

Child Support Services (1380 206)

Jim Kucharek, Child Support Services Director

1380 - Child Support Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Use of Money & Property	\$53,638	\$29,702	\$19,656	\$17,213	\$15,000	\$15,000	(\$2,213)
Other Gov't Agencies	4,900,471	4,989,954	4,828,971	4,358,675	5,151,250	5,151,250	\$792,575
Charges for Services	0	0	0	341,895	0	0	(341,895)
Other Revenues	3,273	0	0	238	0	0	(238)
(To)/From Non-GF Fund Balance	30,128	(23,229)	(220,262)	(25,124)	0	0	25,124
Total Revenues	\$4,987,510	\$4,996,427	\$4,628,365	\$4,692,897	\$5,166,250	\$5,166,250	\$473,353
Expenditures							
Salaries & Benefits	\$4,073,613	\$4,094,087	\$3,887,341	\$3,681,604	\$4,270,067	\$4,270,067	\$588,463
Supplies & Services	703,326	729,552	554,253	850,151	589,567	589,567	(260,584)
Other Charges	198,731	137,312	118,050	121,566	131,616	131,616	10,050
Fixed Assets	11,840	35,476	68,721	39,576	175,000	175,000	135,424
Expense Transfer	0	0	0	0	0	0	0
Total Expenditures	\$4,987,510	\$4,996,427	\$4,628,365	\$4,692,897	\$5,166,250	\$5,166,250	\$473,353
Staffing							
Allocated Positions	60.00	60.00	60.00	60.00	60.00	60.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	60.00	60.00	60.00	60.00	60.00	60.00	0.00

Purpose

Since 1975, federal law has mandated that all states operate a child support enforcement program. To ensure uniformity of effort statewide, California Family Code Sections 17000-17802 require each California county to have a stand-alone child support department which must enter into a plan of cooperation with the State's Department of Child Support Services for the undertaking of child support services.

Mission

The mission of the California Child Support Program is to promote the well-being of children and the self-sufficiency of families by delivering first-rate child support services, that include paternity establishment, the establishment of child support orders, and the collection and accurate distribution of court-ordered child support that help both parents meet the financial, medical, and emotional needs of their children.

Recommended Budget

The FY 2012-13 recommended budget for Child Support Services is \$5,166,250, a decrease of \$2,000 from FY 2011-12. The change is due to less interest revenue being anticipated for FY 2012-13. Three positions will remain unfunded and frozen as a result of the Voluntary Separation Incentive Program (VSIP). One previously frozen Child Support Assistant I/II is proposed to be funded for FY 2012-13. Funding of \$175,000 is recommended for fixed assets; additional detail on the

proposed equipment and projects is available in the Capital Expenditures table.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Department of Child Support Services is a federally funded program that takes the necessary legal actions to establish paternity and establish and enforce child support orders. The Department's child-support collections for Federal Fiscal Year (FFY) 2010-11 were \$10,669,791. That amount is \$375,714 lower than the collections for FFY 2009-10 (\$11,045,505). Collection levels for the FFY 2011-12 are still trending slightly lower (- 6.23 %) when measured against this same point during the last fiscal year.

The State has proposed to reduce all county child support agencies budgets for FY 2012-13. Current estimates are that this would be a reduction of \$124,000. The Department anticipates that the reduction can be absorbed without any impacts to staffing or services. This reduction has not been included in the recommended budget.

2011-12 Accomplishments

1. Formed a close working relationship with the Yurok Tribe who became the first Tribe in California to

receive funding for its own child support agency. This kind of new regional partnership will permit us to better provide community-appropriate child-support services to the members of the Yurok Tribe.

2. Switched to a paperless office environment. The Department no longer makes paper files when it opens new cases. All documents are now held as images inside the State's automated child support system. In addition, the Department has finished the final steps of imaging all of its on-the-shelf open cases. Older, closed cases will also be imaged should they be reopened in the future or purged once they have been closed for a five-year period. As financial resources shrink, it is imperative that the Department find internal efficiencies that permit it to continue to provide community-appropriate levels of service with a smaller workforce. Eliminating paper files is one way of doing that.
3. Received a State Top-Ten Performance Award. The Department was ranked as the #3 county child support agency within the State. This award is based on how well the agency did in meeting its performance measures. This clearly demonstrates that the Department is successfully carrying out its core role of enforcing the child support laws and regulations to protect the children of the County.
4. Increased the Department's use of social media through the creation of Facebook pages and the use of the Twitter program to report child-support information to

our customers. This makes the Department's services more accessible to the public we serve and gets important child-support information into their hands much more quickly.

5. Implemented a successful contempt process to deal with the Department's most difficult collection cases. Getting parents who do not pay their child support into court and demonstrating to them that there are direct consequences for failing to support their children has resulted in some form of payment in approximately 55% of those cases where the debtor actually appears in court. Having these once-delinquent payers placed on court-ordered probation also serves to keep them making their monthly payments. Regular child support payments help to protect the children in Humboldt County. In addition, receiving court-ordered child support permits a custodial parent to be self-reliant and avoid having to accept public aid.

2012-13 Objectives

1. To meet or exceed all performance goals given to the Department by the State Department of Child Support Services. Doing so protects the children which are the most vulnerable population in Humboldt County. Collecting on child support orders permits parents who are taking care of children to be more self-reliant.
2. To update the Department's website to make it more user friendly and relevant to the Department's

customers. As part of that process, the Department will be incorporating informational videos on a variety of topics. This will be one more way to provide answers to the sometimes-complicated questions that are inherent in complying with child support orders. Informational videos are an increasingly common way of providing an improved level of community service.

3. To create a comprehensive training plan designed to increase the amount of appropriate training being provided to staff members at all levels. Often, when there are pressing budget concerns, one of the initial agency responses to the shortage of those funds is to cut training expenses. While that alleviates the immediate problem, it is a short-term solution at best. The Department is re-examining its training needs with an eye toward improving its staff development. The Department will seek to provide a cost-effective mix of in-house and external training to its employees. This ongoing training is will be an investment in the staff that the Department believes will ultimately serve as the future managers in the agency.
4. To expand and refine the Department's contempt process through the creation of a special enforcement team charged with specifically monitoring that subset of child support cases placed on probation by the court

for contempt to ensure that payments continue to be made through the probation period. In addition, the Department will also attempt to create partnerships with regional law enforcement to perform periodic warrant services on those delinquent payers who have been served with contempt paperwork and subsequently failed to appear in court. It is hoped that these types of County partnerships will serve to improve the Department's ability to collect support in its most difficult cases and thus provide relief to the families who need that money.

5. To redesign the Department's training room to more accurately reflect the types of training and the activities that are undertaken in that room. This will include both an updating from desktop computers to laptops and changes in the furniture to permit trainers to have more flexibility in how the room is configured. The Department intends to make a major investment in the training needs of its staff while remaining as cost effective as possible through the use of local in-house training. This investment in County employees will allow the Department to manage resources to ensure the sustainability of services.

Performance Measures

1. Description of Performance Measure: Paternity Establishment				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
112%	106.1%	101.29%	103.5%	104%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This performance measure indicates the total number of children in the caseload who have been born out of wedlock and for whom paternity has been established compared to the total number of children in the caseload at the end of the preceding fiscal year who were born out of wedlock expressed as a percentage. Child Support cannot be collected until the child's parents have been identified. This helps the Department provide community-appropriate levels of service.				
2. Description of Performance Measure: Cases with Support Orders				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
93.2%	93.4%	94.8%	94.8%	95%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure reports the number of cases with support orders as compared with the total caseload expressed as a percentage. Once paternity has been established, the Department must immediately move forward and obtain an enforceable order for child support. As of February of 2012, the statewide average on this measure was 82.8%. This indicates that services are matched with residents needs and helps support self reliance of citizens.				
3. Description of Performance Measure: Collections on Current Support				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
62.7%	64%	62%	68.6%	70.2%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure reports the amount of current support collected as compared to the total amount of current support owed, expressed as a percentage. This is the single most important measure for any child support department. It reflects how much of what is owed is being collected. As of February of 2012, the statewide average on this measure was 58.6%. This helps protect vulnerable populations.				
4. Description of Performance Measure: Collections of Cases with Arrears				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>

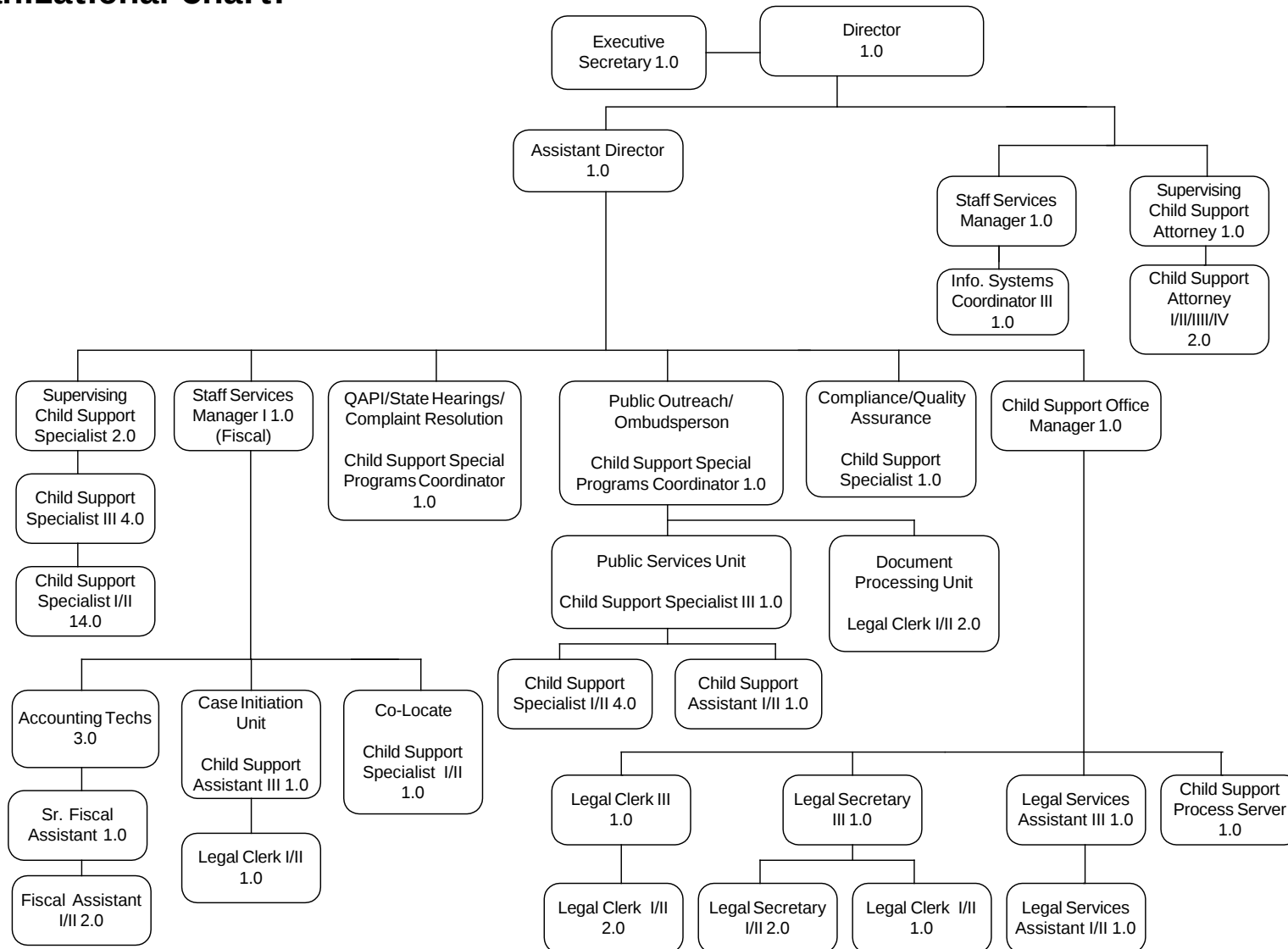
Child Support Services (1380 206)

Jim Kucharek, Child Support Services Director

66.9%	68.7%	67.8%	70.%	70.5%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure details the number of cases paying on arrears as compared with the total number of cases within the Department's caseload that have arrears owing, expressed as a percentage. This factor measures how successful a Department is at obtaining past-due child support and protecting vulnerable populations. As of February of 2012, the statewide average on this measure was 61.6%.				



Organizational Chart:





1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$79,014	\$461,404	\$348,353	\$13,600	\$12,000	\$12,000	(\$1,600)
General Fund Support	1,281,442	959,723	1,080,828	1,112,292	1,136,317	1,136,317	24,025
Total Revenues	\$1,360,456	\$1,421,127	\$1,429,181	\$1,125,892	\$1,148,317	\$1,148,317	\$22,425
Expenditures							
Salaries & Benefits	\$1,255,080	\$1,317,879	\$1,337,872	\$1,042,159	\$1,017,476	\$1,017,476	(\$24,683)
Supplies & Services	82,853	79,964	70,788	66,971	110,052	110,052	43,081
Other Charges	22,523	23,284	20,521	16,763	20,789	20,789	4,026
Total Expenditures	\$1,360,456	\$1,421,127	\$1,429,181	\$1,125,892	\$1,148,317	\$1,148,317	\$22,425
Staffing							
Allocated Positions	13.00	12.90	12.80	9.80	10.80	10.80	1.00
Temporary (FTE)	0.00	0.00	0.00	0.29	0.50	0.50	0.21
Total Staffing	13.00	12.90	12.80	10.09	11.30	11.30	1.21

Purpose

Conflict Counsel provides legal representation to citizens who cannot afford to hire counsel in criminal and juvenile cases. This service is mandated under both the United States and California Constitutions. The courts bear the responsibility for providing counsel to indigents and for determining a reasonable sum to compensate counsel and such compensation is to be paid from the general fund of the County (Penal Code Section 987.2). While the amount of compensation paid to attorneys is to be determined by the court (Penal Code Section 987.2), the County does have some discretion as to that cost in that the Board of Supervisors can provide for indigent criminal defense through establishment of an office of Public Defender (Government Code Section 27700). In cases for which there exists a conflict of interest as to the Public Defender's Office, the court must appoint other counsel. In those counties that have established a second public defender, appointment in cases of conflict of interest should be made to that office (Penal Code Section 987.2(e)).

Recommended Budget

The recommended budget is \$1,148,317, which includes a General Fund contribution of \$1,136,317. The General Fund contribution has increased by \$15,247 from FY 2011-12, primarily due to changes in benefit and insurance costs. Two positions will remain unfunded and frozen due to prior year budget reductions.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Office of Conflict Counsel was established in 1994 by the Board of Supervisors as the County's second public defender office in order to provide for some control over, and stability in, the costs for providing indigent defense services. Conflict Counsel currently provides indigent legal services to the courts in three major areas: felony criminal cases; misdemeanor criminal cases; and juvenile delinquency cases. The office provides primary legal representation in forty per-cent of these cases, and first level conflict representation in the remainder of these cases. First level conflicts arise in those cases where the Public Defender would ordinarily provide primary legal representation but is unable to do so because of a conflict of interest. In past years, Conflict Counsel also provided second level conflict services in these cases through a second office, Alternate Conflict Counsel, which was located and managed separately in a manner so as to avoid any legal conflicts of interest between the two offices. Second level conflicts arise in those cases where both the Public Defender and Conflict Counsel have a conflict of interest.

Effective at the beginning of Fiscal Year 2011-12 the Alternate Conflict Counsel office was abolished by the Board of Supervisors as a cost-saving measure, resulting in the lay-off of some employees and the merger of the remaining employees from both offices into a single Conflict Counsel Department.

As a result of this action, representation for second level conflicts must now be provided by private attorneys who are paid at an hourly rate for their services. The personnel of Conflict and Alternate Counsel previously occupied two separate locations near the Courthouse. Starting in FY 2012-13 the offices will be combined into one location in Eureka at 935 Third Street.

On January 10, 2012 the Board approved in concept the merger of all County indigent defense offices and elimination of the position of Conflict Counsel, effective upon retirement of the current incumbent. At the present time, the incumbent Conflict Counsel intends to retire by the end of FY 2012-13. Upon his retirement, there is no reason to appoint a new department head. Rather, the second (and potentially even a third) public defender office can be placed under the Public Defender through the same *Castro*-type arrangement that formerly existed between Conflict Counsel and the Alternate Counsel office. This would provide maximum flexibility in addressing the indigent defense needs of the County in a cost-efficient manner while centralizing the administrative responsibilities for all indigent counsel offices.

2011-12 Accomplishments

1. Transitioned to a single office without any disruption of services to clients, continuing the role of the office in the enforcement of laws and regulations while managing resources to maximize the availability of services.

2. Worked with the courts and other County offices to facilitate the implementation of the State's new realignment plan, assisting in the enforcement of laws and regulations in a way that protects residents.
3. Managed available personnel efficiently to meet the challenges posed by the transition of the courts from five separate criminal courts to four separate criminal courts and a misdemeanor settlement court, managing available resources to meet the needs of the community.
4. Managed a growing felony caseload which has increased from historical levels of 450 cases per year, to 550 cases during the last fiscal year, and is on track to reach 600 cases this fiscal year. The Office has absorbed this increasing caseload with available resources and without sacrificing the quality of services delivered to clients, thereby protecting the vulnerable populations that the office serves while at the same time managing available resources in a way that ensures sustainability of services.

2012-13 Objectives

1. To relocate the office to a single location that can accommodate all employees. Such a move would make the office more accessible and user-friendly for the public while providing an improved work environment for employees.

