

District Court Probation

This department provides adult probation services for offenders charged with misdemeanors in the District Court and some municipal courts that contract with the county. This office does not supervise offenders convicted of felonies in the Superior Court (these are handled by the state probation office).

See District Court section for organization chart.

Mission & Objectives

Mission

Provide adult misdemeanor probation services to District, Superior, Everson, Lynden, Sumas, and Bellingham courts. The Probation Department is an arm of the court, serving and fulfilling the requests of the Judges. These services increase public and victim safety by holding offenders accountable for their crimes, reduce the cost of incarcerating offenders in jail, and provide offenders the opportunity to obtain treatment for their behavior or addiction that contributed to their criminal offense, that they may become more productive members of society. The department coordinates offenders' supervision, evaluation, and treatment with all outside community resources, including, but not limited to, alcohol/drug, batterers, and mental health treatment.

Objectives

Alcohol/Drug Unit

- Complete accurate alcohol/drug assessment and refer clients to treatment services that are appropriate for their needs.
- Measure quality of services by surveying local treatment agencies at least one time per year to gather the following information:
 - a. Did you agree with the treatment diagnosis recommended?
 - b. Was the assessment information useful in treatment planning?
- Alternately, analyze requests for "change in level of service" submitted by the treatment agencies. Success will be based on a 80% or more positive response from the agencies.

- Provide timely alcohol/drug assessments for the court, attorneys and probation services.
- Upon proof of payment, schedule 90% of all assessment appointments within 4 weeks.

Domestic Violence Unit

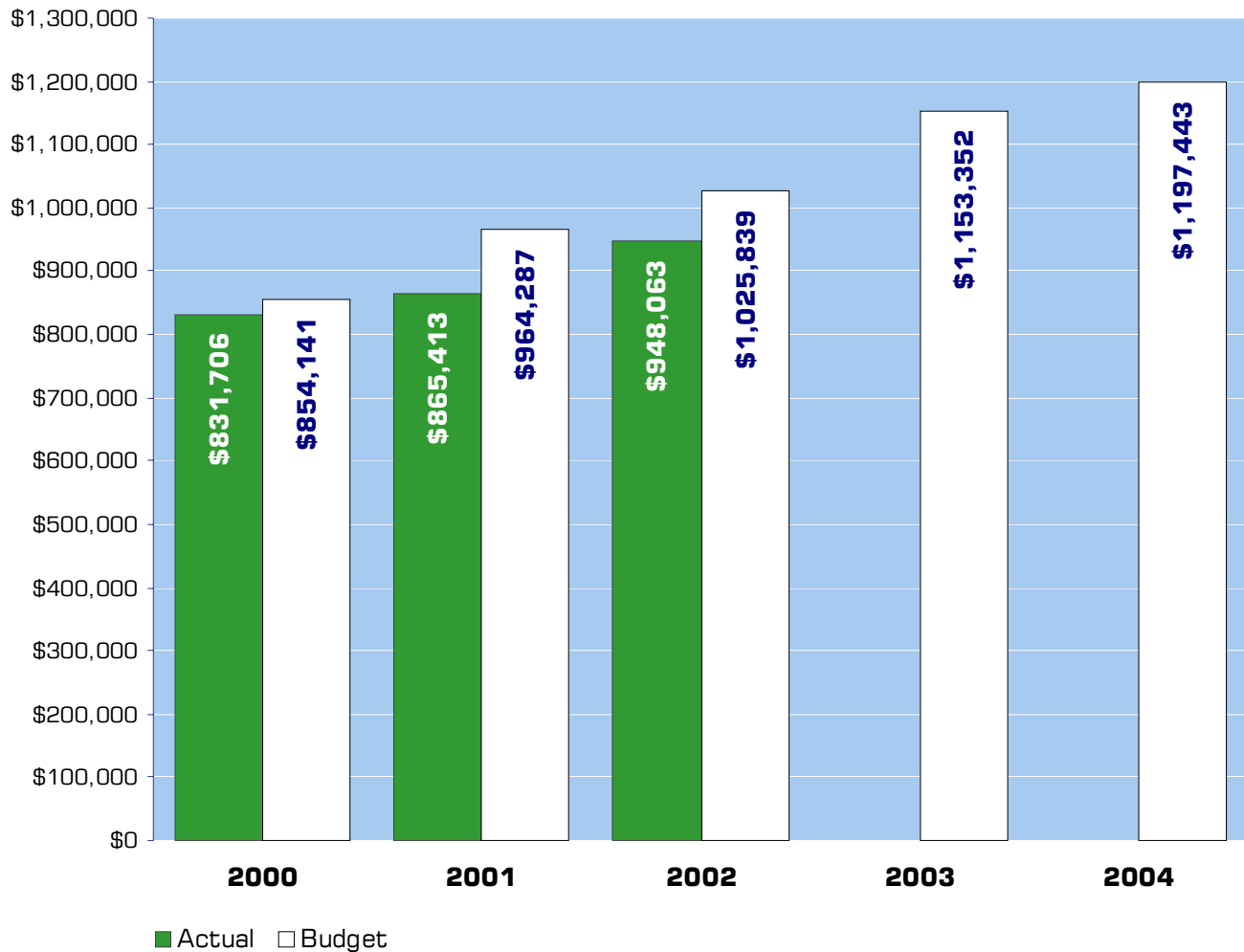
- Continue to gather and compile statistical information on domestic violence cases to show possible variations in outcomes when comparing the Domestic Violence Unit to the main probation population.
- Track approximately 100 cases from the Domestic Violence Unit and 100 cases from the main probation population for one year.
- Compile results of the statistical survey information by September of 2004.
- Provide support to domestic violence victims through volunteer support.
- Provide at least 4 hours of volunteer work per week to victims of domestic violence. The primary use of this volunteer time will be to inform victims of available resources.

