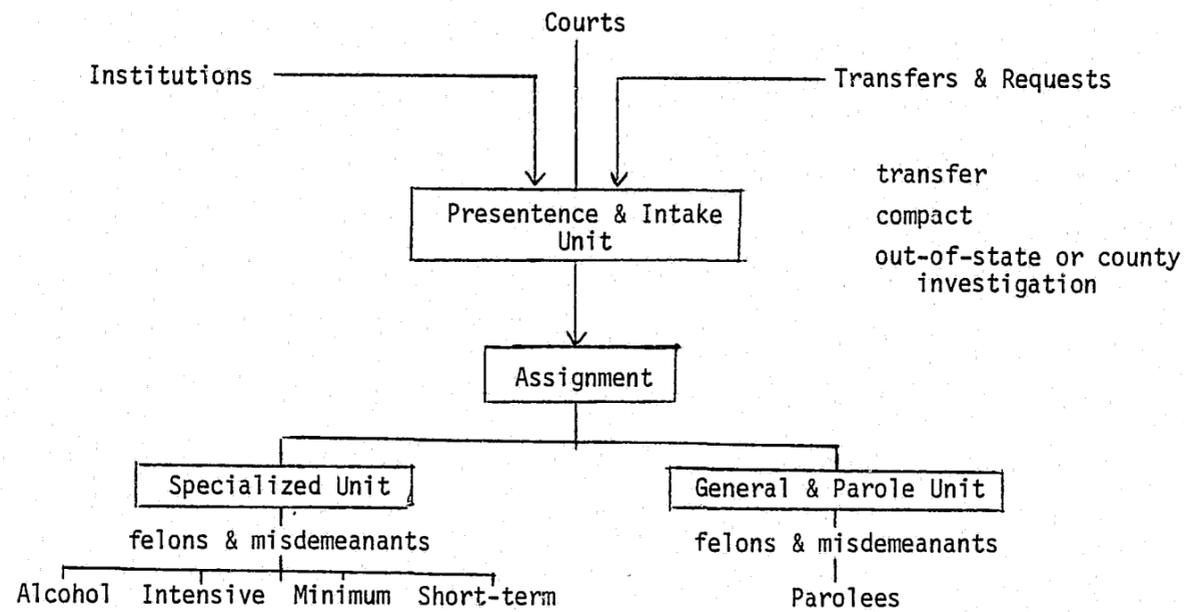
(Probation referrals from Washington County courts)

<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>
327	640 (+95%)	896 (+40%)	1185 (+32%)

INCREASE

1977 - 1980 +351%

PROBATION AND PAROLE SUPERVISION STRUCTURE

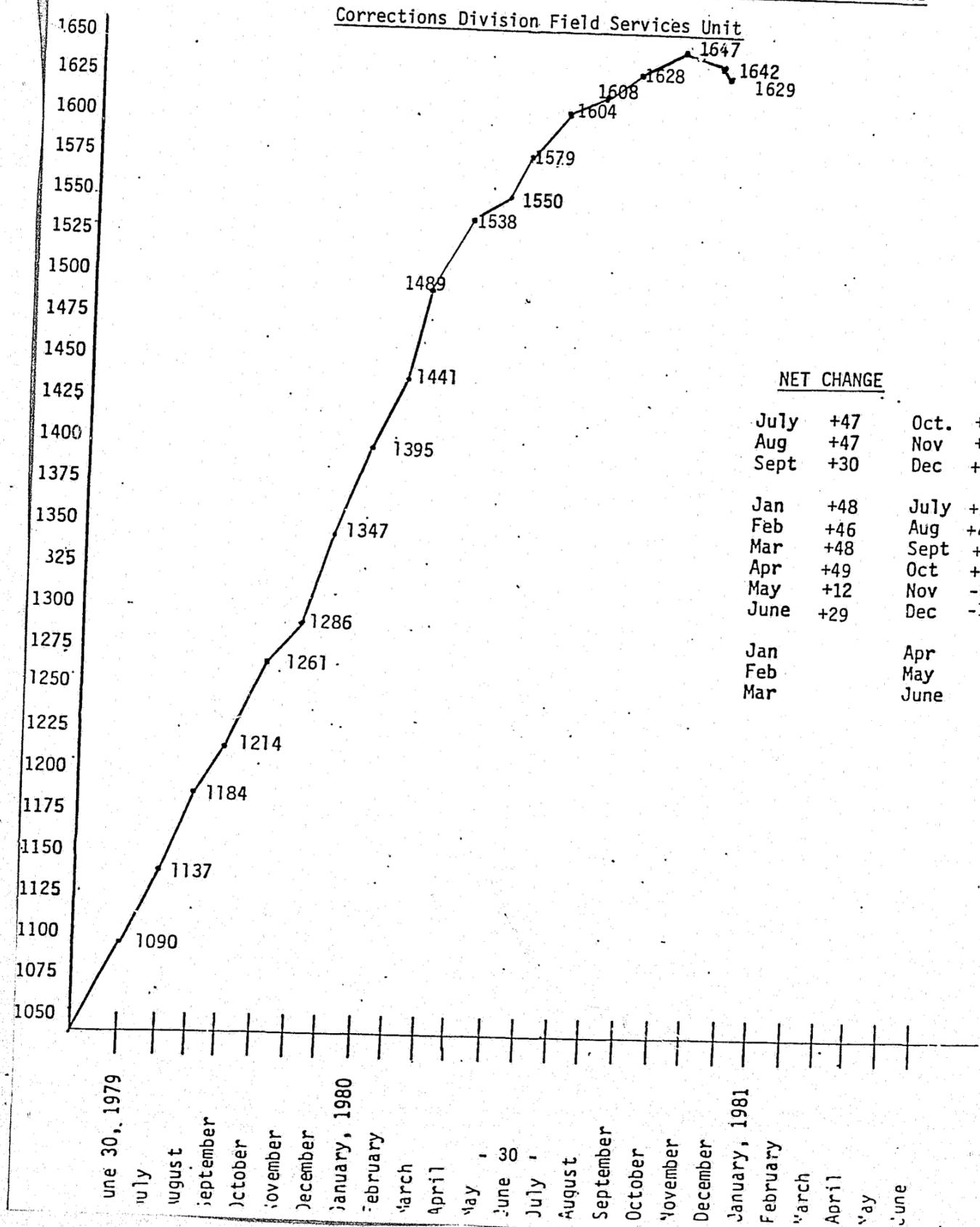


transfer
compact
out-of-state or county
investigation

SUPERVISION STANDARDS

Each unit and subunit develop and adhere to supervision standards specific to the requirements of the caseload. Thus, six(6) sets of standards reflect minimum supervision requirements of caseloads as follows: 1) general, 2) intensive, 3) short-term, 4) parolees, 5) minimum, 6) alcohol.

COMMUNITY CORRECTIONS CASELOAD PROJECTION (7-1-79 - 6-30-81)
Includes All Probation, Parole and Compact Cases - Community Corrections and



CASELOAD SIZE/WORK DEMAND PROJECTIONS - 1981-83

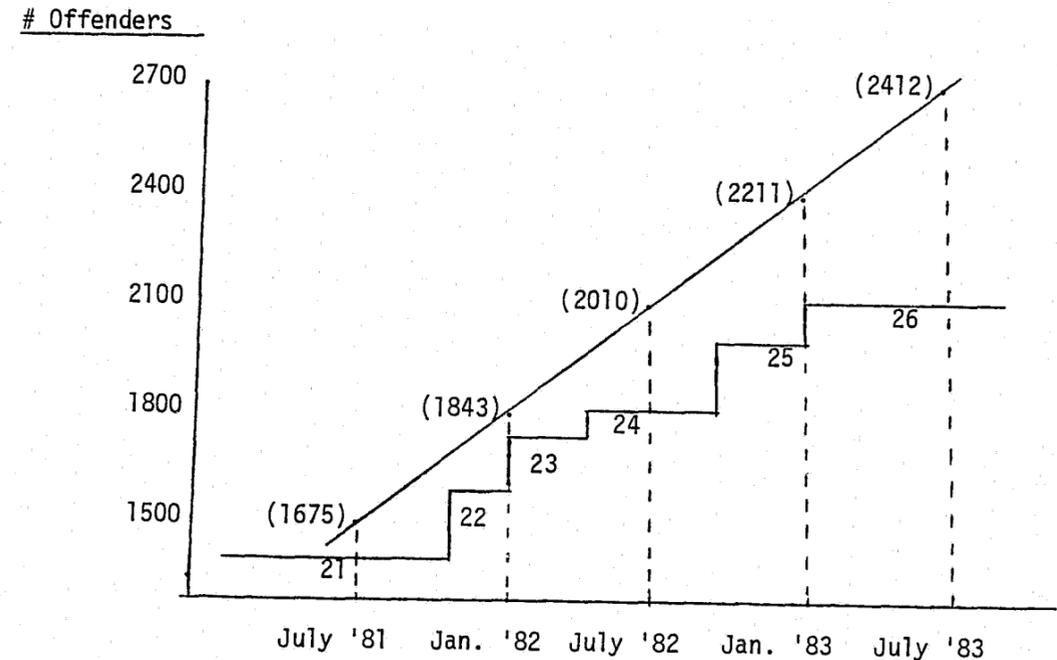
The estimate of caseload size and work demand expected in 1981-83 is difficult to accurately project. The undecided funding and legislative issues and sentencing patterns of the courts preclude accurate projections. However, the following table outlines the assumptions utilized for Probation and Parole planning purposes:

<u>UNCERTAINTY</u>	<u>ASSUMPTION</u>
Uncertainty of potential reductions in Community Corrections Act funded, County Probation officer positions due to funding reduction for 1981-83.	That three(3) Community Corrections Act funded, County Probation officer positions will be eliminated in July, 1981 due to Community Corrections Act funding reduction to Washington County.
Uncertainty of the number of additional Corrections Division Field Services Probation and Parole Officer positions to be allocated to Washington County in 1981-83.	That the Corrections Division will allocate eight(8) new Probation and Parole Officer positions to Washington County for 1981-83.
Uncertainty of the potential reduction of parole supervision time to six(6) months beginning July 1, 1981.	That the parole supervision time will be reduced to six(6) months, thus, effecting a 75% reduction of parolees supervised in Washington County. Result 40 parolees under supervision July 1, 1981.
Uncertainty of the transfer of responsibility for 18-21 year olds presently under the jurisdiction of the Children's Services Division to the Corrections Division.	That thirty(30) 18-21 year olds, presently supervised by the Children's Services Division will be transferred to the responsibility of the Washington County Department of Community Corrections.
Uncertainty of the demand for probation supervision and services from Washington County courts.	That the referrals for probation supervision and presentence investigations will increase 20% per year.

CASELOAD SIZE PROJECTIONS

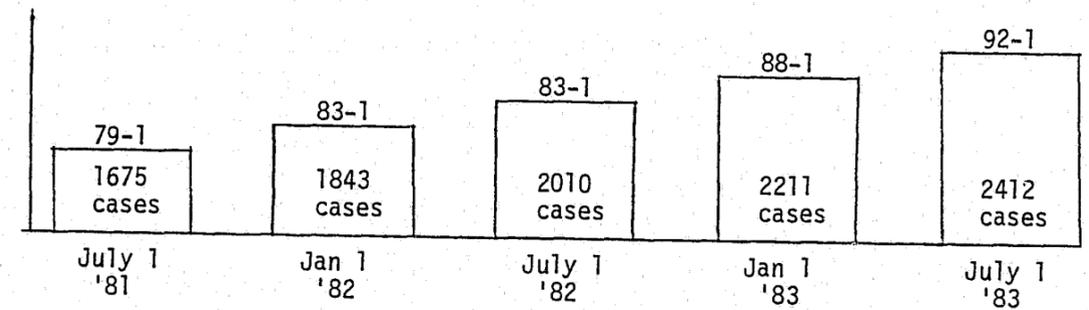
Based on the previously stated assumptions the following charts depict the probable caseload size in 1981-83.

POSITIONS AND WORK DEMAND



Assuming eight(8) additional Field Service Unit position allocations in 1981-83 and the reduction of three(3) Community Corrections Act funded positions on July 1, 1981.

CASELOAD SIZE



PROBATION SUPERVISION AND SERVICES

SUPERVISION GOAL

To provide effective supervision of all offenders referred to the Washington County Department of Community Corrections by Washington County courts to 1) reduce the public safety threat posed by such offenders; 2) to assist and monitor offenders in successful accomplishment of all court order conditions of probation, 3) to develop individual supervision plans to assist offenders in adherence to conditions and in necessary behavior adjustments to reduce the severity and frequency of illegal activity.

SUPERVISION OBJECTIVES

1. To continue the division of the Probation and Parole staff in two units, a) general and parole caseloads, b) specialized caseloads and to maintain a separate functional Intake and Investigation Unit.
2. To assign cases to the appropriate unit based on a preliminary assessment of the client's criminal history, present crime, employment and family circumstances, court ordered requirements and other indicators of potential supervision requirement.
3. To maintain a caseload ratio, specific to each unit and subunit, which allows adequate time for the probationer to a) adhere to all minimum supervision standards of each caseload or subunit, b) develop and implement individual supervision plans with each offender, c) react to unplanned emergency circumstances, d) provide all necessary court reports, appearances and communications, e) attend all necessary staff, unit and department meetings, f) compile all required data and reporting requirements, g) consult with supervisor and peer staff regarding supervision and management of the caseload, h) receive job related training as provided or approved by the department, i) develop working relationships with agencies and services related to caseload management and client supervision functions.
4. To accomplish caseload reviews with supervisor and probation officer at least once every six(6) months to review a) individual supervision plans, b) accomplishment of minimum supervision requirements, c) possible early terminations of cases, d) possible transfer of cases to specialized probation caseloads, e) accomplishment of other required or agreed upon job duties and functions.