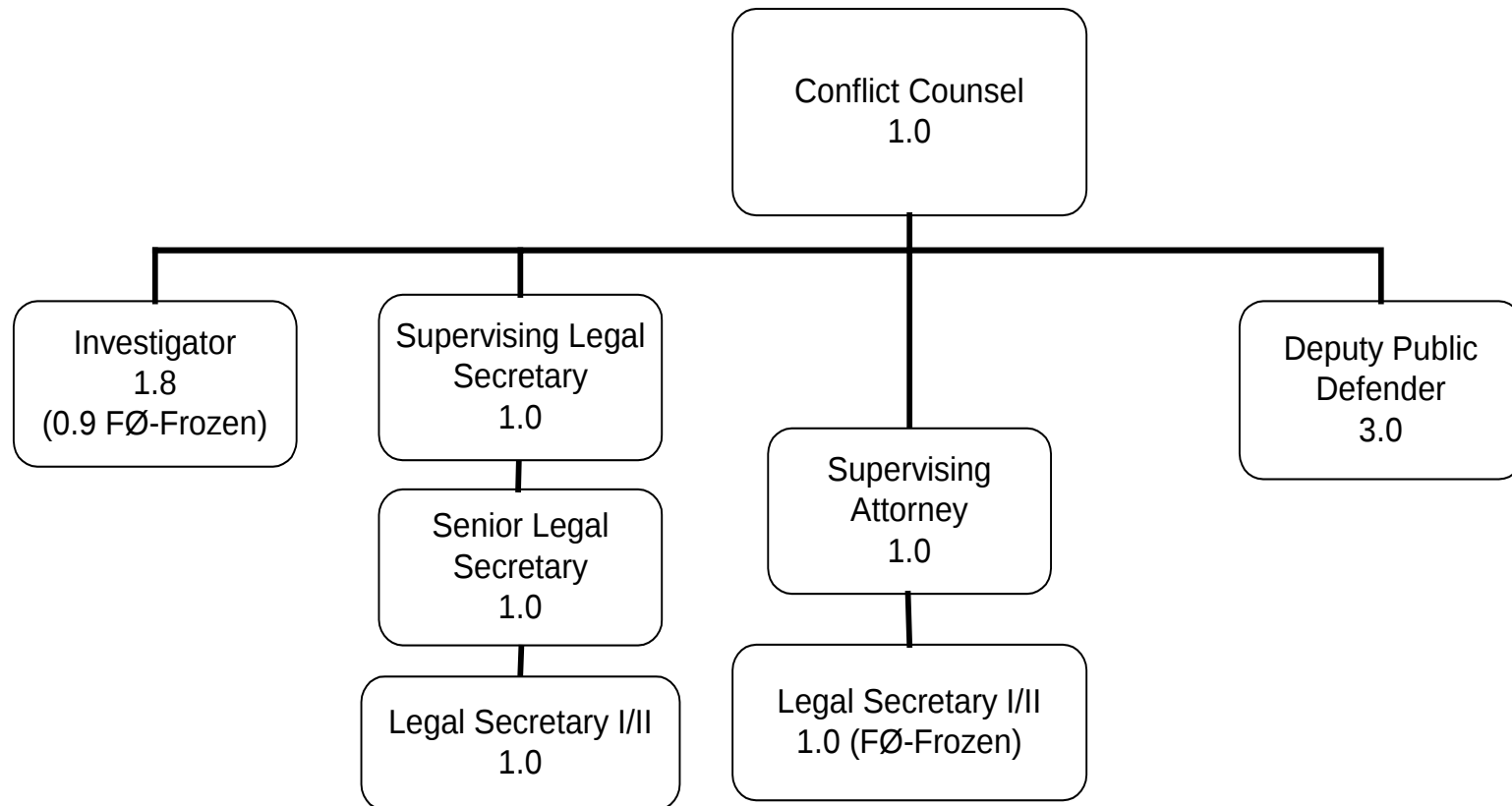
2. To remain flexible in order to accommodate changes brought about by realignment, and any corresponding changes to the local court structure and procedures. The office will fulfill the role that it has in the proper enforcement of the laws and regulations associated with realignment.
3. To successfully manage heavy caseload that is above nationally recognized caseload standards. A potential challenge will be to protect the vulnerable populations served by the office through the delivery of quality legal services within existing budget parameters.
4. To successfully navigate the impending retirement of the department head at the end of this fiscal year. During this transition the office must work to ensure that indigent legal services continue to be delivered in an efficient manner by maximizing the use of available resources while protecting the vulnerable population that depend on these services.



Performance Measures

1. <i>Description of Performance Measure:</i> Number of cases in which other counsel was appointed, a case was reversed upon appeal or civil liability resulted from a showing of failure to provide competent representation.				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
0	0	0	0	0
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> The County is responsible for additional costs if the Department fails to provide competent legal representation. The delivery of competent representation is also a measure of the success of the office in fulfilling its role in the enforcement of laws and regulations that protect citizens, and in meeting its obligation to protect the vulnerable population dependent on competent legal representation.				
2. <i>Description of Performance Measure:</i> To provide representation up to the maximum number of cases that will permit competent representation and within caseload standards set by nationally recognized standards.				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
>440 felony cases; > 1,000 misdemeanor cases; 250 juvenile cases; in excess of national standards	>460 felony cases; > 1,000 misdemeanor cases; 250 juvenile cases; in excess of national standards	>550 felony cases; > 1,200 misdemeanor cases; 320 juvenile cases; in excess of national standards	>600 felony cases; >1,300 misdemeanor cases; > 40 juvenile cases	>600 felony cases; >1,300 misdemeanor cases; > 40 juvenile cases
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> It is the responsibility of the County to provide for representation in these cases. The County's public defender system has been tasked with handling the bulk of this caseload within Constitutionally mandated standards and at the least cost to the taxpayer. Beginning in FY 2011-12, the office was restructured, resulting in the loss of two attorneys and a secretary, while experiencing a decrease in the juvenile caseload but with an increase in the criminal caseload. Caseload levels are a very real measure of workload. The ability of the office to deliver services with a loss of staff and in the face of an increasing workload reflects the management of available resources in a way that maximizes the delivery of services. Conflict Counsel continues to provide quality legal representation for a caseload that consistently exceeds national caseload standards.				

Organizational Chart:



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$208,177	\$205,825	\$229,993	\$269,528	\$247,747	\$247,747	(\$21,781)
Charges for Services	125,842	125,433	157,220	159,374	50,000	50,000	(109,374)
General Fund Support	341,063	300,576	231,627	223,136	428,146	357,629	134,493
Total Revenues	\$675,082	\$631,834	\$618,840	\$652,038	\$725,893	\$655,376	\$3,338
Expenditures							
Salaries & Benefits	\$446,885	\$442,307	\$440,632	\$465,231	\$534,553	\$464,036	(\$1,195)
Supplies & Services	213,172	173,772	163,118	175,442	179,584	179,584	4,142
Other Charges	15,025	14,098	13,201	11,365	11,756	11,756	391
Fixed Assets	0	1,657	1,889	0	0	0	0
Total Expenditures	\$675,082	\$631,834	\$618,840	\$652,038	\$725,893	\$655,376	\$3,338
Staffing							
Allocated Positions	5.00	5.00	5.00	5.00	6.00	5.00	0.00
Temporary (FTE)	0.98	0.20	0.20	0.00	0.00	0.00	0.00
Total Staffing	5.98	5.20	5.20	5.00	6.00	5.00	0.00

Purpose

The office of the Coroner-Public Administrator is an elected constitutional office. The duties and responsibilities are defined in statutes including the Penal Code, Probate Code, Government Code, and Health and Safety Code. The general duties and responsibilities are to investigate and determine the manner and cause of death, protect the property of the decedent, ensure that the decedent is properly interred, and administer the decedent's estate where appropriate. The coroner's investigation is called an inquest, the results of which are public information. The Coroner signs the death certificate, listing the manner and cause of death, as a result of the inquest. The Coroner can recover costs from the decedent's estate. Where appropriate, the Public Administrator will administer the estate of a decedent. This can occur when there is no known next of kin, or when the next of kin declines to act. It can also occur where there is no will, or when the Public Administrator is appointed by the Court.

The Coroner's Office is a Police Agency as defined in Penal Code Section 830.35. The Coroner and Deputy Coroners have police powers under Penal Code section 836. In addition to these general duties, there are many specific responsibilities mandated to the Coroner-Public Administrator. The Coroner is notified and coordinates tissue and organ transplants from decedents.

The Coroner's Office currently employs three Deputy Coroners and one Legal Office Assistant.

Recommended Budget

The recommended budget for FY 2012-13 is \$655,376, an increase of \$9,479 from the previous year. The General Fund contribution is \$357,629, which represents a \$97,967 increase from FY 2011-12. This increase is primarily due to the funding of a supplemental request for the General Fund to backfill lost revenues. Funding the supplemental request prevented the lay off of 1.0 FTE Deputy Coroner position and supported the Board's Strategic Framework by providing community appropriate levels of service, ensuring safety and health and protecting vulnerable populations.

Supplemental Requests

The Coroner's Office submitted two supplemental funding requests totaling \$145,992. Requests are prioritized and outlined as follows:

1. Additional allocation of \$75,475 to maintain current staffing levels and avoid the lay off of a Deputy Coroner due to decreased revenues. This position is needed to maintain current levels of service and provide 24 hour on call service to the community. This will provide community appropriate levels of service, ensure safety and health and protect vulnerable populations.
2. Additional salaries and benefits allocation of \$70,517 for one Deputy Coroner position. Current staffing of three Deputies is not adequate to properly cover 24

hour on call service. The long term sustainability of current staffing levels is dangerously low under the current work loads.

The second supplemental request is not recommended for funding because it did not achieve a priority level that allowed it to be funded based on limited available financial resources.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Coroner's Office serves the people of Humboldt County by providing professional death investigation of all unattended and unnatural violent deaths. The office is on call 24 hours each day of the year to respond anywhere in Humboldt County. As Public Administrator, the office assists attorneys and private citizens with management of estates. In addition to these mandated duties, the Coroner is involved in teaching and public awareness presentations to the medical community, law enforcement, and local schools.

The Coroner's Office has continued to expand its Citizen Volunteer Program with a total of 35 members. Their duties have also expanded to include assisting the department in all areas of the Coroner's Office and the Public Administration duties. The volunteers have donated in excess of 1000 hours.

It is anticipated that the Coroner's Office will see a decrease in revenue from Public Administration, specifically in the area of probate. Probate cases have decreased in numbers due to local private attorneys seeking the work through advertising. The department is anticipating a loss of \$132,000 in FY 2012-13.

It is anticipated that there will also be an increase in indigent burial numbers ranging from 35-40 with a cost obligation of \$24,000. In past years, Hospice of Humboldt has paid for burial expenses for their clients but that funding has been lost. In 2012, this office has been informed that local hospitals will no longer provide in-kind services to the Coroner's Office as a matter of past practice. These services include providing X-rays and laboratory analysis. The cost is estimated to be \$5,000.

2011-12 Accomplishments

1. Provided additional training for Deputy Coroner's in specialized areas such as evidence collection and booking procedures. This ongoing training will enhance employees' job knowledge, proficiency and represents an investment in County employees.
2. Participated in teaching local police academy students skills related to specialized areas of investigation. Participating in local schools and police academies will enhance the knowledge of new employees entering the field and builds interjurisdictional cooperation.

3. Expanded Volunteer Program by doubling participation. This increases department efficiency and supports community involvement in our agency. Also, this invites civic engagement and promotes awareness of available services.
4. Assisted local community partner agencies in interfacing with the Humboldt County Coroner's Office which increased departmental efficiency and provided opportunities for continued training and investment in County employees.

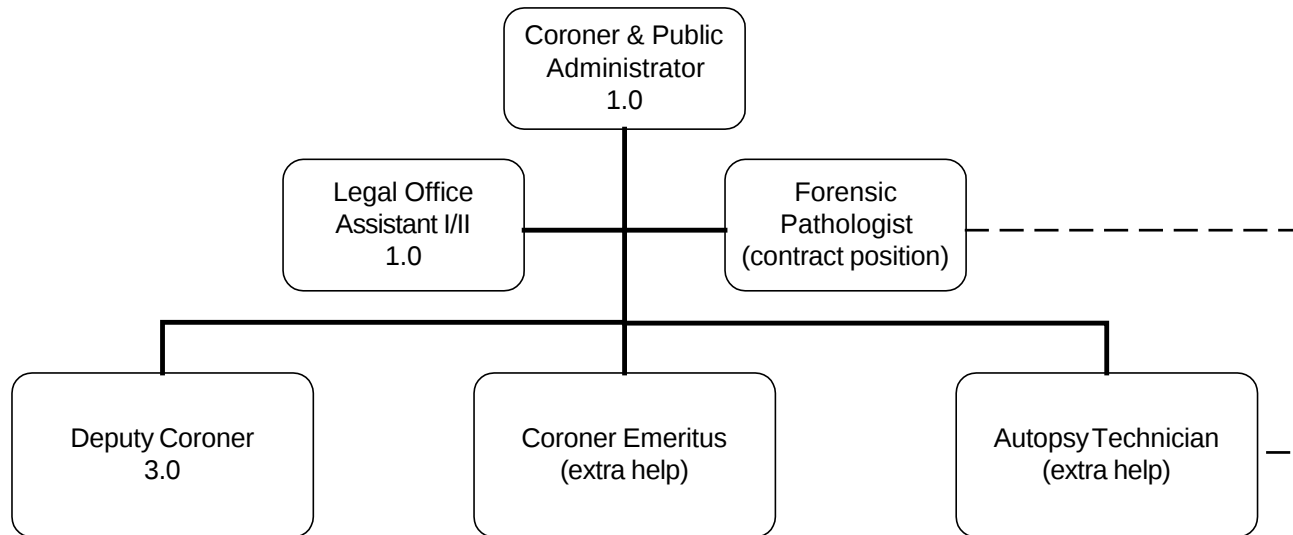
2012-13 Objectives

1. To continue to increase and enhance options for cross training local law enforcement in the needs of "in-depth" field investigations related to death cases. This training builds inter-jurisdictional cooperation and

allows for the provision of community appropriate levels of service.

2. To continue training First Responders such as Paramedics, Firefighters and Ambulance Personnel. This will render more effective and efficient investigations which increases community support and allows for to continued community-appropriate levels of service.
3. To seek outside funding to support equipment needs. This will benefit the goals of the Coroner's Office and assist in meeting budget shortfalls, thereby allowing the Office to manage resources to ensure the sustainability of services.

Organizational Chart:





Courts - County Contribution (1100 250)

Phillip Smith-Hanes, County Administrative Officer

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Fines, Forfeits & Penalties	\$1,420,392	\$1,360,504	\$1,362,608	\$1,313,069	\$1,475,400	\$1,475,400	\$162,331
Charges for Services	103,696	106,179	93,793	98,041	100,200	100,200	2,159
General Fund Support	117,290	234,573	231,975	627,418	375,374	375,374	(252,044)
Total Revenues	\$1,641,378	\$1,701,256	\$1,688,376	\$2,038,529	\$1,950,974	\$1,950,974	(\$87,555)
Expenditures							
Supplies & Services	\$509,550	\$650,571	\$577,502	\$927,378	\$840,000	\$840,000	(\$87,378)
Other Charges	1,131,828	1,050,685	1,110,874	1,111,150	1,110,974	1,110,974	(176)
Total Expenditures	\$1,641,378	\$1,701,256	\$1,688,376	\$2,038,529	\$1,950,974	\$1,950,974	(\$87,555)
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

This budget unit includes the required County contribution of \$993,701, which is a fixed direct payment to the State toward operation of the court system. In addition, there is also a fixed payment to the State of \$177,273 for the Court Facilities Payment. Also included are appropriations for outside counsel, investigators and experts for indigent defense that could not be assigned to the Offices of the Public Defender or Conflict Counsel. Some of these costs are offset by that portion of court fine and forfeiture revenues that are allocated to the County.

Recommended Budget

The recommended budget for FY 2012-13 is \$1,950,974, an increase of \$266,709 from the previous year. The General Fund contribution is \$375,374, which represents an increase of \$141,709 from FY 2011-12. This increase is primarily due to changes in how court cases are handled and the elimination of Alternate Counsel. The budget is based on costs in FY 2011-12 and there is potential that actual costs could be less in FY 2012-13.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Trial courts in California were historically a part of the county government structure. In 1997, the State assumed responsibility for operations and funding of the Superior Court. In the 15 years since that transition, many issues concerning cost-sharing and physical space utilization have been ironed out between the local Court and Humboldt County. This culminated with a Joint Occupancy Agreement in June 2007, which specifies the terms of Court/County sharing of the County Courthouse.

Pursuant to the Trial Court Funding Act of 1997 as well as subsequent agreements, the County remains responsible for payment of certain costs and also receives some court-generated revenues. Budget unit 250 was established to account for these funds. This budget unit is administered by the County Administrative Office, but the County has little control over either the revenues or the expenditures that flow through the budget unit.

The Trial Court Funding Act requires each county and its respective Superior Court to enter into a Memorandum of Understanding (MOU) regarding which specific services the county will provide to the Court, and how the county will be repaid. The County entered into its first MOU with the Court in 1998. That document was updated in January 2007. On June 22, 2010, the MOU was further revised and extended through June 30, 2013. The extension largely continued the rights and obligations of the parties under the existing MOU. It differs from the previous MOU in that it contemplates greater detail regarding specific services, including courtroom security,

Courthouse entrance screening, technology interfaces, dependency representation, and debt collection.





