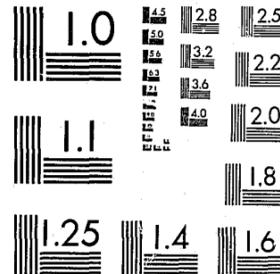


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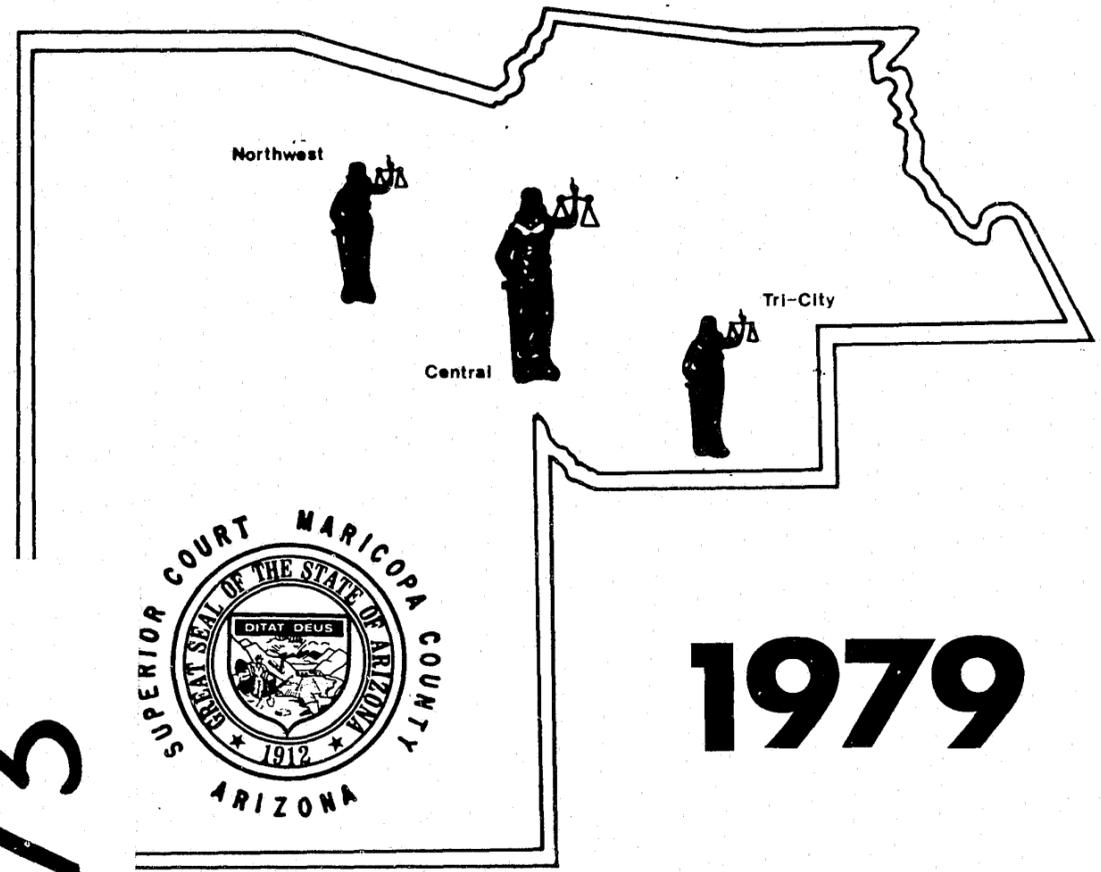
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1979

ANNUAL REPORT

Adult Probation Department

Superior Court Maricopa County

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ANNUAL REPORT

1979

ADULT PROBATION DEPARTMENT
SUPERIOR COURT MARICOPA COUNTY

HENRY C. DUFFIE
CHIEF PROBATION OFFICER

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ADULT PROBATION DEPARTMENT

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

500 SOUTH THIRD AVENUE PHOENIX, ARIZONA 85003 602-262-3871
HENRY C. DUFFIE, Chief Probation Officer



February 21, 1980

Honorable Robert C. Broomfield
Presiding Judge
Maricopa County Superior Court
Phoenix, Arizona

Dear Judge Broomfield:

Calendar year 1979 was in many ways a difficult year for the Adult Probation Department. The budgetary process offered us no relief in terms of our ever increasing work load. Management found itself having to make numerous decisions that would allow us to stay within our 79-80 budget. The nature of the decisions made could have caused a reduction in quality of services, but I am happy to report that with cooperation of staff, our level of services to the courts and the community has remained relatively stable.

However, the point must be made that with the ever accelerating growth of this County, plus additional unprogrammed events affecting the criminal justice system, we must receive additional resources or our effectiveness and efficiency is bound to deteriorate. The forthcoming budget process is extremely critical to our present needs as well as anticipated needs and we will be asking for significant additional resources.

As this report indicates, presentence reports increased from 3,634 in 1978, 3,976 in 1979. Our total of individuals supervised increased from 7,133 to 7,733, and our new probation grants 2,604 to 2,994.

We have managed to keep caseload sizes somewhat under control by increasing our requests for early terminations. This total increased from 982 in 1978 to 1,310 for calendar 1979. This is further highlighted by examining total terminations. In 1978, 46% of total terminations were early, compared to 59% for 1979. This reflects managerial concern with caseload growth, but also is indicative of the fact that we are dealing with a more hardcore caseload, thus increasing work load.

Honorable Robert C. Broomfield
February 21, 1980
Page Two

One of the major achievements for calendar '79 was the institutionalization of Work Furlough which is commented upon extensively within this report.

Major goals for '80 include attempting to secure necessary resources to deal with growth. To continue space planning and hopefully develop an agreed upon physical plant needs for this department for the next ten years.

