



**Division of Criminal  
Justice Services**

**New York State  
Division of Criminal Justice Services  
Office of Probation and Correctional  
Alternatives**

**2021-2022 Annual Probation State Aid Plan,  
Certifications, and Application**  
**May 2021**

**Submitted by:**

**Submission Date:**

**Web Site:** If your department maintains a web site, please provide the URL:

## Table of Contents

<u>Section</u>	<u>Page</u>
<u>Introduction</u>	3
<u>2021-22 Annual Probation State Aid Plan, Certification and Application</u>	
Part 1: Certifications	6
Part 2: Application for State Aid	10
Part 3: Department Position Summary	13
Part 4: Staff Training	16
Part 5: Local Program Inventory	21
Part 6: Crime Victim Services	32
Part 7: Focal Issues	33
Part 8: Probation Department Contacts/Offices	35

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## **Introduction**

The NYS DCJS Office of Probation and Correctional Alternatives is pleased to share this revised Annual Probation Plan and Application, which was developed with the input of Probation Directors, and reflects the requirements of New York State Executive Law §246, “State aid for probation services” and Title 9 NYCRR Part 345 “Probation State Aid Block Grant”.

Per Part 345 of 9 NYCRR, the Probation State Aid Block Grant rule, the Commissioner shall allocate block grant monies based upon a review of all approved plans and their respective budgets and pursuant to a plan prepared by the Commissioner and approved by the Director of the Division of the Budget. All state aid shall be granted by the Commissioner after consultation with the State Probation Commission and the Director. Part 345 further offers that probation state aid monies received by the Division shall be, to the greatest extent possible, distributed in a manner consistent with the prior year’s allocation, and thereafter as authorized by law.

As part of the application for probation state aid, Part 345 requires localities to provide a detailed plan with cost estimates covering probation services for the fiscal year or portion thereof for which aid is requested, and other pertinent information including an overview of probation program services relating to staff training, investigation, supervision, and intake. An approved plan and compliance with standards relating to the administration of probation services, promulgated by the Commissioner in consultation with the Director, shall be a prerequisite to eligibility for State Aid. When available, localities may apply for additional state aid as part of a block grant award for enhanced program services with respect to specific populations.

Please note that NYS Executive Law §246 offers that an approved plan and compliance with standards relating to the administration of probation services promulgated by the Commissioner shall be a prerequisite to eligibility for state aid. Executive Law also authorizes the withholding of state aid to any locality, in the event that such locality, (a) fails to conform to standards of probation administration as formulated by the director pursuant to this section, (b) discontinues or fails to follow an approved plan, or (c) fails to enforce in a satisfactory manner rules promulgated pursuant to this section, or laws now in effect or hereafter adopted which relate in any manner to the administration of probation services.

**All of the questions in this application must be answered in their entirety and submitted together along with any additional documents which may be required.**

## **Annual Probation Plan and Application Instructions**

- 1) **Plan Time Period** – The completed and approved Annual Probation Plan and Application will cover the time period July 1, 2021 - June 30, 2022.
- 2) **Probation Planning Structure**- The 2021-2022 Annual Probation Plan and Application is being provided directly to Probation Directors/Commissioners for completion and timely submission.
- 3) **Annual Probation State Aid Plan and Application** – The Annual Probation State Aid Plan application should be completed by the Probation Director/Commissioner. Probation Departments must follow any additional local review and approval protocols established prior to submission to DCJS/OPCA.
- 4) **Plan Submission**- In order for a plan submission to be considered complete, the certification page with an e-signatures must be received by OPCA. The completed Annual Probation Plan and Application for 2021-2022 shall be completed and submitted electronically as an e-mail attachment to [dcjsapplications2021@dcjs.ny.gov](mailto:dcjsapplications2021@dcjs.ny.gov) no later than close of business **June 9, 2021**. J-RISC Counties must complete and include appendix A with their submission.

