

# DEPARTMENT OF COMMUNITY CORRECTION

## Enabling Laws

Act 35 of 2003 First Extraordinary Session  
Act 531 and 548 of 1993  
A.C.A. 12-27-124 and A.C.A. 12-27-125

## History and Organization

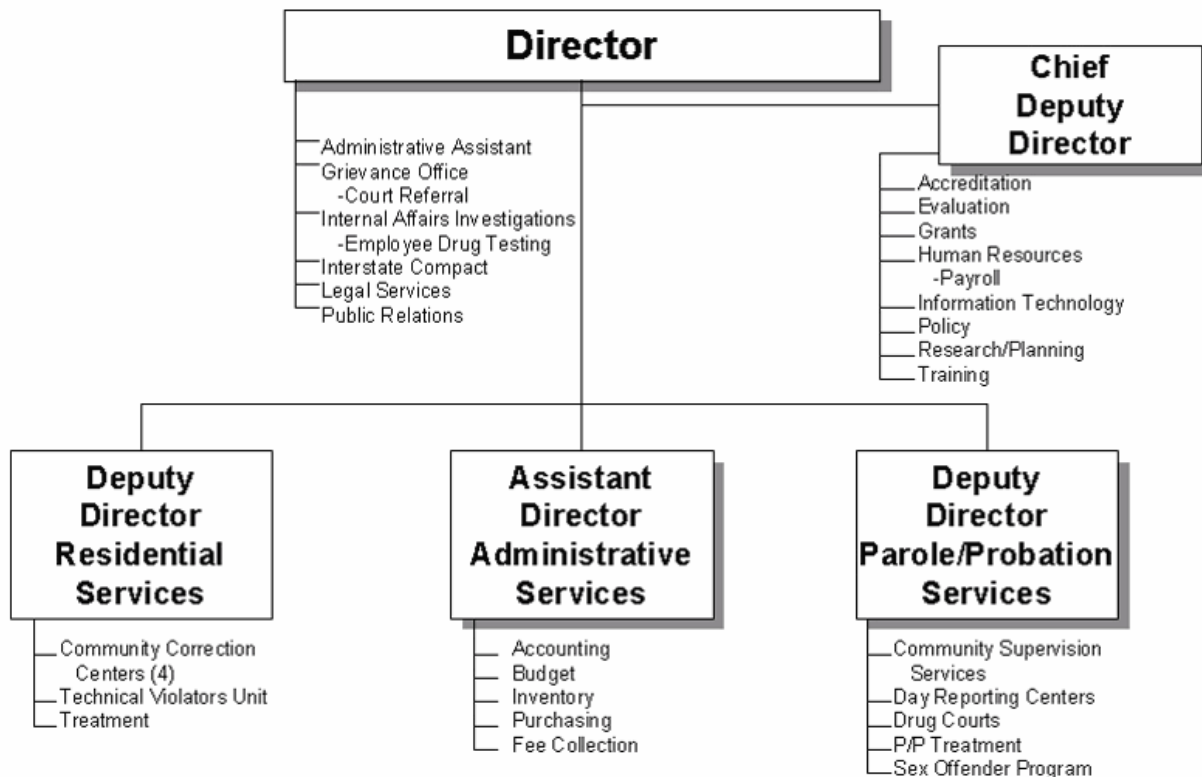
The Department of Community Punishment (DCP) was established during the 79th General Assembly by Act 549 of 1993. This combined the Board of Correction and the Adult Probation Commission into the Board of Correction and Community Punishment to oversee correctional facilities and programs in the State. The mission statement of the Board of Correction and Community Punishment is "Fulfill the mandates of the court through the use of confinement, treatment, and supervision in a safe and humane manner, while providing offenders the opportunity for positive change, thus contributing to public safety." Acts 531 and 548 of 1993 (Community Punishment Act) promotes alternatives to traditional prisons by offering a well - rounded approach to community corrections through the use of supervision, facilities and programs for low-risk offenders. The Department of Community Punishment is now the state department responsible for adult probation and parole services and community residential facilities for non -violent offenders. In 2001, legislation passed that changed the name of the DCP to the Department of Community Correction (DCC) to better reflect the mission statement of the Department: *"To promote public safety and a crime-free lifestyle by providing cost effective community-based sanctions, and enforcing State laws and court mandates in the supervision of adult offenders."*

Program areas of the Department include community work programs, economic sanctions, electronic monitoring, community service, restitution payment and disbursement, substance abuse and mental health treatment, educational and vocational programs, job skills, life skills training programs, day reporting centers, drug courts and technical violator programs. To be admitted to residential facilities, one must have either a suspended imposition of sentence, probation, judicial transfer or technical violated.

The Agency uses a modified therapeutic community in the residential centers. The concept incorporates a level system to resocialize residents using behavior modification, cognitive restructuring (including criminal thinking), resident education, an experimental environment 24 hours a day, seven days a week. Other components of this model include positive peer pressure, specialized programming, privileges, consequences, and staff role modeling. Residents are trained to handle specific functions, including food service, maintenance, laundry, and gardening at each facility.