5. To accomplish other case management and supervision requirements including activities as follows:

- a. An initial meeting with the probation officer and referred offenders will be held within 48 hours after sentencing.
- b. General and special conditions of probation will be reviewed, explained, and signed within one week after receiving the court order.
- c. All violations of probation conditions and new arrests will be promptly reported to the sentencing judge.
- d. Regular record, LEDS and DMV checks will be initiated to determine further criminal involvement.
- e. All general and special conditions, fines, fees, restitution and mental health will be monitored ongoing until completion.
- f. Progress reports will be submitted as requested by the sentencing judge, or required by the department.
- g. Accurate documentation will be maintained on all cases.

PAROLE SUPERVISION

SERVICE GOAL

To provide comprehensive supervision and necessary services to all parolees returning to Washington County from State Correctional Institutions.

OBJECTIVES

1. Two(2) specialized parole caseloads will be established with an objective of caseload size of 40-1.
2. All policies, procedures and reporting requirements of the Corrections Division and the Parole Board for the supervision and services for parolees will be followed.
3. Individual program and supervision plans will be developed by the parolee officer for 100% of the parolees returning to Washington County to reflect the actual needs and requirements of parole supervision.
4. The parole officer and the release team, or institution release staff will develop procedures to insure adequate coordination of information and planning for transition of supervision responsibility.
5. To develop and utilize those existing community resources necessary to assist the parolee to successful adjustment to community life.

PAROLE WORK DEMAND

These objectives are based on the following assumptions:

1. That the legislature will reduce parole time to six(6) months beginning July 1, 1981.
2. That 60% of the present caseload(12-31-80) will be terminated from parole in July 1981.
3. That the present rate of parolees returning to Washington County will continue in 1981-83 i.e. approximately 8-10 per month.

Work Adjustment: If the total parole caseload should be reduced to less than 80, the caseloads of the two(2) parole officers will be adjusted with additional probation cases.

ENHANCEMENT OF PAROLE RELEASE SERVICES

Present Situation

The Department contracts with Mr. George Wilson to work in the institutions with inmates planning to return to Washington County. To date in this biennium, Mr. Wilson has worked with 180 inmates to: discuss relevance of institutional plan to potential activities upon release; assist in family contact; coordinate release planning with field officers and assists with institutional adjustment.

1981-83

It is anticipated that the parole release services contract will be eliminated in 1981-83 due to revenue reduction.

mental health and alcohol services

MENTAL HEALTH SERVICES *

PRESENT SITUATION

1979-81 OBJECTIVE

To provide services to 150 eligible offenders in need of drug treatment services and to provide services for 530 eligible offenders mandated or in need of treatment for mental-emotional disturbances.

ACCOMPLISHMENT TO DATE (7-1-79 to 12-31-80)

	<u>No. of Persons</u>
Assessment and Consultation Staffing	285
Direct Treatment	10
Referral for Treatment	130

Percentage of 1979-81 adjusted objective achieved: 90%

PROGRAM OPERATION

The Washington County Department of Mental Health is responsible for all contracts, fiscal and personnel administration and Mental Health reporting requirements. The one(1) full time Mental Health Services coordinator is located in the Department of Community Corrections and is responsible for:

1. Program and resource development.
2. Preliminary assessment and case consultation.
3. Development of mental health treatment plans.
4. Referral, monitoring and follow-up of mental health treatment services.
5. Training and coordination of Mental Health and Corrections professionals involved in treatment and supervision of Corrections clients.

SERVICE DELIVERY

The Department of Mental Health contracts with fifteen(15) Mental Health professionals in the community to provide evaluations, group, individual and family counseling, testing and monitoring services to offenders referred by the Mental Health Services coordinator.

* Excluding alcohol services

Special Mental Health programs operational in 1979-81 include:

1. In-house counseling
2. Sexual offenders group
3. Incest treatment and intervention team
4. Workshops for life skill development
5. Psychiatric intervention and counseling in the Washington County jail
6. Couples group counseling

1981 - 83

SERVICE GOAL

To provide comprehensive mental health assessment and treatment services to all offenders referred to the Department of Community Corrections who are mandated or determined to be in need of mental health services.

UNCERTAINTIES	ASSUMPTIONS
The legislative Community Corrections Act appropriation for Mental Health services for offenders is in doubt.	That there will be <u>no</u> specific legislative appropriation to the Community Corrections Act for mental health services for offenders.
The available Community Corrections Act enhancement grant funding of Mental Health services for offenders is undetermined due to uncertainty of enhancement grant allocation.	That there will be <u>no</u> Community Corrections Act enhancement grant funds available for a) employment of the Mental Health Services Coordinator or b) contracts with Mental Health professionals for offenders treatment or evaluation.
The potential availability of funding for Mental Health services for offenders by the Washington County Mental Health Department is uncertain.	That there will be funding for half-time(1/2) employment of the Mental Health Services Coordinator and <u>no</u> funding for private contractual services.

SERVICE OBJECTIVES

MENTAL HEALTH SERVICES COORDINATOR

1. To provide evaluation, assessment and staffing services for 125 offenders.
2. To develop, with probation staff, mental health treatment plans for 100 offenders.
3. To refer 110 offenders to existing community mental health treatment resources for counseling services.
4. To continue involvement in the Incest Treatment and Intervention team.

PROBATION STAFF

1. To refer 130 offenders to existing community mental health treatment resources for counseling and treatment.
2. To refer 75 offenders to existing mental health resources for assessment and evaluation.
3. To develop and monitor mental health treatment plans for all offenders mandated or determined to need services.

PROGRAM OPERATION

It is anticipated that the limited Mental Health/Corrections program in 1981-83 will be planned, operated and monitored jointly by the Departments of Mental Health and Community Corrections. The Mental Health Services Coordinator will continue to be located in the office of the Department of Community Corrections although in the budget of the Department of Mental Health.

ADVISORY RESPONSIBILITY

The Mental Health subcommittee of the Washington County Corrections Advisory Board will continue to be responsible for functions including providing advice for planning, service delivery and monitoring of services for offenders. The subcommittee is responsible to advise the program staff, Directors of the Departments of Mental Health and Community Corrections and to the Corrections Advisory Board.

PSYCHIATRIC SECURITY REVIEW BOARD

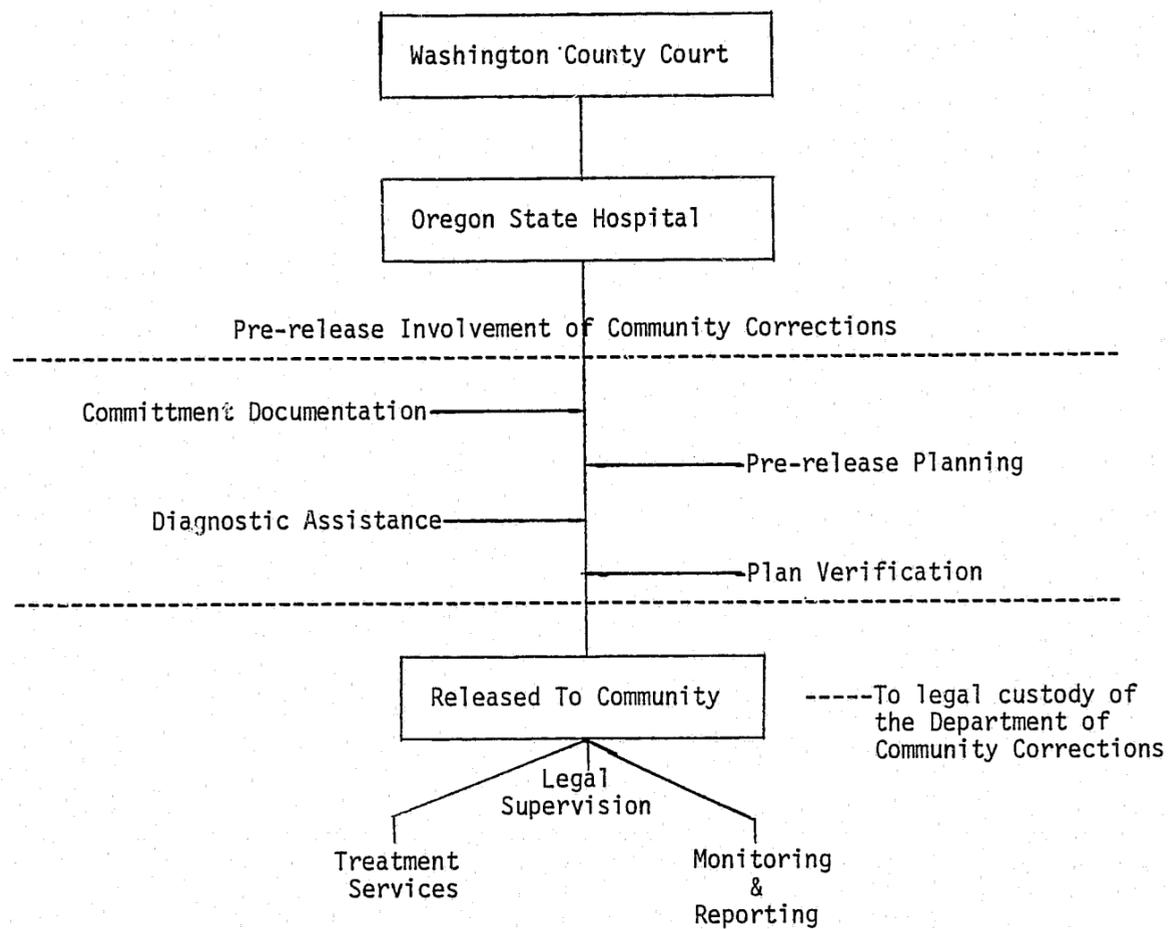
The Washington County Department of Community Corrections has been designated by the PSRB as the agency responsible for the supervision of individuals under the jurisdiction of the PSRB released to Washington County. The two-person counseling team is responsible for the following duties:

1. Report to the PSRB at the 20 day hearing;
2. Involvement with OSH staff in the development of release plans;
3. Verification of feasibility of release plan and condition;
4. Report to PSRB at any subsequent release hearing; and
5. Supervision of releasee in Washington County including:
 - A. Monitoring and reporting of adherence to conditions;
 - B. Reporting and recommendation regarding violation; and
 - C. Provision of mental health services.

PSYCHIATRIC SECURITY REVIEW BOARD

The present procedures of pre-release involvement, release plan verification and supervision and treatment of Washington County clients released from the Oregon State Hospital will continue in the 1981-83 biennium. It is anticipated that approximately 15 such clients will be released to the County in the biennium. Appropriate mental health treatment resources will be available for clients and all procedures of planning, monitoring and reporting will be implemented as described for any Corrections client in need of services.

The following illustration shows the responsibilities and duties of the staff at the Department of Community Corrections:



ALCOHOL SERVICES

PRESENT SITUATION

ALCOHOL SERVICES GRANT

The Department of Community Corrections has one (1) full-time alcohol specialist to provide consultations, group counseling and evaluations service funded from a \$41,000 grant from the Department of Mental Health. These services are augmented by resources available through the mental health services coordinator with funds from the Mental Health/Corrections appropriation.

The following alcohol services have been provided to offenders referred by the probation staff, courts, district attorney, public defender and related criminal justice agencies in the program period of July 1, 1979 through December 31, 1980.

Type of Service	Number of Services & Clients Receiving Service
Alcohol Assessment	155 Clients
Alcohol Treatment	77 Clients
Other Alcohol Services	25 Clients
Alcohol Consultation	290 Services
Alcohol Group Counseling (Staffing)	110 Services
Treatment Referral	20 Clients

ADDITIONAL SERVICES

Staff consultation, group counseling and individual assessment is provided by two (2) alcohol treatment specialists on a weekly basis in the Department office. In addition, treatment services are purchased from other community resources upon referral by: (a) the alcohol specialist, (b) the mental health coordinator or (c) directly from probation or jail counseling staff. In addition to services provided by or through the alcohol services coordinator, the following approximate level of services were secured by the staff or mental health services coordinator.

<u>Service</u>	<u>Number of Persons</u>
Evaluations	150
Individual or Group Counseling or Inpatient Treatment	40
	190 TOTAL

ALCOHOL TREATMENT SERVICES

I. Direct Treatment and Consultation

Individual, group and family counseling is provided by the alcohol specialist. Evaluations and consultations provide the basis for treatment planning, effective case management and determination of supervision and service levels.

II. Antabuse Monitoring

Approximately 10% of the Community Corrections client population is on antabuse. Referral, medical evaluation and monitoring is performed by the alcohol specialist with volunteer assistance.

III. Occupational License Program

The Department of Community Corrections is designated by the Department of Motor Vehicles as responsible for establishing and monitoring alcohol treatment programs for offenders whose licenses are suspended or revoked for drunken driving offenses. Referrals to the alcohol specialist for this purpose are received from all Washington County courts, Community Corrections staff and related criminal justice agencies.

IV. Alcohol Services Consultants

The activities of two (2) alcohol treatment professionals, under contract to Washington County through the Department of Mental Health are coordinated by the alcohol specialist. Staffings with offenders and staff and group counseling sessions are conducted weekly.