**Annual Plan Components and Agency Contact**

<p><b>Part 1: Certifications</b></p>	<p>Agency Contact: Colleen Thorn (518) 457-7410(P) (518) 469-1413(C) <a href="mailto:Colleen.Thorn@dcjs.ny.gov">Colleen.Thorn@dcjs.ny.gov</a></p> <p>This document provides for signed certification as to the department's compliance with six major areas. <b>A signed copy must be sent electronically to OPCA to complete the package.</b></p>
<p><b>Part 2: Application for State Aid</b></p>	<p>Agency Contact: Kimberly Schiavone (518) 457-7287(P) (518) 391-9723(C) <a href="mailto:Kimberly.Schiavone@dcjs.ny.gov">Kimberly.Schiavone@dcjs.ny.gov</a></p> <p>The Application for State consists of four parts: All parts must be submitted to complete the Annual Plan package.</p> <ol style="list-style-type: none"> <li>1. 2021 Department Position Summary Chart (in plan) and</li> <li>2. Expenditure Summary document for 2020 (<i>in plan</i>)</li> </ol>
<p><b>Part 3: Staffing Patterns</b></p>	<p>Agency Contact: Kimberly Schiavone (518) 457-7287(P) (518) 391-9723(C) <a href="mailto:Kimberly.Schiavone@dcjs.ny.gov">Kimberly.Schiavone@dcjs.ny.gov</a></p> <p>This information is to capture how caseload-bearing personnel are utilized by reporting staff assignment to the generic probation functions in terms of Full Time Equivalents (FTEs).</p> <p>Additionally, there are questions related to activities undertaken during the professional staff hiring process for both firearms-bearing and non-firearms bearing staff.</p> <p>A probation staff contact list is included to indicate the various points of contact within the probation departments.</p>
<p><b>Part 4: Staff Training</b></p>	<p>Agency Contact: Patricia Clements (518) 485-0905(P) (518) 949-1503(C) <a href="mailto:Patricia.Clements@dcjs.ny.gov">Patricia.Clements@dcjs.ny.gov</a></p> <p>Questions by departments concerning training questions in part 4 may be directed to Patricia.</p>
<p><b>Appendix A: Juvenile Risk Intervention Services Coordination (JRISC)</b></p>	<p>Agency Contact: Teresa Scanu-Hansen (518) 485-5166(P) (518) 898-8564(C) <a href="mailto:Teresa.ScanuHansen@dcjs.ny.gov">Teresa.ScanuHansen@dcjs.ny.gov</a></p> <p>This information is to be completed only by those seven (7) departments for which an allocation for providing JRISC services was included in the SFY 2020-2021 Block Grant.</p>

**Part 1: CERTIFICATIONS**

I, \_\_\_\_\_, as the Director / Commissioner of Probation for the jurisdiction of \_\_\_\_\_, do submit this Probation Plan and Application for State Aid.

By my signature below, I certify compliance with the following DCJS Regulations and provisions that are subject to review and/or audit.

**\*If the Rule part is not applicable to your county (i.e Part 357 and Part 361 – 364), please check NA.**

**1. Rule Compliance**

To the best of my knowledge the department is in complete compliance with 9 NYCRR:

Part 345 Probation State Aid Block Grant

Part 346 Staff Development

Part 347 Probation Management

Part 348 Case Record Management

Part 349 Interstate and Intrastate

Part 350 Investigations and Reports

Part 351 Supervision

Part 352 Graduated Responses

Part 353 Financial Obligations

Part 354 Intake

Part 355 Probation Officers as Peace Officers

Part 356 Probation Services for Article 3 JD

\*Part 357 Intake for Article 7 PINS

Part 358 Ignition Interlock

Part 359 Role of Probation in Youth Part of the Superior Court

Part 360 Waivers

\*Part 361 Supervision of Conditional Release

\*Part 362 Violation of Conditional Release

\*Part 363 Conditional Release Supplemental Investigations

\*Part 364 Conditional Release Conditions

Part 365 Sex Offender Housing

Part 367 AIDS/HIV confidentiality of information

9 NYCRR - Appendix H-10 Specifications for Professional Probation Positions\*\*

\*Applies only to those departments providing these services. If the department does not provide these services, select "NA".

\*\*Included in the specifications, probation supervisors perform probation work at a supervisory level involving the direction and supervision of 4 to 7 probation officers.