1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Gov't'l Agencies	\$2,052,194	\$1,958,979	\$2,467,546	\$2,556,471	\$1,904,517	\$1,904,517	(\$563,029)
Charges for Services	325,747	291,703	7,178	338,818	0	0	(7,178)
Other Revenues	735,943	156,487	193,737	0	677,492	677,492	483,755
General Fund Support	1,767,694	2,880,561	2,635,162	2,268,544	2,848,388	2,029,976	(605,186)
Total Revenues	\$4,881,578	\$5,287,730	\$5,303,623	\$5,163,832	\$5,430,397	\$4,611,985	(\$691,638)
Expenditures							
Salaries & Benefits	\$4,042,666	\$4,524,906	\$4,759,084	\$4,451,273	\$4,751,670	\$4,190,786	(\$568,298)
Supplies & Services	649,616	665,014	492,748	615,118	537,163	506,493	13,745
Other Charges	176,531	251,064	327,366	200,561	161,564	164,706	(162,660)
Fixed Assets	168,942	2,248	4,425	44,316	0	0	(4,425)
Expense Transfer	(156,177)	(155,502)	(280,000)	(147,436)	(20,000)	(250,000)	30,000
Total Expenditures	\$4,881,578	\$5,287,730	\$5,303,623	\$5,163,832	\$5,430,397	\$4,611,985	(\$691,638)
Staffing							
Allocated Positions	55.00	55.80	53.80	55.30	55.30	55.30	1.50
Temporary (FTE)	0.70	1.32	4.25	5.61	9.00	8.25	4.00
Total Staffing	55.70	57.12	58.05	60.91	64.30	63.55	5.50

The District Attorney's Office includes the following budget units:

- 1100 205 District Attorney
- 1100 208 Victim-Witness Program
- 1100 211 Child Abuse Services Team (CAST)
- 1100 220 State Board of Control
- 1100 291 Underserved/Unserviced Victim Advocacy & Assistance

In addition, the following budget unit is no longer in use but is included in the summary table for prior years:

- 1100 252 DA Grant to Encourage Arrests

Purpose

Article 11, Section 1(b) of the California State Constitution provides that the Legislature must provide each county with an elected district attorney. Elections for the Office of District Attorney are held every four years at the same time as elections for the Governor. While a district attorney's duties are not limited to criminal prosecution, California Government Code Section 26500 provides that the district attorney's most essential duty is investigating and prosecuting criminal offenses on behalf of the People.

Mission

The mission of the Humboldt County District Attorney's Office is to seek the truth, promote justice in both our courts and our community, protect the innocent and the vulnerable, hold the guilty accountable, protect the dignity and the rights of victims and their families, to prevent crime through vigorous enforcement of our criminal and civil laws in a just, efficient

and ethical manner and through collaboration and partnership with both governmental agencies and the community we serve.

Recommended Budget

The recommended budget for FY 2012-13 is \$4,599,308, a decrease of \$1,056,721 from the previous year. This decrease is primarily due to reductions in grant funding from the State and federal agencies. The General Fund contribution is \$2,006,976, which represents a \$217,487 decrease from FY 2011-12.

Although the base General Fund allocation has held constant, a one-time General Fund supplemental funding allocation for CAST last fiscal year is not included. CAST is being funded through the Department of Health & Human Services for FY 2012-13.

For FY 2012-13, 14.5 positions will be unfunded and frozen. This is a net increase of 5.5 positions as follows: 3.0 Deputy District Attorneys, 1.0 Senior Legal Office Assistant, less 1.0 Legal Office Assistant that will be unfrozen for a net increase

of 3.0 in budget unit 205, 1.0 Deputy District Attorney in budget unit 211, 1.0 Legal Office Assistant in budget unit 208 and 0.5 Victim Witness Specialist in budget unit 291.

Supplemental Requests

The District Attorney's office submitted three supplemental funding request totaling \$611,412. Requests are prioritized and outlined as follows:

1. A supplemental request for \$437,581 to fill two Legal Office Assistant I/II positions, one Office Assistant I/II position and two Deputy District Attorney I/II/III/IV positions. Filling these positions would support the Board's Strategic Framework to enforce laws and regulations to protect citizens, create opportunities for improved safety and health, and protect vulnerable populations. The District Attorney's office requires funding for all positions to adequately handle the workload and protect the safety of this community. The office has also faced administrative staff shortages due to positions that were frozen in FY 2011-12. Legal Office Assistants support Deputy District Attorneys by routing and maintaining case files, electronically logging in complaints and filing them with the court, managing witness lists and other documentation for cases.
2. A supplemental request of \$ 125,554 would fund the two positions in CAST, one Legal Office Assistant I/II and one Deputy District Attorney I/II/III/IV. Funding these positions would support the Board's Strategic

Framework by enforcing laws and regulations to protect residents, creating opportunities for improved safety and health, and protecting vulnerable populations. In FY 2011-12, uncertain funding and staffing shortages required the District Attorney to act as the CAST prosecutor. CAST needs a funded, dedicated prosecutor to employ true vertical prosecution for all CAST cases. CAST previously benefited from a dedicated Legal Office Assistant and funding is being requested to reinstate this position. The LOA played a critical role in coordinating the CAST multi-disciplinary team, maintaining the CAST facility and creating a safe and welcoming environment for children, witnesses and their families.

3. A supplemental request of \$48,277 would provide extra-help funding for two part time Legal Office Assistant I/II positions and overhead costs that cannot be absorbed by the Victim Witness Assistant grant. This funding request will allow the District Attorney's Office to better support crime victims and their families. This essential community function directly supports the Board's Strategic Framework by enforcing laws and regulations to protect residents, creating opportunities for improved safety and health and protecting vulnerable citizens.

The supplemental requests were not recommended for funding because they did not achieve a priority level that allowed them to be funded based on limited available financial resources.

Board Adopted

The Board adopted this budget with an increase of \$23,000. The increase allows the District Attorney's Office to unfreeze a 1.0 Office Assistant. This increase was offset by additional revenue received from Payments in Lieu of Taxes from the federal government.

Program Discussion

1100 205 District Attorney

This is the main operational budget for the District Attorney's Office. This budget unit covers costs for the prosecution of the majority of the 9,762 investigations that were referred to the office from law enforcement during 2011. Out of the 7,638 individuals charged, 1,854 were for felonies, 3,683 were for misdemeanors and 2,145 were for infractions.

The office was staffed by an average of 12 Deputy District Attorneys, who successfully secured 5,245 convictions (4,055 misdemeanor and 1,190 felony) and conducted 21 jury trials. Perpetrators were brought to justice for crimes related to homicide, felony narcotics, domestic violence, child molestation, child pornography, grand theft, drug trafficking, sexual assault, attempted murder, animal abuse, driving under the influence, robbery and burglary.

The District Attorney's Office also participates in civil commitment proceedings regarding Sexually Violent Predators, Hearings for Mentally Disordered Offenders Extended

Commitments, Firearm Hearings, and Not Guilty By Reason of Insanity Hearings.

In 2011, the office filed 175 Juvenile Petitions for offenses ranging from possession of marijuana to felony assault.

In addition to the traditional prosecution of cases, asset forfeitures of \$264,679 were seized with \$25,796 of this being allocated to the District Attorney's Office.

For FY 2011-12 local merchants received \$67,136 worth of checks with insufficient funds and the Check Enforcement Program recovered \$33,634, or over 50% of the potentially lost revenue. In addition, the Department collected \$2,108 in victim fees.

The Humboldt County District Attorney's Office Bureau of Investigations consists of ten sworn peace officers and one volunteer and is completely independent from other law enforcement agencies in Humboldt County. The Bureau handles various investigations of criminal activity including homicide, public corruption and fraud and supports prosecutors by reviewing reports, conducting further investigation in cases when necessary, working with witnesses and providing support in court as needed. The Bureau also supports other agencies during complicated and high profile investigations including but not limited to officer involved shootings.

The District Attorney's Insurance Fraud Unit works with the California Department of Insurance to investigate auto and workers' compensation insurance fraud cases to investigate and prosecute cases in Humboldt, Trinity and Del Norte counties.

In 2011, the unit investigated 33 workers' compensation cases and 35 auto fraud cases. In addition, this agency provides consumer fraud education to the community and works with local law enforcement agencies to increase the detection of auto insurance fraud.

In 2011, the District Attorney's Office placed greater emphasis on community education and crime prevention to foster greater understanding of, and cooperation with, the criminal justice system. This, in turn, facilitates more effective investigation and prosecution of crimes and increases the likelihood of achieving justice for victims.

The District Attorney budget is \$4,166,775, a 14% decrease from FY 2011-12. This decrease is primarily due to reductions in grant funding and the use of asset forfeiture funds.

1100 208 Victim-Witness

This budget unit funds the core component of the County's Victim Witness Assistance Center. Victim Witness is a State mandated, State grant funded agency administered by the County. It is a public non-profit agency that provides a variety of services to local victims of violent crime and their families. The program's primary directive is to serve victims of crime. The most vulnerable populations served include:

- Victims of domestic violence;
- Child and adult sexual abuse/assault victims;
- Victims of drunk drivers;
- Elder abuse victims;
- Families of homicide victims, and

- All victims of violent crime.

Services include crisis intervention, emergency assistance, information and referral, case status, disposition tracking, court orientation, escort and support, restraining order assistance and assistance with opening State Victim of Crime applications.

The amount of funding allocated from the State of California Emergency Management Agency for FY 2012-13 is \$174,470. The budget is recommended at this same level, which is a \$30,467 decrease from FY 2011-12.

1100 211 Child Abuse Services Team

The Child Abuse Services Team (CAST) is a multi-agency unit that has served the children and families, as well as developmentally disabled adults of Humboldt County since 1996. The team consists of a social worker trained to conduct forensic interviews; a Mental Health clinician, who provides services for victims and their families; and a dedicated prosecutor and investigator, who each work closely with law enforcement agencies and the social worker to reduce trauma to child victims of abuse, including sexual abuse, and neglect. The result is a better prepared case for prosecution.

During 2011, the CAST team completed 103 interviews referred by law enforcement agencies. Of the potential victims interviewed, 44.7% disclosed sexual abuse, 9.7% disclosed physical abuse and 2.9% disclosed neglect.

In the past, CAST was jointly funded through grants from the National Children's Alliance, the State Department of Justice's Child Abuse Vertical Prosecution grant. State budget shortfalls resulted in the elimination of the Child Abuse Vertical Prosecution Grant Program in FY 2011-12. Additionally the Humboldt County Department of Health and Human Services eliminated partial CAST funding from their budget. One-time General Funding was allocated in FY 2011-12 to allow the Department additional time to seek other funding sources for the program.

For FY 2012-13 the Humboldt County Department of Health and Human Services has been able to provide partial funding for CAST from their budget. The recommended budget for FY 2012-13 is \$230,000, an increase of \$39,325 from FY 2011-12.

1100 220 State Board of Control

The grant agreement between the District Attorney's Office and the Victim Compensation and Government Claims Board (VCGCB) was reinstated in FY 2010-11. The County has entered into an agreement with the VCGCB for the purpose of verifying and submitting claims for unreimbursed financial losses of local crime victims. By verifying claims locally, this program expedites reimbursement to victims and health care providers. In addition, the program provides emergency funding for funeral and burial costs, relocation costs to victims of domestic violence/sexual assault crimes, crime scene clean-up expense, and other verified emergency losses. The office processed and submitted 317 claims in 2011 for the County of Humboldt.

The recommended budget for FY 2012-13 is \$122,740, a decrease of \$56,400 from FY 2011-12. The decrease is due to reductions in grant funding.

1100 252 DA Grant to Encourage Arrests

The grant for this program was not funded in FY 2011-12 and the budget was set to zero at mid-year. There is no budget recommended for FY 2012-13.

1100 291 Unserved/Underserved Victim Advocacy and Outreach

The Unserved/Underserved Victim Advocacy and Outreach program is a new initiative that is grant funded through the State of California Emergency Management Agency under the Victim of Crime Act (VOCA). The objective of the program is to outreach to victims in the American Indian community as well as educate and collaborate with both tribal and non-tribal entities to better serve the American Indian population, which has been historically underserved in the community. The program focuses on domestic violence, sexual assault, homicide, elder abuse, and hate crimes.

The budget for FY 2012-2013 is \$125,000, a decrease of \$104,747 from FY 2011-12. The change is primarily the result of prior year grant funds being carried into FY 2011-12. This will provide funding for 1.0 FTE Victim Witness Specialist.

2011-12 Accomplishments

1. Processed over 9,500 referrals from law enforcement related to suspected criminal activity, filed over 7,500 cases in the criminal courts, conducted independent undercover sting operations that lead to the arrest and conviction of child molesters and other criminals, participated in multi-agency operations to eradicate large scale illegal marijuana grow operations and assumed embezzlement cases at the request of other law enforcement agencies. This enforced laws and regulations to protect residents.
2. Increased community outreach and education efforts focused on crime prevention and educating the community about the criminal justice system. These efforts included presentations to service providers, civic organizations, community groups, students and others. Informational booths were set up at the County Fair and other community events and staff assisted the Child Abuse Coordinating Council and other programs with seasonal prevention campaigns. Additionally the District Attorney testified on Elder abuse at the Joint Oversight Hearing before the Senate Subcommittee for Aging and Long Term Care and Public Safety. This facilitated the enforcement of laws and regulations to protect residents fostered civic engagement and awareness of available services.
3. Established administrative efficiencies that include creating a resource database to allow for better

management of technological and human resources and continuing to digitize court and other documentation to improve communication and cooperation between the Public Defender, Courts and District Attorney's Office. This allowed the Department to foster transparent, accessible, welcoming and user friendly services.

4. Fostered interagency cooperation and public/private partnerships by continuing the Tribal Roundtable, conducting public safety meetings with representatives from various law enforcement agencies, hosting the North Coast Law Enforcement Summit, actively seeking ways to collaborate with U.S. and District Attorneys in neighboring counties and other public safety and community agencies and coordinated the establishment of the Eureka Extreme Weather Shelter. Victim Witness continued to work with North Coast Rape Crisis, Humboldt Domestic Violence Services and others to increase awareness of, and access to service for victims, witnesses and their families.
5. Maintained the CAST Program despite substantial budget cuts, established the Investigative Bureau Consumer Fraud Investigation Unit and launched a Uniform Volunteer Program in the Investigative Bureau to assist in investigations and the completion of non-sworn activities. This allowed the Department to protect vulnerable populations and enforce laws and regulations to protect residents.

2012-13 Objectives

1. To pursue funding to fully staff the District Attorney's Office with knowledgeable, dedicated prosecutors, investigators and clerical staff in order to ensure effective, timely prosecution and resolution of criminal cases. This will allow for the enforcement of laws and regulations to protect citizens, create opportunities for improved safety and health, support businesses, protect vulnerable populations and provide community-appropriate levels of service.
2. To increase community outreach/education efforts in order to decrease crime and improve the quality of life for Humboldt County citizens. This includes establishing a multi-county, multi-agency Methamphetamine Education/Use Prevention effort to combat meth use and associated criminal activity. This will facilitate the enforcement of laws and regulations to protect citizens, protect vulnerable populations, foster civic engagement and awareness of available services.
3. To continue to improve administrative and operational efficiencies including reestablishing the electronic interface with jail (lost in 2011) and continuing to convert discovery, arrest reports, court reports and other data to electronic formats with the goal of being paperless by 2013. This will facilitate inter-agency communication to create opportunities for improved public safety.
4. To continue to foster inter-agency collaboration by identifying opportunities for increased participation in interagency and public/private collaboration. This includes hosting the second North Coast Law Enforcement Summit. This will facilitate public and private partnerships to solve problems and build interjurisdictional and regional cooperation.
5. To reestablish dedicated CAST and Domestic Violence Vertical Prosecution Teams to work specifically with the victim and his or her family from initiation of an investigation or filing of a case until its conclusion. This will allow the Department to continue to protect vulnerable populations, enforce laws and regulations to protect citizens and create opportunities to improve safety and health.