ALCOHOL SERVICES

1981-83

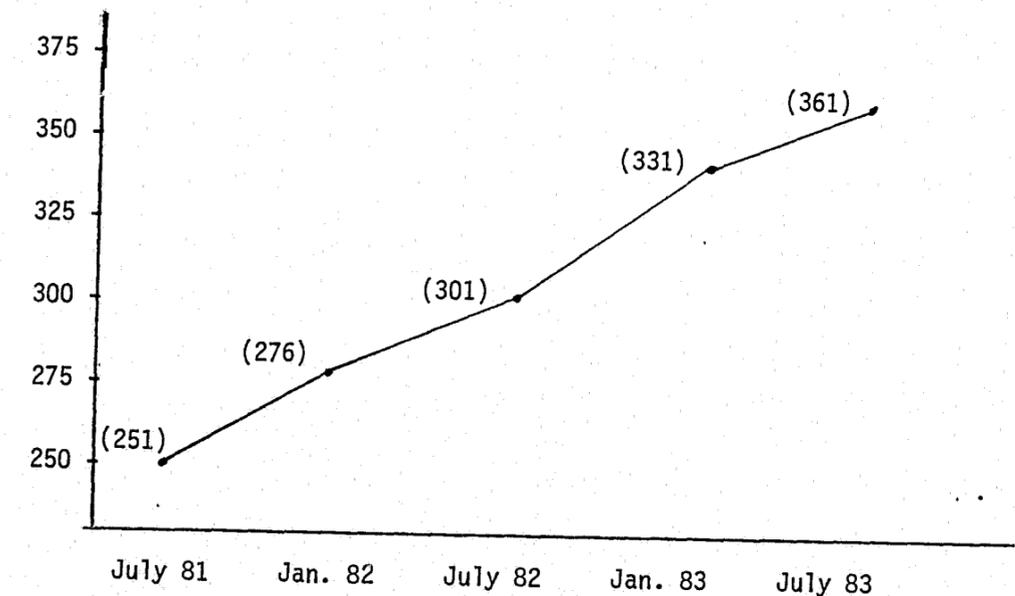
SERVICE GOAL

To provide assessment and individualized treatment services to offenders experiencing problems related to the use of alcohol in order to increase their capacity to accept responsibility for their behavior, obligations and personal needs and decrease repeat criminal or harmful activity.

1981-83 SERVICE DEMAND PROJECTIONS

If the percentage of total client populations receiving alcohol services in 1979-81 (approximately 15%) remains constant in the 1981-83 biennium, the demand for services is predicted as follows:

Clients



PLANNING ASSUMPTIONS

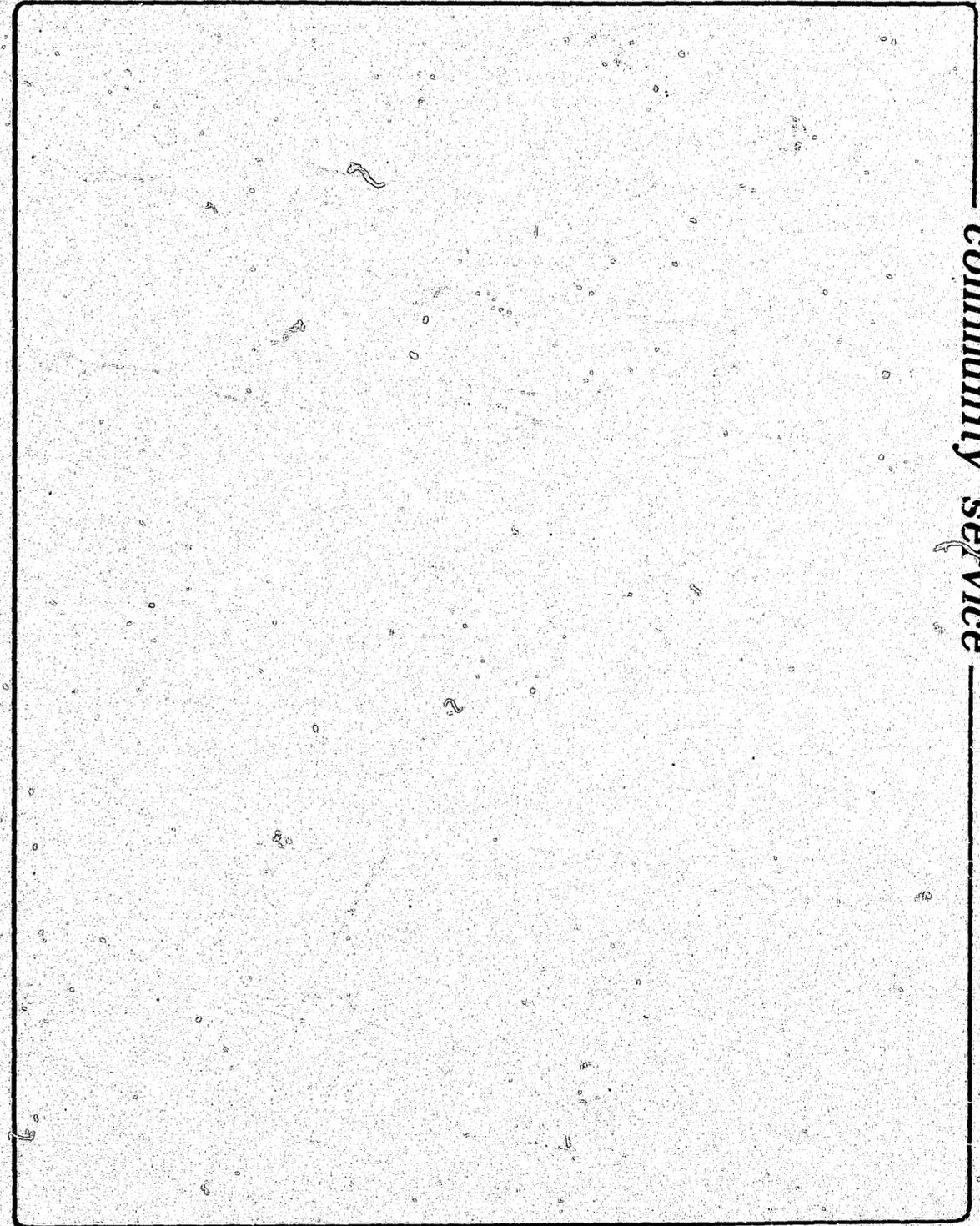
It is anticipated that the Alcohol Services Grant from the Department of Mental Health to the Department of Community Corrections will again be awarded for the 1981-83 biennium and provide for the continuation of the Alcohol Services Coordinator position and related services as described in the previous description of present service delivery.

SERVICE OBJECTIVES

1. To provide outpatient treatment services for 470 individuals with alcohol problems.
2. To provide antabuse monitoring and referral services for 190 individuals.
3. To provide diagnostic evaluations for 140 individuals.
4. To secure pyschological/neurological evaluations for 40 individuals.
5. To secure inpatient residential treatment for 20 individuals.

ACTIVITIES

The primary service components described in the 1978 activities section will continue in the next biennium. The direct referrals from probation staff for diagnosis and treatment and utilization of the mental health services coordinator will continue.



Community service

COMMUNITY SERVICE

PRESENT SITUATION

The Washington County judges have the option of sentencing a defendant to perform community service in addition to other probation conditions and financial penalties. In 1979-80* the staff of Community Corrections provided services as follows: *

1. Placed 943 offenders referred by Washington County courts in community service placement.
2. Interviewed all offenders to determine the skills of the person, amount of time ordered, location of residence and most appropriate service he/she might perform.
3. Referred the 943 offenders to over 85 public non-profit agencies, projects, and government services in Washington County.
4. The offenders performed 32,000 hours of service to the community in the program period.
5. The value of work performed exceeded \$120,000.
6. Involved over 20 volunteers in the supervision of group community service projects on weekends and in management of placement and monitoring activities.
7. Reported all community service performance outcomes to the courts.

Type of community service work performed included:

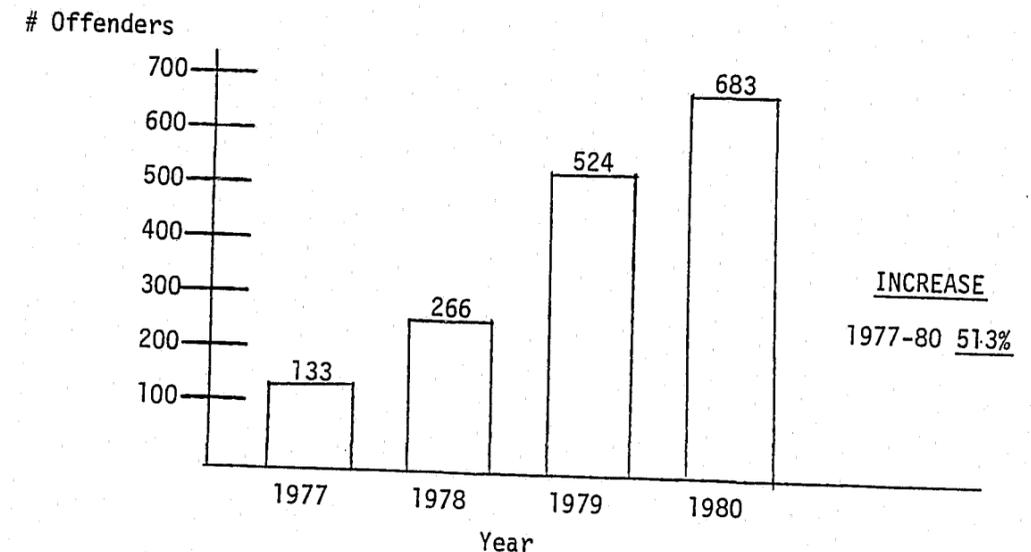
- Repair of equipment
- Assisting in accounting duties
- Assist teaching deaf children
- Painting offices
- Delivering meals to senior citizens
- Assisting libraries
- Teaching classes
- Providing animal care at the zoo
- Providing services to senior citizens
- Writing articles for school newspapers about the court system
- Cutting wood for senior and handicapped citizens
- Tutoring children

In 1979-80, 82% of those placed in community service positions, successfully completed the assigned work.

* Program period - July 1, 1979 - December 31, 1980(18 months)

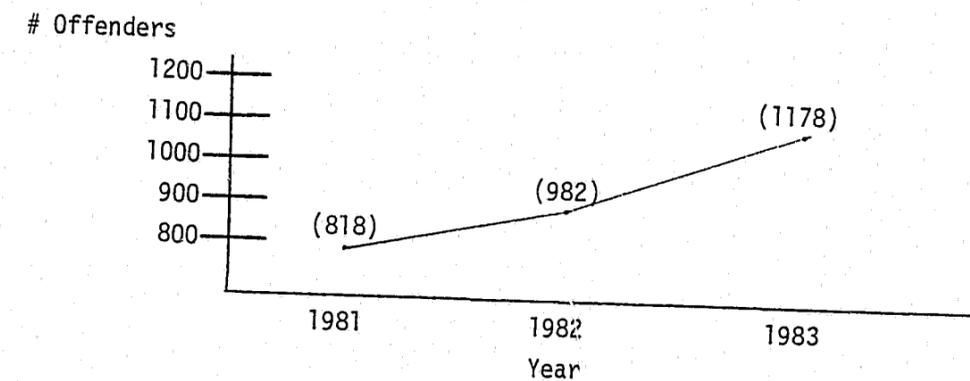
SENTENCING HISTORY

The increasing use of the community service sentencing alternative by the Washington County courts is indicated as follows:



DEMAND PROJECTIONS

If the same percentage of total department referrals in 1980 ordered to perform community service remains constant in 1981-83(66%) the following work load demand is expected:



COMMUNITY SERVICE

1981 - 83

SERVICE GOAL

To provide a community service sentencing alternative to the Washington County courts by placing and monitoring offenders mandated by the court to perform community service with public or private non-profit community agencies. To enhance opportunities for offenders to pay symbolic restitution to the community and assist community agencies in providing public services.

SERVICE OBJECTIVES

1. To interview and assess 2569 offenders referred by the court and ordered to perform community service work.
2. Successfully place 90% of all referrals in appropriate work situations.
3. Monitor 100% of all offenders placed at community agencies.
4. Make regular follow-up contacts with all community resources that utilize Community Corrections offenders services.
5. Provide monthly summary and progress reports to the courts and Community Corrections staff.
6. Conduct twelve(12) public speaking engagements per year to promote agency and community participation in the program.
7. Make three(3) direct contacts per month with legal system components to promote program involvement.
8. Prepare and distribute one(1) press release per month to local community news agencies.
9. Utilize three(3) volunteers per week to assist in placement and monitoring of offenders.
10. Utilize ten(10) volunteers per year to assist the supervision of group projects.
11. Maintain accountability for symbolic restitution to all community agencies.
12. Maintain accurate files and accountability on all offenders, services and hours completed.

employment services

EMPLOYMENT SERVICES

Present Situation

In the program period of July 1, 1979 through December 31, 1980 the one (1) staff person providing employment services accomplished the following:

Number of Referrals	480
Job Placements	290
Educational and Vocational Training Placements	180
Group Job Readiness Workshops	60

EMPLOYMENT SERVICE NEED DESCRIPTION

(Offender Profile at Intake)

Nearly 45% of the persons referred to the Department of Community Corrections have no full time employment. Of those who are employed, 55% are in unskilled labor and have no specialized training or work experience. The following tables of 1979 data illustrate the unskilled, under-employed, low-income status of the probation population.