If any of the above are checked **NO** indicating non-compliance, please identify the specific area of the rule that your department is out of compliance with and provide a timeline and remediation plan below:

**Part 1A. Block Grant Compliance**

**A. Monthly Probation Workload Reports**

All OPCA-30 and OPCA-30A reports for Calendar Year 2019 have been submitted through the Integrated Justice Portal interface and this department will submit future Monthly Caseload Reports in a timely manner (within 30 days after the end of the month being reported) in the formats required by OPCA.

**B. SORA Compliance and Reporting**

All SORA Address Confirmation Reports for Calendar Year 2020 have been submitted through the Integrated Justice Portal interface and this department will submit future SORA Address Confirmation Reports in a timely manner (within 30 days after the end of the quarter being reported) in the formats required by OPCA. Ensure timely SORA compliance and reporting.

**C. Integrated Probation Registrant System (I-PRS)**

The Integrated Probation Registrant System information for calendar year 2021 will continue to be maintained in as timely and accurate a manner as possible. Further, the proportion of active but closable criminal supervision cases will be brought to and maintained at less than 5% of the total active caseload on the I-PERS.

**D. DNA Collection**

The department will routinely check the "DNA Owed" report on the Integrated Justice Portal and timely collect DNA from eligible probationers so as to maintain a minimum collection rate of 90%.

**E. Integrated Justice Portal**

The department will ensure that all probation officers have access to the Integrated Justice Portal. Enter the number of sworn officers in the department here                      and enter the number of sworn officers with access to the Integrated Justice Portal here

**F. Risk/Need Assessment**

The department will use DCJS/OPCA-approved, fully validated Risk/Need Assessment instruments for juvenile and adult offender populations consistent with established statewide protocols and/or rule.

**G. Automated Case Management System**

The Department will maintain an automated case management system which supports probation operations to include, but not limited to pre-trial, intake, investigation, and supervision functions.



**Part 1B. Additional Certifications**

**A. PSI Repository Access**

The department acknowledges and accepts the requirements for accessing and using the PSI Repository as described in State Director's Memorandum #2009-6 (available in the Integrated Justice Portal), and certifies that it will only access reports contained in the repository for statutorily authorized purposes, and shall not re-disclose any information accessed through the PSI Repository except where statutorily authorized.

**B. Enhanced Services for Sex Offenders (ESSO)**

The Department will utilize polygraph examinations for the management of certain sex offenders consistent with the goals of community safety.

Please indicate the number of polygraphs performed on sex offenders under the supervision of your department during calendar year 2020 (such exams may have been coordinated/conducted by a treatment provider, the probation department, or other source).

If polygraphs were not conducted on sex offenders under the supervision of your department in 2020, please describe your department's timeline and remediation plan to ensure such in 2021?

**C. Juvenile Substitute Contacts**

Is your department using Juvenile Substitute Contacts for JD or PINS probation supervision cases – pursuant to 9 NYCRR Part 351, Section 351.6(b)?

If yes, which agencies and programs within your jurisdiction do you use when implementing Juvenile Substitute Contacts?

Why were these agencies selected and what is the evidence to demonstrate they have positive outcomes in working with juveniles?

SIGNATURE OF DIRECTOR / COMMISSIONER:

\_\_\_\_\_

DATE \_\_\_\_\_

**Part 2: 2021-2022 Application for State Aid**

The Application for State Aid should include the following:

The Application for State Aid consists of four parts: All parts must be submitted to complete the Annual Plan package.

1. 2021 Department Position Summary Chart (in plan) and
2. Expenditure and Revenue Summary document for 2020 (in plan)

Note: If the fringe benefits amount for the year is not included in the documents provided, please also include a statement with fringe dollar amount for both the current year budget and the prior year expenditures.

**Section I: Staffing Patterns**

**FULL TIME EQUIVALENT POSITIONS**

The purpose of this chart is to summarize staffing information by position title and the cumulative proportion of all staff members' time allocated to a generic probation function as of 12/31/2020.

***For example, one full-time probation officer who spends approximately half of his/her time doing adult supervision and the other half doing juvenile supervision would be counted as .5 of a full time position in Criminal Court – Supervision and .5 of a full time position in Family Court – Supervision. The totals for each box are the totals for each title performing that particular function. Please do not list by individual position. The total FTE's, bottom row in the last column box\*, should equal filled positions on Part 2 Section 1 Summary Chart, which can be found on page 13.***

Titles that are not included under Probation Management Rule Appendix H-10 should be entered in Section II of the chart.