Performance Measures

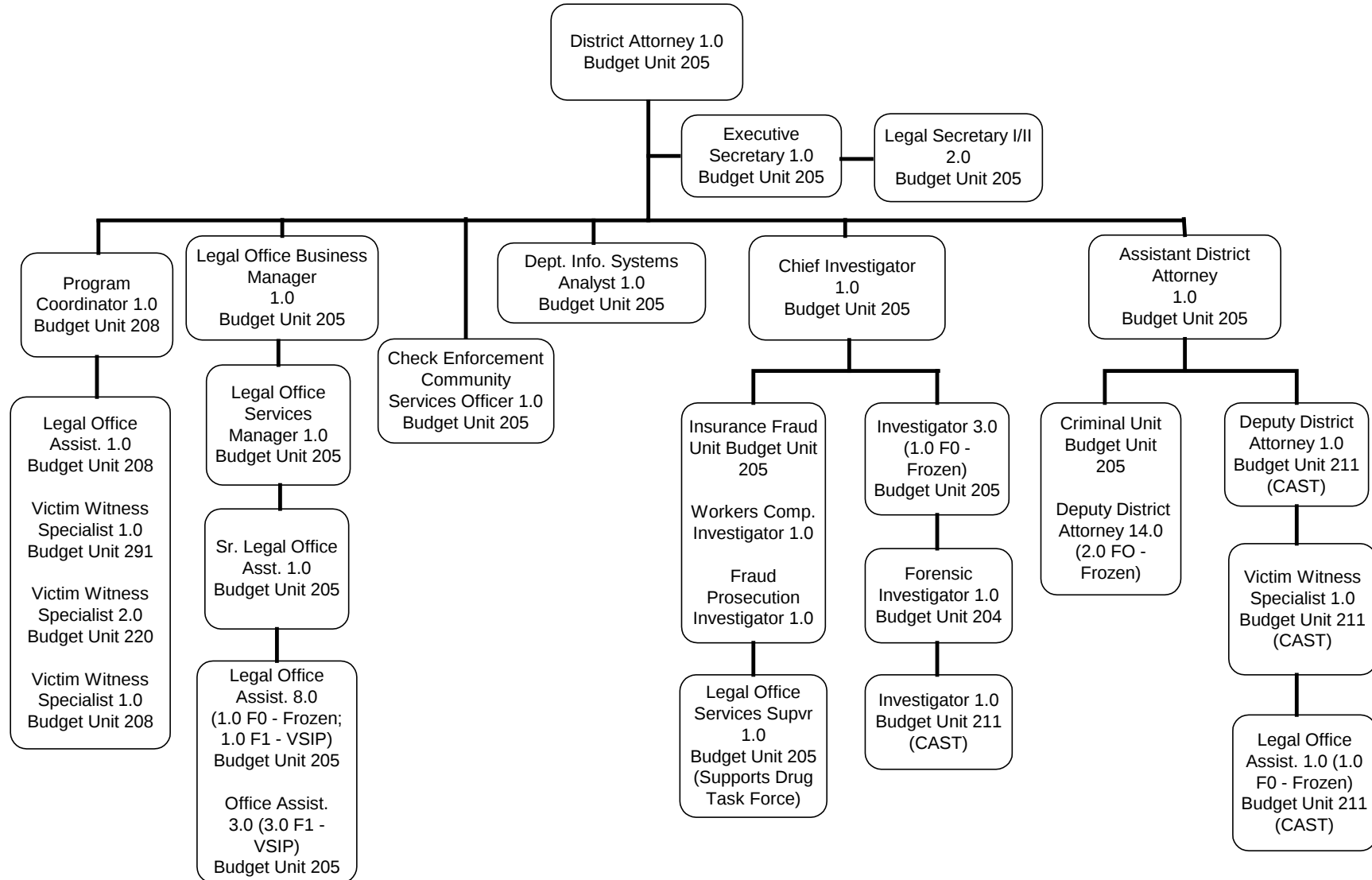
1. <i>Description of Performance Measure:</i> Number of Cases referred for Prosecution				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>
9306	11,000	10,800	9,762	9,500
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> A decrease in referrals indicates a decrease in incidences of reported criminal activity in the County. This reflects the effectiveness of crime prevention and community outreach activities designed to increase public safety. Crime reduction protects vulnerable populations, support business and workforce development, and create opportunities to improve safety and health.				
2. <i>Description of Performance Measure:</i> Number of fraud cases investigated				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>
n/a	29	55	68	77
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> An increase in the number of fraud cases being investigated indicates greater identification and reporting of fraud. This allows the department to enforce the laws and regulations established to protect citizens, create opportunities for improved safety and health, support businesses, protect vulnerable populations and provid community-appropriate levels of service.				
3. <i>Description of Performance Measure:</i> Number of ongoing victim cases served by the Victim Witness Program				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>
1040	1045	1061	1106	1200
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Increases demonstrate that a greater number of victims are supported through the criminal justice process with direct services and referrals. This protects our most vulnerable populations, creates opportunities for improved safety and health, and provides community-appropriate levels of service.				
4. <i>Description of Performance Measure:</i> Dollar amount of drug-related assets seized through cooperative efforts with the community				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Actual</i>	<i>FY 2012-13 Projected</i>
\$1,379,374	\$1,100,000	\$799,262	\$1,422,820	1,500,000

Describe why this measure is important and/or what it tells us about the performance of this department:

Greater amounts indicate increased collaboration and effectiveness in law enforcement agencies to deprive criminals of the monetary benefits of their criminal activities. This facilitates public partnerships to solve problems and build interjurisdictional and regional cooperation.



Organizational Chart:





1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
General Fund Support	\$56,629	\$43,379	\$43,818	\$57,377	\$57,499	\$57,499	\$122
Total Revenues	\$56,629	\$43,379	\$43,818	\$57,377	\$57,499	\$57,499	\$122
Expenditures							
Supplies & Services	\$55,355	\$42,422	\$42,326	\$56,139	\$56,400	\$56,400	\$261
Other Charges	1,274	957	1,492	1,239	1,099	1,099	(140)
Total Expenditures	\$56,629	\$43,379	\$43,818	\$57,377	\$57,499	\$57,499	\$122
Staffing							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

The Grand Jury is part of the judicial branch of government. Consisting of nineteen citizens, it is an arm of the court, yet an entirely independent body.

Recommended Budget

The recommended budget for the Grand Jury is \$57,499, which represents a \$1,127, or 2% decrease from FY 2011-12. This decrease is primarily due to reductions in publication costs. This budget is fully funded by General Fund contribution.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The civil Grand Jury is an investigative body having for its objective the detection and correction of flaws in government. The primary function of the Grand Jury is to examine all aspects of County and city government (including special districts and joint powers agencies), to see that the monies are handled judiciously, and that all accounts are properly audited.

The Grand Jury serves as an ombudsperson for citizens of the County. It may receive and investigate complaints by individuals concerning the actions and performances of public officials. Members of the Grand Jury are sworn to secrecy and most of the jury's work is conducted in closed session. All testimony and deliberations are confidential.

Grand jurors serve for one year. Some jurors may serve for a second year to provide an element of continuity from one jury to the next. Continuity of information is also provided by documents collected and retained in the Grand Jury library.



Probation Summary

William Damiano, Chief Probation Officer

Departmental Summary	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Attributable to Department	\$4,874,731	\$5,072,729	\$4,224,684	\$5,499,376	\$5,312,845	\$5,312,845	(\$186,531)
General Fund Support	<u>3,672,676</u>	<u>3,679,525</u>	<u>4,029,888</u>	<u>3,247,105</u>	<u>3,619,459</u>	<u>3,695,698</u>	<u>448,593</u>
Total Revenues	\$8,547,407	\$8,752,254	\$8,254,572	\$8,746,481	\$8,932,304	\$9,008,543	\$262,062
Expenditures							
Salaries & Benefits	\$6,597,706	\$7,085,863	\$7,305,684	\$7,538,338	\$7,781,696	\$7,666,984	\$128,646
Supplies & Services	1,555,109	1,399,922	1,093,511	1,361,744	1,340,754	1,338,754	(22,990)
Other Charges	375,018	250,653	251,353	205,665	225,107	225,107	19,442
Fixed Assets	19,574	15,816	20,122	75,972	0	0	(75,972)
Expense Transfer	<u>0</u>	<u>0</u>	<u>(416,098)</u>	<u>(435,237)</u>	<u>(415,253)</u>	<u>(222,302)</u>	<u>212,935</u>
Total Expenditures	\$8,547,407	\$8,752,254	\$8,254,572	\$8,746,481	\$8,932,304	\$9,008,543	\$262,062
Allocated Positions	89.70	90.20	90.20	113.40	110.40	110.40	(3.00)
Temporary (FTE)	<u>10.49</u>	<u>8.00</u>	<u>5.66</u>	<u>5.06</u>	<u>4.50</u>	<u>4.50</u>	<u>(0.56)</u>
Total Staffing	100.19	98.20	95.86	118.46	114.90	114.90	(3.56)

The Probation Department includes the following budget groupings:

Probation Court Investigations & Field Services

- 1100 202 Juvenile Justice Crime Prevention Act
- 1100 235 Probation Services
- 1100 245 Adult Drug Court
- 1100 257 Title IV-E Waiver
- 1100 294 Public Safety Realignment

Juvenile Detention Services

- 1100 234 Juvenile Hall
- 1100 254 Regional Facility New Horizons Program

In addition, the following budget units are no longer in use but are included in the summary table for prior years:

- 1100 239 Juvenile Mentally Ill Offender Crime Reduction (MIOCR) through FY 2008-09
- 1100 258 Substance Abuse Treatment (Prop 36) through FY 2010-11
- 1100 285 Probation Environmental Preservation Program through FY 2011-12

Mission

As an agent of the Court, Probation reduces the impact of crime in communities through investigation, prevention, supervision, collaboration, detention, and victim restoration.

Goals

1. **Build Organizational Capacity:** The Humboldt County Probation Department provides a variety of services to the Court and community. In a manner consistent with our mission, we must build and sustain the organizational knowledge, skills, belief systems, fiscal mechanisms and infrastructure necessary to respond to the changing needs of the Department and the community.
2. **Develop Partnerships with Other Disciplines and the Community:** Probation occupies a unique and central position in the criminal and juvenile justice systems, providing linkages between many diverse stakeholders. The development of formal legal, operational, and fiscal partnerships is critical to enhancing the Department's ability to meet our mission.
3. **Staff Development:** In order to maximize our ability to meet our mission we must invest in opportunities to expand knowledge, skills, competency and experience of staff in all classifications and at all levels of the Department.

Performance Measures

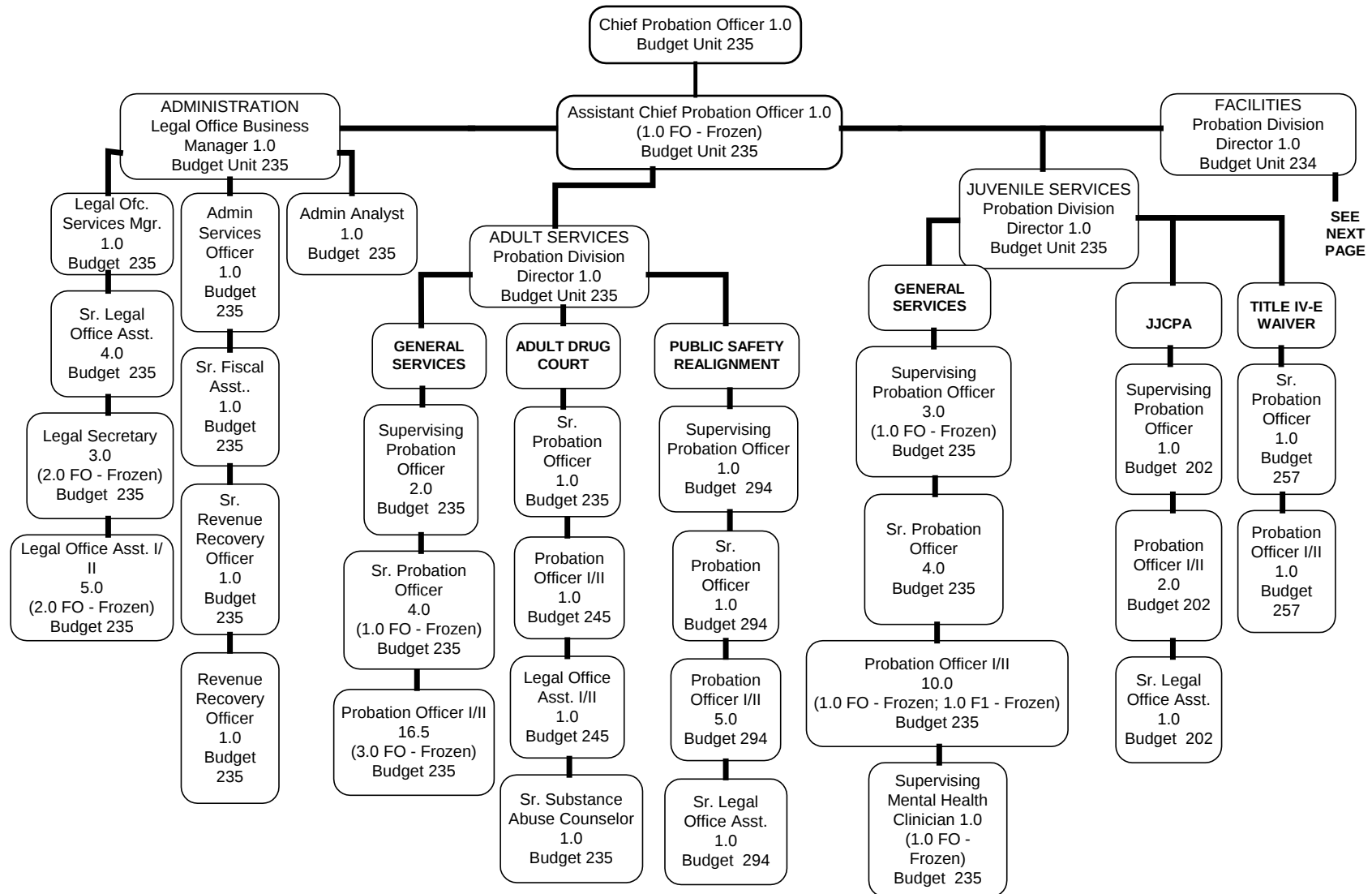
1. <i>Description of Performance Measure:</i> Amount of victim restitution collected				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
\$156,124	\$138,307	\$108,002	\$102,000	\$100,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> A goal of the Department is to provide for victim restoration through the collection of restitution, as ordered by the Court. This activity supports the enforcement of laws and protecting vulnerable populations.				
2. <i>Description of Performance Measure:</i> Juvenile Hall will maintain an annual average daily population (ADP) below or at its rated capacity (26), while maintaining a 70-75% successful completion rate for those juvenile offenders placed on detention alternative programs				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
Juvenile Hall ADP: 25.64 Home Supervision success comp. rate: 68%	Juvenile Hall ADP: 22.14 Home Supervision success comp. rate: 72%	Juvenile Hall ADP: 21.34 Home Supervision success comp. rate: 68.77%	Juvenile Hall ADP: 20 Home Supervision success comp. rate: 70%	Juvenile Hall ADP: 22 Home Supervision success comp. rate: 70%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Public safety is maintained while using secure detention for only the most serious and high risk juvenile offenders. This allows the Department to enforce laws and regulations to protect residents and provide community-appropriate levels of service.				
3. <i>Description of Performance Measure:</i> On-time completion/submission rate for adult and juvenile court investigations and reports				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
87%	88%	88%	88%	88%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> The timely completion/submission of investigations and reports to the Courts is a measure of the efficiency and effectiveness of services delivered, while ensuring proper due process for offenders and victims alike. This activity enforces laws and regulations.				

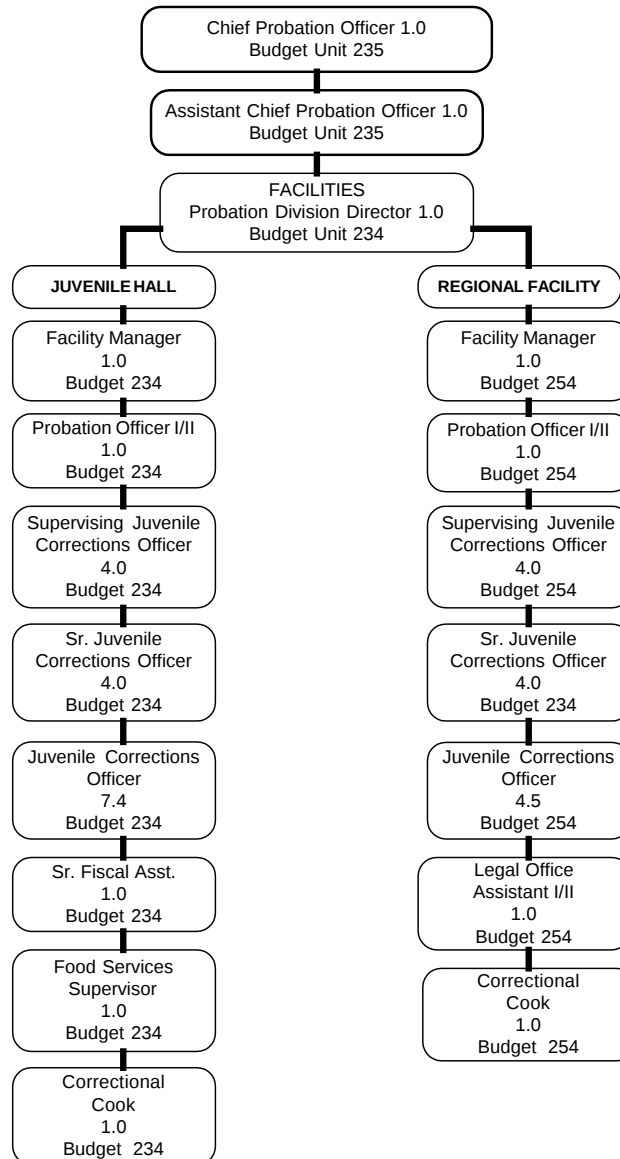
Probation Summary

William Damiano, Chief Probation Officer

4. <i>Description of Performance Measure:</i> Rate of successful completion of term of probation for adult offenders				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
65%	61%	62%	61%	62%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> The ability of an offender to satisfactorily complete his/her term of probation is directly related to the long-term rehabilitation of the client and the reduced likelihood that he/she will re-offend. These positive outcomes are the result of the enforcement of laws and court orders to protect residents, improving the health and safety of the community and protecting vulnerable populations.				
5. <i>Description of Performance Measure:</i> Rate of recidivism, as defined by the adjudication/conviction for a new offense, for adult and juvenile probationers				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
6.0%	4.7%	8.7%	7.9%	6.8%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Recidivism is a direct indicator of the effectiveness of probation services, and a gauge of probation's impact upon crime in the community. Again, these outcomes are the direct result of the enforcement of laws and regulations, which result in improved health and safety of the community and protection of vulnerable populations.				