EMPLOYMENT STATUS

	<u>Number</u>	<u>Percentage</u>
Full Time	810	54%
Part Time	90	5%
Full and Part Time	29	2%
Unemployed	450	30%
Other	117	8%
TOTAL	1,496	100%

UNEMPLOYMENT HISTORY

	<u>Number</u>	<u>Percentage</u>
Not unemployed during previous year	706	47%
Unemployed 1-31 weeks	600	40%
Unemployed 32-51 weeks	104	7%
Unemployed entire previous year	84	6%
TOTAL	1,494	100%

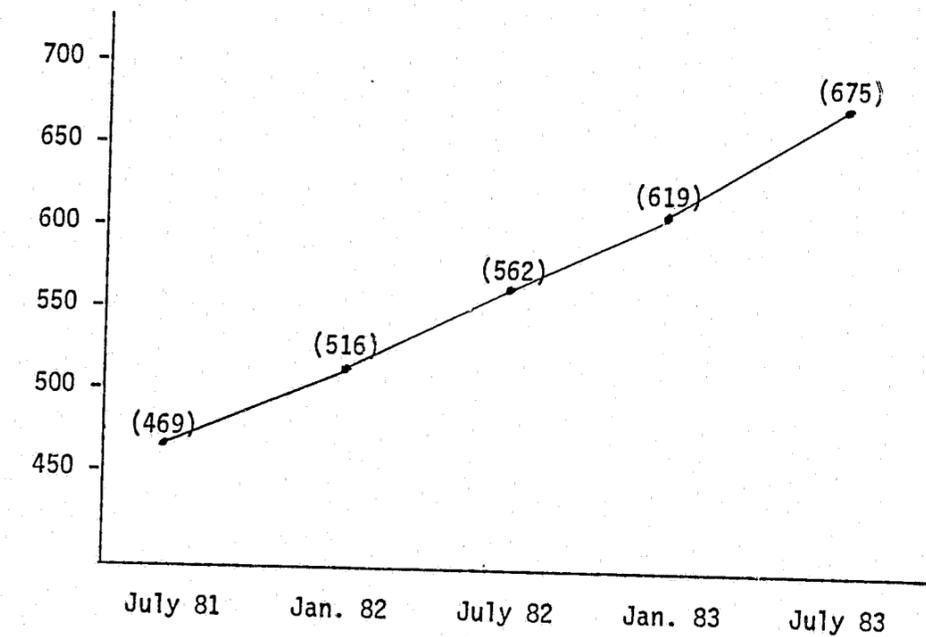
Average hourly wage - \$3.92

EMPLOYMENT SERVICES

1981-1983 Service Need Projection

If the percentage of total probation and parole population referred for employment service staff in 1979 (approximately 28%) remains constant in 1981-1983, the following is the expected need for services:

of Offenders



EMPLOYMENT SERVICES

1981-1983

SERVICE GOAL

To provide comprehensive employment services to offenders referred to the Department of Community Corrections who are unemployed, underemployed or in need of vocational training.

UNCERTAINTIES

The amount of enhancement grant allocation to Washington County will determine the staff level availability of a full time employment services coordinator.

ASSUMPTIONS

- 1) That there will not be sufficient enhancement grant funding to secure a full time employment services coordinator or services of a private agency.
- 2) That job referral and placement functions will be the responsibility of the probation and parole officers.

SERVICE OBJECTIVES

1. The probation officer will assess the employment history, present circumstances and potential employment goals of each offender under his/her supervision.
2. The probation officer will include employment needs in the individual supervision plan for each probationer.
3. The probation officer will utilize existing community resources for referral and placement of probationers deemed in need of job placement services or related educational or vocational training.

victim assistance

VICTIM ASSISTANCE

PRESENT SITUATION

The Corrections Advisory Board initially recommended to establish a Victim Assistance Unit as a component of the 1978-79 Community Corrections Plan. Since March of 1978, the District Attorney has operated the specialized unit with one (1) position and support services cost provided by the Department of Community Corrections through the Community Corrections Act. The purpose of the service is to: 1) assess the loss incurred by the victim and, 2) to recommend payment of restitution by the offender to the court at the time of sentencing. In addition, victims receive assistance with counseling, social service and property return issues.

In 1979-80*, the program has produced the following results:

Number of victims served:	1) Individuals	670
	2) Organizations	940
Number of offenders involved		950
Amount of restitution ordered by the courts to be paid by the offender		\$507,000
Average restitution amount per victim		\$314
Total cost of Victim Assistance Unit operation		\$24,000

Approximately 95% of these offenders are sentenced to probation with the Department of Community Corrections and our staff is responsible to insure that payment is made to victims by the offenders. The Department of Finance and Administration is responsible for collections of the restitution. The collection rate is approximately 80%.

For every \$1.00 of cost of the Victim Assistance Services, \$21.00 was ordered paid to 1,610 victims - average per victim, \$314.00.

* Program period - July 1, 1979 - December 31, 1980

1981-83

Uncertainty

Assumption

The enhancement grant allocation to Washington County is yet to be known and the amount of such will determine the availability of funding for Victim Assistance service.

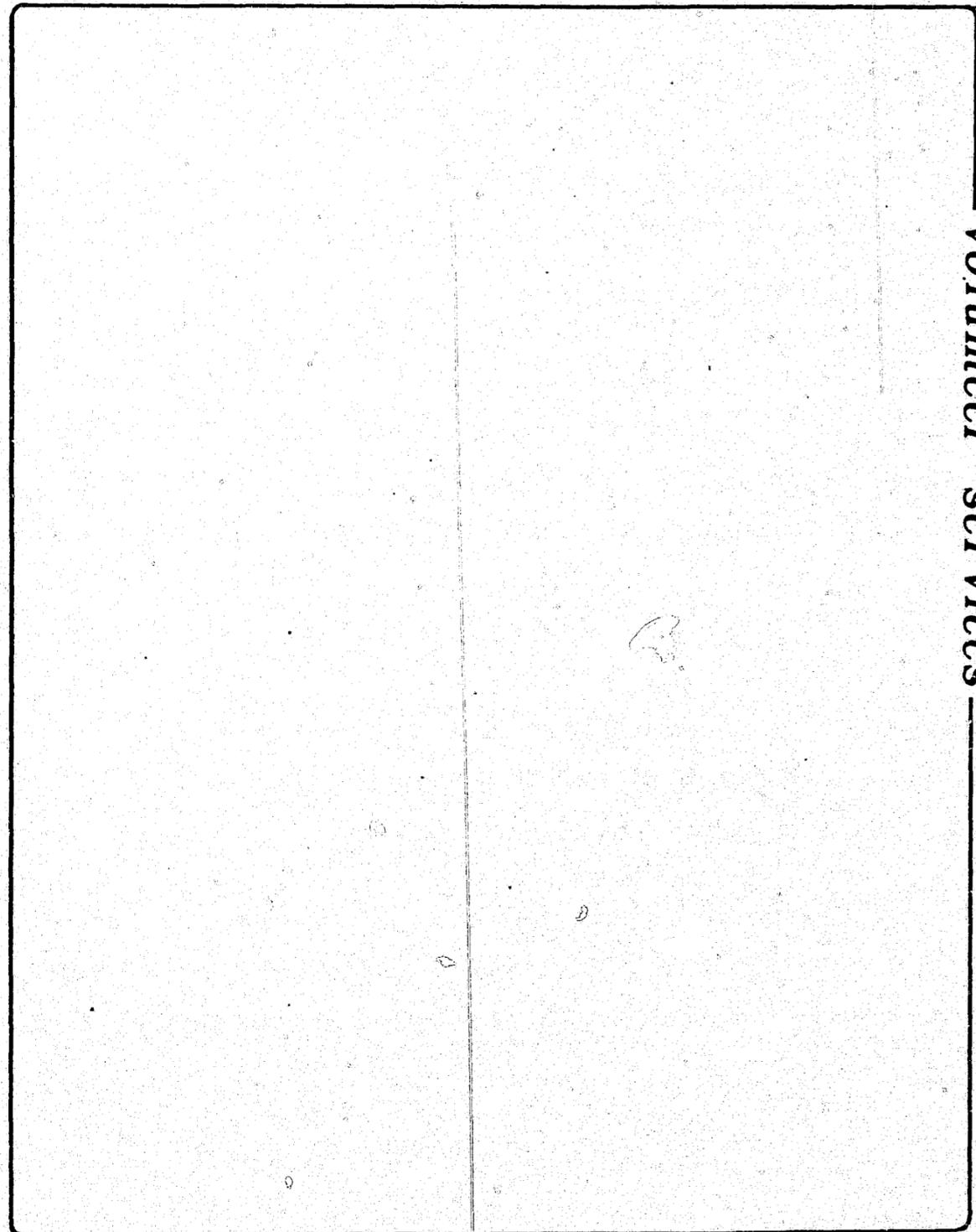
That there will not be a sufficient enhancement grant allocation to provide any funding for Victim Assistance services now provided through the Washington County District Attorney's office.

CONTINGENCY

The Corrections Advisory Board has recommended to the District Attorney that the total cost of the Victim Assistance Unit be assumed by the District Attorney's budget.

The capability of the District Attorney to assume such costs depends on the outcome of the county's serial tax levy vote in the spring of 1981.

Thus, the future of Victim Assistance services in Washington County is uncertain.



Volunteer services

VOLUNTEER SERVICES

PRESENT SITUATION

In the 18 month program period of July 1, 1979 through December 31, 1980 the volunteers involved in Community Corrections activities in Washington County contributed services as follows:

Total number of volunteers	120
Hours contributed in:	
a) Direct client services	1250 Hours
b) Administrative support services	3200 Hours
c) Public relations	350 Hours
Hours spent in training activities	1450 Hours
Dollar value of volunteer contribution	\$31,000

Volunteer coordinator staff activities included:

- 18 presentations to community groups
- 1200 hours of public relations and recruitment work
- 20 news publications
- 5 radio presentations

The volunteer program is organized and directed by one (1) full time Volunteer Coordinator.

Volunteer activities included:

- | | |
|--|---|
| Community service project supervision | Client assistance and counseling |
| Poster and brochure design and distribution | Probation officer aides |
| Jail inmate tutoring | Antabuse verification |
| Restitution Center resident tutoring | Writing and publishing news articles |
| Clerical and other assistance | Public speaking |
| Group counseling assistance | Verification of client financial payments |
| Job development for client | Staff training |
| Translation for Spanish speaking probationers. | Intake assistance |

1981-83

SERVICE GOAL

To inform and involve the citizens of Washington County in the planning, monitoring and provision of services to offenders in all components of Community Corrections.

SERVICE OBJECTIVES

1. To continue to develop and identify program needs in the successful utilization of volunteers.
 2. To recruit, train, and assign 80 new volunteers for service to clients during the biennium.
 3. To recruit, train, and assign 125 continuing volunteers for service to clients during the biennium.
-
1. Involve fifty new volunteers for direct service to clients, to perform a minimum of 2,500 hours of work.
 2. Involve 125 volunteers in indirect service to clients, to perform a minimum of 7,000 hours of work.
 3. Involve 125 volunteers in 1000 hours of training.
 4. Make presentations to twenty community groups.
 5. Make presentations to four colleges in the area.
 6. Develop audio-visual aids for recruiting volunteers and public awareness of Corrections Programs.
 7. Develop agency and volunteer newsletter.
 8. Design and implement ten (10) new Community Service projects.

EXPECTED RESULTS

1. 2,500 hours in direct client service at \$5.00 per hour equals \$12,500.
2. 7,000 hours in indirect client service at \$5.00 per hour equals \$35,000.
3. Donations to agency equals \$18,068.00.
4. Presentations to service groups and students.
5. List of community groups, colleges and dates where presentations were made.
6. Visual aids in the form of a slide show, video show, and volunteer program brochure.
7. An annual agency newsletter and a small monthly volunteer newsletter.
8. Increased activity generated through the ten new Community Service projects using the community as a resource.

VOLUNTEER UTILIZATION

Director
Department of
Community Corrections

Probation Services
Supervisor

Volunteer Coordinator

Recruitment
Orientation & Training
Placement & Monitoring
Community Education

Department
Operations

-- Filing &
Office help

-- Victim Assist.
Services

Probation
Services

-- Case Aides

-- One-to-one
Assistance

-- Comm. Service
Assistance

-- Job Develop.
Assistance

-- Transportation

Mental Health &
Alcohol Services

-- Counselor Aides

-- Antabuse Monitor.

-- Group Facilitators

-- One-to-one
Assistance

Jail & Residential
Services

-- G.E.D.

-- Post Rel. Assist.

-- Library Services

-- Family Involve.

-- Recreation

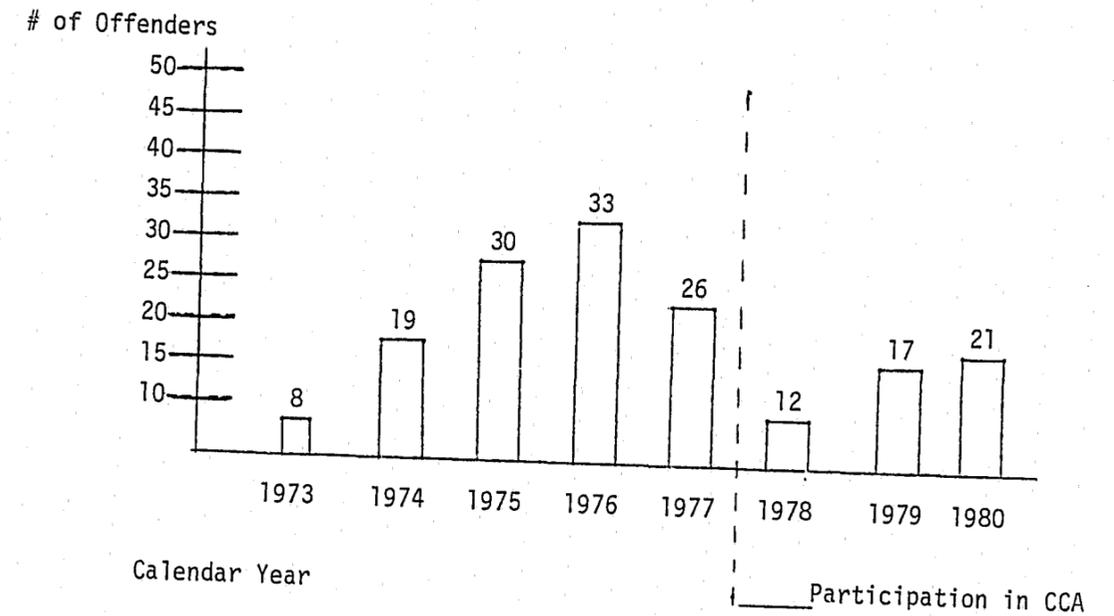
-- Life Skill Training

Reduction of institutional commitments

REDUCTION OF CLASS C FELONY COMMITMENT

COMMITMENT HISTORY

The following graphs depict the commitment pattern of class C felony offenders to the State Correctional Institutions by the Circuit Courts in Washington County. *



* Includes the class C felony commitments considered "payback" cases under the guidelines of the Community Corrections Act and the administrative rules covering the counties requirements to reimburse the Corrections Division for class C felony commitments.