**Section I. Full Time Equivalent (FTE) Staff Persons per Appendix H-10**

**For Supervisory positions the time box is split for each primary function with “SF” = Time Spent Supervising Performance of the Function and “PF” = Time Spent Actually Performing the Function.**

Pos. Title	Family Court						Criminal Court						Non-Case Bearing/ Other Activities Function	Total Positions
	Intake		Investigation		Supervision		Pre-Trial		Investigation		Supervision			
Prob. Dir.	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Dep./ Assist.Dir.	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Princ. Prob. Officer	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Prob. Supervisor	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Prob. Officer II/ Senior Prob.Officer														
Prob.Officer														
Prob. Officer Train.														
Prob. Assistant														
<b>Total FTE</b>														

**Section II: 2021-2022 Application for State Aid**

**Expenditure and Revenue Summary**

	<b>2020 Expenditures</b>	<b>2021 Adopted Budget</b>
Personnel Services		
Fringe Benefits		
Travel		
Contractual Services		
Supplies and Materials		
Equipment		
Interdepartmental Charges		
<b>Total</b>		
	<b>2020 Revenues</b>	<b>2021 Adopted Budget</b>
Probation State Aid		
Other NYS Aid / Grants		
Federal Aid / Grants		
DWI Fees		
Other Revenue		
Interdepartmental Charges		
<b>Total</b>		

All 2020 expenditure amounts and all 2021 budget amounts should be assigned to one of the Expenditure or Revenue categories.

All amounts for programs or services performed by probation staff should be included for both 2020 and 2021 whether in one or multiple accounts in the county budget/reporting. Among these programs would be Juvenile Services, DWI, or Alternative to Incarceration or other programs.

2020 expenditures and revenues should include all amounts through 12/31/20 and accompanying documentation should be dated 12/31/20 or after.

Documentation for 2021 appropriations and projected revenue amounts should be from adopted 2021 budgets.

If fringe benefits are not included in the county budget or reports, please request a statement of 2020 expenditures and/or 2021 anticipated costs for all fringes from the county treasurer or other fiscal authority.

# Annual Probation Plan, Certifications, and Application

## Part 3: DEPARTMENT POSITION SUMMARY CHART

Section I of the chart is to summarize staffing information by position title. **These titles are effective 5/28/20.** Titles that are not included under Probation Management Rule Appendix H-10 should be entered in Section III of the chart.

### Probation Management Rule Appendix H-10

TITLE	# Filled Positions	# Vacant Positions Funded for 2021	TOTAL	Actual Salary or Range* (in dollars)	
				Salary or Minimum	Maximum
Probation Director (Group D)					
Deputy Probation Director (Group D)					
Assistant Probation Director (Group D)					
Probation Director (Group C)					
Deputy Probation Director (Group C)					
Probation Director (Group B)					
Deputy Probation Director (Group B)					
Probation Director (Group A)					
Probation Supervisor 2 / Principal Probation Officer					
Probation Supervisor 1					
Probation Officer 2 / Senior Probation Officer					
Probation Officer 1 – Community Liaison**					
Probation Officer 1 – Other Language**					
Probation Officer 1					
Probation Officer 1 Trainee					
Probation Assistant					
<b>TOTAL</b>					

\*Provide a range only if there are two or more employees for a specific title; otherwise, please provide the current salary.

\*\*Only probation officers hired and occupying these specialized titles should be counted. For example, if a probation officer speaks Spanish, but was hired as a standard probation officer, the officer would not be counted in the *Probation Officer – Spanish Speaking* row. Any probation officer counted under either the *Minority Group Specialist* or the *Spanish Speaking* row would not also be counted in the *Probation Officer* row.