I personally look forward to 1980 as being a challenge for management and staff. Diminishing resources will continue and somehow this must be balanced with the needs of this department in terms of our active participation in the criminal justice system.

As in the past, I wish to personally thank you as well as both Judge Goodfarb and Judge French for their counsel and assistance during the past year.

Sincerely,

Henry C. Duffie
Henry C. Duffie
Chief Probation Officer

HCD:cga



Honorable Robert C. Broomfield
Presiding Judge
Superior Court Maricopa County



Honorable William P. French
Presiding Criminal Judge
Superior Court Maricopa County
10-1-79 to Present



Honorable Stanley Z. Goodfarb
Presiding Criminal Judge
Superior Court Maricopa County
1-1-79 to 10-1-79

CRIMINAL JUDGES--SUPERIOR COURT MARICOPA COUNTY

- Honorable Rufus C. Coulter
- Honorable William P. French
- Honorable Sarah Grant
- Honorable David L. Grounds
- Honorable Thomas C. Kleinschmidt

- Honorable James Moeller
- Honorable William P. Moroney
- Honorable Robert L. Myers
- Honorable Warren L. McCarthy
- Honorable Howard V. Peterson

PROBATION IN MARICOPA COUNTY

The Maricopa County Adult Probation Department, founded in December, 1971, is an integral part of the Superior Court of Maricopa County. Since its inception, the two major functions of the Department have been investigation and supervision, with both functions predicated on the need for protection and safety of the community. The Department investigates all cases referred to it by the Superior Court, assessing the nature and degree of danger presented by persons referred and recommending a disposition and treatment plan. In addition to facilitating the judicious sentencing of convicted offenders, the Department designs the plan of supervision for those offenders granted probation and exercises supervision, surveillance and control of probationers, taking preventive and corrective action as necessary.

Probation is a cost-effective sentencing alternative that has proven to be very effective for over 80% of the convicted offenders who successfully complete their probation. Not unlike other criminal justice sanctions, it has achieved purposes of deterrence, rehabilitation, restitution, and retribution, with probationers often having to serve time in the county jail, up to one year, as a special term and condition of probation.

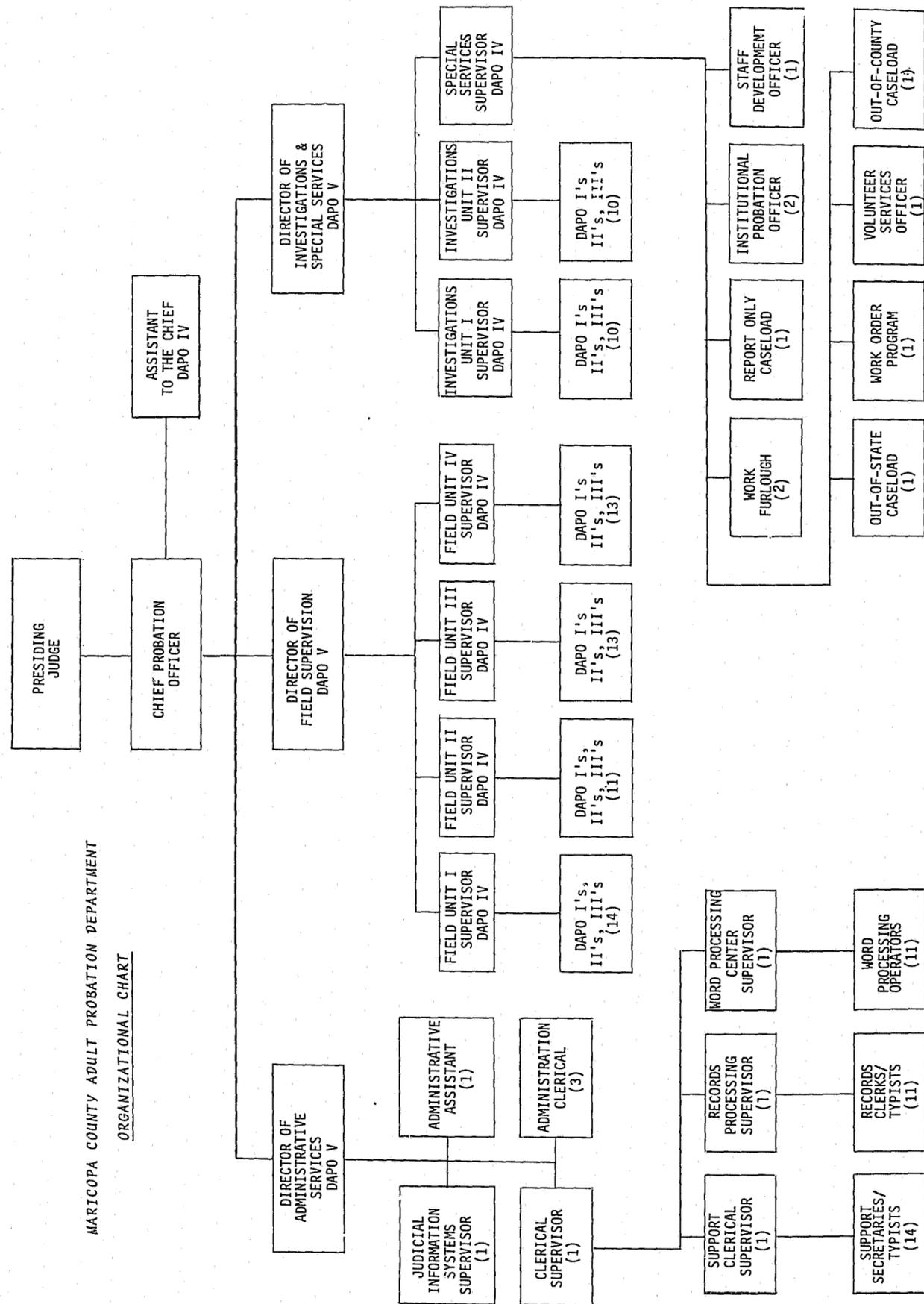
Provisions through probation and community corrections allow for more effective integration of adult offenders into normal community roles, with acceptance of responsibility and accountability for restitution, reimbursement, and familial support. Gains to local and state government are recognized in a greater fiscal savings by provisions for the individual to contribute to the tax base through continued employment and support of dependents.