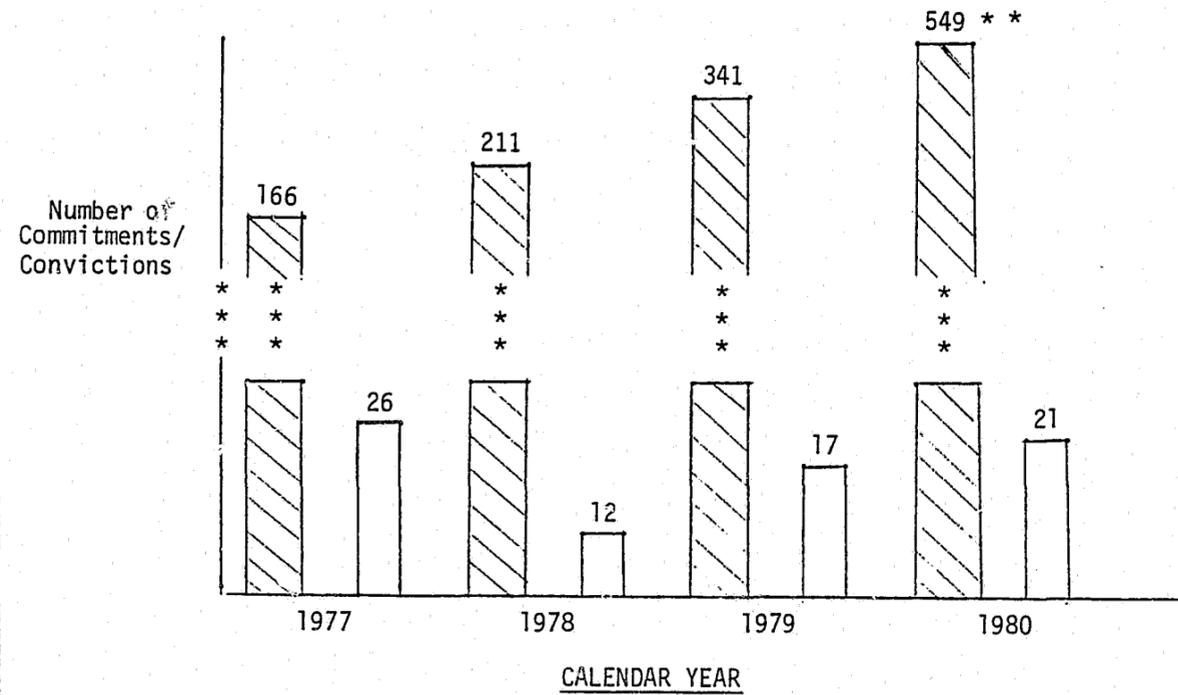
COMMITMENT RATE

The rate of commitments of class C felons from Washington County is as follows:

<u>YEAR</u>	<u>RATE</u>
1977	15.6%
1973	5.6%
1979	4.9%
1980	3.8%(est.)

WASHINGTON COUNTY DEPARTMENT OF COMMUNITY CORRECTIONS

CLASS C FELONY COMMITMENT SUMMARY *



CODE

- - Class C Commitments
- ▨ - Class C Felony Convictions

HIGHLIGHTS

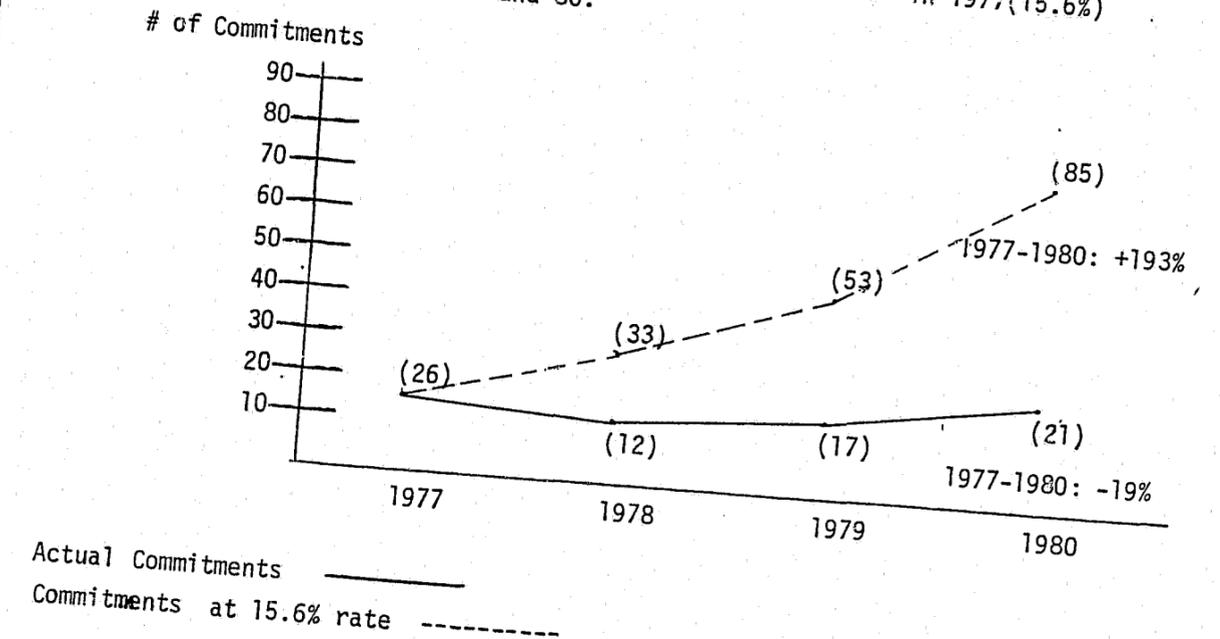
Commitments '77-'79 - -35%
 Convictions '77-'79 - +105%

* Based on verified "payback" commitments.

** Assumes an increase in convictions from 1979 to 1980 equal to the increase from 1978-79. The exact figures on the 1980 class C felony convictions are not known as of this writing.

REDUCTION ANALYSIS

The following graph depicts the difference between actual commitments and those that would have been if the rate of commitments in 1977 (15.6%) remained constant in 1978, 79 and 80.



SUMMARY TO DATE

1. From 1977 through 1980 the actual number of commitments of class C felons decreased by 19% from 26 in 1977 to 21 in 1980.
2. If the 1980 commitment rate had been equal to the 15.6% rate of 1977, the actual number of commitments in 1980 would have been 85. Rather the actual commitments in 1980 were 21.
3. The division of class C felons from the State Institutions was accomplished by the following actions:
 - a. Increased use of probation in sentencing of class C felons (17% from 1977-1979).
 - b. Increased use of the county jail as a condition of probation for class C felons(6% increase from 1977-1979).
 - c. Increased use of multiple sentencing alternatives including probation, jail, community service, fines, fees, restitution, Restitution Center in lieu of county jail etc.

1981 - 83
SERVICE GOAL

To continue the development and operation of a Community Corrections system capable of providing adequate probation supervision, services and options for the Circuit Court Judges to consider and use in sentencing class C felony offenders.

SERVICE OBJECTIVE

To continue the present Community Corrections supervision and service capability to allow the Circuit Court the options and alternatives to maintain the present level of commitments to the State institutions as in 1980 i.e. 21 commitments.

EXPECTED NUMBER OF CLASS C FELONY COMMITMENTS

<u>July 1, 1981 - June 30, 1982</u>	<u>July 1, 1982 - June 30, 1983</u>	
21	21	<u>Total</u>
		42

PAYMENT

- 1) It is expected that the 1981 Legislature will a) continue the "payback" requirement and b) continue the present "ceiling" determination and c) continue the present amount per "payback" case of \$3,000.
- 2) Thus, for the purposes of the 1981-83 budget, the expected ceiling is 38.
- 3) The maximum payback requirement is \$114,000(38 x \$3,000).

The \$114,000 is "set aside" in the 1979-81 budget and will not be utilized for staff or service. If the commitments from July 1, 1981, to June 30, 1982 are substantially fewer than predicted, some money may be reallocated for service in FY 1982-83.

*evaluation, training &
management information*

COMMUNITY CORRECTIONS EVALUATION AND
MANAGEMENT INFORMATION SYSTEM

PRESENT SITUATION

Washington County, through the Department of Community Corrections, has a professional services contract with Applied Social Research, Inc. of Portland, as proposed in the 1979-81 Plan, to: (a) Continue development and implementation of an automated management information system collecting data from all components of department operation and (b) to provide three comprehensive evaluation reports as follows:

1. Service Delivery System Report (a. published April 1, 1980)
(b. to be published April 1, 1981)
2. Cost-benefit Analysis (a. published June 30, 1980)
(b. to be published June 30, 1981)
3. Community Corrections Impact on the Washington County
Criminal Justice System (a. published June 30, 1980)
(b. to be published June 30, 1981)
4. Restitution Cost/Benefit Analysis (published June 30, 1980)

In 1978-80, the following activities have been accomplished:

1. Development of all forms and procedures for the MIS;
2. Collection of all necessary data on client characteristics, disposition patterns, service delivery, termination analysis;
3. Provision of monthly MIS reports;
4. Involvement of the Corrections Advisory Board in the on-going development and planning for the MIS; and,
5. All necessary research of records in the District Attorney's Office related to the comparison populations in 1977, 1978 and 1979.

STUDY GRANT

In October 1980, Metro awarded a \$38,000 LEAA Grant to Washington and Clackamas Counties to obtain consultant services to develop a coordinated Management Information system for the jails and Community Corrections systems in each county. The Hunter Research Institute of San Francisco is presently completing the analysis of the needs, options and recommendations relating to information systems for the four (4) system components. The 1981-83 objectives reflect the probably outcome of the study and the implementation for the principal recommendations of the analysis.

1981-83

SERVICE GOAL

To continue implementation of a comprehensive management information system and evaluation of the cost benefit and effectiveness of the operation and services of the Department of Community Corrections.

MANAGEMENT INFORMATION SYSTEM

The Corrections Advisory Board has recommended that the contract with Applied Social Research, Inc. not be continued in the 1981-83 biennium. Rather, it is anticipated that a revised automated information system for Community Corrections and the Washington County Jail will be developed with the county's Data Processing Department. The schedule of the software development and on-line operation is uncertain and may not be completed by June 30, 1980. Thus, the contract with Applied Social Research, Inc. for computing and reporting information may be extended until a "new" or revised system is operational.

EVALUATION

The Corrections Advisory Board also recommended that the contract for evaluation services with A.S.R. Inc. not be continued in 1981-83. There have been no specific plans developed for the evaluation of the Community Corrections services in Washington County for 1981-83. However, in the spring of 1981, when the biennial funding of Community Corrections is known, the Corrections Advisory Board will consider evaluation options including:

1. Contracting with A.S.R. Inc. or other private firm to perform a limited evaluation of the service delivery, cost/benefit and outcomes of Community Corrections services.
2. Providing Department staff to compile, assess and report the services of Community Corrections in the 1981-83 biennium.

In any event, evaluation will be accomplished as required by the Community Corrections Act. Due to funding uncertainty and the new development of a Management Information System, the plan for evaluation services is yet to be developed.

EVALUATION ISSUES

The Corrections Advisory Board has identified the following issues to be included in the evaluation of Community Corrections in Washington County. The content and extent of the evaluation of these issues will depend on the amount of funding available for evaluation services, either by an outside consultant or internal staff.

I. MEASUREMENT OF BENEFITS

To what extent does the Community Corrections Program produce the desired outcomes?

- A. What effect does the program have on decreasing subsequent involvement with the criminal justice system at 3 months, 6 months, 9 months, 12 months and 15 months?
- B. What effect does the program have on other desired outcomes?
 1. earnings, employment, job stability
 2. earning and employability potential
 3. reduction of substance abuse
 4. restitution and community service
 5. personal, family and marital adjustment
- C. What effect does the program have on increasing community security through a general increase in supervision of offenders in the community?

II. MEASUREMENT COSTS

- A. What is the cost of the Community Corrections Program?
- B. What are the costs of alternative programs?
 - 1. fines only
 - 2. bench probation
 - 3. state penitentiary or other state institutions
 - 4. county jail
- C. In the absence of the Community Corrections Program, what would be the cost of alternative programs?