Organizational Chart:





1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Fines, Forfeits & Penalties	\$2,807	\$1,381	\$1,572	\$2,166	\$1,500	\$1,500	(\$666)
Other Gov't Agencies	2,726,351	2,598,532	2,567,205	3,224,066	4,181,790	4,181,790	957,724
Charges for Services	300,359	333,762	345,417	432,373	299,500	299,500	(132,873)
Other Revenues	452,696	575,275	102,657	394,125	750,160	750,160	356,035
General Fund Support	8,948	(95,315)	(22,735)	1,638,282	1,709,964	1,593,252	(45,030)
Total Revenues	\$2,607,379	\$2,577,697	\$2,461,150	\$5,691,013	\$6,942,914	\$6,826,202	\$1,135,189
Expenditures							
Salaries & Benefits	\$4,393,159	\$4,753,841	\$4,833,898	\$4,939,812	\$5,689,261	\$5,574,549	\$634,737
Supplies & Services	1,066,133	967,160	663,740	948,691	1,425,894	1,423,894	475,203
Other Charges	352,902	228,189	229,628	186,229	220,462	220,462	34,233
Fixed Assets	12,333	4,092	4,607	48,443	19,500	19,500	(28,943)
Intrafund Transfer	0	0	(402,077)	(432,161)	(412,203)	(412,203)	19,958
Total Expenditures	\$5,824,527	\$5,953,282	\$5,329,796	\$5,691,013	\$6,942,914	\$6,826,202	\$221,393
Staffing							
Allocated Positions	80.50	77.50	75.50	76.50	80.50	80.50	4.00
Temporary (FTE)	1.21	0.86	0.61	0.49	1.00	1.00	0.51
Total Staffing	81.71	78.36	76.11	76.99	81.50	81.50	4.51

Purpose

Numerous code sections in the Civil, Government, Penal, Welfare and Institutions, and Civil Procedure codes mandate or describe probation services. Penal Code Section 1202.7 reads in part, “the Legislature finds and declares that the provision of probation services is an essential element in the administration of criminal justice.”

The essential function of probation services is to provide comprehensive and timely investigations/reports to the Court and to effectively supervise both juvenile and adult offenders to reduce the rate of re-offending and further victimization of the community.

Court Investigation and Field Services contain the following budget units: Juvenile Justice Crime Prevention Act (202); Probation Services (235); Adult Drug Court (245); Title IV-E Waiver (257); and Public Safety Realignment (294).

Recommended Budget

The recommended budget for FY 2012-13 is \$5,619,316, an increase of \$221,393 from the previous year. The General Fund contribution is \$1,593,252, which represents a \$70,370 increase from FY 2011-12. This increase is primarily due to changes in benefit and insurance costs. Thirteen positions will remain unfunded and frozen due to prior year budget reductions.

Supplemental Requests

Probation submitted one supplemental funding request for \$116,712. The request would restore funding for 2.0 FTE Probation Officers. Restoring this funding would support the Board’s Strategic Framework by enforcing laws and regulations to protect residents, providing community appropriate levels of service, and supporting the self-reliance of citizens. Community supervision has a tremendous impact on public safety. The Department is reaching a point where there are more high risk offenders than there are staff to appropriately supervise them. Providing the appropriate level of supervision to offenders who are at the highest risk to recidivate reduces the likelihood they will commit new offenses and prevents the necessity for more costly interventions such as jail or prison commitments.

The supplemental request is not recommended for funding because it did not achieve a priority level that allowed it to be funded based on limited available financial resources.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

1100 202 Juvenile Justice Crime Prevention Act (JJCPA)

The JJCPA program was established legislatively under the auspices of the State Crime Prevention Act of 2000, and since 2011, has been funded through a combination of State Vehicle License Fees (VLF) and sales tax revenues. The JJCPA program has been named Primary Assessment and Intervention to Reduce Recidivism (PAIRR) and includes the use of an evidence based risk-needs screening tool to assist in appropriate identification of an offender's risk to re-offend and his or her strengths and criminogenic needs related to risk reduction.

The total JJCPA program budget for FY 2012-13 is \$322,230, a decrease of \$6,442 or 2%, from FY 2011-12.

1100 235 Probation Services

This budget unit funds the major operations of the Probation Department:

Adult Services

- Adult Intake & Investigations
- Adult Supervision/Field Services
- Interstate Compact
- Public Safety Realignment

Juvenile Services

- Juvenile Diversion
- Juvenile Intake & Investigations
- Juvenile Field
- Juvenile Home Supervision
- Juvenile Placement Services

Core/mandated services for the Probation Department include:

- **Adult Pre-Sentence Investigation Services:** Mandated service providing the courts with investigation reports and recommendations for sentencing in accordance with the law for all adults convicted of a felony, and for misdemeanor convictions as referred by the court. Assessment of risk to reoffend and identification of criminogenic needs and strengths guide recommendations and rehabilitative case planning.
- **Juvenile Intake and Investigation Services:** The Welfare and Institutions Code requires that a probation officer investigate law enforcement referrals, provide diversion/informal services where appropriate, or request the District Attorney to file a delinquency petition with the Juvenile Court. The probation officer interviews the minor, family and victims; gathers school, health, mental health, and social services information; completes an assessment; and recommends a case plan for the minor and the family.
- **Adult and Juvenile Field Supervision:** Convicted offenders placed on probation by the Court are placed

under the supervision of an assigned probation officer. The probation officer determines the level and type of supervision, consistent with the court ordered conditions of probation. Probation field supervision provides for public safety and the rehabilitation of offenders through the enforcement of conditions of probation and the provision of case management services. The Probation Department is also responsible for several specialized field supervision programs for both adult and juvenile offenders.

Other ancillary services include:

- *Community Service Work Programs:* The Probation Department runs both adult and juvenile community service work programs. These programs provide an alternative sanction for the Court and serve as a means of restitution/retribution to the community. The adult community service work program is partially self-funded through fees paid by offenders. The juvenile program is funded through the State Juvenile Justice Crime Prevention Act (JJCPA).
- *Guardianship and Step-Parent Adoption Investigations:* These investigations are completed by the Probation Department upon the referral/appointment of cases through the Family Court.
- *Revenue Recovery Services:* The Penal Code, Welfare and Institutions Code, and Family Code allow for the recommendation and setting of fines and fees at the

time of sentencing or disposition. Probation revenue recovery staff conducts family financial investigations to determine ability to pay for services, fines and fees. Probation Officers monitor and enforce payments.

- *Fiscal / Administrative Support Services:* Administrative support services personnel are responsible for the processing of court related documents, accounting/tracking of revenues and expenditures, budget preparation and monitoring, the preparation of employee payroll, and the processing of time studies and associated federal and State administrative claims. Administrative claiming for federal/State revenue continues to be a critical function within administrative services due to the on-going reliance upon alternative funding streams to support the sustainability of core programs and services.

Grants supporting Probation Services:

1. The Evidence-Based Probation Supervision Program (EBPSP) is funded through the federal American Reinvestment and Recovery Act-Justice Assistance Grant program through September 2012 and is attached to State Senate Bill 678. The goal of the program is to support the implementation of evidence-based practices in adult community corrections, thereby improving outcomes of felony offenders and reducing the likelihood of offenders being sentenced to prison. Another aspect of this legislation is that it incentivizes improved outcomes. The program has successfully reduced the number and percentage of total offenders revoked to prison. As a

result, the Probation Department will receive the second incentive payment in FY 2012-13. Grant funding supports retention of 1.0 FTE Probation Officer position. Additional SB 678 funding is supporting 2.0 FTE additional Probation Officer positions in Adult Field Services, essentially restoring what would have been cut otherwise, maintaining caseloads for high risk offenders at a ratio of 1:50. Incentive payment funding is restricted to enhancing the EBSP program and may not supplant existing services.

2. The Department also receives the Disproportionate Minority Contact –Technical Assistance Project II (DMC-TAP II) Grant. This project includes a 3-plus-year graduated cycle of funding to support counties in evaluating and addressing the overrepresentation of minority youth who come into contact with the juvenile justice system. The grant requires contracting with a DMC consultant to advise and guide the Department in the DMC assessment process, identification of data system needs, and DMC stakeholder training. The grant also supports the activities of a departmental project coordinator responsible for overseeing data collection and analysis, facilitating stakeholder meetings, and reporting. The second cycle of funding will began July 1, 2011, for a 15-month grant period. The third cycle of funding will begin October 1, 2012, for the final 15 months of the program.

Overall, budgeted revenues have remained relatively static while costs have risen significantly; at the same time the State has passed legislation realigning significant additional

responsibilities to counties with regard to juvenile and adult corrections populations (AB109). The total FY 2012-13 budget for Probation Services is \$5,278,795, an increase of \$361,156, or 7%, from FY 2011-12.

1100 245 Adult Drug Court

The Adult Drug Court program is a successful collaborative therapeutic court program focusing on high and moderate risk adult felony probationers who have known alcohol/drug involvement. Offenders are referred to treatment and other social services within the community, which promote a clean, sober, productive and crime-free lifestyle. Regular monitoring and drug testing by the treatment team support public safety objectives, and are reinforced by the use of incentives and graduated sanctions. Successful cases significantly reduce local and State costs by reducing crime, incarceration, and health and social service impacts of untreated addictions.

Funding for Adult Drug Court continues to be a blend of State and federal grants and client fees. State Drug Court Partnership and Comprehensive Drug Court Implementation (CDCI) grant funds, administered by State Alcohol and Drug Programs previously made up the bulk of funding for this budget unit. The Governor's 2011 Public Safety Realignment shifted funding and oversight for these programs to local jurisdictions, so they are no longer considered grant funded.

The Adult Drug Court budget for FY 2012-13 is \$225,252, an increase of \$500, or .2%, from FY 2011-12.

1100 257 Title IV-E Waiver

Senate Bill 163 (1997) allows counties to seek a waiver from State and federal regulations that govern the use of State and county foster care funds to provide individualized Wraparound services to children and their families. The children must have been or must be at risk of being placed in Rate Classification Levels (RCL) 10-14 group homes, which are homes providing the highest level of care at the highest cost. Humboldt County sought and received this authorization to become one of the pilot counties through the waiver process and this budget represents Probation's participation with the Department of Health & Human Services in the local plan.

The FY 2012-13 budget for the Title IV-E Waiver program is \$207,052, a decrease of \$1,810, or .9%, from FY 2011-12.

1100 285 Probation Environmental Preservation Project

The Probation Environmental Preservation Project (PEPP) was a collaborative program originally funded under U.S. House Bill 2389, the Secure Rural Schools and Community Self-Determination Act, "safety net" funds made available to the County from National Forest timber receipts. The program provided supervision of juvenile justice-involved youth while engaging them in earth science-related curriculum and activities in a Community School setting.

Allowable uses for the federal funds changed in 2009. Remaining funds distributed to the County prior to this change were exhausted during FY 2011-12 and are no longer available

to sustain the PEPP. The 1.0 FTE Deputy Probation Officer position was eliminated and the associated cases were redistributed among remaining juvenile field supervision caseloads. As such, there is no budget for FY2012-13.

1100 294 Public Safety Realignment

Assembly Bill 109 (2011) and subsequent legislation made significant changes to felony sentencing options and realigned responsibility for State adult corrections populations to counties in response to a federal mandate to reduce the prison population and address ongoing State budget shortfalls. The legislation requires counties to form Community Corrections Partnerships (CCP) made up of various public and private stakeholders, which are to develop local community corrections plans to manage the realigned offenders and deal with other resulting impacts to local corrections and the criminal justice system. On October 1, 2011, counties assumed these responsibilities.

Funding for Public Safety Realignment was legislated to come from a combination of state sales tax, VLF and state general funds should revenues fall short. The first-year allocation formula was based on county population, the county's average daily population in state prison of qualifying offenders, and county performance data associated with Senate Bill 678 (2009) – the Probation Performance Incentive Fund program. The Governor attempted to secure and protect this funding constitutionally, but was unsuccessful in the legislature. As a result, the Governor has qualified an initiative for the November election to put the matter before the voters.

Humboldt County's plan was developed over a period of several months and was based on data provided by the State, a needs assessment of the local corrections system, recommendations regarding best practices, and with input from the CCP. The plan incorporates options for community supervision, treatment and other support services for offenders, the addition of jail beds and expanded jail alternative programs, with the goal of maximizing community safety by reducing offender recidivism. The plan establishes a Community Corrections Resource Center that will serve as a one stop shop within a block of the courthouse. Additionally, the plan re-creates the County's supervised own recognizance and electronic monitoring program. These collaborative programs involve staff from the Probation, the Sheriff's Office, Department of Health and Human Services and local service providers.

The Public Safety Realignment budget for FY 2012-13 is \$1,206,886, an increase of \$360,179, or 42.5%, from FY 2011-12. Overall revenue to the County for this purpose is expected to be more than double what was received in FY 2011-12.

2011-12 Accomplishments

1. Trained and certified a Senior Probation Officer to facilitate Aggression Replacement Training curriculum and implemented the program in the juvenile services division. This program improves community health and safety.
2. Completed JAMS case management system modification for juvenile and detention services divisions and implemented department-wide. This project has provided for and maintained much-needed infrastructure that will allow the Department to manage resources to ensure sustainability of services.
3. Secured second cycle of funding related to Disproportionate Minority Contact grant program and began work with stakeholders throughout the juvenile justice system. This grant program allows the Department to improve services to vulnerable, over-represented minority populations.
4. Awarded an Evidence-Based Practices Project grant to evaluate and enhance the Department's implementation of proven effective practices in corrections. The Department and juvenile programs were assessed and staff received initial training in evidence-based EPICS case management skills. This grant provides infrastructure improvements that will improve public health and safety and allow Probation to continue to provide community-appropriate levels of service.
5. Developed a coordinated Community Corrections Partnership plan with County law enforcement, the Courts and other community stakeholders to respond to State realignment of adult non-serious, non-violent and non-sex offender parolee and prison populations, to ensure maximum public safety is maintained. The CCP plan array of services enforces laws to protect residents

and creates opportunities to improve safety and health of offenders, families and the community.

2012-13 Objectives

1. To have probation officers complete training and implement EPICS case management skills, improving health and safety by affecting positive offender outcomes.
2. To secure the final cycle of funding related to the Disproportionate Minority Contact grant program and roll out policy and program changes developed in the first two phases of the program with juvenile justice

stakeholders, further improving services to vulnerable over-represented minority populations.

3. To bring the Community Corrections Partnership plan for 2011 Public Safety Realignment to full implementation and monitor for effectiveness to improve public health and safety.
4. To develop and implement policies and practices to increase the utilization of performance and outcome data to provide for and maintain infrastructure that should translate to enhanced public safety and health as well as management of resources to ensure sustainability of services.



Probation - Juvenile Detention Services

William Damiano, Chief Probation Officer

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$1,105,862	\$1,260,365	\$1,041,379	\$1,299,234	\$1,192,271	\$1,192,271	(\$106,963)
Charges for Services	208,588	117,854	110,228	144,400	93,460	93,460	(50,940)
Other Revenues	78,068	185,560	56,226	3,010	1,050	1,050	(1,960)
General Fund Support	1,330,362	1,235,193	1,716,943	1,608,823	1,909,495	1,909,495	300,672
Total Revenues	\$2,722,880	\$2,798,972	\$2,924,776	\$3,055,467	\$3,196,276	\$3,196,276	\$140,808
Expenditures							
Salaries & Benefits	\$2,204,547	\$2,332,022	\$2,471,786	\$2,598,526	\$2,678,302	\$2,678,302	\$79,776
Supplies & Services	488,976	432,762	429,771	413,053	494,979	494,979	81,926
Other Charges	22,116	22,464	21,725	19,436	26,045	26,045	6,609
Fixed Assets	7,241	11,724	15,515	27,529	0	0	(27,529)
Expense Transfer	0	0	(14,021)	(3,076)	(3,050)	(3,050)	26
Total Expenditures	\$2,722,880	\$2,798,972	\$2,924,776	\$3,055,467	\$3,196,276	\$3,196,276	\$140,808
Staffing							
Allocated Positions	37.40	37.90	37.90	36.90	37.90	37.90	1.00
Temporary (FTE)	6.04	6.00	2.66	4.57	3.65	3.65	(0.92)
Total Staffing	43.44	43.90	40.56	41.47	41.55	41.55	0.08

Purpose

Juvenile Detention Services contains the following budget units: Juvenile Hall (234) and Regional Facility (254).

Juvenile Hall is mandated under Section 850 of the Welfare and Institutions Code. The primary mission of the Juvenile Hall is to provide for the safe and secure confinement of juvenile offenders determined to be a serious threat of harm to themselves and/or the community. Section 210 of the Welfare and Institutions Code mandates minimum standards for Juvenile Hall and is defined in Titles 15 and 24, California Code of Regulations.

The Regional Facility is an 18-bed secure treatment facility authorized pursuant to Chapter 2.5, Article 6, Sections 5695-5697.5 of the Welfare and Institutions Code. The facility is specifically designed and operated to serve those juvenile wards of the court with serious emotional problems and a history of treatment/placement failures in less restrictive residential settings. The Regional Facility currently provides a vital resource for the County's most high need, high risk youth while holding down County costs associated with out of home placements.

Recommended Budget

The recommended budget for FY 2012-13 is \$3,196,276, an increase of \$71,909 from the previous year. The General Fund contribution is \$1,909,495, which represents a \$194,453 increase from FY 2011-12. This increase is primarily due to

changes in benefit and insurance costs. Additionally there was a one-time budget balancing adjustment that reduced the Juvenile Hall General Fund allocation for FY 2011-12 by the amount of anticipated growth in Proposition 172 Public Safety revenue. Two positions will remain unfunded and frozen due to prior year budget reductions this is a decrease of one-half time position. A 0.5 FTE Juvenile Corrections Officer I/II position will be funded for FY 2012-13.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Between the Juvenile Hall and the Regional Facility, the Detention Services Division provides a total of 44 secure beds for juvenile wards of the court ranging in age from eight to eighteen. Detention Services provides a wide array of programming including but not limited to education, health/mental health care, substance abuse services, recreation, independent living skills, supervision, case management, counseling, and professional staff who act as parental role models.

As the result of the 2007 State Department of Juvenile Justice (DJJ) realignment shifting lower risk juvenile offenders from State to local jurisdiction, the State, through Senate Bill 81, appropriated Youthful Offender Block Grants (YOBG) to counties to provide funding for programs and services to serve

this population in lieu of commitment to DJJ. These funds support the Regional Facility New Horizons program in budget unit 254.