# Annual Probation Plan, Certifications, and Application

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## **Firearms Bearing Staff**

For each of the following titles, please indicate (enter numbers) if your department authorizes personnel to carry firearms during the normal course of their duties, and if some/all persons in that title actually do carry during the normal course of their duties.  <b><u>Probation Staff Presently Carry Firearms:</u></b> <Select One>  If no, does the department plan to pursue the carrying of firearms in 2021: <Select One>	# Authorized	# Carry	Title Does Not Exist in Department
Director / Commissioner			
Deputy / Assistant Director or Commissioner			
Principal Probation Officer			
Probation Supervisor			
Sr. Probation Officer / Probation Officer II			
Probation Officer			
Probation Officer Trainee			

# Annual Probation Plan, Certifications, and Application

## Employee Screening

	COMMENTS / CLARIFICATIONS
<b>Psychological Testing of:</b>  Firearms-bearing staff If Yes - When  Non-Firearms-bearing staff If Yes - When	
<b>Background Checks of:</b>  Firearms-bearing staff If Yes - When  Non-Firearms-bearing staff If Yes - When	
<b>Fingerprinting of:</b>  Firearms-bearing staff If Yes - When  Non-Firearms-bearing staff If Yes - When	
<b>Drug-Testing of:</b>  Firearms-bearing staff If Yes - When  Non-Firearms-bearing staff If Yes - When	
<b>Other:</b>  Firearms-bearing staff If Yes - When  Non-Firearms-bearing staff If Yes - When	

# Annual Probation Plan, Certifications, and Application

## **Part 4: Staff Training**

**Please answer the following questions about new probation officer training:**

*Please enter zero(s) where applicable.*

New PO/POT staff hired during 2020. Number:

1. Of the above number, how many have been registered with NYS Peace Officer Registry at time of hire? Number:
2. Of the above number, how many will need Peace Officer/Fundamentals of Probation Practice and including those hired in the prior year in 2020? Number:

What is the estimated number that will need Peace Officer/Fundamentals of Probation Practice in 2021? Number:

How many PO/POT staff are expected to need Firearms Training provided by OPCA including those hired in the prior year, in 2021? Number:

In the chart below, indicate the number of professional peace officer staff in the department, and of those, the number that completed the required 21-hour training requirement in 2020.

- Supervisory Management Staff includes supervisors and above
- Line staff includes POs, POTs, Sr. Pos, and PO IIs
- Please do not include Probation Assistants in this count.

<b>Staff Type</b>	<b>Number of Staff</b>	<b>Number who have completed the 21 required hours of Training</b>
Supervisory Management		
Line Staff		
Total Professional Staff		



## Annual Probation Plan, Certifications, and Application

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If 100% of the professional staff have not completed the required 21 hours of annual training, please identify staff and provide explanation for not meeting this requirement:

Please advise of the number of professional probation staff within the probation department that are Instructor Development Course certified that are qualified to provide instruction for the Fundamentals of Probation Practice Academy (Virtually or In-person) and the topic areas. If probation staff would like more information, please advise below:

## Annual Probation Plan, Certifications, and Application

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Provide below the number of Probation staff that was trained in the last calendar year and the number of staff that will be requested to be trained locally or by OPCA. Enter 0 if none.

Training for Probation Departments	Number trained last year	Total Number of Active Trainers in the Probation Department	Total Number planned to be trained locally	Number requested to be trained by OPCA
<b>Assessments</b>				
DVSI-R				
DVSI-R: Training for Trainers (TFT)				
MAYSI - 2				
NYCOMPAS – End User				
NYCOMPAS - TFT				
Static 99-R				
Stable 2007				
Acute 2007				
J-SOAP-II Juvenile Sex Offender Assessment Protocol				
YASI Caseworks				
WRNA – Woman’s Risk Need Assessment				
WRNA: TFT				
<b>Cognitive Behavioral Intervention</b>				
Aggression Replacement Training (ART)				
Brief Intervention Tool (BIT’s)				
Boys Council				
Decision Points				
Decision Points (DUI)				
Girl’s Circle				
Interactive Journaling (IJ): Courage to Change				
IJ: Courage to Change - TFT				