The organizational structure of the Agency includes a Director, a Chief Deputy Director, a Deputy Director of Residential Services, a Deputy Director in charge of Probation and Parole operations, and an Assistant Director of Administrative Services. The Director oversees the entire Agency operation and directly supervises the legal staff, public relations, interstate compact, and internal investigations. The Chief Deputy Director is in charge of the Agency in the director's absence and manages policy

development, training, information technology systems, payroll & personnel, research and evaluation, and grant administration. The Deputy Director of Residential Services oversees the operations of the five residential facilities. These correctional facilities have a total bed capacity of 1065 and approximately 376 employees. The Deputy Director of Probation and Parole Services supervise the statewide operation of probation and parole services. There are approximately 44,000 offenders supervised by Probation/Parole Services staff in 51 offices statewide with approximately 572 employees. The Assistant Director of Administrative Services oversees budget, accounting, centralized fee collections, inventory, leasing, and purchasing.



## Agency Commentary

The Arkansas Department of Community Correction (DCC) is responsible for the administration and operation of residential facilities for non-violent offenders and adult probation and parole services. While providing treatment to offenders to aide in rehabilitation and alternatives to criminal behavior.

**The Arkansas Department of Community Correction Mission Statement:** "To provide public safety and a crime-free lifestyle by providing cost-effective community-based sanctions, and enforcing State laws and court mandates in the supervision and treatment of adult offenders."

The Director of the Arkansas Department of Community Correction reports directly to the Board of Corrections and is responsible for the agency's operation and mission. The Chief Deputy Director oversees and directs Human Resource Department, IT, Research and Policy and management of the agency in the Directors absence. The agency's goals are carried out by the three divisions; supervised by a deputy director or assistant director. The divisions are Residential Services,

Probation/Parole Services, and Administrative Services.

The Department of Community Correction developed a Strategic Plan to begin the process of implementing the performance based budget system focused on the agency goals and programs. Three Program areas were identified and approved by the Governor and the Arkansas Legislative Council. These programs are 1. Residential Services; 2. Probation and Parole Community Supervision; and 3. Administration and Support. The budget request conforms to our Agency Goals:

- Goal 1:** To provide appropriate and effective supervision and treatment to offenders in the community.
- Goal 2:** To provide for the confinement, care, control and treatment of offenders sentenced to or confined in community correction centers in an adequate, safe and secure environment.
- Goal 3:** To develop and implement sanctions, traditional and faith-based Programs, and services needed to function within the scope of the mission.
- Goal 4:** To improve staff recruiting, retention and efforts.

The operating appropriations provide for administrative and executive staff, security, probation/parole officers, treatment programs, general maintenance, and replacement of aged equipment, and inflationary operational costs of existing programs and facilities.

Change Level requests for each Program of DCC are summarized as follows:

***RESIDENTIAL SERVICES PROGRAM:***

- **C01 Expansion of the Southeast and Southwest Community Correction Centers** - Over approximately 59 males and 48 females are waiting in county jails to be committed to a DCC Correction Center, with an estimated 97 males and females that have been committed to a Center but are not in the county jails. The expansion of these two facilities would relieve the over-crowding at the jails, and comply with court orders, as well as, start the offender into much needed treatment programs in a timely manner, that would have a greater impact on the offender becoming a law abiding citizen. A total of 8 additional positions and 17 restored positions to provide the security and treatment for the additional beds. This would include 12 Correction Officers II; 6 Counselors; 2 Clinical Supervisors; 3 Substance Abuse Program Leaders; and 2 Administrative Assistants. The Southeast Center expansion includes a substance abuse treatment component (RSAT) that has proven over the past three years to be a good tool for keeping offenders from becoming repeat offenders. A study completed on the program for a three year period showed a 25% decrease in recidivism. The expansions would require equipment, furniture, clothing, additional food, increase in the medical contract, and utility cost. This request includes the cost of renovation for both facilities.

- **Maintenance and Operation** - With inflationary cost all of the DCC Community Correction Centers have seen a significant increase in utilities, food and vehicle fuel and maintenance. We are requesting an increase in these line items to meet inflationary cost.
- **New/Replacement Equipment** - The agency request includes both new and replacement of institutional furnishings, equipment, maintenance equipment for sewer systems, alarm systems, lawnmowers, and high mileage vehicles.
- **Cash Fund Appropriation** - The request for the increase in the cash fund appropriation is needed for the new Technical Violator Center to set up the commissary and coin-less phone accounts, and for the requested expansions at the Southeast and Southwest Centers.
- **Federal Programs** - Request for the appropriation for the federal funding to continue programs such as the Serious and Violent Offender Grant that the Agency has received and anticipates funding through FY07. And for the anticipated funding from new grants for treatment-oriented programs.
- **Clip Reclasses/Reclasses** - A minimum of reclasses have been requested to restore positions to the needed title for the expansions requested. The clip reclasses requested are to create career ladder incentives to keep and recruit employees.
- **County Jail Reimbursement** - DCC request appropriation for the County Jail Reimbursement pursuant to Act 18 of the Second Extraordinary Session of 2003, that requires reimbursement to the county jails at a rate determined by the Chief Fiscal Officer of the State, to be paid upon the availability of funds.