III. COST-EFFECTIVENESS

- A. Does the Community Corrections Program decrease the cost of supervising offenders, compared to other modes of handling offenders?
- B. Does Community Corrections increase the cost-effectiveness of county corrections programs?
- C. Is the program cost-effectiveness for different types of offenders?
 - 1. Offenders who otherwise would have been incarcerated or placed on state probation.
 - 2. Offenders who otherwise would have received a fine or bench probation.

IV. COST-BENEFIT ANALYSIS

- A. Does Community Corrections result in an overall increase in benefits to the community, compared to alternative programs?
- B. Do the benefits provided by Community Corrections outweigh the costs, in comparison with available alternatives?

V. INTERNAL MANAGEMENT

- A. Are particular services offered by the program more effective than others?
- B. Are particular types of offenders more successful in the program than others?
- C. Which services are most effective and best suited for each type of offenders.

STAFF TRAINING AND DEVELOPMENT

PRESENT SITUATION

In the 1979-81 program period of July 1, 1979 through December 31, 1980 the Department of Community Corrections funded or provided 2,500 hours of training and expended \$4,000 of training funds. Three (3) county staff attended the BPST training course and developed training sessions for staff based on that experience.

The Department of Community Corrections provided \$2,000 of training funds for the Corrections Division Field Services Unit staff to pursue job related training and education. Each county staff person developed and implemented an individual training plan to reflect needs for improvement of job skills and abilities and the pursuit of additional job related education.

1981-83

SERVICE GOAL

To provide coordinated training activities for all Community Corrections personnel and offer resources for staff to pursue job related education and training.

SERVICE OBJECTIVES

- 1. Establish and implement a two-week orientation program for all new Department staff.
- 2. Continue to develop and implement individualized training plans with each Department employee.
- 3. Continue to develop and implement organizational training activities utilizing Department staff and outside resources.
- 4. Provide 2,900 hours of organizational training.
- 5. Obtain BPST training for all state and county probation and parole staff required or desiring certification.

residential services

RESTITUTION/PROBATION CENTER

PRESENT SITUATION

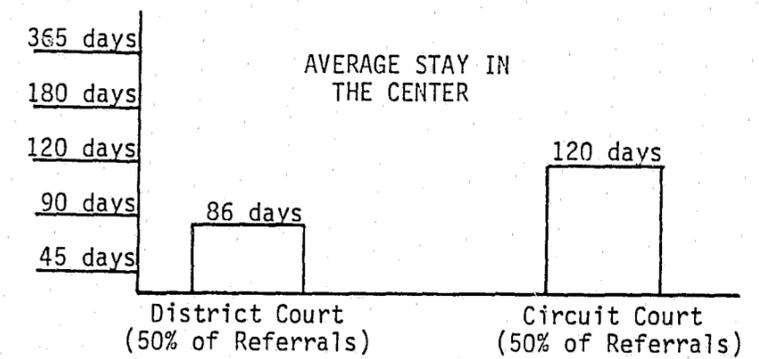
1979-1980

FACILITY

The Washington County Probation Center is a 27 bed residential facility located at 109 NE Lincoln Street, Hillsboro, adjacent to the Washington County Courthouse and Department of Public Safety. The Center is within walking distance of local community merchants, services, and bus transportation. It provides five 4 to 6 bed sleeping rooms, dining facilities, recreation/leisure area, visiting, and limited area for administration and staff offices.

POPULATION SERVED

The Center currently serves 27 all male offenders referred from the Washington County District and Circuit Courts. Referrals reflect approximately 50% felony and 50% misdemeanor. All residents serve from 45 days to 1 year as a condition of probation and must serve at least 7 days in maximum security prior to entrance into the Center. Resident inmates serve an average of 86 days on District Court sentences and 120 days on Circuit Court sentences.



CLIENT

The typical Center referral is an 18 to 24 year old, immature, white male, who is serving the balance of a sentence for a second or third conviction. Generally the resident has been on prior field probation and failed to meet court conditions (i.e. fines, fees, restitution, etc.) or committed a new offense. Of all participants, 70% have less than a twelfth grade education, lack life skill training, and have at best a marginal to unstable work history. In nearly 90% of the referrals, the resident offense was related in some way to substance abuse reflecting alcohol or drug abuse.

Profile:

Prior Convictions at Entrance

1 or more	36%
3 or more	54%

Age

18 to 24	55%
25 to 30	26%

Education

High School or less	70%
GED Certificate	17%
Some College	10%

Marital Status

Single	59%
Married	20%
Divorced	20%

1979-81 CENTER ACTIVITIES

Residents who have been recommended by the Court to serve their sentence in the Center as an alternative to maximum security spend a typical day working full time (approximately 10 hours) including travel time. After returning to the Center from work, residents are not allowed to move about the community, and evening activities begin.

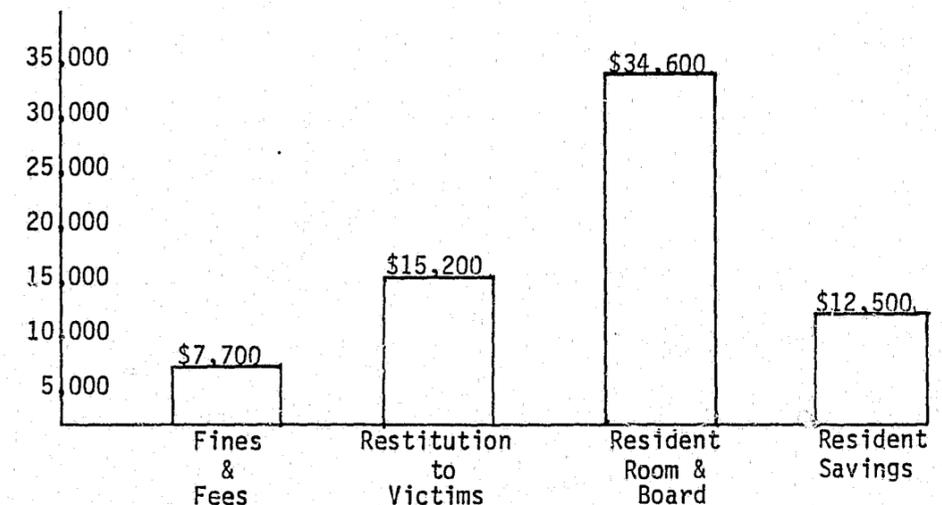
These include twice a week group counseling and life skill training, individual counseling, financial planning and budgeting, family counseling, substance abuse counseling, evening education, GED certification and tutoring, and involvement with the City of Hillsboro Parks and Recreation crafts classes, etc.

In addition to regular activities, the Center residents participate on weekends in a volunteer Community Service program. Residents provide an average of 5 hours each doing free service to local senior citizens, handicapped, and government non-profit agencies. The services are part of the Center program, and residents receive no monetary benefits. Services include cleaning gutters, wood cutting, hanging doors, mowing lawns, etc.

FINANCIAL OBLIGATIONS

All residents are responsible for paying \$6.00 per day room and board fees and completing payment for fines, fees, and restitution while at the Center. In addition, residents pay at least a portion of fees for voluntary or Court mandated treatment. Residents budget their salaries to include responsibility for family, treatment, and savings for reintegration.

FINANCIAL PAYMENTS BY RESIDENTS IN 1979-80



Employment:

Each resident is expected to obtain full-time employment within two weeks of acceptance into the Center. Center staff assists unemployed residents in their job search, but responsibility for obtaining and keeping the job lies with the resident himself.

Counseling:

Each resident is involved in two group counseling sessions per week and is assigned an individual counselor for weekly counseling. In addition, many residents receive treatment through A.A. and outside treatment resources. Each resident has an individual "treatment plan" outlining areas of needed assistance and goals for the treatment.

	<u>Number Hours Provided</u>	<u>Average Hours of Service Per Clients</u>
Group Counseling	2649	55.5
Individual Counseling	908.85	16.8

Recreation:

The residents have outside group recreation at least once a week-- basketball, softball, or other sports in season.

Community Service:

The residents performed 4000 hours of free service to the community in 1979-80, including cleaning parks, repairing houses for the elderly, and assisting in city projects.

Life Skill Training:

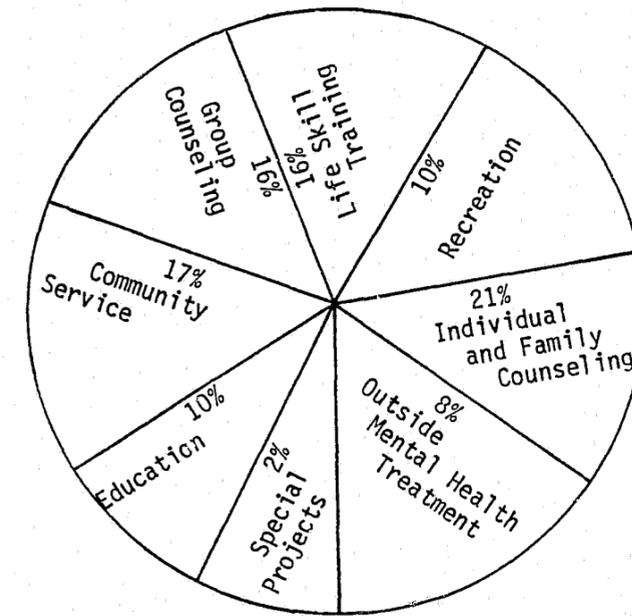
Residents are involved weekly in group learning relating to skills needed for successful readjustment to the community such as G.E.D. classes, financial planning, employment search, communication training, and parenting.

Financial Planning:

Each resident develops a financial plan to organize his expenditures for fines, restitution, room and board, outstanding debts, family support and savings.

Working:

Each resident holds a full time job. Ten hours daily are allocated to work and travel time. Eight hours of sleep and personal time are also allocated. The following chart represents the use of the remaining daily time.



STAFFING AND SUPERVISION

The Center is staffed seven (7) days a week and twenty-four (24) hours per day. All Center activities are closely monitored by staff, while structure and supervision are part of Center objectives.

Staff make regular employer contacts, verify finances, initiate collateral contacts, verify social passes and visits, respond to after-hour emergencies, and provide regular security.

Residential Supervisor	1
Resident/Inmate Coordinator (Counseling and Screening)	1
Probation Officer (Counseling, Community Service, Field Supervision)	1
Resident Supervisors (Custody, Center Supervision)	3
Night Security Aide	1
Clerk Typist	1
Extra Help (Weekends, Holidays, Sickness, etc.)	.5
	<u>8.5 FTE</u>

SCREENING/CRITERIA FOR ENTRANCE

All potential residents are carefully screened by the Center Coordinator and must meet the following criteria outlined by the Washington County Department of Community Corrections, Corrections Advisory Board.

Subjective Criteria:

1. Willingness to participate in Restitution Center Program for twelve (12) months and six (6) with follow-up.
2. Demonstrate willingness to adhere to all program policies, rules and regulations, and activities.
3. Be willing to develop and follow individual treatment plan.
4. Demonstrate motivation to change illegal behavior or anti-social lifestyle.
5. Willingness to cooperate and involve themselves with staff and residents.
6. Must be in touch with reality; in control of violent behavior.
7. Demonstrate honesty and sincerity.
8. Willing to pay fines, fees, restitution or child support to Courts and victims.
9. Able to physically be employed and physically function within the criteria of the program.

Not Acceptable:

The Restitution Center will not be available for offenders who have ever been convicted of any of the following:

Misdemeanor or Class C Felony crimes involving assault, violence, aggression, or serious physical injury to another person including:

- | | |
|------------------------|---------------------|
| Assault I, II & III | Sexual Abuse |
| Kidnapping I, II & III | Sodomy I, II & III |
| Murder | Robbery I, II & III |
| Rape I, II, III | Arson I |

Any person who has ever been incarcerated in a state or federal maximum security institution except those incarcerated for crimes which no longer would be punishable by a prison sentence.

Screening Procedures:

Below is a brief description and outline of procedures for screening potential residents into the Washington County Restitution Center.

1. Court Recommendation: The Court, fully understanding the Center criteria, makes the initial recommendation. However, the Center is not bound to accept any person into the program.
2. Record Check: A check of prior criminal and traffic history is initiated to insure that the potential resident's prior criminal history meets the acceptable criteria.
3. Collateral Contacts: Potential resident is screened by the Center staff to gain background information, education, employment history, financial circumstances, etc., and collateral contacts (family, friends, employer, etc.) are made to verify information and gain additional personal history.
4. Department of Community Corrections Probation Staff: Staff is contacted to gain first-hand information regarding potential residents who are, or have been, on probation.
5. Presentence Investigation Report: The P.S.I. report writer is consulted when appropriate.
6. Psychological Evaluation: (When necessary) To gain insight and knowledge about individual problems, skill level and treatment.
7. Drug Assessment: (When necessary) Mental Health assessment of drug and alcohol problems and recommendation of treatment.
8. Director of Community Corrections/Undersheriff: Notification to County Corrections and Undersheriff to inform of resident's offense, brief history and acceptance into the Center.

RESTITUTION/PROBATION CENTER

1981-83

SERVICE GOAL

To provide a sentencing alternative to the District and Circuit Courts, reduce jail population, remain cost effective, and provide a structured residential living environment for minimum risk offenders while assisting in their reintegration back into the community.

SERVICE OBJECTIVES

: Provide twenty-four hour, seven day per week, staff supervision and security to 170 resident/inmates.

: Reintegrate 75% (127) of all residents referred by the Courts back into the community successfully.

: Of all residents released, 80% (136) will have completed all special conditions of probation including fines, fees, restitution, and mandated counseling successfully.

: Provide an average of 60 client service hours to each resident enrollee, including individual and group counseling, education and life skill training.

: Of the clients referred, 85% (144) will be gainfully employed within 10 working days of acceptance into the Center, and will remain employed a minimum of six months.