## Annual Probation Plan, Certifications, and Application

Training for Probation Departments	Number trained last year	Total Number of Active Trainers in the Probation Department	Total Number planned to be trained locally	Number requested to be trained by OPCA
IJ: Forward Thinking				
IJ: Forward Thinking - TFT				
Moral Reconciliation Therapy (MRT)				
Strengthening Families				
Thinking for a Change (T4C)				
T4C: TFT				
<b>Evidence-Based Practices</b>				
Implicit Bias				
Motivational Interviewing (MI): Basic				
Motivational Interviewing (MI): Advanced				
Motivational Interviewing (MI) - TFT				
Offender Workforce Development Specialist (OWDS)				
OWDS – Career University Supplement				
SOGIE				
<b>Capacity Building</b>				
Executive Leadership				
Instructor Development Course				
<b>Other</b>				
Ignition Interlock				
Officer Wellness/Peer Support				
Trauma Informed & Evidence Based Practice				
Other				

## Annual Probation Plan, Certifications, and Application

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Probation department feedback regarding OPCA's training plans is essential. Please indicate if the probation department will be designating staff to attend quarterly Statewide Training Committee Meetings. Please provide their names and email addresses below:

If the probation department has a new probation director or new administrative staff that will need Executive Leadership Training, please advise. Also indicate what types of information would be most helpful to new probation directors and administrators:

Please provide any other training comments or needs the probation department may have not specified elsewhere in the plan for OPCA's consideration:

## Annual Probation Plan, Certifications, and Application

### Part 5: Local Program Inventory

Utilize the form below to inventory the programs/services available and those that you wish to develop or expand in your jurisdiction. First identify the information for programs/services available during 2020 then identify what the jurisdiction's plan is for programs/services in 2021-2022.

	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>					Plan for 2021-22 <small>(select one from dropdown)</small>	
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2020?  (check if yes)	Status  (Start, Maintain, Expand, Decrease, or End)	
<b>Probation Specialized Supervision/Caseloads</b>										
Adult Pre-Trial Services										
Domestic Violence										
Driving While Intoxicated										
Drug Offenders or Drug Court										
Female										
Gangs										
Juvenile Risk Intervention Services Coordination										

## Annual Probation Plan, Certifications, and Application

	<b>Target Population</b> <small>(Please check all applicable boxes)</small>			<b>Service Delivery Agency</b> <small>(please check, if yes)</small>					<b>Plan for 2021-22</b> <small>(select one from dropdown)</small>
	JD	PINS	Crim- inal	Probation	ATI		<b>Provided by a Service Delivery Agency other than Probation or ATI?</b>	<b>Operated in 2020?</b>  <small>(check if yes)</small>	<b>Status</b> <small>(Start, Maintain, Expand, Decrease, or End)</small>
PINS Pre-Diversion Services									
PINS Intake/Diversion Services									
Young Offenders <small>(Youthful Offenders or 16-24 YOA)</small>									
Mental Health									
Co-Occurring Disorders <small>(Mental Health and Substance Abuse)</small>									
Sex Offender									
Veterans									
(other)									
(other)									

## Annual Probation Plan, Certifications, and Application

	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>				Plan for 2021-22 <small>(select one from dropdown)</small>	
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2020?  (check if yes)	Status  (Start, Maintain, Expand, Decrease, or End)
<b>Low Intensity</b>									
Community Service									
Council for Boys & Young Men									
Evening / Afterschool Centers									
Girl's Circle									
Juvenile Community Accountability Board (JCAB)									
Juvenile Community Restoration (JCR)									
Juvenile Community Services (JCS)									
Mediation									
Mentoring									
Youth Court									

## Annual Probation Plan, Certifications, and Application

	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>					Plan for 2021-22 <small>(select one from dropdown)</small>
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2020?  (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
<b>Cognitive-Behavioral Interventions Available</b>									
Aggression Replacement Training (ART)									
Brief Intervention Tools (BITS)									
Brief Strategic Family Therapy (BSFT)									
Crossroads Offender Curricula (NCTI)									
Specify Module(s) used: (module1)								<input type="checkbox"/>	
(module2)									
(module3)									
Decision Points									
Dialectical Behavior Therapy (DBT)									
Family Solution Program (FSP)							<input type="checkbox"/>		
Functional Family Therapy (FFT)								<input type="checkbox"/>	
Interactive Journaling									