Probation

- Provide accurate monitoring of court ordered conditions for all courts served by the department.
- Randomly review the following monthly audit reports of each probation officer's caseload:
 - a. Referrals due to close.
 - b. Treatment reports 75 days overdue.
 - c. File reviews- no chronological entry, personal contact or court action in 3 months.
- Review 6 to 10 cases per month per probation officer to ensure compliance with all present policies and procedures.

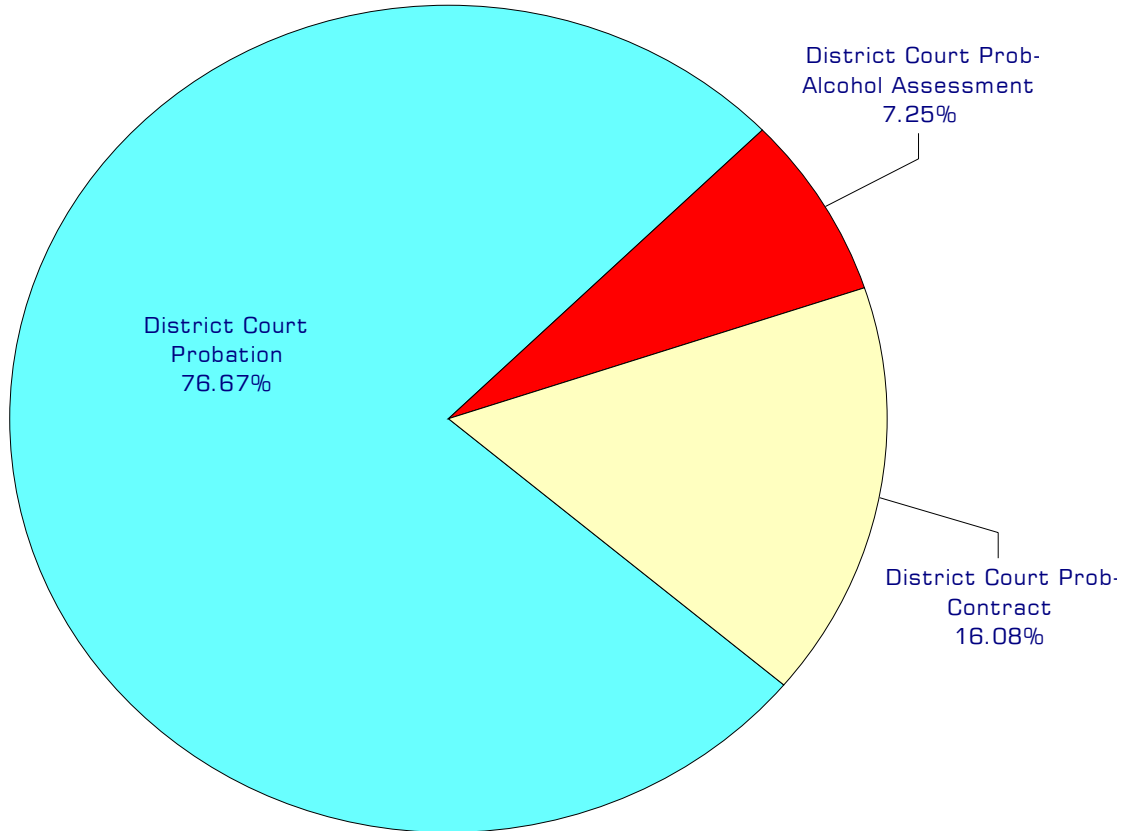
- Monitor caseload levels to ensure that caseloads are equally balanced between officers.
- Review with the judges as caseload levels increase. Note: the total probation cases as of July 25, 2003 is 2,624. The average per probation officer as of July 25, 2003 is 262 cases.
- Provide timely services to individuals referred to probation by the court.
- Probation staff will follow the schedule below for initial appointments. The support staff will record the scheduling of appointments and the Probation Supervisor will monitor to make sure that the guidelines are met.
 - a. 90% of all assault cases will be scheduled within two weeks,
 - b. 90% of all DUI cases will be scheduled within one month,
 - c. 90% of all Domestic Violence Unit cases will be scheduled within five working days.
- Create efficient and effective communication between local treatment agencies and Whatcom County District Court Probation.
- Meet with the alcohol/drug treatment agencies in Whatcom County and Skagit County and update the memorandum of understanding by March 2004.
- Meet quarterly with the batterer's treatment agencies.
- Meet with the alcohol/drug treatment agencies.
- Continue policy manual development to ensure consistency in the department and to lower legal liability for the probation staff and the county.
- Create and update standard policy and procedures for reporting violations to the court. Monitor progress and make sure that the guidelines are followed. These will include, at a minimum, the following topic areas:
 - a. Reporting Alcohol/Drug Relapse,
 - b. Reporting Violations of the Law,
 - c. Monitoring Disulfiram (Antabuse) Requirement,
 - d. Urinalysis Testing.
- Coordinate use of community resources with probation services to provide efficient and effective communication between these systems.
- Invite one local agency at least every other month to present their services to probation staff. Coordinate invitations and track success.