1100 234 Juvenile Hall

The primary function of Juvenile Hall is to provide detention and short-term care for delinquent youth within specified provisions of the California Welfare and Institutions Code. Juvenile Hall is designed to house juvenile offenders in a safe, humane environment while maintaining the level of security necessary to prevent escape and assault or intimidation by other juveniles. Juvenile Hall has limited control over who is admitted and no control over length of stay. Once a minor is admitted to Juvenile Hall he/she has certain fundamental rights regarding conditions of confinement. Juvenile Hall, unlike many County agencies, has the responsibility for the 24-hour custodial care of detained minors and has no discretion with regard to providing mandated services and supervision.

In January 2009 the Department submitted a juvenile facilities state construction grant application requesting funding assistance to replace the existing 40 year old building with a new 30-bed facility. Unfortunately, the County's application was not selected for funding at that time; however, on October 19, 2010, Assembly Bill 1628 was signed by the Governor authorizing a \$200 million augmentation in lease-revenue bond financing to the Local Youthful Offender Rehabilitative Facilities Construction Financing Program. On December 1, 2010, the Department was notified of a conditional award of \$12,930,869 for the construction of a new juvenile hall. On March 1, 2011, the Board of Supervisors recognized the grant

award and authorized appropriate County departments to proceed without yet formally committing to acceptance of the grant award until a future date. Probation, in conjunction with the County Administrative Office, Public Works and the Treasurer is working with the State toward ultimate contractual acceptance of the grant award.

The total FY 232012-13 budget is \$1,921,623, an increase of \$92,772 or 5%, from FY 2011-12.

1100 254 Regional Facility

The New Horizons program is a multi-disciplinary 180 day intensive treatment program provided within the secure environment of the 18-bed Northern California Regional Facility. The program is designed to improve the County's capacity to reduce juvenile crime by focusing on juvenile court wards with co-occurring mental health disorders, who are at imminent risk of out of home placement, and have a history of treatment failures in open residential settings, but whose adjudicated crimes do not meet the threshold for commitment to the State Division of Juvenile Justice.

Treatment services include a combination of medication support, individual, group and family counseling, alcohol/drug assessment and counseling, skills development focused on anger management, the development of moral judgment, conflict resolution, victim awareness and independent living skills. The evidence-based Aggression Replacement Training, Trauma Focused Cognitive Behavioral Treatment, and the MATRIX substance abuse treatment curricula are used as the primary treatment modalities for the program.

Individualized, strength-based case plans are developed using the Family to Family-Team Decision Making process followed by the integration of wraparound services to support the youth and family throughout the youth's re-entry to community care programming.

The total FY 2012-13 budget is \$1,274,653, an increase of \$23,678, or 2%, from FY 2011-12.

2011-12 Accomplishments

1. Maintained the Juvenile Hall average daily population at or below its rated capacity of 26 minors, enforcing laws and regulations to protect residents and staff.
2. Completed upgrade of the Regional Facility security system, to provide for and maintain the necessary infrastructure to ensure detainee, staff and visitor safety and health.
3. Submitted required real estate due diligence paperwork to the State and secured County match funding to prepare for contracting for the design and building phases of the project grant to replace the juvenile hall. This project provides for and maintains County infrastructure, ensures compliance with laws and regulations to protect residents, and affects improved safety and health.

2012-13 Objectives

1. To continue to maintain the Juvenile Hall average daily population at or below its rated capacity of 26 minors, enforcing laws and regulations to protect residents and staff.
2. To complete the RFP/RFQ process related to Juvenile Hall replacement and secure contracts to move the project toward beginning construction. This project, when completed, will provide for and maintain infrastructure associated with juvenile detention mandates, enforce laws and regulations, and will improve the safety and health of detainees, staff and visitors to that institution.



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$370,373	\$359,837	\$402,089	\$487,187	\$463,055	\$463,055	(\$24,132)
Charges for Services	217,284	269,167	360,343	26,786	20,000	20,000	(6,786)
Other Revenues	100	546	305	140	300	300	160
General Fund Support	1,095,165	1,039,372	955,956	1,131,355	1,349,156	1,236,565	105,210
Total Revenues	\$1,682,922	\$1,668,922	\$1,718,693	\$1,645,468	\$1,832,511	\$1,719,920	\$74,452
Expenditures							
Salaries & Benefits	\$1,560,809	\$1,562,013	\$1,603,695	\$1,543,445	\$1,632,924	\$1,616,299	\$72,854
Supplies & Services	89,253	73,461	85,130	68,099	68,949	73,788	5,689
Other Charges	32,860	33,448	29,868	33,923	29,833	29,833	(4,090)
Fixed Assets	0	0	0	0	100,805	0	0
Total Expenditures	\$1,682,922	\$1,668,922	\$1,718,693	\$1,645,468	\$1,832,511	\$1,719,920	\$74,452
Staffing							
Allocated Positions	17.00	17.00	17.00	15.80	17.00	17.00	1.20
Temporary (FTE)	0.42	0.50	0.00	0.72	0.00	0.00	(0.72)
Total Staffing	17.42	17.50	17.00	16.52	17.00	17.00	0.48

Purpose

The Public Defender's Office is the primary provider of Court-appointed legal services to persons facing criminal charges or other potential deprivation of civil rights who lack the funds to hire counsel. In order to level the playing field, the US Supreme Court, California Legislature and California Courts have ordered that the County provide an attorney whenever a person faces the forcible deprivation of liberty by incarceration, loss of income or loss of rights, and that person cannot afford an attorney. In Humboldt County, the attorney appointed is most often a deputy Public Defender.

The Public Defender protects the rights of persons, adult or juvenile, charged with criminal activity, or who are deprived of liberty and property because they are alleged to be gravely disabled. The Public Defender acts for the County in protecting these most vulnerable and disenfranchised persons. The Public Defender helps protect and defend those who are the subject of proceedings during or after confinement where the continued confinement or other deprivation of civil liberties is alleged to be improper or illegal.

By providing excellent and efficient representation, the Public Defender's Office serves the needs of the most disadvantaged and addresses the concerns of all members of the community. In so doing, the Public Defender's Office promotes a safe and healthy community by making certain that the enforcing of laws and regulations is accomplished in a non-discriminatory and constitutional manner.

Authorization for the Office of the Public Defender is set forth in Government Code sections 27700 *et seq.*

Recommended Budget

The recommended budget for FY 2012-13 is \$1,719,920, an increase of \$68,447 from the previous year. The General Fund contribution is \$1,236,565, which represents an \$8,530 increase from FY 2011-12. This increase is primarily due to changes in benefit and insurance costs. Two Investigator positions are being changed from 0.90 to 1.0 FTE and one Legal Office Assistant I/II position is being added. Funding for the positions is coming from increased Proposition 172 Public Safety Sales Tax revenue and Public Safety Realignment funds.

Supplemental Requests

The Public Defender submitted a supplemental request for \$100,805 to replace the roof and retrofit the building at 1001 4th St in compliance with the Americans with Disabilities Act (ADA). The request supports the Board's Strategic Framework to provide and maintain infrastructure and invest in County employees. It has been determined that issues with the roof are beyond patching. Soft spots and continued water damage could pose a danger of eventual collapse. Additionally, the ADA retrofit that is required for the building at 1004 4th Street includes having the disabled parking spot widened and lengthened, with sidewalk and entry points widened to the front door of the building. A low energy mechanical door operator would need to be installed and modifications to the restrooms

are required. Additionally doorways will need to be widened and a countertop will need to be lowered to the correct ADA compliant height.

Supplemental funding for maintenance of structures in the amount of \$100,000 was included as a contribution to the Deferred Maintenance trust in the Contributions budget (1100 199). These funds are identified for maintenance of the Public Defender building.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Public Defender's Office provides appointed counsel as mandated in certain cases by the federal and State Constitutions, statutory and case law.

The continuing increase in workload and responsibility in providing legal services to indigent persons creates challenges for the Public Defender due to the work environment and staffing levels. Long term, improvements in the work environment and training regimes will allow the Public Defender to continue to improve in its ability to effectively provide services to Humboldt County.

On January 10, 2012 the Board approved in concept the merger of all County indigent defense offices under the Public

Defender and elimination of the position of Conflict Counsel, effective upon retirement of the current incumbent. At the present time, the incumbent Conflict Counsel intends to retire by the end of FY 2012-13. This would provide maximum flexibility in addressing the indigent defense needs of the County in a cost-efficient manner while centralizing the administrative responsibilities for all indigent counsel offices.

2011-12 Accomplishments

1. Continued to provide high quality comprehensive representation with declining resources. This allowed the Department to protect vulnerable populations.
2. Continued educational training for attorneys, investigators and legal staff by reaching out to other justice partners in mutually advantageous training sessions. This training represented an investment in County employees and built interjurisdictional cooperation.
3. Served the Humboldt County Superior Court as the Court reorganizes, to allow early and efficient resolution of cases that merit resolution. This protected vulnerable populations.

2012-13 Objectives

1. To expand and maintain courts for homeless persons in Arcata and Eureka while creating similar programs for

persons in Southern Humboldt and Klamath/Trinity. This will enable the Department to protect vulnerable populations.

2. To implement and expand realignment services for persons returned to Humboldt County or incarcerated in Humboldt County on offenses that would have resulted in the past in confinement in State Prisons out of the area.
3. To participate in an effective reorganization of Public Defender Offices to address changes expected during the fiscal year. This will allow for management of resources to ensure the sustainability of services.

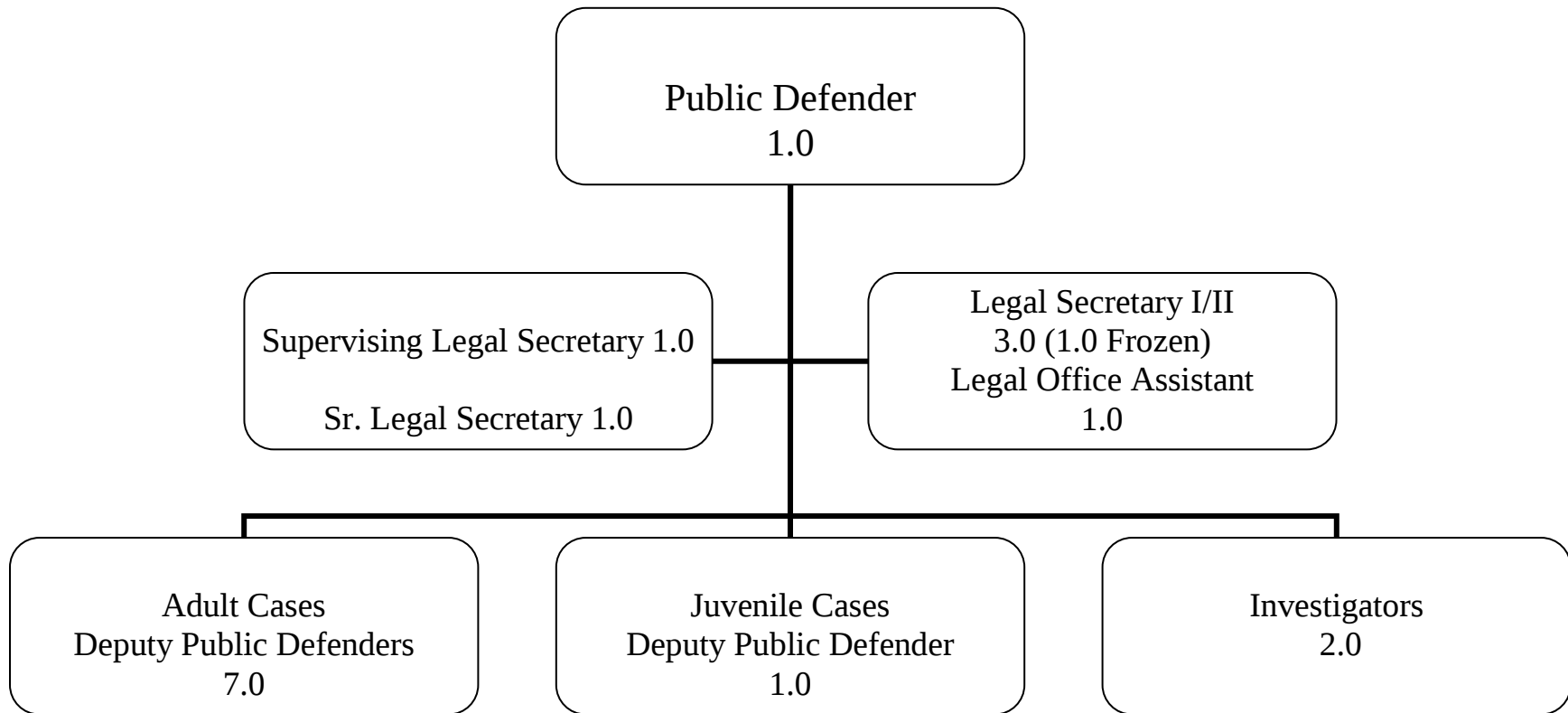
Goals

1. To implement strong and clear policy guidelines on meeting the needs of clients.
2. To implement strong and clear policy guidelines on meeting the needs of the Superior Court and County agencies.
3. To open avenues of communication between the criminal justice community to foster respect.
4. To open avenues of communication within the dependency and delinquency communities to foster respect and communication so as to articulate and effectuate the best interests of the minor.

Performance Measures

1. <i>Description of Performance Measure: Attorney Caseload</i>				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
5539 total adult cases: 986 felony/3887 misdemeanor	5682 total adult cases: 1083 felony/3972 misdemeanor	8926 total adult criminal cases: 1853 felony/7073 misdemeanor	7348 total adult criminal cases: 2051 felony/5297 misdemeanor	6229 total adult criminal cases: 2256 felony/3973 misdemeanor
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measures the total number of adult criminal cases handled by the Public Defender. For the most difficult cases, new adult felony cases, this measure shows a projected individual attorney caseload of 594 new felony cases for FY 2012-13, an increase of 14% over FY 2011-12 and 55% since FY 2010-11. At the same time, new misdemeanor cases assigned to the Public Defender in FY 2012-13 are projected to decrease by 25% over FY 2011-12 and by 50% since FY 2010-11. As new felony cases have a disproportionate impact on the amount of work required by the attorney, the clerical and investigative staff, this performance measure has caused a reorganization of the assignment of attorneys and investigative staff. Although there are no "official" caseload limitations, various studies and jurisdictions have published suggested levels. For example, the National Advisory Commission on Criminal Justice Standards and Goals in 1973 published numerical standards of 150 (presumably new) felonies. In Humboldt County, the attorneys have a caseload that is substantially above this measure and increasing rapidly.				

Organizational Chart:



Departmental Summary Table	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Attributable to Department	\$9,817,588	\$9,813,007	\$10,577,292	\$12,278,632	\$11,425,599	\$11,425,599	(\$853,033)
General Fund Support	17,276,062	16,486,477	17,043,197	14,718,893	16,698,861	15,761,922	1,043,029
Total Revenues	\$27,093,650	\$26,299,484	\$27,620,489	\$26,997,525	\$28,124,460	\$27,187,521	\$189,996
Expenditures							
Salaries & Benefits	\$20,347,874	\$20,674,208	\$22,522,712	\$21,945,631	\$22,837,573	\$21,929,434	(\$16,197)
Supplies & Services	5,800,677	4,783,150	4,502,230	4,541,578	5,172,909	5,144,109	602,531
Other Charges	489,622	479,840	436,453	392,042	442,832	442,832	50,790
Fixed Assets	608,618	603,674	409,496	474,906	45,000	45,000	(429,906)
Expense Transfer	(153,141)	(241,388)	(250,402)	(356,632)	(373,854)	(373,854)	(17,222)
Total Expenditures	\$27,093,650	\$26,299,484	\$27,620,489	\$26,997,525	\$28,124,460	\$27,187,521	\$189,996
Total Staffing	281.33	288.77	275.08	282.84	278.73	278.73	(4.11)

Sheriff's Office Summary

Michael T. Downey, Sheriff

The Sheriff's Office consists of the following budget group

Animal Control:

- 1100 278 Animal Control

Custody Services:

- 1100 243 Jail
- 1100 244 Correctional Facility Realignment

Sheriff's Office of Emergency Services:

- 1100 213 Homeland Security
- 1100 274 Office of Emergency Services

Sheriff's Operations:

- 1100 225 Airport Security
- 1100 229 Boat Safety
- 1100 222 Cal-MMET
- 1100 260 Court Security
- 1100 228 Marijuana Eradication
- 1100 221 Sheriff

Mission

We, the members of the Humboldt County Sheriff's Office, are committed to providing competent, effective and responsive public safety services to the citizens of Humboldt County and visitors to our community, recognizing our responsibility to maintain order, while affording dignity and respect to all persons and holding ourselves to the highest standards of professional and ethical conduct.

Goals

1. To retain sufficient staff in all Sheriff Office Divisions to allow us to continue our mission to provide a minimum level of basic core public safety services.
2. To obtain funding through State and federal programs and/or grant funding that will allow the Department to fill the 12 currently allocated but unfunded Deputy Sheriff positions in order to provide increased staffing at the McKinleyville and Hoopa Stations as well as re-staff the Bridgeville, and Orleans resident deputy posts.
3. Complete the replacement/upgrade of the computer based Correctional Management System
4. Continue to replace/upgrade the correctional facility video surveillance system and security systems and make necessary facility repairs.

Performance Measures

1. <i>Description of Performance Measure:</i> Number of documented reports handled as mail-in reports versus handled in person				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
10,541 cases	10,682	9,333	9,500	9,500
427 MIR	511 MIR	221 MIR	275 MIR	275 MIR
4%	5%	2%	3%	3%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure shows a correlation between available officers and workload and reflects ability to reduce the number of mail-in reports and provide more in person contact and more thorough investigations. The decrease in staffing versus caseload levels limits further improvement and will most likely result in fewer available officers responding to non-violent cases.				
2. <i>Description of Performance Measure:</i> Percentage of civil processes served by due date				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
83%	84%	85%	84%	84%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> One of the primary duties of the Sheriff is to serve civil processes of the court. The measure shows how successful the Office is in meeting its mandate and handling the amount of processes presented with current staffing level.				
3. <i>Description of Performance Measure:</i> Number of arrests made by staff				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
3,568	3,217	3,452	3,500	3,500
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This is a key measure that helps demonstrate how the Office is doing repressing crime by interdicting violators and repressing criminal activity through enforcement efforts and correlates to deputy/officer activity/workload demands.				

