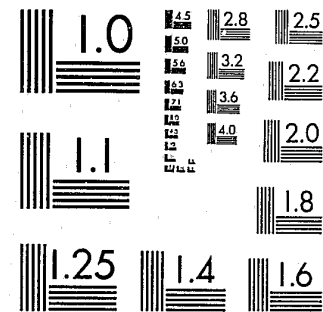


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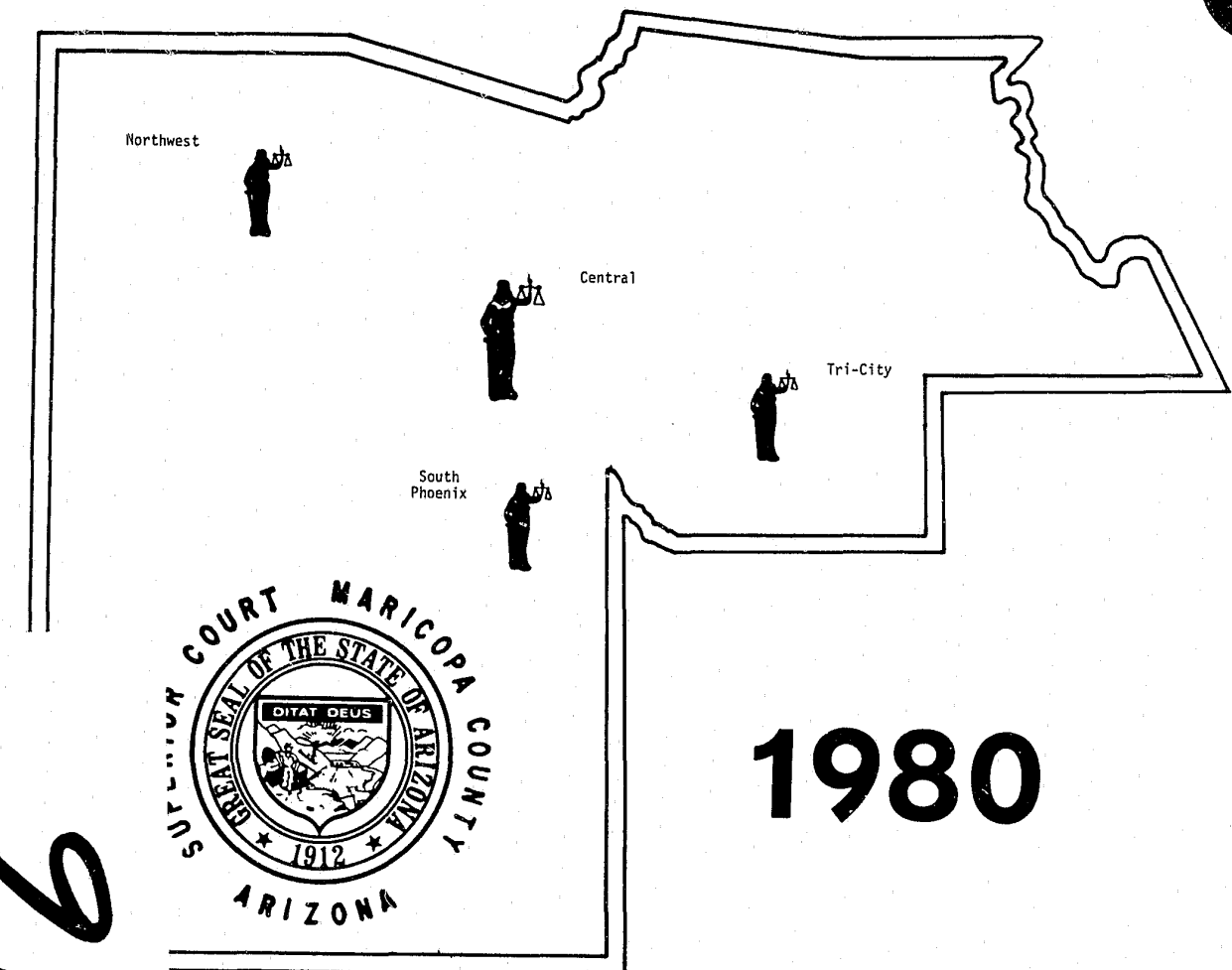
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

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4-8-82



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ANNUAL REPORT

Adult Probation Department
Superior Court Maricopa County

Maricopa
Superior Court
Adult Probation Department

ANNUAL REPORT

1980

ADULT PROBATION DEPARTMENT
SUPERIOR COURT MARICOPA COUNTY

HENRY C. DUFFIE
CHIEF PROBATION OFFICER

U.S. Department of Justice
National Institute of Justice

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Court- Adult Probation

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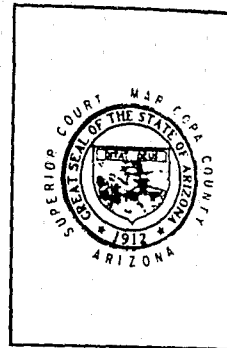
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ADULT PROBATION DEPARTMENT

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

500 SOUTH THIRD AVENUE PHOENIX, ARIZONA 85003 602-262-3871

HENRY C. DUFFIE, Chief Probation Officer



March 6, 1981

The Honorable Robert C. Broomfield
Presiding Judge
Maricopa County Superior Court
Phoenix, Arizona 85003

Dear Judge Broomfield:

The purpose of this letter is to highlight events that occurred during 1980 that impacted on the Adult Probation Department.

For the second consecutive year, the budgetary process offered no relief in our ever-increasing workload. In last year's report, I indicated that we had been able to maintain our level of effectiveness and efficiency during the preceding year; however, I also indicated that without additional manpower this would begin to deteriorate. Unfortunately, I must report at this time that I believe what I forecasted is occurring.

As I write this letter, we are preparing to submit our 81-82 FY budget request and will be requesting substantial personnel to maintain our current level of service. Hopefully, our critical needs will be recognized and a positive response received.

This report indicates that presentence reports prepared for the court increased 18.2% from 3976 in 1979 to 4701 in 1980 and that our total number of individuals supervised increased from 7733 to 8897 at 15.05%. As the result of this growth, our average caseload now stands at 107 per officer assigned to supervision. As you will recall, we have attempted to reach caseload average of 60 per officer in supervision and 12 investigations per month average for those officers assigned to presentence investigations. The data available suggests that we are steadily falling behind with no apparent ability to reverse this trend.