## **PROBATION/PAROLE COMMUNITY SUPERVISION PROGRAMS**

- **Institutional Parole Officers (IPO)** - The request for 2 additional Officers and 1 Administrative Assistant are needed to assist the 18 current IPO's that are currently serving over 15,000 inmates each year at the 18 prisons and the 5 community correction centers. Three of the current officers have to rotate between the prisons and centers. This justifies the need for more IPO's to ensure timely processing of releases, reducing prison overcrowding. This request also includes the furniture, supplies and vehicles needed to support this increase.
- **Drug Courts** - The Agency currently has 27 Drug Courts located throughout the State. The request is for 10 new Drug Courts to be located in Berryville, Osceola, Newport, Heber Springs, Booneville, Camden, Harrison, Des Arc, Dumas and Hope. The Drug Courts are to divert drug offenders from occupying costly prison beds by using intensive supervision and treatment in the community. The request includes M&O, furniture, equipment, and vehicles. The request includes 27 additional positions, 7 restored positions - 12 Officers, 12 Substance Abuse Counselors, and 10 Administrative Assistants.

- **Day Reporting Centers** - Currently the agency has 2 - Day Reporting Centers located in Texarkana and Osceola. The request for 5 new Day Reporting Centers that will be located in Hot Springs, Ft. Smith, Pine Bluff, Fayetteville and Jonesboro. The Centers are for offenders who cannot or will not work or comply with their supervision conditions. They will receive sanctions and/or services to address their issues and needs, such as, GED, resume writing, or perform community service work. The request includes furniture, equipment and 10 additional positions - 5 Social Worker II, 5 Staff Development Specialist.
- **Federal Appropriation** - Request appropriation to continue Federal Programs already in place in the agency and to permit the agency to continue to seek Federal Grants for treatment oriented programs.
- **Maintenance and Operations** - Probation and Parole services are provided from 53 offices located in 13 areas throughout the State. The Agency is requesting increases for leases, vehicle maintenance and fuel, in-line with inflationary cost and increased staffing. The drug testing increase is due to the increased number of test ordered by the courts.
- **Replacement Equipment** - Request to replace aged and high mileage vehicles to provide safe and reliable transportation for officers who conduct home visits, and transport offenders.
- **Clip Reclasses/Reclasses** - A minimum of reclasses have been requested to restore positions to the needed title for the positions requested. The clip reclasses requested are to create career ladder incentives to keep and recruit employees.

## **ADMINISTRATIVE AND SUPPORT PROGRAM**

- **Computers and Software Replacement** - DCC request to replace computers as set out in the Agency's IT plan on a yearly basis. To ensure continuation of mission critical functions, and maintain system integrity for applications such as eOMIS, AASIS, ACIC access and JusticeXchange.
- **Information Technology-Systems/Application Manager** - Request for 1 additional position for the Agency's MIS section to assist with the network administration, hardware maintenance, user issues and security issues. This position will also be involved in the maintenance and enhancement of the Department's information systems and will play a key role in the Integrated Justice Information integration efforts, including Judges, Prosecutors and the Courts. With over 800 active computers the current staff is inadequate to meet the current needs of the Agency.
- **Maintenance and Operations** - Request for rent increase for the Post Prison Transfer Board (PPTB), DCC pays for the lease space for the PPTB, the board has

doubled it's staff over the past four years to accommodate the growing parole caseload.

- **Clip Reclasses/Upgrades** - The clip reclasses requested are for career ladder incentives to keep and recruit employees. The upgrades are for appropriation only, to realign members of the Director's staff.

## **SPECIAL LANGUAGE**

- Continuation of current special language is requested with appropriate revisions, with the exception of the special language that we are requesting be deleted, that we will no longer be necessary due to performance based budgeting. The only new special language that we are requesting is to assist in recruiting and retaining employees that would allow DCC to pay employees completing various degrees or professional licenses an educational incentive bonus payment.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
ARKANSAS DEPARTMENT OF COMMUNITY CORRECTION  
FOR THE YEAR ENDED JUNE 30, 2002

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Findings

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Recommendations

The Agency did not maintain adequate control over basic accounting records associated with twenty (20) of the Agency's thirty-five (35) bank accounts. Bank statements, check registers and deposit records could not be located in several instances. Also, formal policies and procedures were not established to ensure accountability over receipts totaling \$624,269 in the central office. The Agency's failure to establish control over accounting records and receipts has placed assets at risk.

The electronic Offender Management Information System (eOMIS) used by the Agency to account for probation fees, parole fees and restitution did not provide an adequate accounting of revenues totaling \$7,591,655 collected by the Agency. As a result, we were unable to determine the total amount of each type of revenue collected by the Agency and the amount of restitution payable at June 30, 2002. This weakness precludes the Agency from accurate financial statement reporting.

Thirteen (13) employees received duplicate career service recognition payments totaling \$6,400 during the year ended June 30, 2002. The duplicates were paid as a result of career service dates being entered incorrectly by Agency personnel during the conversion to the Arkansas Administrative Statewide Information System (AASIS).