Expenditure Trends



NOTE: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs.

2004 Budget by Program



NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.

Program Summary

Actual 2000	Actual 2001	Actual 2002	Amended Budget 2003	Budget 2004	\$ Change 2003 to 2004	% Change 2003 to 2004
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OPERATIONS

General Fund

1310 Dist Court Probation	677,737	708,000	805,851	886,037	918,125	32,088	3.62%
1311 Dist Ct Prob-Alcohol Assment	-	-	6,576	82,109	86,819	4,710	5.74%
1312 Dist Court Prob- Contract	153,969	157,413	135,636	185,206	192,499	7,293	3.94%
<i>Total Dist Ct Probation Operations</i>	831,706	865,413	948,063	1,153,352	1,197,443	44,091	3.82%

CAPITAL

General Fund

1312 Dist Court Prob- Contract	-	1,667	-	-	-	-	0.00%
<i>Total Dist Court Probation Capital</i>	-	1,667	-	-	-	-	0.00%

TRANSFERS

General Fund

1310 District Court Probation	-	6,764	-	-	-	-	0.00%
<i>Total Dist Court Probation Transfers</i>	-	6,764	-	-	-	-	0.00%

TOTAL DIST COURT PROBATION	831,706	873,844	948,063	1,153,352	1,197,443	44,091	3.82%
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2004 Funding Sources

General Fund	180,124
Adult Probation Service Fee	560,500
Substance Abuse Service Fee	86,819
<u>Intergovernmental Services</u>	<u>370,000</u>
Total Funding	1,197,443

Adult Probation Service Fee

Services fees are paid by adult probationers to cover part of the cost of their supervision.