## Annual Probation Plan, Certifications, and Application

	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>			Plan for 2021-22 <small>(select one from dropdown)</small>	
	JD	PINS	Crim- inal	Probation	ATI	Provided by a Service Delivery Agency other than Probation or ATI?		Operated in 2020? <small>(check if yes)</small>
Life Skills Training (LST)								
Moral Reconation Therapy (MRT)								
Multidimensional Family Therapy (MDFT)								
Multi-Dimensional Treatment Foster Care								
Multi-Systemic Therapy (MST)								
National Curriculum & Training Institute Youth Crossroads								
Parenting with Love and Limits (PLL)								
Peaceful Alternatives to Tough Situations (PATTS)								
Strengthening Families								
Thinking for a Change (NIC)								
(other)								

## Annual Probation Plan, Certifications, and Application

	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>				Plan for 2021-22 <small>(select one from dropdown)</small>	
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2020?  (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
<b>Other Programs/Services</b>									
Adolescent Diversion Project									
Career University (OWDS)									
Computer Search and Monitoring									
Day Reporting									
Detention Services									
Domestic Violence Name of Program:									
Educational Opportunity Centers									
Employment Services/Support									
Gang Intervention Name of Program:									
GED Program									
Group Counseling									

## Annual Probation Plan, Certifications, and Application

	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>						Plan for 2021-22 <small>(select one from dropdown)</small>
	JD	PINS	Crim- inal	Probation	ATI	Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2020?  <small>(check if yes)</small>	Status <small>(Start, Maintain, Expand, Decrease, or End)</small>		
Mental Health Crisis Intervention										
Parenting Skills										
Problematic Sexual Behavior		<input type="checkbox"/>								
School-Based Probation Officers		<input type="checkbox"/>		<input type="checkbox"/>						
Sex Offender Treatment: Group				<input type="checkbox"/>						
Sex Offender Treatment: Individual		<input type="checkbox"/>								
Specialized Assessments: Mental Health / Substance Abuse				<input type="checkbox"/>						
Substance Abuse Treatment										
Victim Awareness										
Victim Impact Panels										
Why Try		<input type="checkbox"/>		<input type="checkbox"/>						

## Annual Probation Plan, Certifications, and Application

	Target Population (Please check all applicable boxes)			Service Delivery Agency (please check, if yes)			Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2020? (check if yes)	Plan for 2021-22 (select one from dropdown)
	JD	PINS	Criminal	Probation	ATI	Status (Start, Maintain, Expand, Decrease, or End)			
Restorative Justice practices (i.e. community accountability boards, mediation, victim-offender reconciliation)									
Ready, Set, Work!									
<b>Specialty Courts</b>									
Domestic Violence									
Driving While Intoxicated									
Drug Treatment (Criminal Court)									
Family Treatment (Family Court)									
Specialized Juvenile Delinquency									
Mental Health									

## Annual Probation Plan, Certifications, and Application

	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>				Plan for 2021-22 <small>(select one from dropdown)</small>
	JD	PINS	Crim- inal	Probation	ATI	Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2020?  <small>(check if yes)</small>	Status <small>(Start, Maintain, Expand, Decrease, or End)</small>
Specialized Probation Violations								
Veterans								
Adolescent Diversion								
Sex Offender								
(other)								
(other)								

## Annual Probation Plan, Certifications, and Application

	<b>Target Population</b> <small>(Please check all applicable boxes)</small>			<b>Service Delivery Agency</b> <small>(please check, if yes)</small>				<b>Plan for 2021-22</b> <small>(select one from dropdown)</small>	
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2020?  (check if yes)	<b>Status</b> (Start, Maintain, Expand, Decrease, or End)
<b>Miscellaneous</b>									
Drug Testing: Hair Analysis									
Drug Testing: Urinalysis									
Drug Testing: Saliva									
Drug Testing: Other									
Electronic Monitoring: Home									
Electronic Monitoring: GPS (Passive)									
Electronic Monitoring: GPS (Active)									
Home Confinement (Non-EM)									
Field Intelligence Probation Officer									
Gender-Responsive Strategies									
Voice Reporting									

## Annual Probation Plan, Certifications, and Application

	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>				Plan for 2021-22 <small>(select one from dropdown)</small>	
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2020?  (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Kiosk Reporting									
Pre-Dispositional Supervision									
Polygraph	—								
Real Time Video Reporting	—								
Respite									
Warrant Execution									

**Part 6: Crime Victim Services**

1) Does your department have a victim policy?