The Agency deleted capital equipment items totaling \$2,119,262 without proper approval. Effective July 1, 2001, the State's capitalization threshold for equipment was increased to

The Agency enter all equipment items deleted in error in accordance with the recent fixed asset policy established by the Department of Finance and Administration.

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS DEPARTMENT OF COMMUNITY CORRECTION  
 FOR THE YEAR ENDED JUNE 30, 2002

Findings

Recommendations

\$2,500. During the conversion to the Arkansas Administrative Statewide Information System (AASIS), the Agency made the decision to remove all equipment items with a value of \$2,500 or less from the equipment inventory records. Since no formal Statewide policy existed at the time of the deletion, the Agency's decision was made impart based upon misunderstandings with the Department of Finance and Administration.

The Arkansas Administrative Statewide Information System (AASIS) fails to provide adequate controls to ensure the reliability of financial data, and, therefore, does not adequately safeguard the financial assets of the Agency. Specifically, the security configuration does not provide adequate segregation of duties to ensure that transactions are properly authorized, accurate and complete. This results from an excessive number of conflicts regarding the restricted access to financial data and data entry.

The Agency work with the AASIS staff to train additional personnel in order to resolve conflicts and maximize the segregation of duties.

**Employment Summary**

	Male	Female	Total	%
White Employees	266	326	592	61 %
Black Employees	108	258	366	38 %
Other Racial Minorities	3	11	14	1 %
Total Minorities			380	39%
Total Employees			972	100 %

## Publications

### A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
Administrative Regulations	ACA 25-15-204	N	Y	178	To comply with the Administrative Procedures Act; Provide guidance to staff and offenders under Agency jurisdiction; and to accommodate any public request.
Agency Newsletter	ACA 13-2-212	N	N	700	To comply with statute and primarily to provide employees information regarding the direction and activities of the agency.
DCC Annual Report	ACA 12-27-125 ACA 12-27-126 ACA 13-2-212	N	N	178	To provide report of progress toward the agency mission; also to comply with statute governing State & Local Government Publications Clearinghouse to the State Library.



## Department Appropriation / Program Summary

Appropriation / Program	Historical Data						Agency Request and Executive Recommendation							
	2003-2004		2004-2005		2004-2005		2005-2006				2006-2007			
	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
0485P01 DCC Residential Program	21,109,993	375	25,340,354	475	24,924,673	475	29,076,092	500	28,988,801	500	28,808,911	500	28,719,304	500
0485P02 DCC Probation/Parole Community	22,139,983	545	23,891,625	572	24,869,633	585	28,871,026	619	28,722,618	619	29,204,413	619	29,051,822	619
0485P03 DCC Admin & Support Program	7,891,651	96	7,388,816	80	8,372,188	80	7,815,607	81	7,620,142	81	7,918,127	81	7,720,240	81
2GK County Jail Reimbursement	0	0	0	0	2,000,000	0	2,000,000	0	2,000,000	0	2,000,000	0	2,000,000	0
<b>Total</b>	<b>51,141,627</b>	<b>1,016</b>	<b>56,620,795</b>	<b>1,127</b>	<b>60,166,494</b>	<b>1,140</b>	<b>67,762,725</b>	<b>1,200</b>	<b>67,331,561</b>	<b>1,200</b>	<b>67,931,451</b>	<b>1,200</b>	<b>67,491,366</b>	<b>1,200</b>

Funding Sources		%		%		%		%		%		%
Fund Balance 4000005	2,673,279	4.8	4,310,326	7.1	4,107,972	5.8	4,107,972	6.1	2,808,498	4.0	0	0.0
General Revenue 4000010	43,873,760	79.1	44,873,760	73.9	56,678,067	80.3	52,950,724	79.2	56,700,710	81.6	55,000,172	84.6
Federal Revenue 4000020	511,175	0.9	2,401,913	4.0	2,431,179	3.4	2,431,180	3.6	2,443,047	3.5	2,443,048	3.8
Special Revenue 4000030	6,759,546	12.2	7,063,980	11.6	6,000,000	8.5	6,000,000	9.0	6,000,000	8.6	6,000,000	9.2
Cash Fund 4000045	1,130,226	2.0	1,057,419	1.7	1,354,005	2.0	1,354,005	2.1	1,547,653	2.3	1,547,653	2.4
Merit Adjustment Fund 4000055	0	0.0	1,021,369	1.7	0	0.0	0	0.0	0	0.0	0	0.0
DFA Motor Vehicle Aquisition 4000184	87,161	0.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
ESD-Welfare to Work Grant 4000227	416,806	0.8	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
<b>Total Funds</b>	<b>55,451,953</b>	<b>100.0</b>	<b>60,728,767</b>	<b>100.0</b>	<b>70,571,223</b>	<b>100.0</b>	<b>66,843,881</b>	<b>100.0</b>	<b>69,499,908</b>	<b>100.0</b>	<b>64,990,873</b>	<b>100.0</b>
Excess Appropriation/(Funding)	(4,310,326)		(4,107,972)		(2,808,498)		487,680		(1,568,457)		2,500,493	
<b>Grand Total</b>	<b>51,141,627</b>		<b>56,620,795</b>		<b>67,762,725</b>		<b>67,331,561</b>		<b>67,931,451</b>		<b>67,491,366</b>	