Substance Abuse Service Fee

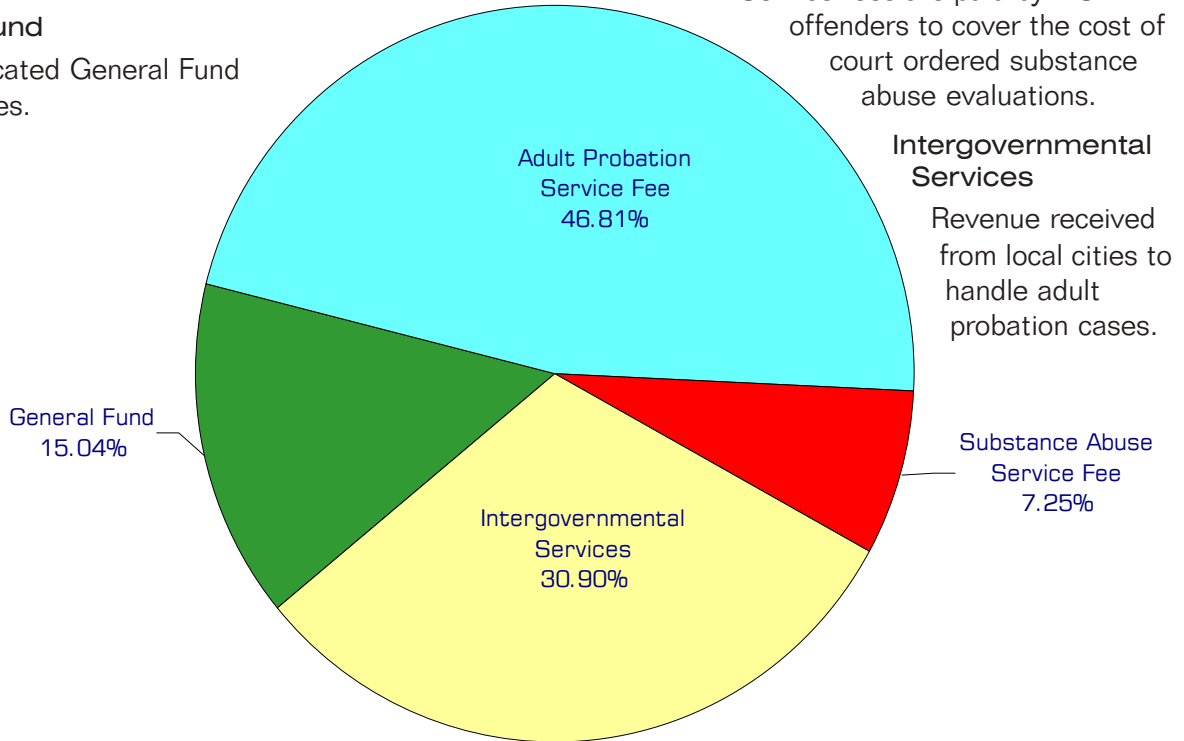
Service fees are paid by DUI offenders to cover the cost of court ordered substance abuse evaluations.

General Fund

Undedicated General Fund resources.

Intergovernmental Services

Revenue received from local cities to handle adult probation cases.



Performance / Activity Measures

	Actual 2000	Actual 2001	Actual 2002	Projected 2003	Projected 2004
Caseload per Officer	274	272	254	262	275
Urinalysis Tests	2258	2821	3760	4000	4125

Expenditures Summary

	Actual 2000	Actual 2001	Actual 2002	Amended Budget 2003	Budget 2004	\$ Change 2003 to 2004	% Change 2003 to 2004
GENERAL FUND							
1310 District Court Probation							
Salaries & Wages	459,439	470,922	547,477	605,813	621,093	15,280	2.52%
Benefits	109,551	124,687	137,579	159,416	174,255	14,839	9.31%
Supplies	9,956	9,544	9,069	8,000	8,000	-	0.00%
Other Services & Charges	98,791	102,847	111,726	112,808	114,777	1,969	1.75%
Operating Transfers	-	6,764	-	-	-	-	0.00%
<i>Total District Court Probation</i>	<i>677,737</i>	<i>714,764</i>	<i>805,851</i>	<i>886,037</i>	<i>918,125</i>	<i>32,088</i>	<i>3.62%</i>
1311 District Court Prob.-Alcohol Assessment							
Salaries & Wages	-	-	6,378	51,463	55,136	3,673	7.14%
Benefits	-	-	198	12,621	13,658	1,037	8.22%
Supplies	-	-	-	1,784	1,784	-	0.00%
Other Services & Charges	-	-	-	16,241	16,241	-	0.00%
<i>Tot Dst Ct Prob-Alcohol Assess</i>	<i>-</i>	<i>-</i>	<i>6,576</i>	<i>82,109</i>	<i>86,819</i>	<i>4,710</i>	<i>5.74%</i>
1312 District Court Probation- Contract							
Salaries & Wages	107,520	104,964	87,928	122,811	127,119	4,308	3.51%
Benefits	28,213	28,634	20,760	33,920	36,905	2,985	8.80%
Supplies	1,371	1,268	1,156	1,700	1,700	-	0.00%
Other Services & Charges	16,865	22,547	25,792	26,775	26,775	-	0.00%
Capital Outlay	-	1,667	-	-	-	-	0.00%
<i>Total Dst Ct Prob-Contract</i>	<i>153,969</i>	<i>159,080</i>	<i>135,636</i>	<i>185,206</i>	<i>192,499</i>	<i>7,293</i>	<i>3.94%</i>
TOTAL DISTRICT CT. PROB.	831,706	873,844	948,063	1,153,352	1,197,443	44,091	3.82%