The Honorable Robert C. Broomfield
Presiding Judge
March 6, 1981
Page Two

The major emphasis of management during 1980 was to deal with this growth while practicing "cutback management." I can report reasonable success in this endeavor; however, we are fast approaching a critical situation.

Other highlights for 1980 are that the Criminal Division sentencings increased by 20%, and of those sentenced by the court, 75% were granted probation. Of the 3523 defendants receiving probation, 88% were felonies. There were 945 defendants committed to Arizona State Prison at time of sentencing, a 19% increase over 1979. In addition, 335 individuals had their probation revoked and were sentenced to Arizona State Prison, an increase of 13% over 1979. One final highlight is that the department was responsible for collecting, in restitution, reimbursement and fines, a total of \$747,828, a significant 46% increase over 1979.

With the advent of 1981, we continue to strive to provide the most cost-effective service as is possible. As always, the Judges of the Superior Court continue to be supportive of our efforts. Specifically, I wish to personally thank you and Judge French for your continued support and assistance.

The management and staff of the Adult Probation Department are committed to doing the best professional job we can with the resources we are provided.

Sincerely,

H. 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

CRIMINAL JUDGES--SUPERIOR COURT MARICOPA COUNTY

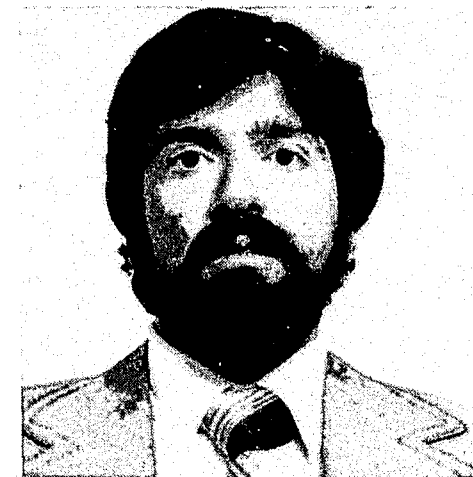
Honorable I. Sy'van Brown
Honorable Rufus C. Coulter
Honorable David Derickson
Honorable William P. French
Honorable Rudolf J. Gerber
Honorable Sarah Grant

Honorable David L. Grounds
Honorable Paul W. La Prade
Honorable Philip W. Marquardt
Honorable Robert L. Myers
Honorable Howard V. Peterson

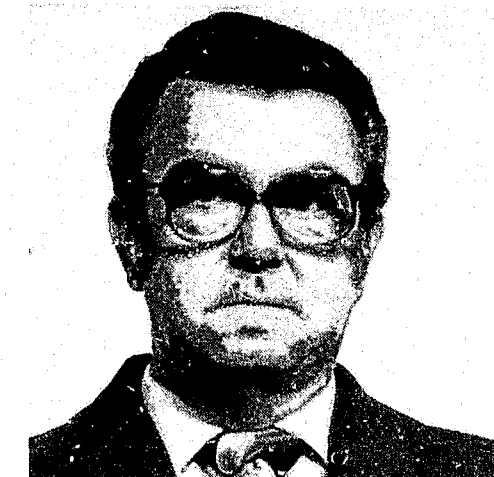
MANAGEMENT TEAM



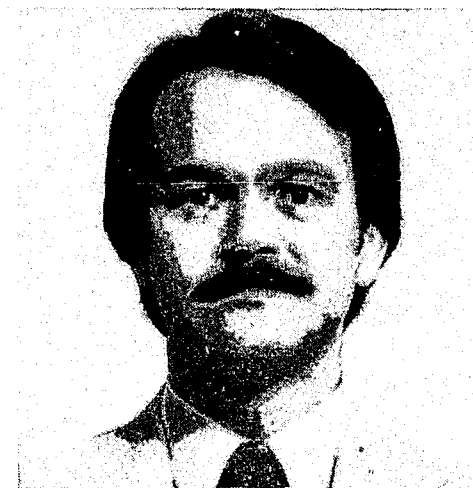
Henry C. Duffie
Chief Probation Officer



Sal Fiore
Assistant to Chief



H. Wayne Johnson
Director, Administrative Services



Gary Graham
Director, Investigation and
Special Services



John L. Tremaine
Director, Field Services

ADULT PROBATION IN MARICOPA COUNTY

Since its creation in December, 1971, the Maricopa County Adult Probation Department has provided services to the Superior Court of Maricopa County as mandated by the Arizona Constitution, and provided by the Arizona Revised Statutes and Rules of Criminal Procedure. The Department serves the Court in two ways. First, the Department conducts investigations and prepares presentence reports for persons convicted in Superior Court who are pending sentencing. Second, the Department supervises those persons granted probation by the Court. Both of these functions are performed with the understanding that the safety and protection of the community is the Department's primary concern.

Individuals convicted and referred to the Department by the Superior Court are thoroughly investigated by the Department's presentence officers who are intent on determining the risk and threat the convicted individuals pose to the community. This determination is made following an assessment of the crime committed, the individual's involvement in the offense, and his past background. The statements of police and victims are also important considerations which impact on an investigator's recommendation for disposition and corrective action or "treatment" plans.

In addition to protection of the community, the Department emphasizes the "rehabilitation" and reintegration of offenders into the community, as law-abiding, taxpaying citizens. Plans for supervision of individuals placed on probation are designed by probation officers to insure social control, provide rehabilitative assistance and establish "frames for life" which demand accountability and responsibility on the part of the offenders. Probationers are responsible for complying with all specific terms and conditions of their probation as directed by the Court. Frequently, probationers are ordered to serve time in the County Jail as a condition of their probation. Conditions of probation may also include orders of restitution, reimbursement, fines, and orders of participation and cooperation in counseling, and drug or alcohol programs. In enforcing these orders of the Court, probation officers monitor and control behavior through active supervision and surveillance. Non-compliance is dealt with in a timely manner, and probationers are taught to expect the natural consequences of maladaptive behavior, which could result in revocation of their probation and incarceration in the Arizona State Prison.