## **Analysis of Budget Request**

**Appropriation / Program:** 0485P01 - DCC Residential Program

**Funding Sources:** HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

The Department of Community Punishment (DCP) was established during the 79th General Assembly by Act 549 of 1993. This act combined the Board of Correction and the Adult Probation Commission into the Board of Correction and Community Punishment to oversee correctional facilities and programs in the State. The Department of Community Punishment is now the state department responsible for adult probation, parole services, and the new community correctional facilities for non-violent offenders. In 2001, legislation passed that changed the name of the DCP to the Department of Community Correction (DCC) to better reflect the mission statement of the Department: "To promote a crime-free lifestyle by providing community-based sanctions in a cost-effective manner, and enforcing State laws and court mandates in the supervision of adult offenders remanded to the Department of Community Correction."

The Department of Community Correction has three (3) Program areas. They are as follows: 1) DCC Residential Program; 2) DCC Probation/Parole Community Supervision Program; and 3) DCC Administration and Support Services Program.

The Department's first Program, Residential Programs provide a foundation for enhancement of community correction programs, which includes strengthening and support of probation and parole services as well as implementation of non-traditional programs for offenders. The Department has five centers with locations in different parts of Arkansas: Central Arkansas Community Correction Center in Little Rock; Southeast Arkansas Community Center in Pine Bluff; Southwest Arkansas Community Center in Texarkana; Northeast Arkansas Community Center in Osceola; and Technical Violator Program Center located in Malvern, which opens in the fall of 2004

The Agency met or exceeded all but one of five key performance measures for this program. The key measure target of \$43.26 cost per day per offender was not met. The actual cost per day per offender was \$45.28.

The Base Level for this program includes graduated salary increase of 3% to 1.5% each year over the FY05 salary levels, along with related Personal Services Matching cost for 475 Base Level Positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 per month increase in the monthly contribution for State employee's health insurance for a total state contribution of \$320 per month.

The Base Level request for the DCC Residential Services Program is \$24,588,926 in FY06 and \$25,057,501 in FY07. The Base Level is made up of General Revenue, Federal, Special Revenue, and Cash Funds.

The 2005 - 2007 Biennial Budget Change Level Request for the Department of Community Correction totals \$4,487,166 in FY06 and \$3,751,410 in FY07. The following is a summary of the major components of the Agency's Request with amounts for each year of the biennium respectively

separated into four (4) funding categories:

1. General Revenue;

- The South East Center in Pine Bluff is requesting a fifty (50) Women's Bed expansion including operating and equipment expenses, nine (9) positions, and various reclassification of positions for \$880,285 in FY06 and \$652,500 in FY07.
- The South West Center in Texarkana is requesting a one hundred (100) Men's Bed expansion including operating and equipment expenses, sixteen (16) positions, and various reclassification of positions for \$1,338,692 in FY06 and \$1,048,147 in FY07.
- The Central Arkansas Community Correction Center in Little Rock is requesting to replace and repair equipment and vehicles and reclassification of various positions for \$333,400 in FY06 and \$157,000 in FY07.
- The North East Center in Osceola is requesting to replace and repair equipment and vehicles, resurface the parking lot, replace all locks, and reclassification of various positions for \$163,918 and \$122,124.
- The Technical Violator Program in Malvern is requesting reclassification of various positions for \$27,058 and \$27,754.

2. Federal Funding:

- Requesting increase in Operating Expenses, Conference Fees and Travel, Professional Fees, and Capital Outlay to support the Federal Grant Program for rehabilitation for \$1,325,478 in FY06 and \$1,325,549 in FY07.

3. Cash Funding:

- The request for the increase in the Cash Fund appropriation is needed to set up the commissary and coin-less phone accounts for the new Technical Violator Center and for the expansions at the Southeast and Southwest Center. The revenue generated by sales to residents is used to purchase food, recreational supplies, and general operations. Request for the Cash Fund is \$418,336 each year of the biennium.

The Executive Recommendation provides for Base Level and additional General Revenue funding of \$2,656,060 in FY06 and \$1,917,917 in FY07 and Agency Request for the Federal and Cash funding. The following provides detail of the Executive Recommendation:

1. General Revenue - includes all of Agency Request except for the reclassification of various positions:

- The South East Center in Pine Bluff - fifty Women's Bed expansion; \$859,027 in FY06 and \$630,676 in FY07
- The South West Center in Texarkana - one hundred Men's Bed expansion; \$1,320,744 in FY06 and \$1,029,776 in FY07
- The Central Arkansas Community Correction Center in Little Rock; \$321,571 in FY06 and \$144,817 in FY07
- The North East Center in Osceola; \$154,718 in FY06 and \$112,648 in FY07

2. Federal Funding:

- Support for the Federal Grant Program for rehabilitation; \$1,325,478 in FY06 and \$1,325,549 in FY07

3. Cash Funding:

- Commissary and coin-less telephone expansions; \$418,336 each year of the biennium

## Appropriation / Program Summary

**Appropriation / Program:** 0485P01

DCC Residential Program

**Funding Sources:**

HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

Program Description	Program Goals	
Community-based, residential and nonresidential correctional programs, sanctions and services designed to address issues surrounding the behavior which resulted in admission to the correctional system. To provide care, confinement and treatment of offenders sentenced to or confined in community correction centers in an adequate, safe and secure environment. To develop and implement sanctions, programs and services needed to function within the scope of the mission. To improve staff recruiting, retention, and training efforts.	1	To provide effective intensified, residential, community-based sanctions in a therapeutic environment as an alternative to traditional prison.
	2	To develop and administer an effective continuum of intensified, non-residential, community-based sanctions, programs, and services needed to effectively address behavior problems, risks and needs of offenders under community supervision.