: The Probation Center unemployment rate will remain less than the Hillsboro area and State of Oregon unemployment rates and will not exceed 4% annually.

: All resident enrollees will develop a progress plan that outlines program goals, objectives, and time frames to be performed within three (3) weeks of entrance into the Center.

: The Probation Center will reduce the jail population 85 beds per year and will maintain an average occupancy rate of 90% (21 residents per month).

: The Probation Center will maintain \$25.00 per resident per day operation costs and remain cost competitive with the county jail and state institutions.

: Of resident enrollees unsuccessful on previous probation, 85% will successfully complete field probation after release from the Center.

ACTIVITIES

1. Screen and interview all potential residents recommended by the Court.
2. Monitor and supervise all Center activities including employment, passes, sponsor visits, etc.
3. Make regular security checks of interior and exterior grounds.
4. Provide regular staff counseling and monitor all Court ordered conditions (i.e. fines, fees, restitution, Mental Health counseling).
5. Provide employment and resource assistance with job placement.
6. Monitor and supervise mandated antabuse program.
7. Initiate treatment, financial, and post-release plans for all residents to measure progress, adherence to Court order, and assist with Center reintegration.
8. Initiate record checks on all enrollees to monitor and verify traffic and criminal histories.
9. Maintain accurate documentation, data, reports, and files on all resident enrollees (i.e. probation conditions, Court Order, record checks, police reports, monthly and quarterly reports).
10. Supervise and monitor all residents released from the Center on field probation status.
11. Provide weekly tutoring, education, and GED services.
12. Provide assistance for gaining special counseling opportunities through local community resources (i.e. alcohol, drug, marriage, etc.).
13. Provide life skill training including guest speakers from the community, films, and field outings.
14. Provide written policy and procedures manual outlining all rules and regulations.
15. Provide conditions, equipment, and facilities for residential living to all residents.

ANTICIPATED RESULTS

The Washington County Probation Center operates as an alternative to maximum security for "low risk" offenders and a sentencing option for the local Courts. It is administered on the premise that offenders are responsible for their inappropriate actions and should be instrumental in initiating their treatment and at least partial payment for monetary costs of supervision. In addition, it focuses on accountability for their family members during incarceration and provides opportunity for change prior to reintegration into the community to which they will soon return.

If the goals and objectives for 1981-83 are successfully attained, we can assume the following results:

- _____ : That the Washington County District and Circuit Court judges utilized the Center as a regular sentencing alternative.
 - _____ : That the Center had a measurable impact on the county jail over-crowding issue.
 - _____ : That the increased structure of the Probation Center provided a successful avenue of treatment for offenders unsuccessful on earlier field probations.
 - _____ : That offenders returning to the community are more prepared for release and reintegration by way of employment, family stability, financial stability, and behavior adjustment.
 - _____ : That it is cost effective while residents pay for room and board, restitution, fines and fees, community service, family support, and their own payment for treatment in lieu of the community assuming full monetary responsibility.
- and-
- _____ : That as a safe and conscientiously administered program, community complaints were limited, and families, community participants, and recipients are receptive to services and activities.

1981-83 BUDGET

UNCERTAINTIES	ASSUMPTIONS
It is uncertain that the 1981 legislature will appropriate Community Corrections Act Probation Center operations funds. Actual allocations and funding will not be known until spring 1981.	The proposed budget assumes that Washington County will receive \$360,000 from the Community Corrections Act to operate its Probation Center. In addition, it is anticipated that \$140,000 revenue will be generated in Probation Center resident room and board fees.

CONTINGENCY PLANS

If the Community Corrections Act funding is not available for Probation Center operations, the following options have been discussed by the Washington County Corrections Advisory Board for further study.

Alternatives:

1. Operate the existing Probation Center facility as a four-county regional center that would provide bed space to Clatsop, Tillamook, and Columbia Counties, in addition to Washington County bed space.
2. Implement a shared budget responsibility with the Department of Public Safety (Sheriff). This might reflect the Sheriff providing custodial staff and Community Corrections providing counseling and probation supervision staff.
 - Inmate food costs could possibly be absorbed by the jail kitchen staff as inmates remain in the custody of county Sheriff.
 - Rent/lease might be negotiated between the two departments.
3. Alternative three would reflect housing and bed space for federal probation clients that meet entrance criteria established by the existing Corrections Advisory Board. A per diem rate of \$30.00 - \$35.00 per day would be charged for services provided to each inmate.
4. Assuming responsibility for supervision of weekend inmates in the county jail while assisting the Department of Public Safety could generate additional room and board fees from weekend inmates.

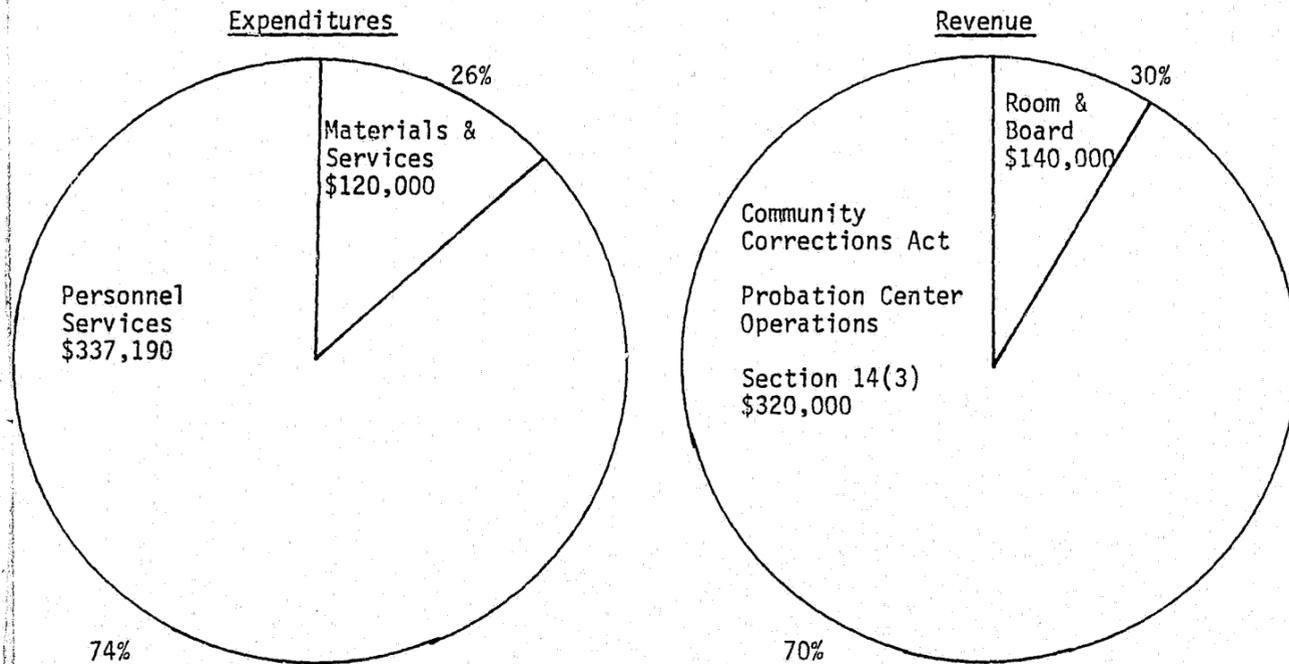
These alternatives reflect the Corrections Advisory Board's desire to continue operation of the Probation Center and the importance placed on the Center as a sentencing alternative and major function of the Community Corrections Act.

1981-83 BUDGET OVERVIEW

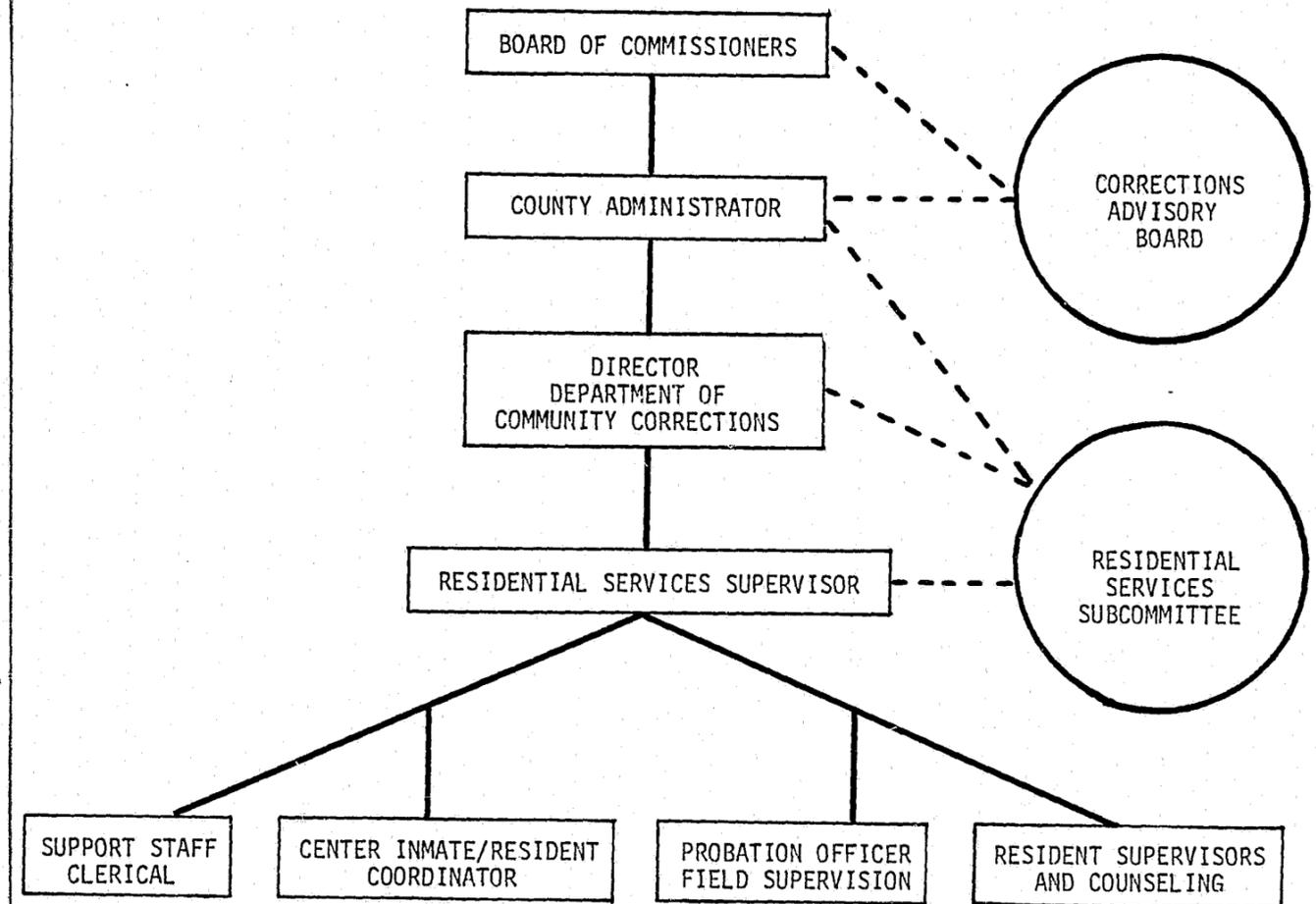
Anticipated Revenue	Amount
Community Corrections Act Probation Center Operations Section 14(3)	\$320,000
Washington County Resident Room and Board Fees	\$140,000
Total	\$460,000

Planned Expenditures	Amount
Personnel	\$257,410
* Fringe at 25.9%	\$ 62,038
* Health	\$ 17,742
Food/Meals	\$ 34,000
Rent/Lease	\$ 36,000
Materials and Services	\$ 72,810
Total	\$460,000

BUDGET SUMMARY



RESTITUTION CENTER ADMINISTRATIVE STRUCTURE



jail services

JAIL SERVICES

PRESENT SITUATION:

JAIL COUNSELING

The Washington County Jail is under the jurisdiction of the Department of Public Safety (Sheriff) and the Department of Community Corrections has no administrative or custody responsibility. However, in 1978, the Corrections Advisory Board recommended funding a full-time jail counselor with Community Corrections Act revenue and to increase availability of Mental Health services to jail inmates. In the 1979-81 program period of July 1, 1979 through December 31, 1980, one (1) full time jail counselor provided services to jail inmates including:

- Contact with families of inmates, employers or friends to help maintain communication for the inmate with his "outside world".
- Assisting inmates with the transition back to his family, job and community life; a post-release plan is developed to help the inmate adjust to obstacles which may arise.
- Providing counseling and special mental health treatment services with assistance from outside professionals.
- Developing emergency intervention services for severely disturbed inmates.
- Acting in a liaison capacity for those inmates in jail as a condition of probation and their probation officer/counselor.
- Developing training programs for jail staff.
- Preparation of reports and recommendation to the court in response to requests from inmates and their attorneys who petition the court for early release from custody.
- Conducting group counseling for inmates with alcohol or drug related problems.
- Conducting group counseling for spouses of inmates.

PSYCHIATRIC SERVICES

A psychiatrist, under contract to the Department of Mental Health (Mental Health/Corrections funding) provides the following services in the jail:

- Emergency intervention with severely disturbed inmates.
- Assistance with placement of inmates in emergency psychiatric treatment facilities when needed.
- Provision of training and consultation for the jail staff to assist their management of inmates with acute distress and emotional disturbance.