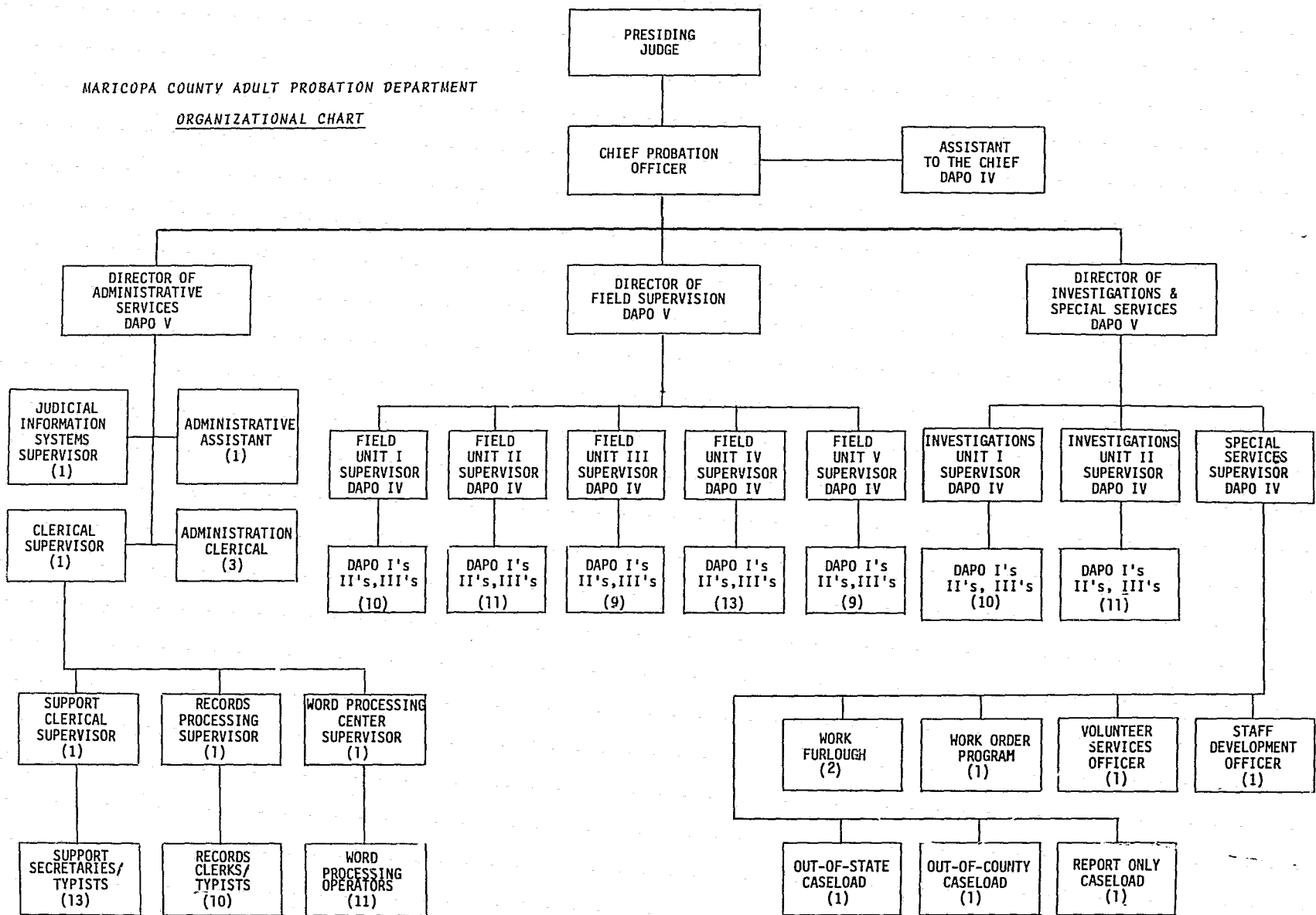
Probation is a cost-effective alternative to incarceration and enables the establishment of a life context for probationers as close as possible to that which is "normal" in society. That is, probation enables probationers to hold legitimate jobs, live within and contribute to family and friendship structures, help themselves by drawing upon community resources, develop a positive self-image, exercise self-reliance and choice in life decisions and be accountable for those choices. In most cases, probationers have made the most of these opportunities, as over 80% have successfully completed their probation.

The immediate savings to the taxpayers has been significant, as the cost to maintain an individual on probation is less than 1/10 the cost of incarceration. A working probationer, supporting a family, also contributes to the tax base and often keeps dependents off welfare, resulting in an even

greater savings to the taxpayer. The long-term savings is considered even greater, since probation, as a form of community based corrections, appears to have been more successful in getting the convicted offender out of the "revolving door syndrome," than has prison incarceration. The lower recidivism rate translates into a great fiscal savings to the taxpayer for each person who is successfully diverted from re-entering the system.

The Department's past successes are a constant reminder of the need to continue to maintain sights on our goals, despite the increasing pressures associated with fiscal restraint, diminishing resources and increasing accountability in the government sector. While it is evident that an increasing probation population will increase the need of personnel, our commitment to the furtherance of justice and the prevention/control of crime will bolster our efforts to explore alternative means of getting the job done during these times of "cutback management," without severely sacrificing our level of service to the Courts and the community. Now more than ever, given the realities that restrict achievements, we recognize the need for citizen understanding, support, and involvement in the criminal justice process. This is a time when key decisions will be made which will significantly impact on our service delivery with social and economic cost implications.

MARICOPA COUNTY ADULT PROBATION DEPARTMENT
ORGANIZATIONAL CHART



Organizational Chart

DECENTRALIZATION

In January of 1981, we were pleased to announce the opening of our third satellite office, located at 7035 South Central Avenue, Phoenix. This will give localized coverage to the South Phoenix area just as the northwestern and eastern sections of Maricopa County have enjoyed for the past two years. The central portion of the county continues to be serviced by the main office located near the County Complex and Superior Courts.

The Law Enforcement Assistance Administration (LEAA) continues to fund the operating expenses of the satellite offices; and we again express our appreciation to the Arizona Justice Planning Agency and the Maricopa County Association of Governments. Valuable support for the project also continues from the Maricopa County Board of Supervisors and the Maricopa County Superior Court.