Objective Code	Name	Description
00GB	Objective 1	To operate community correction centers in a modified therapeutic community environment [security, housing, food, clothing, equipment and materials, medical and mental health care, and staff necessary to maintain licensure and accreditation, etc.) for non-violent offenders sentenced/placed by the courts for the purpose of treatment and/or behavior change.
01GB	Objective 2	To operate residential centers for confinement of offenders who commit technical violations of the conditions of their community supervision. This confinement will be in lieu of prison [security, housing, food, clothing, equipment and materials, medical and mental health care, and staff necessary to maintain licensure and accreditation, etc.).

### Performance Measures

Objective	Key Measures		Type	Description	2004 Target Authorized / Actual	2006 Target	2007 Target
	Exec	Leg					
1			Effort	Bed capacity	1,390/1,065	1,365+150 = 1,515	1,365+150 = 1,515
1			Outcome	# walk-a-ways	10 - 20/2	0-10	0-10
1			Outcome	# resident assaults w/weapon	1 - 10/0	0-5	0-5
1			Output	% ASP referrals of felony crimes	100%/100%	100%	100%
1			Output	Community service hours	10,000 CS hours/ 127,366 hours	92,891	92,891
1	X	X	Output	# residents successfully completing program		90%	90%

## Appropriation / Program Summary

**Appropriation / Program:** 0485P01

DCC Residential Program

**Funding Sources:**

HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

### Performance Measures

Objective	Key Measures		Type	Description	2004 Target Authorized / Actual	2006 Target	2007 Target
	Exec	Leg					
1			Outcome	# unreasonable use of force incidents	< or = 3/0	0-3	0-3
1	X	X	Efficiency	average cost per day/per offender	\$43.26/ \$45.28	\$46.70	\$47.84
1			Effort	treatment counselor position to center bed ratio	1 - 25/1 - 24	1-25	1-25
1	X	X	Output	#participating in required GED/literacy programs	90%/98%	94%	94%
1			Output	% suicide incidents responded to timely	100%/100%	100%	100%
1	X	X	Output	accreditation./license audit result	re - accreditation, license/re - accreditation, license	re - accreditation, license	re - accreditation, license
1	X	X	Output	# program plans/assessments in 30 days	99%/100%	99%	99%
1			Effort	offender lawsuits w/financial award	0 - 5/0	0	0
1	X	X	Outcome	% negative offender drug tests results	95%/98.5%	0	0
2			Outcome	# walk-a-ways		0-25	0-25
2			Outcome	# resident assaults w/weapon		0-10	0-10
2			Output	% ASP referrals of felony crimes		100%	100%
2			Output	Community service hours		92,891	92,891
2	X	X	Output	# residents successfully completing program		80%	85%
2			Outcome	# unreasonable use of force incidents		0-5	0-5
2	X	X	Efficiency	average cost per day/per offender		\$46.70	\$47.84
2			Effort	treatment counselor position to center bed ratio		1-25	1-25
2			Output	#participating in required GED/literacy programs		94%	94%
2			Output	% suicide incidents responded to timely		100%	100%

## Appropriation / Program Summary

**Appropriation / Program:** 0485P01 DCC Residential Program

**Funding Sources:** HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

### Performance Measures

Objective	Key Measures		Type	Description	2004 Target Authorized / Actual	2006 Target	2007 Target
	Exec	Leg					
2	X	X	Output	accreditation./license audit result		re - accreditation, license	re - accreditation, license

## Appropriation / Program Summary

Appropriation / Program: 0485P01 DCC Residential Program  
**Authorized Program Amount 24,924,673**

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2003-2004	2004-2005	2005-2006			2006-2007		
		Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	9,479,944	12,414,279	13,049,524	13,779,438	13,706,531	13,440,883	14,192,348	14,117,508
<b>#Positions</b>		<b>375</b>	<b>475</b>	<b>475</b>	<b>500</b>	<b>500</b>	<b>475</b>	<b>500</b>	<b>500</b>
Extra Help	5010001	1,740	0	0	0	0	0	0	0
<b>#Extra Help</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching	5010003	2,759,772	4,043,904	4,398,674	4,638,689	4,624,305	4,475,890	4,720,159	4,705,392
Operating Expenses	5020002	4,461,185	4,231,095	3,963,184	4,711,345	4,711,345	3,963,184	4,638,145	4,638,145
Travel-Conference Fees	5050009	27,595	122,054	80,639	122,054	122,054	80,639	122,054	122,054
Professional Fees and Services	5060010	3,248,062	3,717,211	3,096,905	4,131,211	4,131,211	3,096,905	4,143,211	4,143,211
Grants and Aid	5100004	0	646,811	0	646,811	646,811	0	646,811	646,811
Capital Outlay	5120011	966,695	0	0	903,227	903,227	0	346,183	346,183
Special Maintenance	5120032	0	0	0	143,317	143,317	0	0	0
Community Correction Programs	5900047	165,000	165,000	0	0	0	0	0	0
<b>Total</b>		<b>21,109,993</b>	<b>25,340,354</b>	<b>24,588,926</b>	<b>29,076,092</b>	<b>28,988,801</b>	<b>25,057,501</b>	<b>28,808,911</b>	<b>28,719,304</b>