CONTINUED

1 OF 2

PROBATION SUPERVISION OF INMATES

The probation staff is responsible to visit, counsel and develop release plans with inmates sentenced to jail as a condition of probation. Since Community Corrections was implemented in January of 1978, the percentage of inmates receiving jail sentences with probation has increased from less than 10% to nearly 75%. Thus, the inmates receive more attention while incarcerated and more importantly, are closely supervised after release. The intent of the supervision is threefold:

- To monitor adherence to all court ordered conditions of release and probation.
- To report to the court the progress of such adherence.
- To assist the inmate to accept responsibility for: (a) adhering to conditions, (b) receiving needed mental health services, (c) securing and maintaining employment and (d) avoiding reinvolvement in illegal activity.

ADVISORY GROUP

The Jail Services Advisory Group is composed of representatives of the jail staff, Departments of Community Corrections and Mental Health. The committee is responsible for the planning and implementation of these new support services provided by jail staff and the Department of Community Corrections.

JAIL SERVICES

1981-83

SERVICE GOAL

To provide mental health and counseling services to jail inmates to facilitate adjustment to confinement, pre-release planning and successful transition to community life.

Uncertainty	Assumption
The uncertainty of the Enhancement Grant or Mental Health/Corrections funding for 1981-83 precludes certainty about the future of the jail counseling service. The capability of the Sheriff's Office funding the position is also unknown due to revenue uncertainty in FY 81-82	This plan assumes that the jail counselor position will be <u>eliminated</u> in the 1981-83 biennium due to revenue reductions. Thus, Community Corrections will <u>not</u> provide the mental health counseling and planning services as described for the 1979-81 program period.

PROBATION SUPERVISION OF JAIL INMATES

SERVICE OBJECTIVES (FOR PROBATION STAFF)

1. To interview or counsel each offender sentenced to jail as a condition of probation at least once every 10 working days during the period of incarceration.
2. To interview, assess and develop appropriate treatment or activity plans with inmates.
3. To maintain contact with family, potential employer and significant others in the inmates life.
4. To develop appropriate post-release plans.
5. Recommend early release to the sentencing judge when appropriate for the inmates and consistent with community safety.
6. Coordinate and secure needed rehabilitative services for inmates during incarceration.
7. Provide all services and supervision required in the general duties of the probation officer/counselor for inmates following release and throughout remaining probationary period.

The supervising probation officer/counselor is primarily responsible for the support services (as above) for inmates incarcerated as a condition of probation.

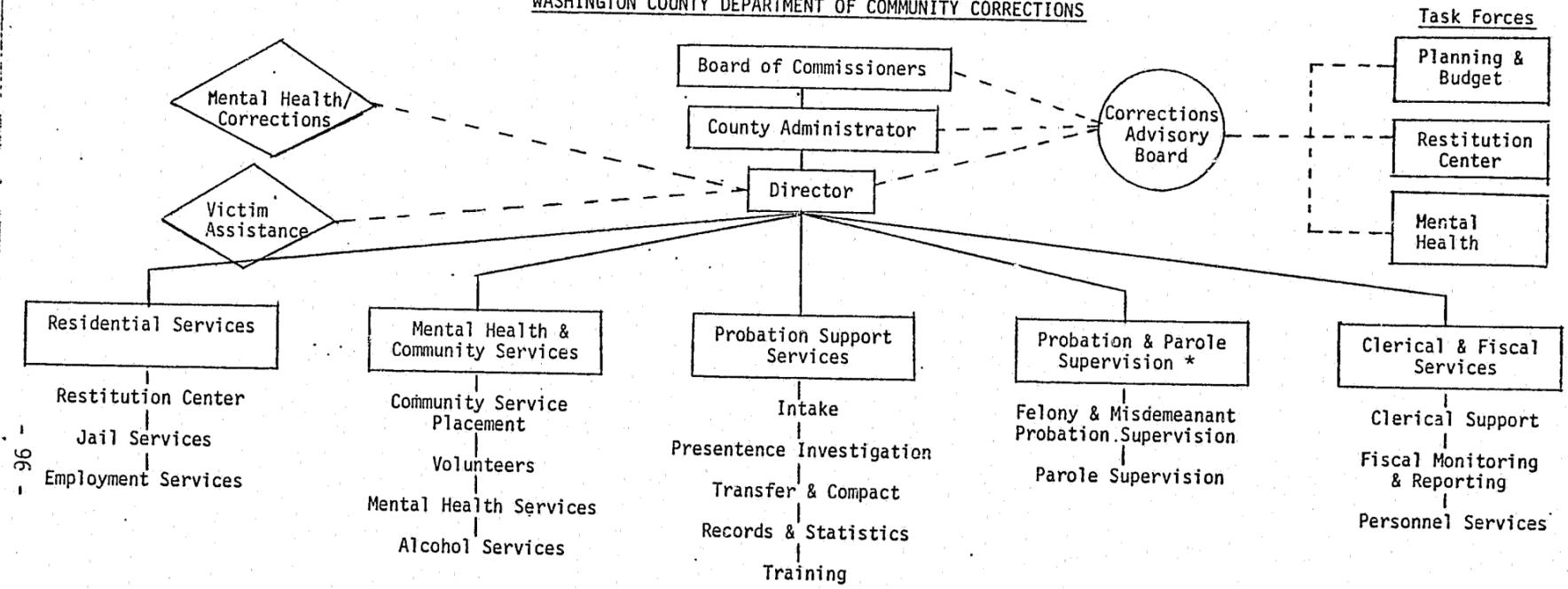
MENTAL HEALTH SERVICES

Due to the probable elimination of all Mental Health/Corrections funding in 1981-83 and the elimination of the jail counselor position, provision of Mental Health services to inmates by Community Corrections will be severely curtailed in 1981-83. The probation staff will assist sentenced inmates in securing needed counseling with existing community resources and provide regularly scheduled "visits" with inmates. However, the full-time counseling services crisis intervention and psychiatric services are likely to be eliminated in 1981-83.

Administration & Budget

MANAGEMENT STRUCTURE

WASHINGTON COUNTY DEPARTMENT OF COMMUNITY CORRECTIONS



- 36 -

* Includes all County and State Field Services Unit functions.

BUDGET - 1981-83

INTRODUCTION

PURPOSE

The intent of this budget is to a) estimate the probable revenue and expenditures for 1981-83, b) describe service eliminations and c) explain priorities for staff and service reductions or additions if the revenue projections differ from actual allocations to be known in late Spring, 1981.

PROCESS

The Planning and Budget Task Force of the Corrections Advisory Board developed this tentative budget after careful review and consideration of potential revenues, service reduction priorities and consequences and contingency plans for reduced service delivery.

The Corrections Advisory Board and the Board of Commissioners approved this tentative budget and reserve the opportunity to reconsider the expenditure priorities when exact revenues are known prior to the start of the 81-83 biennium.

CONTENT

This budget includes revenue and expenditure detail for Community Corrections staff and services funded by:

1. Enhancement grant
2. Corrections Division Field
3. Probation Fees
4. Washington County

It excludes staff and services funded by:

1. Probation Center operations funds
2. Restitution Center room and board fees
3. Mental Health Department

SERVICE REDUCTION SUMMARY

ELIMINATION

If the revenue assumptions and amounts remain unchanged in the 1981-83 biennium the following Community Corrections services provided in the 1979-81 biennium will be eliminated (in priority order).

	<u>Priority of reduction</u>
Contract evaluation and management information system	1
Victim Assistance	2
Jail Counseling	3
Parole Release Service Contract	4

REDUCTIONS

If the county receives less revenue than anticipated, the following reductions will be considered in addition to the above services to be eliminated:

- Reduction of probation staff level
- Reduction of volunteer program staff level
- Reduction of community service staff level

REINSTATEMENT

If more revenue is received than anticipated, the following service may be reinstated:

- Employment services
- Mental Health service coordinator
- Parole Release service contract
- Increased probation staff

PRIORITY

The type and order of further reductions or reinstatements from planned service and staff levels has not been determined. If such change occurs, the Corrections Advisory Board will advise the department of recommendations for specific service and staff levels cuts or additions.

1981-83

STAFF AND SERVICE LEVEL SUMMARY

If the revenue assumptions and amounts remain unchanged from those presented herein, the following chart depicts service type and priority to be funded in 1981-83.

PRIORITY	SERVICE TYPE	# STAFF (FTE)
1	Probation and Parole Supervision	26
2	Intake and Presentence Investigations	2
3	Clerical Support and Intake Aides	10
4	Community Service Program	1
5	Volunteer Program	1
6	Mental Health Coordinator	1
7	Employment Services	1
8	Parole Release Contract	1
9	Jail Counseling	1
10	Victim Assistance	1
11	Contract Evaluation M.I.S.	1

Code: Above line -----Funded for 1981-83
 Below line -----Not funded for 1981-83

1981-83

REVENUE ASSUMPTIONS

SOURCE	ASSUMPTION AND AMOUNT						
Enhancement Grant	That the legislature will approve the \$10.2 million appropriation to the Community Corrections Act and Washington County will receive approximately <u>\$1,000,000</u> of the appropriation based on the present funding formula in 1981-83.						
Field Services	That the legislature will approve all additional Field Services staff as proposed by the Governor for 1981-83 and the Washington County allocation will be: <table border="0"> <tr> <td><u>CC III's</u></td> <td><u>CC IV's</u></td> <td><u>Clerical</u></td> </tr> <tr> <td>9</td> <td>1</td> <td>1</td> </tr> </table> <p>The hiring schedule is indicated in the budget. Further, that all present Field Services staff will <u>not</u> transfer to county employment and remain on the payroll of the Division.</p>	<u>CC III's</u>	<u>CC IV's</u>	<u>Clerical</u>	9	1	1
<u>CC III's</u>	<u>CC IV's</u>	<u>Clerical</u>					
9	1	1					
Washington County	That Washington County will continue the same level of contribution as in fiscal year 77-78 of \$55,500 per year or <u>\$111,000</u> in 1981-83.						
Probation Fees	That the Courts will continue to order probationers to pay a \$10 per month probation fee and total collections be approximately <u>\$160,000</u> in 1981-83.						
Mental Health/Corrections	That there will be <u>no</u> funding for Mental Health/Corrections in either the Community Corrections or Mental Health budgets in 1981-83.						

CORRECTIONS DIVISION FIELD SERVICES
OPERATIONS BUDGET

WASHINGTON COUNTY ALLOCATION 1981-83

(Assumes that present state employees will remain on the payroll at the Corrections Division and new positions will be allocated to Washington County)

<u>CATEGORY</u>			<u>ANTICIPATED REVENUE</u>
<u>FTE*</u>	<u>PERSONNEL SERVICES**</u>	<u># MONTHS TOTAL</u>	
2	Correctional Counselor IV's	18	\$ 94,500
11	Correctional Counselor III's (2 existing + 4 additional in 1981-82)	60	120,000
	(6 existing + 5 additional in fiscal year 82-83)	102	224,400
1	Clerical	12	13,000
			Subtotal \$451,900
<u>SERVICES, SUPPLIES AND CAPITOL OUTLAY</u>			
Includes all categories of expenditures as detailed in budget summary for the Department of Community Corrections. The total estimated revenue is based on the 6 month allocation (1-1-81 to 6-30-81) to Washington County assuming an 8% increase in fiscal year 81-82 and an 11% increase in fiscal year 82-83.			\$ 94,916
			Subtotal \$ 94,916
			Total \$546,816

**FTE at end of biennium

* Includes salary, fringe and estimated 9% cost of living and expected merit increases

EXPENDITURE SUMMARY 1981-83

(Includes State Field Services and County Community Corrections expenses)

<u>CATEGORY</u>	<u>AMOUNT</u>	
<u>PERSONNEL EXPENSE*</u>		
Salaries	\$1,012,002	
Benefits	361,429	
Medical	72,285	
		Subtotal \$1,445,716
<u>MATERIALS & SERVICES</u>		
Office Supplies	11,900	
Shop Supplies	1,500	
Postage	5,000	
Printing	4,500	
Professional Services	32,000	
Utilities	17,000	
Rent, Equipment	27,000	
Rent (County Only)	46,000	
Books, Periodicals	1,200	
Memberships	1,000	
Training/Travel	15,500	
State & County Vehicle Expenses	18,000	
Private Mileage	11,500	
Communications	45,000	
Property Maintenance	16,500	
CAPITAL OUTLAY	4,500	
		Subtotal \$ 258,100
		Total \$1,703,816

*All county staff, new Field Services portion allocations and continuation of the one (1) CC IV and two (2) CC III positions now provided the county by the Corrections Division

REVENUE SUMMARY 1981-83

<u>SOURCE</u>	<u>ANTICIPATED AMOUNT</u>
Community Corrections Act Enhancement Grant	\$1,000,000
Corrections Division Field Services Unit Operations Budget	546,816
Washington County	111,000
Probation Fees	160,000
Revenue Total	<u>\$1,817,816</u>

EXPENDITURE SUMMARY

Personnel Services	\$1,445,716
Materials, Supplies and Services	258,100
Payback Requirement	114,000
	<u>\$1,817,816</u>

1981-83 SERVICE CATEGORY COST*

<u>SERVICE CATEGORY</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL</u>
Probation and Parole Supervision	\$1,127,045	62%
Intake	127,247	7%
Presentence Investigation	145,425	8%
Clerical and Support Staff	140,487	7%
Community Service	72,712	4%
Volunteer Services	75,400	4%
Training	15,500	1%
Payback Requirement	114,000	7%
	<u>\$1,817,816</u>	<u>100%</u>

- * 1. All administrative, materials, services and supplies are pro-rated in program categories.
2. Reflects only staff and services funded in the 81-83 budget. Excludes all Mental Health, Alcohol and Residential services.

END