The Adult Probation Department's philosophy emphasizes the protection and safety of the community as its primary concern. At the same time, rehabilitation is stressed and viewed as a necessity if we are to effectively and economically manage and control our future prison population.

As part of the rehabilitation process, probationers may be ordered by the Court to cooperate in a program of assistance and counseling, and/or participate in a drug or alcohol rehabilitation program. Effective use of community resources, which meet identified needs of offenders, facilitates their reentry and integration into the community. Rehabilitation is a realistic goal and an essential factor in a long-term preventive philosophy, and it is ultimately the key for ensuring public protection, recognizing that 95% of prisoners return to our communities. A look to the past should tell us that we may be overestimating the benefits of more prisons today and underestimating the economic and social costs of imprisonment, for community-based programs historically have been more successful than prison programs.

The Adult Probation Department is committed to the furtherance of justice and the prevention and control of crime, and recognizes an even greater need today for citizen understanding, support and involvement in the criminal justice process, as we begin the next decade.

MARICOPA COUNTY ADULT PROBATION DEPARTMENT
ORGANIZATIONAL CHART



INVESTIGATIONS AND SPECIAL SERVICES DIVISION

INTRODUCTION

During 1979, the staff of the Investigations and Special Services Division engaged in a collective endeavor to provide an increasingly higher level of innovative and effective services to the clients and the Courts in an atmosphere of diminishing resources and growing demands. Programs, policies and procedures were continually evaluated; and, in many instances, changes were implemented to meet the constant challenges of the dynamic Justice System in which we work. It has been, and continues to be, the commitment of all staff within the Division that the successful attainment of our goals of protection of the community and rehabilitation of the offender can only be realized through diligent and dedicated efforts to guarantee equity and fairness for all.

PRESENTENCE INVESTIGATION SERVICES

At the time of sentencing, the Judges of the Superior Court have available a presentence report which has been prepared by the Adult Probation Department. This report, upon which the decision is reached as to the most appropriate sentencing alternative for the individual before the Court, represents an intensive investigation of the offender's criminal involvement, social history and feelings of victims, police and other interested parties. The presentence investigation and report is conducted and compiled by a Deputy Adult Probation Officer who is charged with the responsibility of collecting and verifying all available information about the offender and the crime, and synthesizing the relevant information into a comprehensive written report. Further, the report contains an analysis by the officer of the alternatives available to the Court and a recommendation for sentencing based upon this analysis. During 1979 a total of 3,976 presentence reports were prepared by staff of the Adult Probation Department and submitted for the Courts' consideration.

Because of the increasing complexity of cases appearing before the Court for sentencing in such areas as "white-collar crime" and fraudulent activities, two additional staff were assigned to the Presentence Investigation Units during 1979. The addition of these positions was predicated on our commitment to allow staff sufficient time in which to develop meaningful and comprehensive reports which, combined with increasing demands on staff require much more staff involvement. Although the new criminal code did not appear to have an appreciable impact on Presentence Investigation Services, 1979 can best be described as having been a year in which all staff worked diligently toward the goals of protecting our community and rehabilitating those offenders who in the Courts judgement did not pose a threat to the community's safety.

SPECIAL SERVICES UNIT

INTRODUCTION

The Special Services Unit provides three ancillary services for staff which include Staff Development, Work Order Program and Volunteer Services.

In addition to these positions, the Special Services Unit maintains five specialized caseloads which require unique supervision services. These are the Out Of State, Out Of County, Report Only, Institutional Probation caseloads, and the Work Furlough Program.

To better illustrate, a brief synopsis of each function in Special Services is presented below.

STAFF DEVELOPMENT OFFICE

Recognizing the need to continually upgrade and stimulate all employees skills, expertise, and knowledge, the Maricopa County Adult Probation Department has continued to make a strong commitment to educational programs and experiences via the Staff Development Office. Throughout 1979, the following in-house training seminars were conducted: Alcohol Counseling, the Far Ranging Problems of Child Abuse, Overview of Transactional Analysis, Reality Therapy, White Collar Crime, The Effective Use of Volunteers, Introduction to Conversational Spanish, Professional Development for Women, plus other topics too numerous to mention. This training program brought over 2,066 hours of training to the staff, and many officers took advantage of outside seminars and university offered classes. During the 1979 calendar year, all staff were involved in intensive Organizational Development/Team Building seminars. This managerial concept was initially adopted in 1978 and staff will continue to be involved in training during 1980.

The past year has also brought 20 new officers to the staff. A comprehensive orientation-training period was designed and implemented by the SDO for each new officer. This training is instrumental in the adjustment of new employees becoming productive positive assets to the department.

The Speaker's Bureau continued its active role in the Public Relations campaign within our organization. In 1979, members of the Bureau made 46 appearances before audiences ranging from civic, church and local organizations to college, high school and elementary school classes. These appearances brought the probation message to 2,041 local residents.

WORK ORDER PROGRAM

The Work Order Program remains an instituted program in the department and a viable, sentencing alternative. It enables the Court to order those convicted of crime to work a designated amount of time in a nonprofit community agency or organization without remuneration.

Participants of the Work Order Program are assigned to agencies throughout Maricopa County and in some instances throughout the state and nation. Services provided range from performing janitorial duties up to and including educating adults through adult education programs.

In 1979, 395 offenders were ordered into the Work Order Program by the Courts. Participants in the program delivered 31,826 hours of unpaid services to some 80 nonprofit agencies and organizations, saving these agencies approximately \$91,425.00 in manpower hours.

VOLUNTEER SERVICE

As a result of the Maricopa County Adult Probation Department's interest in providing a broad base of service to clientele, the use of "community-spirited" volunteers has become a mainstay in the department.

Volunteers provide service such as counseling, Spanish-English interpreting, participating in the Speaker's Bureau, aiding in preparation of presentence reports, and editing the 'Terms and Conditions' Newsletter, a paper which provides information concerning volunteer and staff activities in the department.

Additionally, due to the tightness of the fiscal budget, the employment services program has been reorganized, and volunteers now assume the responsibility of working with clientele, assisting them in finding employment. Volunteers are used as employment counselors in the Glendale, Tempe and Phoenix offices.

The volunteers collectively reported a total of 6,005 hours of service during 1978-79 and provided 2,765 contacts with clients. Additionally, the volunteers did 439 initial interviews.

These services represent a contribution of \$39,267.00 to the department.

OUT-OF-STATE CASELOAD

The Out-of-State Caseload is a specialized caseload in which probation services are extended to individuals sentenced in Maricopa County but who reside outside of the State of Arizona.

Active supervision of such cases is provided through a reciprocal agreement between all fifty states plus the United States territories of Puerto Rico and the Virgin Islands. This agreement is called the Interstate Compact for probationers and parolees, and it allows an individual to have the supervision of his probation transferred to another state, where he is either a resident or where he has an employment, educational, or vocational opportunity conducive to his rehabilitation.

A deputy probation officer, with the assistance of a specialized secretary, is charged with a unique set of responsibilities. He is involved in the general caseload management peculiar to all field officers; he initiates, processes, and monitors all applications for Interstate services requested by all field officers of the department; he obtains investigative materials from other states for both presentence writers and field officers; he handles all administrative aspects of Interstate matters; he initiates and maintains interagency and public relations throughout the United States; he coordinates extradition with the Maricopa County Sheriff's Office in respect to probation violators; and he functions as advisor to the Superior Court in matters such as sentencing of illegal aliens and various aspects of federal law and the Interstate Compact.

As of December 31, 1979, 407 probationers were assigned to the Out-of-State Caseload unit. Of these, 138 individuals are directly supervised by the Out-of-State Caseload officer on a report-by-mail basis, the remaining number being supervised through the auspices of the Interstate Compact.

OUT-OF-COUNTY CASELOAD

Persons placed on probation in Maricopa County Superior Court, residing outside of Maricopa County, but within the State of Arizona, are assigned to this caseload for supervision and placement in treatment programs when necessary.

In most instances, courtesy supervision of probationers by probation departments in counties where they reside is available, and treatment programs such as counseling, drug and alcohol rehabilitation is provided. However, in cases of violations of probation, modifications of terms and terminations of probation, jurisdiction remains with the Maricopa County Superior Court.

During the year 1979, the Out-of-County Caseload has maintained an average of 133.5 probationers.

REPORT ONLY CASELOAD

The Report Only Caseload was originally conceived approximately four years ago as a vehicle to oversee and monitor those probationers who have attained a relative degree of stability in the community. The majority of probationers assigned to the Report Only Caseload are usually transferred from field probation officers. These defendants have completed a period of regular supervision and now are in the final phase of their probation. The remaining cases which comprise the Report Only Caseload are assigned directly from Court for the purpose of insuring that restitution is paid or Work Order hours ordered by Court are completed. Initial contacts with probationers consist of explaining the procedures and responsibilities each has while under supervision of the Report Only Caseload. The activities of the probationer are monitored by the monthly report form. Contacts are limited to personal problem situations where there is an apparent need to discuss a matter before actions of the client would jeopardize his or her probation status.

At the beginning of this year, the total number assigned to Report Only Caseload was 349. At the end of 1979, there were 475 probationers assigned to the Report Only Caseload. This represents a sizeable increment in growth in the last year of approximately 126 new cases or 36%. One of the attributable reasons has been the Report Only Caseload award, newly conceived in March of this year, to give recognition to officers who transfer cases into the Report Only Caseload.

The main duties of the Report Only Caseload Officer are to screen cases and to accept only those which are suitable and meet the standards of minimal supervision. The screening process has expanded from the Central Office to the Glendale and Tempe probation offices. The Report Only Caseload has proven to be a successful vehicle in reducing high caseload numbers of field officers thereby permitting field officers to devote their time and energies on those individuals who require a more structured supervision program.

INSTITUTIONAL PROBATION OFFICER

The main function of the Institutional Probation Officer is to provide supervision and pre-release services for those offenders who are ordered to serve jail time as a term and condition of their probation. This category of offender generally meets the criteria necessary to be placed on probation, however because of the gravity of the offense, the physical addictions of the defendant or the defendant's unsatisfactory attitude, a period of confinement is found to be necessary.

Although the main thrust of the Institutional Probation Officer is the development of pre-release programming and providing probation services for offenders on probation, their additional responsibilities include (1) acting as liaison with detention personnel and (2) serving on the jail classification committee.

During 1979, the Maricopa County Superior Court ordered 976 persons to serve a specified amount of time in custody as a term and condition of probation. Of this number, 350 were processed and provided services by the Institutional Probation Officer.

WORK FURLOUGH PROGRAM

A PHILOSOPHICAL STATEMENT AND SUMMARY OF PROCEDURES OF THE WORK FURLOUGH PROGRAM

As the population of Maricopa County continues to grow, so does the complexity of problems inherent to growth. The Criminal Justice System too has been inundated as a result of the population explosion as year after year more and more offenders are processed through the Criminal Justice System, mandating the Courts and authorities in corrections alike to seek new innovative methods of processing the offender.

One such sentencing alternative has been provided by the Arizona Legislature under Arizona Statute Article 11, Sections 31-331 through 31-336, the Work Furlough Program. This program which is a viable sentencing alternative allows inmates sentenced to jail to continue to work out in the community during certain hours while still serving their Court ordered sentence. The Work Furlough Program serves two functions; (1) it provides for the reformation and rehabilitation of certain offenders and (2) it provides an inmate an opportunity to provide his family financial support, expedite payments to victims and allows payment for Court ordered costs, including the inmate's own cost of incarceration. The philosophical basis, both in the law and the social sciences for incarcerating offenders, is drawn from a multitude of theories, such as punishment for punishment's sake, punishment as a deterrent, and punishment as a rehabilitative tool.

In assessing the dual roles of the Work Furlough Program, the program allows for punishment, but also it affords an inmate an opportunity to serve his sentence constructively, enabling him to provide financial support for his family, reimburse the victim, and even pay for his incarceration. In essence, the program forces the inmate to face the responsibilities of everyday living and assume those responsibilities even while he remains incarcerated. Upon termination of his sentence, the inmate's readjustment into the community is less traumatic, and he and his family are more financially solvent, which paves the way for a more successful adjustment to probation and a crime-free existence.

The Work Furlough Program is not to be confused with the "hotel plan", "day release" plan or Work Order Program used in Courts at the present time. Under Article 11, the statutes provide that an inmate participating in the program during his period of incarceration must turn his wages over to the Work Furlough Administrator, who in turn pays the inmate's cost of incarceration and personal expenses both inside and outside the facility.

Likewise, an inmate participating in the Work Furlough Program is eligible for time credits each day he works, while those on the "hotel plan" are not, and receive day-for-day time unless ordered differently by the Court.

On October 16, 1978, Henry C. Duffie was appointed Work Furlough Administrator by the Board of Supervisors. The members of the Board of Supervisors have been extremely supportive of the program concept since its inception and have actualized their support throughout in terms of both funding and public support. A pilot program of ten men was authorized, however, no new staff were provided for the project. Shortly thereafter, Deputy Milton J. Hargis was appointed Work Furlough Coordinator by Mr. Duffie. The program was established as a function of the Institutional Probation Officer position at Durango. The program procedures, criteria, and forms were developed by Mr. Hargis and Mr. Jim Ponczak, Supervisor of Special Services Unit. On November 16, 1978, the first man went to work under program authority, after approval by Mr. Duffie.

From November 16, 1978 to May 1, 1979, the program ran at the pilot level of ten men. Expansion was authorized and the program now stands at thirty-two men and sixteen women as of October 31, 1979. Further growth is dependent upon space available at the Durango Correctional Institution and addition of staff to accomodate program expansion.

During May of 1979, Deputy Larry Binkley was appointed as a second Work Furlough Coordinator and the program was removed from IPO and became an entity unto itself in the Special Services Unit.

When accepted into the program, the inmate is required to sign a contract agreeing to:

- (1) Abide by all of the conditions set forth by the Court, Work Furlough Administrator and the superintendent of the Durango facility and his staff.
- (2) Endorse any and all monies earned while a participant in the program to be disbursed by the Work Furlough Administrator.
- (3) Pay any and all Court ordered costs, including costs of incarceration, restitution, reimbursement and personal debts both in and out of the institution.

While out of formal custody and working in the community, the inmate will be supervised by the Work Furlough Coordinator, insuring that the inmate is reporting for work in a timely manner, is conducting himself as a law-abiding citizen and is not abusing the privileges that the Work Furlough Program provides.

During the presentence process, an investigating probation officer may recommend the Court grant a two-week continuance to determine the defendant's eligibility for the Work Furlough Program. During this two-week period, the Work Furlough Coordinator will screen the applicant, interview the prospective

employer, when applicable, and determine the applicant's eligibility for the program. The Work Furlough Coordinator will then forward his findings and recommendations to the Court. The Court, after being appraised of the Work Furlough Coordinator's findings, can then make the appropriate order.

An inmate, who has already been sentenced and is in institutional custody, and who meets the basic eligibility criteria set down by the Work Furlough Administrator, may file an application to the program.

STATISTICS FOR FISCAL PERIOD *11-1-78 - 12-31-79

<u>Total Income Received</u>		\$127,513.69
<u>Funds Disbursed</u>		
Room and Board Collected	\$ 44,548.36	
Restitution	2,835.08	
Court Cost Collected	1,139.91	
Fines Collected	119.50	
Prisoners' Personal Debts	6,083.60	
Prisoners' Personal Expenses	18,766.14	
Dependent Care	42,918.52	
To Savings/Checking Accounts	2,570.92	
To Prisoners on Release	<u>8,319.58</u>	
<u>Total Funds Disbursed</u>		<u>127,301.61</u>
<u>Cash Balance in Prisoners' Accounts</u>		\$ 212.08

*Program Inception Date

FIELD SERVICES DIVISION

INTRODUCTORY COMMENTS

The strength of the Field Services Division is based upon the experience and education of the staff. The fifty-one probation officers in the Field Division use their experience and education to protect the community and rehabilitate the offender. The officers are committed to: Removing the dangerous probationers from the community setting as early as possible, rehabilitating those amenable to change so that their life-styles can be successfully integrated into community standards, and enforcing all orders of the Court.

The field officer is charged with the responsibility of enforcing all orders of the Court. The new criminal code places an increased emphasis upon economic loss to victims and making the victim whole. Frequently, restitution and/or reimbursement is a condition of probation and the probationer must make monthly installment payments to the Clerk of the Court. The officer must monitor these payments and take swift action when payments are delinquent.

Another condition of probation is the Work Order Program, wherein the offender provides a predetermined number of hours of community services. The field officer coordinates with the Work Order Administrator, the private nonprofit community agency, and the probationer to ensure that the community services have been performed. The Work Order Program is another vehicle to demonstrate that the probationer's conduct has damaged the community and the probationer must provide some services to improve the community.

County jail time is used as a condition of probation to punish the offender. Jail time may be used as a continuous period of confinement or a specific number of weekends. Weekend jail terms allow for the probationer to experience the punishment of confinement while maintaining his employment. The field officer is responsible for enforcing weekend jail terms as ordered by the Court.

A major goal and frequently a condition of probation is for the probationer to support his dependents and pay his debts. Employment is seen as a key factor in the overall rehabilitation of the offender. This is a major goal for the probationer to accomplish and another responsibility of the field officer to enforce.

The field officer is charged with the responsibility of identifying and removing the dangerous probationer from society as soon as possible. Basic to the philosophy of the Maricopa County Adult Probation Department is that field officers must be in the community. The surveillance function, by definition, must be performed within the natural environment of the community. It is only within this environment that the dangerous probationer may be efficiently identified and effectively removed.

The field officer is charged with the responsibility of rehabilitating the probationer. This extremely difficult task involves identifying the needs of the probationer and coordinating with existing community services to help meet those needs. The field officer must rely upon his experience and education to identify these client needs and utilize his knowledge of community services to find an appropriate agency. The process of identifying probationer's needs occurs each time an individual is placed on probation. At the initial interview, the field officer begins to probe for information which, when compiled with the presentence investigation reveals specific needs which may be provided by community agencies. The field officer then, acting as a "broker of community resources," coordinates the needs of the offender and community agencies designed to fulfill those specific needs. When those specific needs are satisfied appropriately, the life-style of the probationer can be integrated into acceptable community standards and the rehabilitation process is completed.

INTENSIVE SUPERVISION

Specialized caseloads were established to allow a field officer to become extremely knowledgeable in the types of problems inherent to a specific group of probationers and the possible community resources for that type of problem. A specialized caseload is smaller than a standard caseload in order to provide more intensive supervision.

At the end of 1978, intensive supervision caseloads were only available in the Central corridor area. During 1979, the department expanded these types of caseloads to all areas within Maricopa County. From a base of five intensive supervision caseloads the department expanded to twelve by the end of 1979. These caseloads now consist of: Two for hard-core drug abusers, two for long term alcoholics, two for substance abusers, one for the emotionally disturbed, one for the mentally retarded, and four for first-time felony offenders. In order to most appropriately manage these types of offenders effectively, to meet each individual's specific needs, and to provide adequate surveillance these caseloads have been reduced to a maximum of fifty probationers.

The first-time felony offenders caseloads are a nontraditional approach to probation which is made possible by State Aid to Probation. In these caseloads, first time felony offenders are receiving intensive supervision, psychiatric or psychological counseling, and job training. We appreciate the efforts and support of the Arizona Legislature and Arizona Supreme Court in establishing this exciting new program.

DECENTRALIZATION

During 1979, the department celebrated the first year of decentralized probation facilities. The two offices, located at 1521 South Indian Bend Frontage Road in Tempe, and 5322 North Fifty-ninth Avenue in Glendale, provide a site for field supervision for probationers who reside outside the Central corridor; i.e. south of Camelback Road between Forty-third Avenue and Fortieth Street.

The Law Enforcement Assistance Administration is providing \$46,500.00 for the second year of operations. Our sincere appreciation is expressed to the Arizona Justice Planning Agency and the Maricopa County Board of Supervisors for their continued support of this important project.

CONTINUING PROBATION POPULATION

During 1979, the total number of persons on probation to the Maricopa County Adult Probation Department continued to increase. As of December 31, 1979, the department was responsible for 5,374 persons on probation. The in-county caseload of 4,212 probationers as of December 31, 1979, represents those individuals who reside within Maricopa County and are under active supervision by the Adult Probation Department. The last portion of the probation population consists of probationers, 515 of them, for whom probation violation warrants have been issued by the Superior Court for their arrests. Warrant cases are retained until subsequent action is taken by the Court. In previous years, this figure was included in the total probation population. However, since 1978 that figure has been removed, as these individuals are not receiving any services from our department.

PROBATION TERMINATIONS

There are generally three categories of termination of probation: Early Terminations, Expirations, and Revocations. Letter N, Table I in Appendix A presents a comparison of these categories.

Early termination of probation is defined as termination of probation before the expiration of the assigned length of the term. At the time of sentencing, it is difficult to determine the required length of supervision. Some individuals, when placed on probation, appropriately restructure their life-style in a manner which no longer requires continued supervision. There is no functional reason for this individual to remain on supervision, thus, the individual's probation is terminated early. This type of termination is given to those individuals who display exceptional behavior and abide by the rules of their probation, or to individuals sentenced to prison terms. For 1979, 1,310 individuals, or 59% of the total probation terminations within the department, received an early termination of probation from the Maricopa County Superior Court.

ADMINISTRATIVE SERVICES DIVISION

Expiration of probation occurs when an individual's term is completed in full, and the probation period is finished on the date specified by the Court. The department had 535 expirations in 1979, 24% of the total probation terminations for the year.

Probation is revoked by the Court when the defendant has not complied with the terms of probation. Last year, the Court revoked probation for 389 individuals, 17% of the total terminations within the department. Of the probationers revoked, 295 or 76% were sentenced to the Arizona State Prison. Seventy-seven persons (20%) were revoked to the Maricopa County jail and 17 persons (4%) were revoked and sentenced to time served.

The department's violation rate was obtained by taking the beginning probation figure of 4,839 for December 31, 1978, and adding the total new cases assigned for supervision during 1979 calendar year, which was 2,894 for a total of 7,733. This represents the number of individuals supervised during the 1979 calendar year. By taking the 1,303 petitions for revocations submitted to the Court in 1979 and dividing that figure by the total number of probationers supervised, a violation rate of 17% was determined. During calendar year 1979, 884 individuals were found to be in violation of probation, this represents 11% of the total cases supervised by the department.

Of the 884 probationers who were found to be in violation of probation, 389 defendants were found in violation and revoked by the Court. The remaining 495 persons had their probation continued. Two hundred and eleven were continued with county jail or other added conditions, and 284 were continued on probation with the original conditions.

The Administrative Services Division of the Adult Probation Department is charged with providing support services for the ninety-five professionals working in the Department. These services range from seeing that the professionals have the necessary supplies, equipment, clerical help, and facilities to perform their functions to preparation of the annual budget. These services are provided by a staff of forty-five employees, including the Division Director.

Support Services in 1979 were provided with four less staff than in 1978. This was due to the loss of grant positions funded by CETA. In order to provide the same level of services in 1979 with less staff than 1978, it was required that the employees in Support Services work very closely as a team and look for and implement better ways of performing the work. They were able to accomplish this in an outstanding manner, which allowed the professional staff to continue functioning in an effective and efficient manner.

Administrative Services is divided into four primary functional units. They are Word Processing, Records Processing and Maintenance, Secretarial Support, and General Administration.

Word Processing

This unit is responsible for typing presentence reports, chronological entries, letters, the monthly statistical reports and other special typing projects as assigned. The unit is staffed with eight Word Processing Operators, two Typists, a Supervisor and a lead Word Processing Operator. The equipment used combines the memory of a computer with a typewriter keyboard and high speed printer. This equipment is highly suitable for the type of work being done and allows the operators to produce large volumes of work. Studies show that an operator using these machines can produce from two to two and one-half times as much work as a typist using an electric typewriter.

Record Processing

Record Processing's primary responsibilities lie in the area of record keeping. Manual records as well as computer records are maintained on all persons referred to the department by the Courts. This unit is also responsible for staffing the switchboard and reception area, and providing courier service to the district probation offices, the Courts and other law enforcement agencies. The unit is staffed by a Supervisor, an Assistant Supervisor, two Data Entry Operators and eight Typists and Clerks.

Secretarial Support

The Secretarial Support Unit is responsible for providing secretarial and clerical support to the two district offices, the Institutional Probation Officer, the Work Furlough Program and other specialized caseloads throughout the Department. This unit is staffed by thirteen Secretaries and Typists and a Supervisor.

General Administration

This unit is responsible for budget preparation and control, payroll preparation, payment of claims, keeping of accounting records, requisitioning, storing and issuing of supplies, building and equipment maintenance, equipment inventory control, personnel records, clerical support to management, financial management of Work Furlough participants and coordination of all of these functions with other County service and administrative departments. The unit is staffed with a Judicial Secretary, two Administrative Assistants and an Account Clerk II.

The Administrative Services Division has its primary goal for 1980, to find and implement more efficient ways to serve the professional staff of Adult Probation Department with the same staff compliment or a minimum increase in support services personnel.

APPENDIX
Statistical Tables

TABLE I
1978-79 Calendar Year Comparisons

	<u>1979</u>	<u>1978</u>	<u>Percent Change</u>
A. Presentence Reports Submitted	3,976	3,634	+ 9.4
B. Defendants Sentenced			
Felony	3,230	2,715	+18.9
Misdemeanor	700	868	-19.4
Total	<u>3,930</u>	<u>3,583</u>	+ 9.7
C. Probation Grants			
Felony	2,402	1,963	+22.4
Misdemeanor	492	641	-23.3
Total	<u>2,894</u>	<u>2,604</u>	+11.1
D. Special Condition of Probation			
County Jail	976	1,196	-18.4
Prison	76	120	-36.7
Work Order	395	497	-20.5
Restitution/Reimbursement	1,468	1,221	+20.2
Fine	433	402	+ 7.7
E. Sentencing Alternatives			
Probation	2,894	2,604	+11.1
Prison	795	733	+ 8.4
Jail	85	114	-25.4
Time Served	56	22	+154.5
Fine	80	74	+ 8.1
Other	20	36	-44.4
Total	<u>3,930</u>	<u>3,583</u>	+ 9.7
F. *Total Caseload Breakdown			
Felony	4,821	4,200	+14.8
Misdemeanor	553	639	-13.5
Total	<u>5,374</u>	<u>4,839</u>	+11.1
G. *Case Supervision			
Active In-County Cases	4,212	3,855	+ 9.3
Out-Of-County Cases	128	119	+ 7.6
Out-Of-State Cases	413	350	+18.0
Warrant Cases	621	515	+20.6
Total	<u>5,374</u>	<u>4,839</u>	+11.1