Funding Sources									
Fund Balance	4000005	699,630	683,763	193,648	193,648	193,648	0	0	0
General Revenue	4000010	19,304,454	21,090,667	22,510,922	25,254,274	25,166,982	22,972,157	24,979,682	24,890,074
Federal Revenue	4000020	319,874	2,234,210	921,650	2,247,128	2,247,129	928,990	2,254,539	2,254,540
Special Revenue	4000030	228,585	166,200	166,200	166,200	166,200	166,200	166,200	166,200
Cash Fund	4000045	824,407	918,319	796,506	1,214,842	1,214,842	990,154	1,408,490	1,408,490
Merit Adjustment Fund	4000055	0	440,843	0	0	0	0	0	0
ESD-Welfare to Work Grant	4000227	416,806	0	0	0	0	0	0	0
<b>Total Funding</b>		<b>21,793,756</b>	<b>25,534,002</b>	<b>24,588,926</b>	<b>29,076,092</b>	<b>28,988,801</b>	<b>25,057,501</b>	<b>28,808,911</b>	<b>28,719,304</b>
Excess Appro/(Funding)		(683,763)	(193,648)	0	0	0	0	0	0
<b>Grand Total</b>		<b>21,109,993</b>	<b>25,340,354</b>	<b>24,588,926</b>	<b>29,076,092</b>	<b>28,988,801</b>	<b>25,057,501</b>	<b>28,808,911</b>	<b>28,719,304</b>

## Objective Summary

**Objective:** 00GB DCC Residential Program - Objective 1

**Description:** To operate community correction centers in a modified therapeutic community environment [security, housing, food, clothing, equipment and materials, medical and mental health care, and staff necessary to maintain licensure and accreditation, etc.) for non-violent offenders sentenced/placed by the courts for the purpose of treatment and/or behavior change.

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	9,479,944	10,003,270	10,566,051	11,273,367	11,223,058	10,882,831	11,611,117	11,559,456
<b>#Positions</b>	<b>375</b>	<b>380</b>	<b>380</b>	<b>405</b>	<b>405</b>	<b>380</b>	<b>405</b>	<b>405</b>
Extra Help 5010001	1,740	0	0	0	0	0	0	0
<b>#Extra Help</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services Matching 5010003	2,759,772	3,249,734	3,543,885	3,779,441	3,769,516	3,606,386	3,846,080	3,835,888
Operating Expenses 5020002	4,329,559	2,880,520	2,872,534	3,360,770	3,360,770	2,872,534	3,287,570	3,287,570
Travel-Conference Fees 5050009	27,595	122,054	80,639	122,054	122,054	80,639	122,054	122,054
Professional Fees and Services 5060010	2,737,730	2,905,931	2,295,545	3,319,931	3,319,931	2,295,545	3,331,931	3,331,931
Grants and Aid 5100004	0	646,811	0	646,811	646,811	0	646,811	646,811
Capital Outlay 5120011	705,560	0	0	903,227	903,227	0	346,183	346,183
Special Maintenance 5120032	0	0	0	143,317	143,317	0	0	0
Community Correction Programs 5900047	165,000	165,000	0	0	0	0	0	0
<b>Objective Total</b>	<b>20,206,900</b>	<b>19,973,320</b>	<b>19,358,654</b>	<b>23,548,918</b>	<b>23,488,684</b>	<b>19,737,935</b>	<b>23,191,746</b>	<b>23,129,893</b>



## **Objective Summary**

**Objective:** 01GB DCC Residential Program - Objective 2

**Description:** To operate residential centers for confinement of offenders who commit technical violations of the conditions of their community supervision. This confinement will be in lieu of prison [security, housing, food, clothing, equipment and materials, medical and mental health care, and staff necessary to maintain licensure and accreditation, etc.).