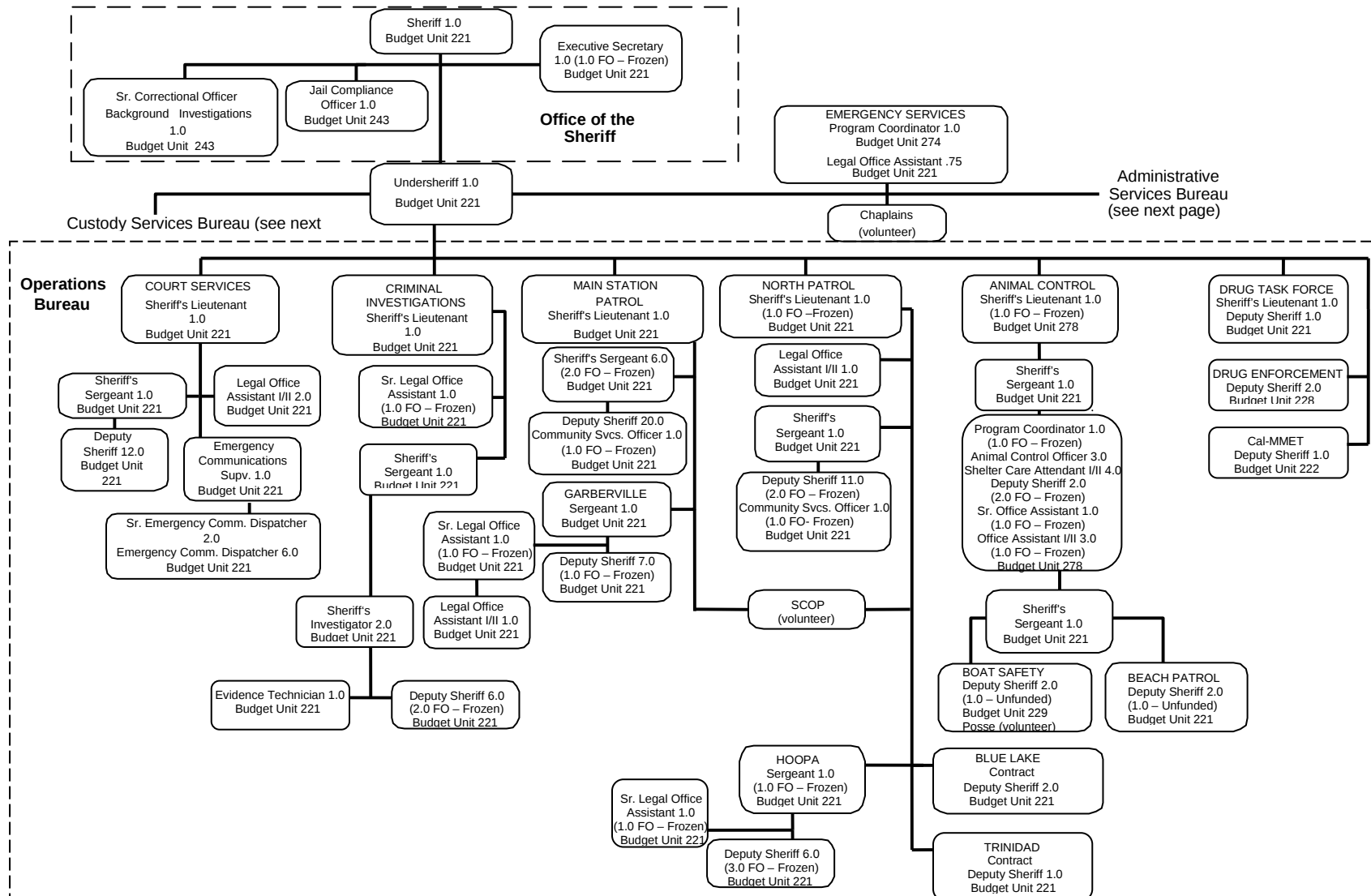
Sheriff's Office Summary

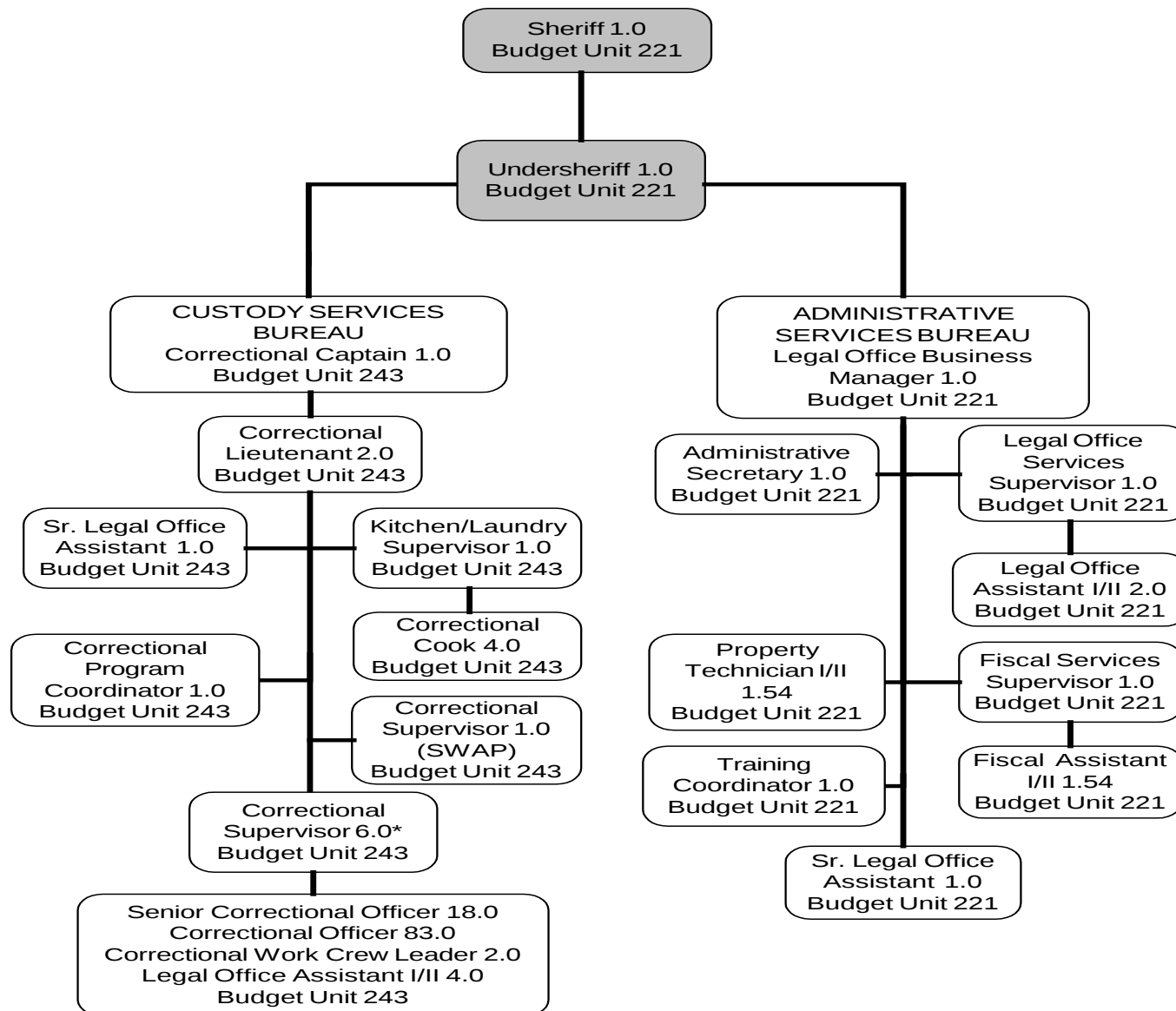
Michael T. Downey, Sheriff

4. <i>Description of Performance Measure:</i> Inmates booked into Correctional Facility and the Average Daily Population (ADP) of the Correctional Facility				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
11,009	11,268	11,421	10,500	10,750
341	369	381	380	382
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure shows the population trend relative to facility capacity, which also allows for more accurate prediction of food, inmate household, and medical costs. It also reflects changes at the State level that are affecting local jail inmate population.				
5. <i>Description of Performance Measure:</i> Average number of persons on Sheriff's Work Alternative Program and hours of labor provided				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
80,712 hours	81,000	79,540	80,000	81,000
291	291	269	273	290
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure shows the average number of individuals in the work alternative program that otherwise would be in custody and impacting available bed space. This measure also shows the number of productive work hours these persons provide to governmental and non-profit community agencies as well as the County and Sheriff's Office.				
6. <i>Description of Performance Measure:</i> Percentage of sheltered animals (dogs and cats) adopted, reunited with owners or accepted by rescue groups				
<i>FY 2008-9 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
96.8% dogs	97% dogs	93% dogs	80% dogs	85% dogs
63.5% cats	64% cats	62% cats	58% cats	60% cats
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure shows the success of staff's intensive efforts to reunite animals with their owners, find adoptable homes, and work with other animal rescue groups to secure homes for stray animals brought to the shelter. The decline is the result of decreased staffing and hours of operation.				

Organizational Chart:

Michael T. Downey, Sheriff





1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Licenses & Permits	\$324,414	\$341,245	\$315,629	\$359,181	\$351,000	\$351,000	(\$8,181)
Fines, Forfeits & Penalties	46,674	50,734	45,226	36,550	45,000	45,000	8,450
Charges for Services	205,810	216,668	218,510	219,163	197,343	197,343	(21,820)
Other Revenues	1,896	2,775	7,349	7,500	6,000	6,000	(1,500)
General Fund Support	645,300	510,307	635,465	296,447	473,503	313,233	16,786
Total Revenues	\$1,224,094	\$1,121,729	\$1,222,179	\$918,840	\$1,072,846	\$912,576	(\$6,264)
Expenditures							
Salaries & Benefits	\$868,548	\$835,882	\$903,143	\$636,593	\$724,468	\$570,198	(\$66,395)
Supplies & Services	272,280	272,006	306,674	268,000	333,636	327,636	59,636
Other Charges	42,608	15,656	14,442	14,248	14,742	14,742	494
Fixed Assets	40,658	4,045	0	0	0	0	0
Expense Transfer	0	(5,860)	(2,080)	0	0	0	0
Total Expenditures	\$1,224,094	\$1,121,729	\$1,222,179	\$918,840	\$1,072,846	\$912,576	(\$6,264)
Staffing							
Allocated Positions	15.00	15.00	15.00	14.00	15.00	15.00	1.00
Temporary (FTE)	1.00	0.50	0.50	0.22	0.25	0.25	0.03
Total Staffing	16.00	15.50	15.50	14.22	15.25	15.25	1.03

Purpose

The Animal Control Division is responsible for the functions of animal regulatory enforcement and for the shelter and care of stray animals for the County.

Recommended Budget

The recommended budget for FY 2012-13 is \$912,576, a decrease of \$34,492 from the previous year. The General Fund contribution is \$313,233, which represents a \$37,992 decrease from FY 2011-12. This decrease is primarily due to a one-time budget adjustment in FY 2011-12 to cover unanticipated costs. Five positions will remain unfunded and frozen due to prior year budget reductions.

Supplemental Requests

The Sheriff's office submitted two supplemental funding requests totaling \$160,270 for Animal Control. The requests are prioritized and described as follows:

1. A supplemental request for \$41,655 would provide for the funding of the frozen Office Assistant I/II position at the Animal Control facility. Minimal staffing levels due to budget reductions have created a hardship to the employees. The staff has relied heavily on extra help to maintain public access. This request would help provide community-appropriate levels of service.

2. A supplemental request for \$118,615 would provide for the funding of the frozen Program Coordinator position at the Animal Control facility and an Office Assistant I/II position. Funding the Program Coordinator position would reduce the need for a Sheriff Sergeant to oversee the operations of the facility. The additional Office Assistant would help provide community-appropriate levels of service.

The supplemental requests were not recommended for funding because they did not achieve a priority level that allowed them to be funded based on limited available financial resources.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Animal Control Division consists of Animal Control Officers and non-uniformed kennel staff under the administrative direction of a Sergeant, temporarily assigned to the Shelter. In the past, uniformed field staff consisted of two livestock deputies that were assigned to complement the efforts of three animal control officers. Budget reductions resulted in the reduction of uniformed deputies to the program. Regulatory enforcement provides for the health and welfare of both people and animals throughout the unincorporated areas of Humboldt County by enforcing laws and regulations pertaining to stray animals, impounding vicious and potentially dangerous dogs,

enforcing compulsory rabies vaccination and quarantine ordinances, conducting animal bite investigations and licensing dogs.

This Division is responsible for the operation of the County's 14,000 square foot Animal Shelter. Domestic animals from the unincorporated areas of the County, along with those from certain contract cities, are brought to the shelter. 2,143 animals were brought into this shelter during the 2010 calendar year and 16,198 dogs were licensed. Costs of shelter operations are offset by a number of revenue streams, including payments from contract cities.

One of the issues that plagues the Animal Shelter is crowding due to an overpopulation of unwanted domestic animals in Humboldt County. Division staff is working with local animal welfare organizations to increase spaying and neutering of animals and with local media outlets to educate the public on the subject.

The Animal Control budget was reduced significantly in FY 2011-12 the recommended budget maintains that level of funding. Staffing levels continue to be insufficient to provide public access and services that are the Sheriff's goal.

The target budget of \$313,233 was met with a second year transfer from the Spay Neuter trust fund of \$56,000 that is not sustainable and is rapidly depleting the trust that has taken years to build. In addition, 35% of the allocated positions remain frozen and unfunded.

2011-12 Accomplishments

1. Implemented Low Cost Adoption for senior cats (over 8 years of age), which will result in the lowering of the current euthanasia rate for the shelter.
2. Implemented a Low Cost Adoption program for dogs, which will allow staff the ability to implement low cost adoptions when designated threshold is reached, thus providing community-appropriate levels of service.
3. Continued low euthanasia rates of both dogs and cats, with an acceptable, but higher rate in the area of sick and or feral cats.
4. Continued to educate the public about responsible pet ownership and the benefits of spaying and neutering, thereby inviting civic engagement and awareness of available services.
5. Educated the public about rabies vaccinations for dogs and cats and why it is so important thereby inviting civic engagement and awareness of available services.

2012-13 Objectives

1. To pursue funding to return sworn uniformed personnel to Animal Control regulatory enforcement to provide community-appropriate levels of service.

2. To continue to explore options to restore hours of operation to better serve the public and allow for more animals to be reunited with their owners.
3. To continue to pursue funding to increase staffing levels to provide better oversight and a healthier environment for the animals housed in the facility, thereby providing community-appropriate levels of service.
4. To continue to increase the number of volunteers at the shelter and improve training and obedience of shelter dogs.



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Gov't Agencies	\$2,213,323	\$2,024,957	\$2,351,523	\$2,564,134	\$2,527,953	\$2,527,953	(\$36,181)
Charges for Services	908,293	928,479	759,796	1,104,957	865,000	865,000	(239,957)
Other Revenues	2,631	14,267	106	11,325	3,500	3,500	(7,825)
General Fund Support	7,816,659	7,895,761	8,213,095	8,056,697	8,965,090	8,603,381	546,684
Total Revenues	\$10,940,906	\$10,863,464	\$11,324,520	\$11,737,112	\$12,361,543	\$11,999,834	\$262,722
Expenditures							
Salaries & Benefits	\$8,221,102	\$8,383,112	\$9,059,853	\$9,428,151	\$9,874,639	\$9,524,930	\$96,779
Supplies & Services	2,551,334	2,332,723	2,122,535	2,183,123	2,378,964	2,366,964	183,841
Other Charges	114,809	116,637	110,444	92,205	107,940	107,940	15,735
Fixed Assets	53,661	30,992	31,688	33,633	0	0	(33,633)
Total Expenditures	\$10,940,906	\$10,863,464	\$11,324,520	\$11,737,112	\$12,361,543	\$11,999,834	\$262,722
Staffing							
Allocated Positions	127.00	127.00	125.00	128.00	128.00	128.00	0.00
Temporary (FTE)	5.77	5.77	3.50	2.55	1.40	1.40	(1.15)
Total Staffing	132.77	132.77	128.50	130.55	129.40	129.40	(1.15)

Purpose

The Custody Services Division is responsible for the operation of the County Jail and its related programs. Government Code Section 26605 and Penal Code Section 4000 mandate that it is the duty of the Sheriff to be the sole and exclusive authority in the operation of the County Jail and in the supervision of its inmates.

Custody Services consists of two budget units: Sheriff-Jail (243) and Correctional Facility Realignment (244).

Recommended Budget

The recommended budget for FY 2012-13 is \$11,999,834, an increase of \$287,456 from the previous year. The General Fund contribution is \$8,603,381, which represents a \$150,931 or 2% increase from FY 2011-12. This increase is primarily due to changes in benefit and insurance costs. Twenty positions will remain unfunded and frozen due to prior year budget reductions.

Supplemental Requests

The Sheriff's office submitted three supplemental funding requests totaling \$361,709 for Custody Services. The requests are prioritized and described as follows:

1. A supplemental request for \$165,618 would provide funding for three Correctional Officers. Staffing in the

Correctional Facility needs to be a priority to ensure the safety of the officers and the inmates. Currently staff is on mandatory overtime to meet minimum staffing. This leads to morale problems and increased incidents of work related injuries and a very high turnover rate. This request supports the Board's Strategic Framework by providing services that enforce laws and regulations to protect residents.

2. A supplemental request for \$125,607 would provide funding for a Correctional Cook for a full year and three Correctional Officers for six months. Both areas are heavily reliant on extra help and overtime to maintain minimum staffing. The use of extra help can be costly since there is no long term commitment to the department and may require background expenses and training costs on numerous employees that may not fit the needs of the position or leave to take regular full time positions. This request would help enforce laws and regulations to protect residents and provide community-appropriate levels of service.
3. A supplemental request for \$70,484 would provide funding for a three additional Correctional Officers for six months. As discussed above this will increase staffing in the Correctional Facility and provide services that enforce laws and regulations.

The supplemental requests are not recommended for funding because they did not achieve a priority level that allowed them to be funded based on limited available financial resources.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

1100 243 Sheriff-Jail

This budget unit primarily funds the staff and operations of the County's 391-bed Correctional Facility (Jail) and manages and operates the Sheriff's Work Alternate Programs (SWAP), which allow qualified individuals to perform community service work rather than be incarcerated. This division also operates a small corrections farm where staff and SWAP workers raise beef cattle, hogs, chickens, and vegetables for the benefit of the jail and its food services. SWAP also cuts firewood and provides it to the Humboldt Senior Resource Center for sale to senior citizens. Under contract, this division operates and manages the Cal-Trans Program which provides inmate workers under the supervision of correctional officers to assist the California Department of Transportation with highway clean-up projects.

Several educational programs are provided within the Jail in conjunction with the Eureka Adult School. Under staff supervision, inmates work in the Facility Kitchen and Laundry and perform general janitorial duties. Mental health, alcohol and other drug support and medical services are provided to incarcerated individuals on a seven-day-a-week basis.

Over the last couple of years this Division has experienced significant correctional officer staff vacancies, which have caused overtime expenditures to steadily increase. Due to overall budget reductions, it is estimated that this trend will continue. The vacancy rate will not drop below 12% due to the number of frozen positions necessary to meet target budget.

The number of recruits that complete the program and maintain employment is of great concern. A significant amount of time and funding is spent on recruitment, background inquiries and training annually. Less than 40% of the recruits are successful in completing probationary status and maintaining long term employment. This has led to the vicious cycle that has caused mandatory overtime, increased work related injuries and morale issues. The Sheriff is suggesting that a more aggressive hiring program be implemented that may initially increase costs slightly but over the next two to three years result in significant overtime and other personnel related costs declining. Funding for this program has been included in the Personnel budget (1100 130).

Another area of concern is the necessity for physical plant improvements and repairs required due to normal facility operations. There is minimal contingency in the budget to cover these costs. The Division also continues to experience increased costs for food, clothing, household supplies and costs for transporting inmates to other facilities in the State.

The recommended budget is \$11,725,039, which is a \$215,134 or 2% increase from FY 2011-12.

1100 244 Correctional Facility Realignment

This year the department will implement Correctional Facility Realignment. The program is the Correctional Facility portion of the State Realignment program that shifts certain inmate populations from the State level to the local level. Humboldt County Correctional Facility has utilized this funding to expand bed space and contribute to housing and feeding the inmates that remain in custody. Staffing will be expanded to allow for inmates that meet the criteria, to participate in work crews assisting in local projects. 2.0 FTE Correctional Officers and 1.0 FTE Legal Office Assistants have been allocated.

The recommended budget for FY 2012-13 is \$274,795.

2011-12 Accomplishments

1. Implemented inmate commissary system which streamlines processes and reduces staff time allowing the Division to manage resources to ensure sustainability of services.
2. Implemented Offender Management System which has resulted in a reliable, time saving and efficient replacement for the older outdated system while also allowing the Division to maintain infrastructure.
3. Added key staff positions as a result of the implementation of Assembly Bill 109, Prison Reform. This enforces laws and regulations to protect residents.

4. Developed a Jail Matrix which will allow for the early release of inmates in an attempt to manage inmate populations due to Assembly Bill 109. This allows for sustainability of services.
5. Developed long-term contractual agreements for inmate SWAP Crews for the U.S Fish and Wildlife abatement project and Eureka Beautification Project. This builds interjurisdictional cooperation.

2012-13 Objectives

1. To work on recruitment and retention of Correctional Officers to reduce staff stress and overtime costs allowing us to manage our resources to ensure sustainability of services.
2. To develop plans to efficiently implement Assembly Bill 109 and successfully address any resulting issues.
3. To acquire suitable heavy equipment in order to better facilitate the operation of the Senior Wood Project and continue to provide community-appropriate levels of service.
4. To continue to work on deferred maintenance issues. This will provide for infrastructure.
5. To continue to work on the development of an operational plan that helps to better manage a growing

inmate population while still allowing for the enforcement of laws and regulations.



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$72,022	\$282,631	\$332,587	\$461,586	\$200,000	\$200,000	(\$261,586)
Other Revenues	9,685	11,171	10,812	7,959	11,000	11,000	3,041
General Fund Support	166,811	259,681	203,774	204,058	87,755	87,755	(116,303)
Total Revenues	\$248,518	\$553,483	\$547,173	\$673,602	\$298,755	\$298,755	(\$374,847)
Expenditures							
Salaries & Benefits	\$207,688	\$213,950	\$228,294	\$101,355	\$157,382	\$157,382	\$56,027
Supplies & Services	31,447	51,862	130,050	126,131	75,394	75,394	(50,737)
Other Charges	9,383	7,598	8,970	10,131	20,979	20,979	10,848
Fixed Assets	0	280,073	179,859	435,985	45,000	45,000	(390,985)
Total Expenditures	\$248,518	\$553,483	\$547,173	\$673,602	\$298,755	\$298,755	(\$374,847)
Staffing							
Allocated Positions	3.00	3.00	3.00	1.00	1.00	1.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	3.00	3.00	3.00	1.00	1.00	1.00	0.00

Purpose

This budget grouping is for the operation of the County's Office of Emergency Services which by County ordinance is a division of the Sheriff's Office. Sheriff's Emergency Services consists of two budget units: Homeland Security (213) and Office of Emergency Services (274).

Recommended Budget

The recommended budget for FY 2012-13 is \$298,755, a decrease of \$594,865 from the previous year. This decrease is due to reduced grant funding being included in the budget. The General Fund contribution is \$87,755, which represents an \$18,009 decrease from FY 2011-12. This decrease is primarily due to a one-time funding adjustment in FY 2011-12 that provided local match on the CalEMA grant to allow the purchase of equipment for a Joint Operations Center in the Courthouse.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

This division of the Sheriff's Office is responsible for disaster preparedness and response and Homeland Security Coordination within the County and the Humboldt Operational

Area. The creation of the Homeland Security Department at the federal and State levels has affected CalEMA. In addition, local government has received new responsibilities along with a new stream of money. Budget 213 is entirely funded with Homeland Security grants.

The Emergency Management Performance Grant is the major revenue line item for budget unit 274.

1100 213 Homeland Security

The requested budget for this budget unit is \$100,000. Final funding for this budget unit is not yet known. Therefore, a supplemental budget will be adopted in FY 2012-13 based on revenues from the federal government. The adjusted FY 2011-12 budget was \$587,624.

1100 274 Office of Emergency Services

It is anticipated that this year there will be an increased level of funding available from the State. It may not be possible to access all available funding however, because of required general fund match. General fund reductions continue in this budget unit. This has led to the reduction of support staff services that were utilized to secure available State funding. Emergency Services staff will continue to work with other County departments when possible to ensure that funding is maximized.

2011-12 Accomplishments

1. Facilitated specific training for numerous Operational Area agencies regarding disaster relief and response. This partnership building will continue to protect vulnerable populations.
2. Completed certain emergency operations plans which will enhance OES' ability to provide disaster relief for specific disasters and continue to protect vulnerable populations.
3. Identified and secured Homeland Security funding that was utilized for the purchase and implementation of an Electronic Medical Records System for the Public Health Branch of DHHS. This allowed for the provision of community-appropriate levels of service.
4. Completed installation of the tsunami sirens for the Humboldt County project. This protects vulnerable populations.

2012-13 Objectives

1. To pursue grant funding to enhance staffing levels to continue working on local disaster plans. This will provide community-appropriate levels of service.
2. To continue educating the public about tsunami risks, hazards and the probable impact of distance source

events to Humboldt County. Doing so will allow us to continue to safeguard public trust.

3. To secure funding from the Homeland Security Grant and implement said grant. Securing grant funding will provide community-appropriate levels of service.
4. To work to complete the Joint Information Center which will aid the department in the enforcement of laws and regulations designed to protect citizens.



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Licenses & Permits	\$18,100	\$22,380	\$24,280	\$24,135	\$27,500	\$27,500	\$3,365
Other Govt'l Agencies	3,504,645	4,254,345	5,022,252	6,608,463	6,364,001	6,364,001	(244,462)
Charges for Services	1,300,492	1,328,256	1,252,568	449,645	275,000	275,000	(174,645)
Other Revenues	176,018	335,099	236,654	423,962	552,302	552,302	128,340
General Fund Support	8,445,414	7,735,083	7,990,863	6,161,692	7,172,513	6,757,553	595,861
Total Revenues	\$13,444,669	\$13,675,163	\$14,526,617	\$13,667,970	\$14,391,316	\$13,976,356	\$308,386
Expenditures							
Salaries & Benefits	\$10,573,459	\$11,241,264	\$12,331,422	\$11,779,532	\$12,081,084	\$11,676,924	(\$102,608)
Supplies & Services	2,653,256	2,126,559	1,942,971	1,964,324	2,384,915	2,374,115	409,791
Other Charges	316,585	339,949	302,597	275,458	299,171	299,171	23,713
Fixed Assets	54,510	202,919	197,949	5,288	0	0	(5,288)
Expense Transfer	(153,141)	(235,528)	(248,322)	(356,632)	(373,854)	(373,854)	(17,222)
Total Expenditures	\$13,444,669	\$13,675,163	\$14,526,617	\$13,667,970	\$14,391,316	\$13,976,356	\$308,386
Staffing							
Allocated Positions	126.08	129.08	126.08	130.08	130.08	130.08	0.00
Temporary (FTE)	0.98	8.42	2.00	6.99	3.00	3.00	0.00
Total Staffing	127.06	137.50	128.08	137.07	133.08	133.08	(3.99)

Purpose

California Constitution, Article 11, Section 1(b) mandates the Office of the Sheriff. The duties of the Sheriff are enumerated within several codes of the State of California, including the Government Code and the Penal Code. Government Code Sections 7 and 7.6 give the Sheriff the authority to perform his duty and to designate a deputy.

Particular to this unit, Government Code Sections 26600, 26602, 26603 and 26611, mandate that the Sheriff shall preserve the peace, shall arrest and take before a magistrate all persons who attempt to commit or have committed a public offense, shall prevent and suppress any affrays, breaches of the peace, riots, and insurrections, investigate public offenses, and that he shall attend all superior courts held within his county and shall act as its crier.

This narrative includes discussion on funding and operation of six Sheriff's Office Operations Bureau budget units: Sheriff's main budget unit (221), Cal-MMET (222), Airport Security (225), Drug Enforcement Unit (228), Boat Safety (229), and Court Security (260).

Recommended Budget

The recommended budget for FY 2012-13 is \$13,976,356, an increase of \$250,731 from the previous year. The General Fund contribution is \$6,757,553, which represents a \$151,415 or 2% increase from FY 2011-12. This increase is primarily due to changes in benefit and insurance costs. As a result of prior year

budget reductions 23.54 positions will remain unfunded and frozen. This is an increase of one position due to a Deputy Sheriff in the Court Security budget unit being frozen.

Supplemental Requests

The Sheriff's office submitted three supplemental funding requests totaling \$414,960 for Operations. The requests are prioritized and described as follows:

1. A supplemental request for \$201,543 would fund three Deputy Sheriffs. Current staffing levels are insufficient to meet the needs of the community. Existing staff is required to routinely work overtime hours to provide a very basic level of service. This practice not only impacts the budget, but also leads to staff burn-out and increased work related injuries and could potentially lead to a significant incident that would adversely impact the community. The current staffing level of Deputy Sheriffs directly impacts the level of service that is provided. The minimal staffing results in less Deputy contact and a longer response time that could put both the public and Deputies in unsafe situations.
2. A supplemental request for \$112,442 would fund two Deputy Sheriffs and an Emergency Communications Dispatcher for six months. As discussed above this would increase Deputies available for patrol and provide services that enforce laws and regulations.

3. A supplemental request for \$100,975 would fund two Deputy Sheriffs and a Community Services Officer for six months. As discussed above this request would increase Deputies available for patrol, increase service levels to the community and help enforce laws and regulations.

The supplemental requests are not recommended for funding because they did not achieve a priority level that allowed them to be funded based on limited available financial resources.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Sheriff's Operations include several necessary and important functions: the Administration Division, which includes fiscal support, records, property/evidence, technical services, training, and administrative services; the Operations Division which includes patrol, special operations, boating safety, beach patrol, search and rescue, volunteer forces – Sheriff's Explorers Post, Sheriff's Citizens On Patrol and the Sheriff's Posse; the Criminal Investigation Division which includes investigations, Crime Analysis Unit, Drug Enforcement Unit and Forensic Services; the Airport Security Unit which provides law enforcement to the County's regional commercial airport in order to meet the requirements of the Transportation Security Administration; and the Court Security/Civil Unit, which

includes civil process services, Bailiffs (by contract with the Superior Courts), and contracted entrance screening for the County Courthouse.

1100 221 Sheriff

This is the main operational budget unit for the Sheriff's Office, providing funding for most of the major operations of the Department. The recommended budget for this budget unit is \$11,277,642. Supplemental budgets are requested in the amount of \$447,452 and include 3.0 FTE Deputy Sheriff I/II for the entire year and 4.0 FTE Deputy Sheriff I/II to be implemented in January, 2013.

Operations will continue to rely heavily on overtime to meet minimum staffing needs. The supplemental budgets are being requested with the outlook of developing staff that will result in providing relief to overburdened staff.

1100 222 California Multijurisdictional Methamphetamine Enforcement Team (Cal-MMET)

This budget unit targets methamphetamine manufacturing and trafficking within counties by providing focused investigations, aggressive prosecutions, and seizure of assets used in drug activities. This year, the Sheriff also provides oversight to the Anti-Drug Abuse grant that provides financial support to agencies participating in eradication efforts consistent with Cal-MMET. This program is 100% funded by State and federal funding.

The budget for FY 2012-13 is \$341,463, an increase of \$16,230 from FY 2011-12.

1100 225 Airport Security

This budget unit performs the activities outlined in the Transportation Security Administration (TSA) agreement for the deployment of law enforcement personnel to ensure passenger safety and national security at the Arcata/Eureka airport. Typically Extra-Help Deputy Sheriff I/II positions are used to perform necessary tasks since the agreement does not allow for the reimbursement of anything other than base salary.

The budget for FY 2012-13 is \$236,336 which is equal to last years budget. All expenditures are expected to be fully reimbursed by TSA and Public Works.

1100 228 Drug Enforcement Unit

This budget unit receives funding from both the State and federal governments to enhance efforts into conducting year round investigations of major illegal commercial marijuana growing operations.

The budget for FY 2012-12 is \$422,619, a decrease of \$37,381, or 4% from FY 2011-12. This decrease is the result of reduction in funding from both the State and federal government.

1100 229 Boating Safety

This budget unit was established to provide State financial aid to local governmental agencies whose waterways have high usage by transient boaters and an insufficient tax base from boating sources to support an adequate and effective boating safety and law enforcement program.

The budget for FY 2012-13 is \$173,123 an increase of \$4,091 from FY 2011-12. The unit continues to operate with one Deputy Sheriff position, a reduction from the 2.0 FTE allocations in FY 2010-11. The unit requires the resources of a second Deputy Sheriff to ensure safe boating operations. Currently, that resource is secured from Operations but can mean that there could be delayed or non-existent response in an emergency situation.

1100 260 Court Security

This budget unit provides contracted bailiff/courtroom security and inmate coordination to the Superior Courts and security screening for the Courthouse entrances.

The budget for this budget unit is \$1,381,323. Funding continues to be an issue for this service due to inadequate funding from the State. The funding calculations used to determine baseline funding were flawed and did not calculate a reasonable cost for the services required. A 2% annual cost adjustment has been calculated in the State contribution.

2011-12 Accomplishments

1. Implemented new Records Management and Computer Aided Dispatch Systems which have resulted in a reliable, time saving and efficient replacement for the older outdated system. This provides community-appropriate levels of service.
2. Obtained funding to retain staffing at both the McKinleyville and Garberville stations allowing for continued enforcement of laws and regulations to protect residents.
3. Transitioned from a State run, County-wide Drug Task Force to a Drug Task Force under the command of the Office of the Sheriff. This local control provided community-appropriate levels of service.
4. Finalized agreements with the Karuk and Wiyot tribes for funding which provides for increased patrol of the Orleans and Loleta areas of Humboldt County. This provided community-appropriate levels of service.

2012-13 Objectives

1. To continue to seek ways to restore staffing to FY 2010-11 levels. This will allow the Department to more efficiently enforce laws and regulations to protect residents.
2. To specifically restore clerical and business related positions to the Office of the Sheriff.
3. To increase financial and budget related staff in order to adequately maintain and monitor the 12 budget units that comprise the Sheriff's Office.
4. To restore the resident deputies in the Eel River Valley, Shelter Cove, Orick and Hoopa. This will allow the Department to enforce laws and regulations to protect residents.
5. To obtain resources to fund positions currently frozen. This will allow the Department to enforce laws and regulations to protect residents.