	<u>1979</u>	<u>1978</u>	<u>Percent Change</u>
H. Caseload Average			
Active In-County	75.2	85.7	N/A
In-County and OOC	76.1	86.4	N/A
In-County, OOC and OOS	81.9	92.0	N/A
In-County, OOC, OOS and Warrants	92.7	102.9	N/A
I. DAPO Contacts			
Number Of Clients Contacted	33,444	28,726	+16.4
Multiple Contacts	45,981	38,428	+19.7
Collateral Contacts	16,627	11,839	+40.4
Total Contacts	62,608	50,267	+24.6
J. Revocations			
Petitions Filed	1,303	1,170	+11.4
Violation Reports Submitted	884	780	+13.3
Probationers Revoked - ASP	295	261	+13.0
Probationers Revoked - MCJ	77	61	+16.7
Probationers Revoked - Other	17	4	+325.0
Probationers Revoked - Total	389	326	+19.3
Probationers Reinstated - Jail Time	211	281	-24.9
Probationers Reinstated - No Jail Time	284	174	+63.2
Probationers Reinstated - Total	495	455	+ 8.8
K. Expirations			
Early Terminated	1,310	982	+33.4
Expired	535	833	-35.8
L. Volunteer Services			
Hours By Volunteers	6,005	4,923	+21.9
Contacts By Volunteers	2,765	2,530	+ 9.3
M. Work Order Program			
Number Placed In Program	395	559	-29.3
Number Active In Program	545	531	+ 2.6
Total Hours This Year	31,826	32,888	- 3.3
Number Of Successful Completions	260	247	+ 5.3
Number Removed For Failure To Comply	58	42	+38
N. Staff Development			
Training Hours Available	157	N/A	
Estimated Number In Audiences Of Staff Participation In Speaker's Bureau	2,041	N/A	

	<u>1979</u>	<u>1978</u>	<u>Percent Change</u>
O. Employment Services			
Probationer Job Referrals	376	N/A	
Probationers Receiving Jobs	110	N/A	
Probationers Placed In Skilled Training	25	N/A	
P. Institutional Probation Officer			
Total Caseload	137	N/A	
Total Number Work Furlough	32	N/A	
Wages Earned Work Furlough	\$124,688	N/A	
Payment Cost of Custody	\$ 43,239	N/A	
Q. **Monies Collected			
Restitution/Reimbursement	\$424,718	\$316,290	+34.3
Fines	\$ 86,308	\$166,756	N/A
Total	\$511,026	\$483,046	N/A

* As of December 31, 1979 or 1978

** Fines collected in 1978 included more categories (and thus more money) than 1979.

TABLE II
Social Characteristics Of Probation Population

A. Age	1979		1978	
	N	%	N	%
Under 18	14	0.3	25	.5
18-21	1,709	31.8	1,818	37.6
22-24	1,021	19.0	914	18.9
25-27	699	13.0	637	13.2
28-35	983	18.3	815	16.9
36-40	301	5.6	250	5.1
41-45	188	3.5	147	3.0
46 and over	459	8.5	233	4.8
Total	5,374	100.0	4,839	100.0

B. Sex	1979		1978	
	N	%	N	%
Male	4,670	86.9	4,195	86.7
Female	704	13.1	644	13.3
Total	5,374	100.0	4,839	100.0

C. Ethnicity	1979		1978	
	N	%	N	%
White	3,552	66.1	3,202	66.2
Black	661	12.3	570	11.8
Mex-Am	1,026	19.1	957	19.8
Indian	118	2.2	94	1.9
Other	17	0.3	16	.3
Total	5,374	100.0	4,839	100.0

TABLE III
Breakdown Of Crime Categories

A. Comparison between December 31, 1979 and December 31, 1978.

	1979		1978	
	N	%	N	%
Persons Crime				
Homicide	97	1.8	87	1.8
Sex Offenses	150	2.8	106	2.2
Robbery	258	4.8	218	4.5
Assault	543	10.1	377	7.8
Other	177	3.3	184	3.8
Sub-total	1,225	22.8	972	20.1
Property Crimes				
White Collar	462	8.6	440	9.1
Burglary	1,096	20.4	1,108	22.9
Larceny	468	8.7	358	7.4
Theft	183	3.4	150	3.1
Other	188	3.5	135	2.8
Sub-total	2,397	44.6	2,191	45.3
Other Crimes				
Obstruct Justice	177	3.3	156	3.2
Drug	1,215	22.6	1,200	24.8
DWI	140	2.6	121	2.5
Public Order	91	1.7	97	2.0
Other	129	2.4	102	2.1
Sub-total	1,752	32.6	1,676	34.6
Grand Total	5,374	100.0	4,839	100.0

B. Comparison between New Grants 1979 and New Grants 1978.

	<u>New 1979</u>		<u>New 1978</u>	
	<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u>
Persons Crimes				
Homicide	46	1.6	57	2.2
Sex Offenses	98	3.4	42	1.7
Robbery	110	3.8	96	3.7
Assault	440	15.2	214	8.2
Other	75	2.6	135	5.2
Sub-total	<u>769</u>	<u>26.6</u>	<u>544</u>	<u>21.0</u>
Property Crimes				
White Collar	203	7.0	182	7.0
Burglary	460	15.9	481	18.5
Larceny	318	11.0	245	9.4
Theft	122	4.2	99	3.8
Other	136	4.7	94	3.6
Sub-total	<u>1,239</u>	<u>42.8</u>	<u>1,101</u>	<u>42.3</u>
Other Crimes				
Obstruct	116	4.0	125	4.8
Drug	547	18.9	581	22.3
DWI	113	3.9	95	3.6
Public Order	38	1.3	66	2.5
Other	72	2.5	92	3.5
Sub-total	<u>886</u>	<u>30.6</u>	<u>959</u>	<u>36.7</u>
Grand Total	2,894	100.0	2,604	100.0

END