2) Please report the number of Domestic Violence cases are on your supervision caseloads as of 12/31/2020? (Potential indicators include: Intimate Partner offender/victim relationship on face sheet of PSI, offenders subject to orders of protection, cases classified as Family Offenses, cases in which a Domestic Incident Report has been generated.)

Family Court

Criminal Court

**Please note the following:**

**NYS CPL §140.10 (5) requires that where the subject of a domestic incident report is known by law enforcement to be under probation or parole supervision, that law enforcement agency shall transmit a copy of the report as soon as practicable to the supervising probation department or the department of corrections and community supervision. Should your department not be regularly, and promptly receiving DIRs regarding probationers, it is strongly recommended that you reach out to the appropriate law enforcement agencies in your jurisdiction for further discussion as necessary. For your reference, a directory of law enforcement agencies in New York State is available at:**

<http://www.criminaljustice.ny.gov/crimnet/ojsa/agdir/index.html>

**Probation departments are also reminded to routinely utilize the Domestic Incident Repository, accessible through the Integrated Justice Portal, when completing investigations, supervision, and other probation services**



**Part 7: Focal Issues**

<b>Risk/Need Assessment</b>	
<p>If the department utilizes any <u>specialized</u> risk/need assessment for a special population such as Domestic Violence, DWI, Mental Health, Gender Specific, Sex offender and/or other specialized assessment please indicate the name of the specialized assessment in this section. <i>(Not NYCOMPAS, YASI, YLSI, or LSI)</i></p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p>

<b>Use of Vocational/Educational Resources</b>
<p>Please advise OPCA if the department utilizes any vocational/educational resources for the juvenile and adult probation population (such as Student Advocacy/Legal Services, ACCESS-VR, Employment Opportunity Centers (EOC), Attain Labs, Department of Labor Career Centers, apprenticeships/internships, BOCES career or trade courses) please indicate the name of the resource in this section.</p>

## Annual Probation Plan, Certifications, and Application

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### DVSI-R (Domestic Violence Screening Instrument – Revised)

Does the department have staff trained in DVSI-R?

How many staff members in your department have received DVSI-R training?

Does the department have a certified DVSI-R trainer?

Does the department intend on training all staff on DVSI-R or specialized only?

Commencing in January 2021 will your department be completing the DVSI-R for each domestic violence case under probation supervision?

### Probation Department Quality Assurance Effort

Please advise OPCA of the process which may include random reviews used by the probation department to ensure the quality of work and compliance with statute/regulation such as implementation of a Quality Assurance Team, quarterly audits of probation client records, etc.

### Probation Department Goals

Please list plans and goals below that have not been mentioned or addressed in the Annual Plan:

## Annual Probation Plan, Certification, and Application

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### **Part 8: Probation Department Contacts**

Please enter the contact name(s) and email address(es) for each of the categories below. If the NYC DOP has a contact for each borough, please provide the borough name along within the contact information.

Contact Category	Contact Name(s)/Title	Email Address(es)	Phone Number(s)
Caseload Explorer Liaison			
Crime Victim Specialist			
Domestic Violence Liaison			
DWI Liaison			
Education/Vocational Liaison			
Employer/Employment Liaison			
Field Intelligence Officer			
Health Home Liaison			
NYCOMPAS/LSI Liaison			
Mental Health Liaison			
Adult Interstate/Intrastate Transfer Designee(s)			
Juvenile Interstate/Intrastate Transfer Designee(s)			
Staff Development Officer			
Terminal Agency Coordinator(s)			
Warrants Liaison			
YASI/YLSI Liaison			
Report: Ignition Interlock			
Report: OPCA 30 (Family)			
Report: OPCA 30A (Adult)			
Report: Restitution			
Report: SORA			

## Annual Probation Plan, Certification, and Application

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### Satellite Offices (Not Reporting Stations)

Please list the addresses of any satellite probation offices:

Street Address	City	Zip Code	Phone	Fax