### **Historical Data**

### **Agency Request and Executive Recommendation**

<b>Commitment Item</b>	<b>2003-2004</b>	<b>2004-2005</b>	<b>2005-2006</b>			<b>2006-2007</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Base Level</b>	<b>Agency</b>	<b>Executive</b>	<b>Base Level</b>	<b>Agency</b>	<b>Executive</b>
Regular Salaries 5010000	0	2,411,009	2,483,473	2,506,071	2,483,473	2,558,052	2,581,231	2,558,052
<b>#Positions</b>	<b>0</b>	<b>95</b>	<b>95</b>	<b>95</b>	<b>95</b>	<b>95</b>	<b>95</b>	<b>95</b>
Personal Services Matching 5010003	0	794,170	854,789	859,248	854,789	869,504	874,079	869,504
Operating Expenses 5020002	131,626	1,350,575	1,090,650	1,350,575	1,350,575	1,090,650	1,350,575	1,350,575
Professional Fees and Services 5060010	510,332	811,280	801,360	811,280	811,280	801,360	811,280	811,280
Capital Outlay 5120011	261,135	0	0	0	0	0	0	0
<b>Objective Total</b>	<b>903,093</b>	<b>5,367,034</b>	<b>5,230,272</b>	<b>5,527,174</b>	<b>5,500,117</b>	<b>5,319,566</b>	<b>5,617,165</b>	<b>5,589,411</b>

## **Analysis of Budget Request**

**Appropriation / Program:** 0485P02 - DCC Probation/Parole Community Supv Program

**Funding Sources:** HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

The Department's second Program, DCC Probation/Parole Community Supervision Program is charged with providing an alternative to traditional prison incarceration for non-violent offenders. To be admitted to community correction facilities and/or programs, one must have a suspended imposition of sentence, probation, judicial transfer directly to a community correction facility, or post prison transfer to a facility or parole supervision.

The majority of this program is supported from Special Revenue. This includes fees and sanctions levied by the courts or authorized by the Board of Corrections and paid by offenders. The monthly probation fees range from \$10 to \$100 and the monthly parole fee is \$20.

There are many areas that the Probation/Parole Community Supervision Program include:

- Community Work Programs
- Economic Sanctions
- Electronic Monitoring
- Community Service
- Restitution Payment and Disbursement
- Substance Abuse and Mental Health Treatment
- Educational and Vocational Programs
- Job Skills and Life Skills Training Programs
- Drug Court Programs

The Expanded Services Program and the substance abuse services are offered in the Probation/Parole Community Supervision Program. The Field Services' Substance Abuse Program addresses not only chemical dependency but provides other needs and services through the Day Reporting Centers. The Day Reporting Centers helps the offenders by providing counseling, training, GED, resume writing skills, sanctions, and directs them in performing community services.

The Department has successfully implemented a program that works within and through the Drug Court System. This program provides an alternative to incarceration to first time offenders and in addition provides a cost conscience system designed for the long -term benefits by treating first time offenders in such a method as to change the norm since in addition to chemical dependency the majority of these offenders have multiple life control problems. Most criminal justice system professionals estimate that at least 45% of defendants convicted of drug possession will recidivate with a similar offense within two to three years.

The Agency met or exceeded all of its performance measures for this program. One of the Key Measures reported, \$1.54 as the cost of supervision per day per offender, exceeded their target of less than or equal to \$3 per pay.

The Base Level for this program includes graduated salary increase of 3% to 1.5% each year over

the FY05 salary levels, along with related Personal Services Matching cost for 585 Base Level Positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 per month increase in the monthly contribution for State employee's health insurance for a total state contribution of \$320 per month.

The Base Level Request for the DCC Probation/Parole Supervision Program is \$25,155,814 in FY06 and \$25,756,755 in FY07. The Base Level is made up of General Revenue, Special Revenue, and Cash Funds.

The 2005 - 2007 Biennial Budget Change Level Request for the Department of Community Correction totals \$3,715,212 in FY06 and \$3,447,658 in FY07. The following is a summary of the major components of the Agency's Request with amounts for each year of the biennium respectively separated into four (4) funding categories:

1. General Revenue;

- Thirteen (13) Area Probation/Parole Offices. Requesting increase in Operating Expenses for drug testing supplies, leases, fuel cost, replacement of several vehicles, and reclassification of all of Parole/Probation Officer I's to Parole/Probation Officer II's. \$1,248,596 in FY06 and \$1,214,909 in FY07
- Requesting two (2) additional Institutional Parole Officers with related Operating Expenses and replacement of several vehicles. \$184,046 in FY06 and \$160,111 in FY07
- Requesting to continue twenty-seven (27) Drug Courts and establish ten (10) New Drug Courts. This includes thirty-four (34) positions and reclassification of various positions, Operating Expenses, and replacement of several vehicles. \$1,674,928 in FY06 and \$1,479,411 in FY07
- Request to continue two (2) and establish five (5) Day Reporting Centers including ten (10) new positions and related Operating Expenses. \$391,257 and \$370,894

2. Federal Funding:

- Continuation of four (4) Miscellaneous Federal Grant Positions and reclassify several positions. \$164,051 in FY06 and \$168,506 in FY07

3. Special Revenue:

- Reclassification of all of their Intake Officers grade 15 to Administrative Assistance II grade II, Parole/Probation Officer I's to Parole/Probation Officer II's, and Administration Assistance I to Administration Assistance II. \$52,334 in FY06 and \$53,825 in FY07

The Executive Recommendation provides for Base Level and additional General Revenue Funding of \$2,125,464 in FY04 and \$1,885,578 in FY07. These funding levels reflect a permanent transfer of \$122,400 to Post Prison Transfer Board for their Operating Expenses that Department of Community Correction has provided in the past as assistance. The following provides detail of the Executive Recommendation:

1. General Revenue;

- