



**Division of Criminal  
Justice Services**

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

**2023-2024 Annual Probation State Aid Plan,  
Certifications, and Application**  
**April 24, 2023**

**Submitted by:**

**Submission Date:**

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

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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, 2023 - June 30, 2024.
- 2) **Probation Planning Structure**- The 2023-2024 Annual Probation Plan and Application is being provided directly to Probation Directors 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. 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, you must include your updated Probation Department Warrant Policy. The certification page with an e-signatures must be submitted with your plan. The completed Annual Probation Plan and Application for 2023-2024 shall be completed and submitted electronically as an e-mail attachment to [dcjsapplications@dcjs.ny.gov](mailto:dcjsapplications@dcjs.ny.gov) no later than close of business **May 24, 2023**. J-RISC Counties must complete and include appendix A with their submission.

**Annual Plan Components and Agency Contact**

|  |   |
|--|---|
| <p><b>Part 1:<br/>Certifications</b></p>   | <p>Agency Contact: Danielle Brendese<br/>(518) 457-1671 (P) (518) 912-6056(C)<br/><a href="mailto:Danielle.Brendese@dcjs.ny.gov">Danielle.Brendese@dcjs.ny.gov</a></p> <p>This document provides for signed certification as to the department's compliance with six major areas. A signed copy must be sent electronically to OPCA to complete the package.</p>  |
| <p><b>Part 2:<br/>Application for<br/>State Aid</b></p>  | <p>Agency Contact: Kimberly Schiavone<br/>(518) 457-7287(P) (518) 391-9723(C)<br/><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. 2023 Department Position Summary Chart (in plan) and</li> <li>2. Expenditure Summary document for 2022 (<i>in plan</i>)</li> </ol>   |
| <p><b>Part 3:<br/>Staffing<br/>Patterns</b></p>  | <p>Agency Contact: Kimberly Schiavone<br/>(518) 457-7287(P) (518) 391-9723(C)<br/><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:<br/>Staff Training</b></p>   | <p>Agency Contact: Patricia Clements<br/>(518) 485-0905(P) (518) 949-1503(C)<br/><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:<br/>Juvenile<br/>Risk<br/>Intervention<br/>Services<br/>Coordination<br/>(JRISC)</b></p> | <p>Agency Contact: Teresa Scanu-Hansen<br/>(518) 485-5166(P) (518) 898-8564(C)<br/><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 2022-2023 Block Grant.</p>  |

**Part 1: CERTIFICATIONS**

I, \_\_\_\_\_, as the Director of Probation for the jurisdiction of \_\_\_\_\_, do submit this Probation Plan, Certifications, and Application.

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 2022 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 2022 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 2023 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, that includes the Domestic Incident Report Repository and the Order of Protection Registry. 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 2022 (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 2022, please describe your department's timeline and remediation plan to ensure such in 2023?

**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:

\_\_\_\_\_

DATE \_\_\_\_\_

**Part 2: 2023-2024 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. 2023 Department Position Summary Chart (in plan) and
2. Expenditure and Revenue Summary document for 2022 (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.

# Annual Probation Plan, Certifications, and Application

## Section I: DEPARTMENT POSITION SUMMARY CHART

Section I of the chart is to summarize staffing information by position title. **These titles are effective 5/28/19.**

### Probation Management Rule Appendix H-10

| TITLE  | # Filled Positions | # Vacant Positions Currently Funded | 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.

**Section II: Expenditure and Revenue Summary**

|                           | <b>2022<br/>Expenditures</b> | <b>2023<br/>Adopted<br/>Budget</b> |
|---------------------------|------------------------------|------------------------------------|
| Personnel Services        |                              |                                    |
| Fringe Benefits           |                              |                                    |
| Travel                    |                              |                                    |
| Contractual Services      |                              |                                    |
| Supplies and Materials    |                              |                                    |
| Equipment                 |                              |                                    |
| Interdepartmental Charges |                              |                                    |
| <b>Total</b>              |                              |                                    |
|                           | <b>2022<br/>Revenues</b>     | <b>2023<br/>Adopted<br/>Budget</b> |
| Probation State Aid       |                              |                                    |
| Other NYS Aid / Grants    |                              |                                    |
| Federal Aid / Grants      |                              |                                    |
| DWI Fees                  |                              |                                    |
| Other Revenue             |                              |                                    |
| Interdepartmental Charges |                              |                                    |
| <b>Total</b>              |                              |                                    |

All 2022 expenditure amounts and all 2023 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 2022 and 2023 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.

Accompanying documentation should be dated 12/31/22 or after.

If fringe benefits are not included in the county budget or reports, please request a statement of 2022 expenditures and/or 2023 anticipated costs for all fringes from the county treasurer or other fiscal authority.

**Part 3: 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 12/31/2022.

*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 Department Position Summary Chart, which can be found on page 11.*

**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/<br>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>                      |              |    |               |    |             |    |                |    |               |    |             |    |  |                 |

# Annual Probation Plan, Certifications, and Application

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## Armed Staff

| <p>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.</p> <p><b>Probation Staff Presently Carrying Firearms/Tasers:</b></p> <p>If no, does the department plan to pursue carrying firearms/Tasers in 2023:</p> | Firearms        |            | Tasers          |            |
|---|-----------------|------------|-----------------|------------|
|   | #<br>Authorized | #<br>Carry | #<br>Authorized | #<br>Carry |
| Director  |                 |            |                 |            |
| Deputy / Assistant Director   |                 |            |                 |            |
| Principal Probation Officer   |                 |            |                 |            |
| Probation Supervisor  |                 |            |                 |            |
| Sr. Probation Officer / Probation Officer II  |                 |            |                 |            |
| Probation Officer   |                 |            |                 |            |
| Probation Officer Trainee   |                 |            |                 |            |

**Employee Screening**

|  | Comments/Clarifications |
|--|-------------------------|
| <p><b><u>Fingerprinting:</u></b></p> <p>All Probation Department Staff</p> <p>All Probation Peace Officers</p> <p>All Firearms Bearing Staff</p> <p>Other</p> <p>Please specify</p>        |                         |
| <p><b><u>Background Checks:</u></b></p> <p>All Probation Department Staff</p> <p>All Probation Peace Officers</p> <p>All Firearms Bearing Staff</p> <p>Other</p> <p>Please specify</p>     |                         |
| <p><b><u>Psychological Testing:</u></b></p> <p>All Probation Department Staff</p> <p>All Probation Peace Officers</p> <p>All Firearms Bearing Staff</p> <p>Other</p> <p>Please specify</p> |                         |

|   |  |
|---|--|
| <p><b><u>Drug Testing:</u></b></p> <p>All Probation Department Staff</p> <p>    If yes, when</p> <p>All Probation Peace Officers</p> <p>    If yes, when</p> <p>All Firearms Bearing Staff</p> <p>    If yes, when</p> <p>Other</p> <p>Please Specify</p> <p>    If yes, when</p> |  |
|---|--|



# 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 2022. Number:

1. Of the above number, how many have been registered with NYS Peace Officer Registry at time of hire? Number:

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

How many PO/POT staff are expected to need Firearms Training provided by OPCA including those hired in the prior year, in 2023? 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 2022.

- 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 provide a plan to come into compliance during this calendar year:

Is there any staff in the department interested in instructing for the Fundamentals of Probation Practice Academy (Virtually or In-person)? (Qualifications generally are a General Topics certification while some lessons require additional certifications that can be provided by DCJS-OPCA.)

## Annual Probation Plan, Certifications, and Application

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.

\*Please note, an active trainer is one who has received a certification through a training for trainers program and can certify others as end users or facilitators.

| 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                    |                          |   |  |  |
| Career University – Advancing to the Next Level         |                          |   |  |  |
| Ready, Set, Work!                                       |                          |   |  |  |
| Ready, Set, Work! - Persons in Mental Health Recovery   |                          |   |  |  |
| Ready, Set, Work! – Individuals Convicted of Sex Crimes |                          |   |  |  |
| Retention Counts  |                          |   |  |  |
| 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 2022 then identify what the jurisdiction's plan is for programs/services in 2023-2024.

|  | Target Population<br><small>(Please check all applicable boxes)</small> |      |               | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  |  |   | Plan for 2023-24<br><small>(select one from dropdown)</small> |
|--|---|------|---------------|--|-----|--|--|---|---|
|  | JD  | PINS | Crim-<br>inal | Probation  | ATI |  | Provided by a<br>Service Delivery<br>Agency other<br>than Probation or<br>ATI? | Operated in<br>2022?<br><br>(check if<br>yes) | Status<br>(Start, Maintain, Expand, Decrease, or End)         |
| <b>Probation Specialized Supervision/Caseloads</b>   |   |      |               |  |     |  |  |   |   |
| Adult Pre-Trial Services                             |   |      |               |  |     |  |  |   |   |
| Domestic Violence                                    |   |      |               |  |     |  |  |   |   |
| Driving While Intoxicated                            |   |      |               |  |     |  |  |   |   |
| Individual Convicted of Drug Crimes<br>or Drug Court |   |      |               |  |     |  |  |   |   |
| Female   |   |      |               |  |     |  |  |   |   |
| Gangs  |   |      |               |  |     |  |  |   |   |
| Juvenile Risk Intervention Services<br>Coordination  |   |      |               |  |     |  |  |   |   |

## Annual Probation Plan, Certifications, and Application

|  | Target Population<br><small>(Please check all applicable boxes)</small> |      |               | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  |  | Operated in 2022?<br><small>(check if yes)</small> | Plan for 2023-24<br><small>(select one from dropdown)</small> |
|--|---|------|---------------|--|-----|--|--|--|---|
|  | JD  | PINS | Crim-<br>inal | Probation  | ATI | Provided by a Service Delivery Agency other than Probation or ATI? | Status<br><small>(Start, Maintain, Expand, Decrease, or End)</small> |  |   |
| PINS Pre-Diversion Services  |   |      |               |  |     |  |  |  |   |
| PINS Intake/Diversion Services   |   |      |               |  |     |  |  |  |   |
| Youth 16-24 Years  |   |      |               |  |     |  |  |  |   |
| Mental Health  |   |      |               |  |     |  |  |  |   |
| Co-Occurring Disorders<br><small>(Mental Health and Substance Abuse)</small> |   |      |               |  |     |  |  |  |   |
| Individuals convicted of Sex Crimes  |   |      |               |  |     |  |  |  |   |
| Veterans   |   |      |               |  |     |  |  |  |   |
| (other)  |   |      |               |  |     |  |  |  |   |
| (other)  |   |      |               |  |     |  |  |  |   |

## Annual Probation Plan, Certifications, and Application

|   | Target Population<br><small>(Please check all applicable boxes)</small> |      |               | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  |  | Plan for 2023-24<br><small>(select one from dropdown)</small> |   |
|---|---|------|---------------|--|-----|--|--|---|---|
|   | JD  | PINS | Crim-<br>inal | Probation  | ATI |  | Provided by a<br>Service Delivery<br>Agency other<br>than Probation or<br>ATI? | Operated in<br>2022?<br><br>(check if<br>yes)                 | Status<br><br>(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<br>(JCAB) |   |      |               |  |     |  |  |   |   |
| Juvenile Community Restoration (JCR)              |   |      |               |  |     |  |  |   |   |
| Juvenile Community Services (JCS)                 |   |      |               |  |     |  |  |   |   |
| Mediation   |   |      |               |  |     |  |  |   |   |
| Mentoring   |   |      |               |  |     |  |  |   |   |
| Youth Court                                       |   |      |               |  |     |  |  |   |   |



## Annual Probation Plan, Certifications, and Application

|   | Target Population<br><small>(Please check all applicable boxes)</small> |      |               | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  |  |   | Plan for 2023-24<br><small>(select one from dropdown)</small> |
|---|---|------|---------------|--|-----|--|--|---|---|
|   | JD  | PINS | Crim-<br>inal | Probation  | ATI |  | Provided by a<br>Service Delivery<br>Agency other<br>than Probation or<br>ATI? | Operated in<br>2022?<br><br>(check if<br>yes) | Status<br>(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<br><small>(Please check all applicable boxes)</small> |      |               | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  | Plan for 2023-24<br><small>(select one from dropdown)</small> |  |
|--|---|------|---------------|--|-----|--|---|--|
|  | JD  | PINS | Crim-<br>inal | Probation  | ATI | Provided by a Service Delivery Agency other than Probation or ATI? |   | Operated in 2022?<br><small>(check if yes)</small> |
| Life Skills Training (LST)   |   |      |               |  |     |  |   |  |
| Moral Reconciliation Therapy (MRT)   |   |      |               |  |     |  |   |  |
| Multidimensional Family Therapy (MDFT)   |   |      |               |  |     |  |   |  |
| Multi-Dimensional Treatment Foster Care  |   |      |               |  |     |  |   |  |
| Multi-Systemic Therapy (MST)   |   |      |               |  |     |  |   |  |
| National Curriculum & Training Institute<br>Youth Crossroads   |   |      |               |  |     |  |   |  |
| Parenting with Love and Limits (PLL)   |   |      |               |  |     |  |   |  |
| Peaceful Alternatives to Tough Situations (PATTS)  |   |      |               |  |     |  |   |  |
| Strengthening Families   |   |      |               |  |     |  |   |  |
| Thinking for a Change (NIC)  |   |      |               |  |     |  |   |  |
| (other)<br><div style="border: 1px solid black; height: 20px; width: 150px; margin-top: 5px;"></div> |   |      |               |  |     |  |   |  |

## Annual Probation Plan, Certifications, and Application

|  | Target Population<br><small>(Please check all applicable boxes)</small> |      |               | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  |  | Plan for 2023-24<br><small>(select one from dropdown)</small> |   |
|--|---|------|---------------|--|-----|--|--|---|---|
|  | JD  | PINS | Crim-<br>inal | Probation  | ATI |  | Provided by a<br>Service Delivery<br>Agency other<br>than Probation or<br>ATI? | Operated in<br>2022?<br><br>(check if<br>yes)                 | Status<br>(Start, Maintain, Expand, Decrease, or End) |
| <b>Other Programs/Services</b>                               |   |      |               |  |     |  |  |   |   |
| Adolescent Diversion Project                                 |   |      |               |  |     |  |  |   |   |
| Career University (WDS)                                      |   |      |               |  |     |  |  |   |   |
| Computer Search and Monitoring                               |   |      |               |  |     |  |  |   |   |
| Day Reporting  |   |      |               |  |     |  |  |   |   |
| Detention Services   |   |      |               |  |     |  |  |   |   |
| Domestic Violence<br>Name of Program:                        |   |      |               |  |     |  |  |   |   |
| Employment Services/Support                                  |   |      |               |  |     |  |  |   |   |
| GED Program  |   |      |               |  |     |  |  |   |   |
| Gang Intervention<br>Name of Program:                        |   |      |               |  |     |  |  |   |   |
| Group Counseling   |   |      |               |  |     |  |  |   |   |
| Individuals Convicted of Sex Crimes<br>Treatment: Individual |   |      |               |  |     |  |  |   |   |

## Annual Probation Plan, Certifications, and Application

|  | Target Population<br><small>(Please check all applicable boxes)</small> |                          |               | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  |  | Plan for 2023-24<br><small>(select one from dropdown)</small> |   |
|--|---|--------------------------|---------------|--|-----|--|--|---|---|
|  | JD  | PINS                     | Crim-<br>inal | Probation  | ATI |  | Provided by a<br>Service Delivery<br>Agency other<br>than Probation or<br>ATI? | Operated in<br>2022?<br><br>(check if<br>yes)                 | Status<br>(Start, Maintain, Expand, Decrease, or End) |
| Individuals Convicted of Sex Crimes<br>Treatment: Group  |   |                          |               |  |     |  |  |   |   |
| Mental Health Crisis Intervention  |   |                          |               |  |     |  |  |   |   |
| Parenting Skills   |   | <input type="checkbox"/> |               |  |     |  |  |   |   |
| Problematic Sexual Behavior  |   | <input type="checkbox"/> |               | <input type="checkbox"/>   |     |  |  |   |   |
| Ready, Set, Work!  |   |                          |               | <input type="checkbox"/>   |     |  |  |   |   |
| Restorative Justice Practices (ie. community<br>accountability boards, mediation, victim-offender<br>reconciliation) |   | <input type="checkbox"/> |               |  |     |  |  |   |   |
| School-Based Probation Officers  |   |                          |               | <input type="checkbox"/>   |     |  |  |   |   |
| Specialized Assessments:<br>Mental Health/Substance Abuse  |   |                          |               |  |     |  |  |   |   |
| Substance Abuse Treatment  |   |                          |               |  |     |  |  |   |   |
| Victim Awareness   |   |                          |               |  |     |  |  |   |   |
| Victim Impact Panels   |   | <input type="checkbox"/> |               | <input type="checkbox"/>   |     |  |  |   |   |

## Annual Probation Plan, Certifications, and Application

|                                  | Target Population<br><small>(Please check all applicable boxes)</small> |      |          | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  | Provided by a Service Delivery Agency other than Probation or ATI? | Operated in 2022?<br><small>(check if yes)</small> | Plan for 2023-24<br><small>(select one from dropdown)</small> |
|----------------------------------|---|------|----------|--|-----|--|--|--|---|
|                                  | JD  | PINS | Criminal | Probation  | ATI | Status<br><small>(Start, Maintain, Expand, Decrease, or End)</small> |  |  |   |
| Why Try                          |   |      |          |  |     |  |  |  |   |
| (Other)                          |   |      |          |  |     |  |  |  |   |
| <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

|                                     | <b>Target Population</b><br><small>(Please check all applicable boxes)</small> |      |               | <b>Service Delivery Agency</b><br><small>(please check, if yes)</small> |     |  |  | <b>Plan for 2023-24</b><br><small>(select one from drop-down)</small> |  |
|-------------------------------------|--|------|---------------|---|-----|--|--|---|--|
|                                     | JD   | PINS | Crim-<br>inal | Probation   | ATI |  | Provided by a<br>Service Delivery<br>Agency other<br>than Probation or<br>ATI? | Operated in<br>2022?<br><br>(check if<br>yes)                         | <b>Status</b><br>(Start, Maintain, Expand, Decrease, or End) |
| Specialized Probation Violations    |  |      |               |   |     |  |  |   |  |
| Veterans                            |  |      |               |   |     |  |  |   |  |
| Adolescent Diversion                |  |      |               |   |     |  |  |   |  |
| Individuals Convicted of Sex Crimes |  |      |               |   |     |  |  |   |  |
| (other)                             |  |      |               |   |     |  |  |   |  |
| (other)                             |  |      |               |   |     |  |  |   |  |

## Annual Probation Plan, Certifications, and Application

|  | Target Population<br><small>(Please check all applicable boxes)</small> |      |               | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  |  |   | Plan for 2023-24<br><small>(select one from dropdown)</small> |
|--|---|------|---------------|--|-----|--|--|---|---|
|  | JD  | PINS | Crim-<br>inal | Probation  | ATI |  | Provided by a<br>Service Delivery<br>Agency other<br>than Probation or<br>ATI? | Operated in<br>2022?<br><br>(check if<br>yes) | Status<br>(Start, Maintain, Expand, Decrease, or End)         |
| <b>Supervision Technologies</b>            |   |      |               |  |     |  |  |   |   |
| Radio Frequency (RF) Electronic Monitoring |   |      |               |  |     |  |  |   |   |
| Electronic Monitoring: GPS Passive         |   |      |               |  |     |  |  |   |   |
| Electronic Monitoring: GPS Active          |   |      |               |  |     |  |  |   |   |
| SCRAM                                      |   |      |               |  |     |  |  |   |   |
| Other Remote Alcohol Monitoring            |   |      |               |  |     |  |  |   |   |
| CE Check-in                                |   |      |               |  |     |  |  |   |   |
| Mobile Phone Supervision Monitoring Apps   |   |      |               |  |     |  |  |   |   |
| Kiosk Reporting                            |   |      |               |  |     |  |  |   |   |
| Real Time Video Reporting                  |   |      |               |  |     |  |  |   |   |
| Other Supervision Technology               |   |      |               |  |     |  |  |   |   |

## Annual Probation Plan, Certifications, and Application

|                                      | Target Population<br><small>(Please check all applicable boxes)</small> |      |               | Service Delivery Agency<br><small>(please check, if yes)</small> |     |  |  |  | Plan for 2023-24<br><small>(select one from dropdown)</small>        |
|--------------------------------------|---|------|---------------|--|-----|--|--|--|--|
|                                      | JD  | PINS | Crim-<br>inal | Probation  | ATI |  | Provided by a<br>Service Delivery<br>Agency other<br>than Probation<br>or ATI? | Operated<br>in 2022<br><small>(check if<br/>yes)</small> | Status<br><small>(Start, Maintain, Expand, Decrease, or End)</small> |
| <b>Miscellaneous</b>                 |   |      |               |  |     |  |  |  |  |
| Warrant Execution                    |   |      |               |  |     |  |  |  |  |
| Drug Testing: Hair Analysis          |   |      |               |  |     |  |  |  |  |
| Drug Testing: Urinalysis             |   |      |               |  |     |  |  |  |  |
| Drug Testing: Saliva                 |   |      |               |  |     |  |  |  |  |
| Drug Testing: Other                  |   |      |               |  |     |  |  |  |  |
| Pre-Dispositional Supervision        |   |      |               |  |     |  |  |  |  |
| Polygraph                            |   |      |               |  |     |  |  |  |  |
| Home Confinement (Non-EM)            |   |      |               |  |     |  |  |  |  |
| Field Intelligence Probation Officer |   |      |               |  |     |  |  |  |  |
| Gender-Responsive Strategies         |   |      |               |  |     |  |  |  |  |
| Respite                              |   |      |               |  |     |  |  |  |  |



**Part 6: Crime Victim Services**

- 1) Does the department have a written Victim's Policy?
  
- 2) Does the department have a written domestic violence policy?
  
- 3) As of 12/31/22, please report the number of individuals under supervision for a domestic violence related offense.

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

### Probation Department Warrant Survey

Please provide the current number of outstanding Violations of Probation Warrants on individuals on Active or Administrative Supervision:

- a. Felony-based:
  - i. Violent Felony-based<sup>1</sup> (as subset of all Felony-based in 1a):
- b. Misdemeanor-based:
- c. Other (Number)  
please specify:

Please estimate how many of the currently outstanding warrants have been outstanding for the following time periods:

|                       | Felony –based<br>Probation sentence | Misdemeanor-based<br>Probation sentence |
|-----------------------|-------------------------------------|---|
| a. 0 to 6 months      |                                     |   |
| b. 6+ to 12 months    |                                     |   |
| c. 1 yr+ to 5 years   |                                     |   |
| d. 5+ yrs to 9+ years |                                     |   |
| e. 10 or more years   |                                     |   |

**Note:** Please submit a copy of your Department's written warrant policy with submission of the Annual Plan.

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<sup>1</sup> Violent Felonies are those offenses enumerated in NYS Penal Law §70.02 (1)(a thru d).

## Annual Probation Plan, Certifications, and Application

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| Probation Department Cars   |
|---|
| <p><b>Equipped</b></p> <p><b>Cage/Security Divider</b></p> <p><b>Flashing Lights</b></p> <p style="padding-left: 40px;"><b>Color of Lights</b></p> <p><b>Sirens</b></p> |

| Risk/Need Assessment  |   |
|---|---|
| <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> |

| Probation Department Quality Assurance Effort  |
|--|
| <p>Please submit a copy of your department's written Quality Assurance Program, if available. If your Department does not have a written policy, please describe the quality assurance process implemented by your department to ensure the quality of probation work and compliance with statute/regulation. This may include the random selection of cases that are reviewed on a consistent bases with notification of the results to the Probation Director.</p> |

## Annual Probation Plan, Certifications, and Application

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| <b>Employable Adult Individuals Employment Status</b>  |  |                                      |                                     |
|--|--|--------------------------------------|-------------------------------------|
| <p>The term '<b>employable adult individuals</b>' means the total number of all individuals on probation having the ability to work at the time this information is collected for the probation plan. Please <b>exclude the following</b>: incarcerated individuals, physically disabled who are unable to work, retired individuals, full-time students, absconders, and any others individuals currently on probation who are not in the workforce for legitimate and verifiable reasons that currently prevent employment as determined by the probation officer.</p> |  |                                      |                                     |
|  | Number of<br>Employable<br>Individuals | Number of<br>Employed<br>Individuals | % Employable<br>Who Are<br>Employed |
| <p><b>As of December 31, 2022</b>, how many of the department's adult probation cases are employable and how many of those employable individuals are actually employed (full- or part-time)? Probation Departments are requested to report the actual number of employable individuals as defined above.</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, ACCES-VR, Educational 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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### Peer Support Program

Does your department have a Peer Support Program?

If yes, provide the year the department implemented the peer support program

If yes, provide the number of trained Peer Specialists

Were the Peer Specialists trained in the ICISF (International Critical Incident Stress Foundation) model?

Does your department have access to a county-wide Peer Support Program?

If yes, please list agencies that are part of this team

Does your department plan to implement a Peer Support team program during the 2023-24 year?

If yes, please list the number of staff (including Administration, Supervisors and Probation Officers) your department proposes to have trained?

### Probation Department Goals

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

**Please attach an email directory for all probation department staff who will wish to receive OPCA's eFocus newsletter.**

## 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   |                       |                   |                 |
| Vocational/Education Liaison (VEL)                  |                       |                   |                 |
| Probation Employment Liaison (PEL)                  |                       |                   |                 |
| 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 |
|----------------|------|----------|-------|-----|
|                |      |          |       |     |
|                |      |          |       |     |
|                |      |          |       |     |
|                |      |          |       |     |
|                |      |          |       |     |