While there are many reasons we are excited about this project, they can generally be grouped into 3 major areas: Increased staff effectiveness, increased cost effectiveness, and increased morale of Department staff and clients.

Our major area of consideration in the decision to decentralize field services, was to increase the effectiveness of staff. Maricopa County is becoming increasingly metropolitan and the Maricopa County Adult Probation Department is one of the fastest growing agencies of its kind. To meet the needs of the community and the clients, it has become apparent that we must be in the community and be more easily accessible to the client. We have found client contacts have risen with decentralization due to increased accessibility. Some statistical studies have indicated a direct correlation between successful completion of probation and frequent contact with the client.

Local law enforcement and community resource agencies have also been vocal in their support for decentralization because of increased contact. Police agencies which have been particularly supportive include Glendale Police Department, Maricopa County Sheriff's Office, Mesa Police Department, Tempe Police Department, and Scottsdale Police Department. N.O.V.A., T.A.S.C., and Tri-City Mental Health are representative of the local supportive services which have offered their assistance.

Another factor pointing to the success of the project has been the accelerated case turnover. Statistical data support our theory that decentralization will allow faster recognition of those clients who no longer require our services and are therefore early terminated, as well as the more rapid discovery of those who are not amenable to treatment and are therefore revoked.

A second area of concern was increased cost effectiveness of field services. Maricopa County covers 9,226 square miles, larger than some states, and is supervised by 52 field officers. Except for the past two years, our Department staff has generally grown as our client population has increased, and the leasing of satellite offices has been much less expensive than either purchasing new facilities or renovating our central Phoenix property. Because the officers are working in the areas they supervise, less gasoline is used in making field contacts with clients and community resources.

A third area of interest has been staff and client morale. The area offices are small, pleasant facilities of adequate ventilation; they have a comfortable reception area, and have an attractive, low maintenance floor covering. While certainly not luxurious, the area offices are very conducive to a calm, quiet working atmosphere for all concerned, which is necessary if successful counseling is to occur.

With the success in these three major areas, and more, we feel the decentralization of field services has been extremely successful.

INVESTIGATIONS AND SPECIAL SERVICES DIVISION

INTRODUCTION

During 1980, the challenge to the staff of the Investigations and Special Services Division was similar to that facing the entire organization: The necessity of providing viable service to the clients, the Court and the community in an era of diminishing resources. In a year of "cutback" management, coupled with escalating workloads, a number of critical decisions were made impacting on the very nature of the types and quality of services delivered. It continues to be the goal of all staff within this division to provide the highest quality and "caliber" of service possible, however, now more than ever what is possible is often dictated by available resources.

Within the Division, work has been ongoing in review and analysis of our day-to-day operations, as well as each program concept. There have been changes which will be described, in the workload and concomitant demands on staff. In spite of these changes, there remains one constant: The commitment of the staff of the Division to provide the highest level of services that is available and attainable.

Gary Graham, Director

<u>INV. UNIT I</u>	<u>INV. UNIT II</u>	<u>SPECIAL SERVICES</u>
Edna Alfred, Supervisor	Wade Hoffman, Supervisor	Mike Goss, Supervisor
John Black Bill Fitzgerald Christine Harder Andy Lembo Anne Martin Bonnie Thrailkill Roger Vallie Gloria Washington Dave Wilcox Ruben Young	Paul Cooley Ken Groom Amanda Herman John Jacobs Janet Johnston Darby Jones Tom Oliver Bill Roberson Rick Utter Ron Watkins	Sam Hanna--Staff Development Mike Wilson--Volunteer Henry Anderson--Work Order Armando Gandarilla--OOS Jack Watson--OOC Von Jackson--ROC Milt Hargis--WFP Jeff Brown--WFP

PRESENTENCE REPORTS

Presentence reports are submitted to the court prior to sentencing in order to facilitate the exploration of the most judicious sentencing alternatives available to the court. The reports allow for the individualization of the sentencings function. Presentence reports are prepared to reflect the most relevant available information necessary to present the elements of the offense and social accoutrements of the offender. The report culminates in a formal recommendation to the court. The recommendation serves as the basis upon which the Judge makes the ultimate decision as to the exact penalty appropriate in each criminal case. Presentence reports are submitted to the court in practically all criminal cases and are prepared by the Adult Probation Department.

The presentence investigation encompasses a comprehensive analysis of information gathered from a wide variety of sources. The probation officer compiling the report considers the offender's social situation, explores motives, tries to discern the offender's relative involvement in the crime, considers information from police, attorneys, victims and interested others. The collection, examination, and synthesis of that material provides the data which comprises the actual report. During the 1980 calendar year a total of 4,701 presentence reports were prepared by staff of the Adult Probation Department and submitted to the Superior Court.

SPECIAL SERVICES UNIT

OVERVIEW OF SPECIAL SERVICES

The Special Services Unit as designed, continues to provide the Department with auxiliary services thus offering probation officers, probationers, and the public, the most effective program within the Criminal Justice System. The unit includes staff assigned to Staff Development, Volunteer Services, Work Order, Out-of-State, Out-of-County, Report Only and Work Furlough Program. Historically, the Institutional Probation Officer was an integral part of Special Services. However, due to financially related cutbacks, the IPO Program was disbanded in September, 1980.

Each function of the Special Services Unit is varied and unique, therefore, a brief individual summary is necessary.

RECORD ONLY CASELOAD

This caseload, which has been operational for five years, was recently changed to maintain defendants requiring record level supervision only. This category includes assignments directly from the Courts and other referrals by Field Probation Officers where the defendant has experienced regular supervision and has stabilized. Direct contact with probationers is limited to crisis or problem situations such as new arrest, or the development of extreme personal problems.

As of December, 1980, the total caseload was 201. During September and October no new assignments were accepted in an effort to further streamline the operation. Considerations for possible procedural changes have been presented to the Court.

The main objectives of this caseload are (1) to assist in the reduction of high field caseloads and (2) afford control of cases which are either not appropriate for early termination (due to needed completion of terms involving restitution, reimbursement, fines, work orders, etc.) or for varying reasons need record level supervision until expiration.

INSTITUTIONAL PROBATION OFFICER

This caseload functioned for three years under the auspices of funding from LEAA. The caseload and concept were discontinued September 15, 1980, due to lack of funding by the Maricopa County Board of Supervisors.

Responsibilities of the I.P.O. included (1) initial interviews (2) in-custody supervision (3) developing in-house and furlough training programs (4) pre-release programs and (5) liaison with detention personnel. The clientele involved probationers serving jail sentences as a term of their probation. These persons were housed either at the Main Jail, Annex, Durango, Avondale or Chandler facilities.

During this year programs utilized included the Skill Center, AFL-CIO Training Programs, OIC, GED, Career Development, A.A., D.V.R. Also the program utilized various residential treatment centers for substance abusers, referrals to mental health centers and the use of volunteers and interns. The main objectives of the caseload were: (1) to assist in relieving high caseloads; (2) to expedite services for incarcerated defendants; (3) to provide a more efficient means of communication between defendants and the Department by having an "on-site" office; (4) to provide release planning for probationers getting ready to leave jail.

WORK ORDER PROGRAM

The Work Order Program represents a viable sentencing alternative available to the Superior Court. Work Order, as a condition of probation, is imposed in lieu of a fine and/or incarceration and requires a probationer to work for a public or non-profit agency a given number of hours per month without pay or other remuneration.

The program is designed to allow a probationer to remain in society and continue a normal life-style, to prevent or lessen the financial stress to the defendant and his/her family, and to provide a diversity of volunteer services to charitable/non-profit agencies. Probationers are usually assigned throughout Maricopa County; however, some are permitted to live in other counties or states and continue participating in the program.

Participation in the Work Order Program can provide rehabilitative therapy for the probationer. Positive interaction with the agency can result in a skill, a new career, new friends, enhanced self-esteem, etc.--any one or combination of which could become a deterrent to recidivism.

In 1980, 973 probationers were assigned to the Work Order Program, providing 34,918 hours of community service to over 150 agencies. This represents a savings of \$108,246 based on minimum wage computation of \$3.10 per hour.

VOLUNTEER SERVICES

The Maricopa County Adult Probation Volunteer Services solicits community spirited citizens to donate time and energy to assist those persons on probation.

Volunteers, both men and women of all ages and backgrounds, work in every area of the probation department. They provide services such as counseling, assisting in gathering data for presentence investigations, Spanish-English interpreting, and participating in the Speaker's Bureau. Volunteers are also assigned as employment counselors to assist probationers in finding employment in the Glendale, Tempe and Phoenix offices. Finally, volunteers assist in editing the "Terms and Conditions" Newsletter, a paper which provides information concerning volunteers and staff activities in the Department.

Department staff and the Volunteer Services Officer meet on a monthly basis throughout the year to plan and help organize several projects and events. Among these were the recruitment of student interns from Arizona State University, Penn State University, Michigan State University; a Christmas Food Basket Drive; Annual Volunteer Recognition Party; and other organized events.

The Volunteer Services Program is continuing to generate new ideas for improved client services and provides the manpower for implementation of these programs within the Department. The Volunteer Program has been selected by the National Association on Volunteers in Criminal Justice to participate in the development of guidelines for "The Design and Management of Criminal Justice Volunteer Programs" in Adult Probation Departments.

The volunteers collectively reported a total of 7,210 hours of service during 1980 and provided 2,667 contacts with clients. Additionally, they completed 533 initial interviews with defendants assigned for presentence investigations. These services represent a contribution of \$66,000 of services to the Department.

OUT-OF-COUNTY CASELOAD

This caseload is comprised of those persons placed on probation in Maricopa County Superior Court, who reside in the State of Arizona, but outside Maricopa County.

Courtesy Supervision of our probationers is conducted upon request by probation departments in the 13 other counties, and in most instances, necessary treatment and counseling programs are available. The probationers continue to be held accountable to the terms and conditions of probation imposed by the court and our department handles any proceeding where allegations of violation of probation are made. During 1980, the caseload averaged 170. We have a reciprocal arrangement with the other counties, whereby we conduct Courtesy Supervision of their probationers residing in Maricopa County when requested to do so.

WORK FURLOUGH PROGRAM

The Work Furlough Program is a cooperative effort of the Maricopa County Superior Court, the Adult Probation Department and the Maricopa County Sheriff's Office. 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 in terms of both funding and public support. A pilot program of ten men was authorized, and since that time the program has grown to over 60 participants, both men and women. Further growth is dependent upon space available at the Durango Correctional Institution and addition of staff to accommodate program expansion to 96 males in the near future.

When accepted into the program, a probationer 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 is supervised by a probation officer who is called the Work Furlough Coordinator. These officers insure 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 also file an application to the program.

The Program deducts \$6.50 per day per participant for costs to offset the cost of incarceration. It also pays restitution, fine and reimbursements, as well as sending funds to the families of the participating offender.

INCOME AND EXPENSES 1-1-80 to 12-31-80

Beginning Balance, 1-1-80	\$ 212.08
Income	258,857.05
Less Expenses:	
Room and Board	\$ 83,050.01
Restitution	3,792.45
Court Costs	725.00
Fines	742.10
Personal Debt Paid	2,928.17
Dependent Care	92,773.53
Personal Expense	43,057.48
Dep. to Savings/Checking	19,467.66
Pay on Release	8,864.30
Total Expense	255,400.70
Ending Balance, Dec. 31, 1980	\$ 3,668.43

OUT-OF-STATE CASELOAD

The purpose of the Interstate Compact agreement is to assist in developing a plan for the individual residing in a state other than Arizona which would best serve to aid in his ultimate rehabilitation. The individuals who qualify have been sentenced to probation in Maricopa County, however, reside outside the State of Arizona.

Active supervision of such cases is provided through a reciprocal agreement between the 50 States plus the United States territories of Puerto Rico and the Virgin Islands. This agreement permits probationers the opportunity to have active supervision of their probation when it is transferred to another state.

The caseload is managed by a probation officer with the assistance of a secretary. Continual and extensive communication must be generated through the various Interstate Compact agencies in the various states. This ensures a smooth transition in the acceptance of a case for supervision through the Interstate Compact. It is also noted that proper communication must be maintained, especially in handling problem cases in which extradition has to be completed. An additional responsibility involves working closely with the Immigration authorities in sentencing of illegal aliens which requires coordinating various aspects of Federal Law and the Interstate Compact.

As of December 31, 1980, 352 probationers were assigned to the Out-of-State Caseload unit. Of these, 102 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.

STAFF DEVELOPMENT OFFICE

The Adult Probation Department continues its strong commitment to educational programs and resource development through the Staff Development Office. Throughout 1980, numerous training programs and events were coordinated and presented to upgrade staff expertise and knowledge. Specialized training in the areas of Privacy and Security, Substance Abuse, Motorcycle and Street Gangs, Assaultive Individuals, and Domestic Violence are just a few of the programs presented. Each Probation Officer individually experienced enough in-service training hours to meet the American Correctional Association Accreditation Standards.

In June of 1980, the Department completed the final phase of the Organizational Team Building project which began in 1978. By November of 1980, follow-up workshops had been designed and implemented for new staff to perpetuate the concept of Participatory Management.

A new aspect of Staff Development which involves entry level Probation Officers began in June of 1980. All entry level officers meet on a monthly basis for training specifically designed for them. In addition to enriched educational experience, the officers have developed a sense of involvement and commitment resulting from the group.

An adjunct to Staff Development is the Speaker's Bureau, which maintains an active role in public relations within the organization. In 1980, members of the Speaker's Bureau made numerous appearances before a variety of audiences which included churches, schools, civic groups, and local organizations. Those appearances brought the probation message to approximately 2,394 local residents.

FIELD SERVICES DIVISION

INTRODUCTION

The Field Services Division of the Maricopa County Adult Probation Department is comprised of a division director, five unit supervisors and fifty-three line officers. These officers have average caseload sizes of 78.7. Their primary task is to enforce all orders of the Court, i.e., terms of probation. This can include a myriad of things, from monitoring restitution payments to placing a probationer in a drug-abuse treatment facility.

In the early stages of supervision, the Probation Officer establishes a treatment plan and goals. One of these goals always is to maintain regular contact with the probationer. Basic to the philosophy of our Department is the belief that field officers must be in the community. Consequently, home visits are required.

John Tremaine, Director

FIELD UNIT I

Basil Wiederkehr,
Supervisor

Bruce Atkinson
Max Bessler
Mike Daniels
Jean Fox
Joanne Hester
Chuck Knutesen
Bill McNab
Jim O'Shersky
Randy Walker

FIELD UNIT II

Frank Vitaro,
Supervisor

Ed Delci
Barbara Glessner
Jim Hanosh
Phil Havens
Mike Jones
Barry Norris
Dana Peters
Terry Ray
Tom Turk
Bob Van Luchene
Steve Weil

FIELD UNIT III

Tom Breidenbach,
Supervisor

Nancy Chaikowski
Sally Falkner
Sharon Folbrecht
Martin Krizay
Paul O'Connell
Doug Pilcher
Marty Soto
Jay Starks
Mary Walensa

FIELD UNIT IV

Gael Parks,
Supervisor

Don Baker
Jim Baribault
Tom Casebeer
Gerry Duncan
Pat Gupton
Pat Healy
Rupert Loza
Neal Nicolay
Richard Rodgers
Stan Rykowski
Charles Samuels
Dennis Watterson
Warren Zimmer

FIELD UNIT V

Rich Bertoli,
Supervisor

Elizabeth Barkley
Pam Boyle
Lee Brinkmoeller
Ted Compoc
Tad Roberts
Wayne Scamuffa
Jay Yerman
Ed Vall

INTENSIVE SUPERVISION

The Department has long believed in the value of specialized intensive caseloads which allow certain officers to gain expertise in working with problem probationers. This expertise enables the department to provide better services to the probationers. At the end of 1978, the Department had five such caseloads. These have now been increased to fifteen. In the Central Office they consist of two for drug abusers, two for alcohol abusers, one for the emotionally disturbed, one for the mentally retarded, and three for first time felony offenders. The Glendale, Tempe, and South Phoenix Offices each have two: One substance abuse and one first time felony offender. All of these caseloads have a maximum of fifty probationers.

In 1978, the Arizona Legislature passed a bill enabling the Arizona Supreme Court to provide funds for first time felony offenders. The basic concept was that specialized probation services to those less involved in the criminal justice system would have a strong long-term effect upon the lives of these probationers and keep them from becoming more firmly entrenched in the criminal justice system. In these caseloads, first time felony offenders are receiving intensive supervision, counseling for drug, alcohol or psychological problems, and job training. From three caseloads, which began early in 1979, their number has now grown to six in our Department. We appreciate the efforts and support of the Arizona Legislature and Arizona Supreme Court in establishing and continuing this program.

CONTINUING PROBATION POPULATION

During 1980, the total probation population of the Department continued to increase. As of December 31, 1980, the Department was responsible for 5,971 probationers. The in-county caseload of 4,452 represents probationers who reside in Maricopa County and are under active supervision. At the end of the year, 182 probationers were awaiting early termination. In previous years, this figure was included in the total probation population, however, it has been removed, as these probationers are not receiving any services from our Department during the six weeks or so that they await official early termination by the Court. The last portion of the probation population consists of 781 probationers for whom probation violation warrants have been issued. Warrant cases are retained until the person is rearrested and taken to court.

PROBATION TERMINATIONS

There are generally three categories of termination of probation: Early Terminations, Expirations, and Revocations. Please refer to the appendix for a statistical 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 them to remain on supervision, thus, their 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. For 1980, 1,935 individuals, or 68% of the total probation terminations within the Department, received an early termination of probation from the Maricopa County Superior Court.

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 491 expirations in 1980, 17% 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 431 individuals, 15% of the total terminations within the Department. Of the probationers revoked, 335 or 78% were sentenced to the Arizona State Prison. Ninety-six probationers, (22%) were revoked and sentenced to the Maricopa County Jail.

The Department's violation rate was obtained by taking the beginning probation figure of 5,374 for December 31, 1979, and adding the total new cases assigned for supervision during 1980 calendar year, which was 3,523 for a total of 8,897. This represents the number of individuals supervised during the 1980 calendar year. By taking the 1,657 petitions for revocations submitted to the Court in 1980, and dividing that figure by the total number of probationers supervised, a violation rate of 19% was determined. During calendar year 1980, 1,122 individuals were found to be in violation of probation, this represents 13% of the total cases supervised by the Department.

Of the 1,122 probationers who were found to be in violation of probation, 431 defendants were found in violation and revoked by the Court. The remaining 691 persons had their probation reinstated. Two hundred and eighty-two were continued with county jail or other added conditions, and 409 were continued on probation with the original conditions remaining in effect.

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division performs an extremely important function in the Maricopa County Adult Probation Department, and is an integral part of the Department. The Administrative Services Division provides services ranging from typing and secretarial services to budget preparation and control. There are presently four operating units within Administrative Services with a total of 44 budgeted positions. The four operating units are 1) Secretarial Support Services, 2) Word Processing Services, 3) Records Management, and, 4) Budgets, Accounting and Statistics.

The primary responsibilities of each of the operating units and their staff complements are briefly outlined below.

Wayne Johnson, Director, Administrative Services

Rob Payne, Judicial Information System Supervisor

Ceci Alvarado, Administrative Secretary

Vesta Walker, Secretary

Jane Miller, Administrative Assistant

Lois Gugel-Aronson, Supervisor of Clerical Services

Marty Burke,
Unit Clerical Supervisor

Georgia Levario,
Records Processing Supervisor

Joanie Potter,
Assistant Supervisor

Ann Barkl
Sara Fierro
Elaine Hart
Gloria Kulwin
Eleanor Lloyd
Karen Lockett
Carol Martinez

Jo Anne Ondrejch
Marie Schlutow
Mildred Simon
Carol Sullivan
Pat Titgen
Kathy Tussing

Bertie Atadero
Robin Atadero
Veronica Barbee
Judy Lopez
Dora Macklin

Preston Parker
Sherri Reber
Elizabeth Short
Diana Tecklenburg

Louann Eginton, Word Processing Center Supervisor

Joan Meltz, Lead Operator

Zana Alfieri
Jackie Burkholder
Nancy Dennis
Juli DeYoung

Chandra Duncan
Shanna Ingwersen
Sandy Irby
Priscilla Nichols

Suzanne Park
Vicky Rainey
Kay Wagner

SECRETARIAL SUPPORT SERVICES UNIT

Need to dictate a letter and have it typed, your phone answered, a cheerful "Good Morning" when you arrive at work? These ladies will take care of these needs for you, plus many other related duties. The primary responsibility of this unit is to provide secretarial services to the three (3) area offices and to all other units within the Department that require secretarial services. This unit is supervised by an Office Supervisor and is made up of twelve (12) Secretaries and Typists.

WORD PROCESSING UNIT

Want your presentence report prepared quickly and accurately? You say you have a special report to get out in a hurry? Call on the Word Processing Operators and your report needs will be worry free. The Word Processing Unit is responsible for typing all presentence investigation reports plus many other special reports. The reports are produced on computerized word processing equipment. This equipment has allowed the Department to handle a 20 percent annual increase in reports with half the number of employees as was needed when regular typewriters were being used. The Word Processing Unit is supervised by the Word Processing Supervisor and staffed by 12 Word Processor Operators.

RECORDS MANAGEMENT UNIT

You've lost the file on John Smith and can't find it. You need a report delivered to the Courts right away. Your phones need to be answered while you are out of the building. You need some data from the computer. The ladies in Records Management can solve these and many other problems for you. Records Management maintains all manual files, enters and retrieves data from the Central Computer System, delivers mail to the Courts, area offices, and law enforcement agencies, staffs the main switchboard and receptionist desks and other related duties. This unit is supervised by the Records Supervisor and staffed by ten (10) Typists, Record Clerks, Data Process Operators, and Receptionists.

BUDGET, ACCOUNTING AND STATISTICAL UNIT

Your paycheck is wrong. You didn't get the supplies you ordered. You lost the key to your desk. You need to know the total budget for your unit. Check with the five (5) Account Clerks, Administrative Assistants and Statistician in this unit and they will provide you with the answers to these problems and many others. This unit is responsible for the preparation and control of the Departmental annual budget (\$3,438,000 in 1980-81), ordering and storing supplies, preparation of payroll for 140 employees, and control of personnel records, payment of bills, maintenance of buildings and equipment. The unit also compiles and publishes monthly and annual statistical reports, performs department program evaluations, and serves as a liaison to ISSD for all computer-related functions.

The Administrative Services Division has as its primary goal for next year "To provide a higher and more efficient level of support services with the same number of staff as we have now."

APPENDIX

Statistical Tables

TABLE I

1979-80 Calendar Year Comparisons

	<u>1980</u>	<u>1979</u>	<u>Percent Change</u>
A. Presentence Reports Submitted	4,701	3,976	+ 18.2
B. Defendants Sentenced			
Felony	4,118	3,230	+27.5
Misdemeanor	596	700	-14.9
Total	<u>4,714</u>	<u>3,930</u>	+ 19.9
C. Probation Grants			
Felony	3,126	2,402	+30.1
Misdemeanor	397	492	-19.3
Total	<u>3,523</u>	<u>2,894</u>	+21.7
D. Special Condition of Probation			
County Jail	959	976	-01.7
Prison	43	76	-43.42
Drug, Alcohol Counseling	902	N/A	N/A
Work Order	396	395	00.0
Restitution/Reimbursement	1,688	1,468	+14.9
Fine	457	433	+ 05.5
E. Sentencing Alternatives			
Probation	3,523	2,894	+21.7
Prison	945	795	+ 18.8
Jail	76	85	-10.6
Time Served	64	56	+14.3
Fine	94	80	+ 17.5
Other	12	20	-40.0
Total	<u>4,714</u>	<u>3,930</u>	+ 19.9
F. *Total Caseload Breakdown			
Felony	5,526	4,821	+14.6
Misdemeanor	445	553	-19.5
Total	<u>5,971</u>	<u>5,374</u>	+11.1
G. *Case Supervision			
Active In-County Cases	4,452	4,212	+05.7
Out-Of-County Cases	174	128	+35.9
Out-Of-State Cases	382	413	-07.5
Early Termination File	182	N/A	N/A
Warrant Cases	781	621	+25.8
Total	<u>5,971</u>	<u>5,374</u>	+11.1

	<u>1980</u>	<u>1979</u>	<u>Percent Change</u>
H. Caseload Average			
Active In-County	82.4	75.2	+9.6
In-County and OOC	84.1	76.1	+10.5
In-County, OOC and OOS	89.4	81.9	+09.2
Total Caseload Average	106.6	92.7	+14.3
I. DAPO Contacts			
Number Of Probationers Contacted	37,724	33,444	+12.8
Multiple Contacts	52,551	45,981	+14.3
Collateral Contacts	16,041	16,627	-03.5
Total Contacts	68,592	62,608	+09.6
J. Revocations			
Petitions Filed	1,657	1,303	+27.2
Violation Reports Submitted	853	884	-03.5
Probationers Revoked - ASP	335	295	+13.6
Probationers Revoked - Jail	96	94	+02.1
Probationers Revoked - Total	431	389	+10.8
Probationers Reinstated -			
Jail Time	282	211	+33.6
Probationers Reinstated -			
No Jail Time	409	284	+44.1
Probationers Reinstated - Total	691	495	+39.6
K. Expirations			
Early Terminated	1,935	1,310	+47.7
Expired	491	535	-08.2
L. Volunteer Services			
Hours By Volunteers	7,210	6,005	+20.1
Contacts By Volunteers	2,667	2,765	-03.5
M. Work Order Program			
Number Placed In Program	428	395	+08.4
Number Active In Program	973	545	+78.5
Total Hours This Year	34,918	31,826	+09.7
Number Of Successful Completions	258	260	-00.8
Number Removed For Failure To Comply	130	58	+124.4
N. Staff Development			
Training Hours Available	237	157	+50.9
Estimated Number In Audiences Of Staff Presentation In Speaker's Bureau	2,394	2,041	+17.3

	<u>1980</u>	<u>1979</u>	<u>Percent Change</u>
O. Employment Services			
Probationer Job Referrals	262	376	- 30.3
Probationers Receiving Jobs	45	110	- 59.1
Probationers Placed In Skill Training	14	25	- 44.0
P. Work Furlough Program			
*Total Caseload	51	32	+ 59.4
Wages Earned	\$259,169	\$124,688	+107.8
Payment Cost of Custody	\$ 83,554	\$43,239	+ 93.2
Q. **Monies Collected			
Restitution/Reimbursement	\$544,881	\$424,718	+ 28.3
Fines	\$202,947	\$ 86,308	+135.1
Total	\$747,828	\$511,026	+ 46.3

TABLE II
Social Characteristics Of Probation Population

	<u>1980</u>		<u>1979</u>	
A. Age	N	%	N	%
Under 18	12	0.2	14	0.3
18-21	1,522	25.5	1,709	31.8
22-24	1,296	21.7	1,021	19.0
25-27	884	14.8	699	13.0
28-35	1,272	21.3	983	18.3
36-40	370	6.2	301	5.6
41-45	257	4.3	188	3.5
45 and up	358	6.0	459	8.5
Total	5,971	100.0	5,374	100.0
B. Sex				
Male	5,207	87.2	4,670	86.9
Female	764	12.8	704	13.1
Total	5,971	100.0	5,374	100.0
C. Ethnicity				
White	3,828	64.1	3,552	66.1
Mex-Am	1194	20.0	1,026	19.1
Black	770	12.9	661	12.3
Indian	150	2.5	118	2.2
Other	29	0.5	17	0.3
Total	5,971	100.0	5,374	100.0

*As of December 31, 1979 or 1980

TABLE III

Breakdown Of Crime Categories

A. Comparison between Probationers as of December 31, 1980 and December 31, 1979.

	<u>1980</u>		<u>1979</u>	
	<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u>
Persons Crime				
Homicide	96	1.6	97	1.8
Sex Offenses	245	4.1	150	2.8
Robbery	287	4.8	258	4.8
Assault	818	13.7	543	10.1
Other	107	1.8	177	3.3
Sub-total	<u>1,553</u>	<u>26.0</u>	<u>1,225</u>	<u>22.8</u>
Property Crimes				
White Collar	454	7.6	462	8.6
Burglary	1,075	18.0	1,096	20.4
Larceny	674	11.3	468	8.7
Theft	322	5.4	183	3.4
Other	167	2.8	188	3.5
Sub-total	<u>2,692</u>	<u>45.1</u>	<u>2,397</u>	<u>44.6</u>
Other Crimes				
Obstruct Justice	227	3.8	177	3.3
Drug	1,194	20.0	1,215	22.6
DWI	161	2.7	140	2.6
Public Order	48	0.8	91	1.7
Other	96	1.6	129	2.4
Sub-total	<u>1,726</u>	<u>28.9</u>	<u>1,752</u>	<u>32.6</u>
Grand Total	5,971	100.0	5,374	100.0

B. Comparison between New Grants 1980 and New Grants 1979.

	<u>New 1980</u>		<u>New 1979</u>	
	<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u>
Persons Crimes				
Homicide	35	1.0	46	1.6
Sex Offenses	130	3.7	98	3.4
Robbery	127	3.6	110	3.8
Assault	575	16.3	440	15.2
Other	49	1.4	75	2.6
Sub-total	<u>916</u>	<u>26.0</u>	<u>769</u>	<u>26.6</u>
Property Crimes				
White Collar	176	5.0	203	7.0
Burglary	649	18.4	460	15.9
Larceny	412	11.7	318	11.0
Theft	190	5.4	122	4.2
Other	130	3.7	136	4.7
Sub-total	<u>1,557</u>	<u>44.2</u>	<u>1,239</u>	<u>42.8</u>
Other Crimes				
Obstruct	173	4.9	116	4.0
Drug	690	19.6	547	18.9
DWI	113	3.2	113	3.9
Public Order	18	0.5	38	1.3
Other	56	1.6	72	2.5
Sub-total	<u>1,050</u>	<u>29.8</u>	<u>886</u>	<u>30.6</u>
Grand Total	3,523	100.0	2,894	100.0

END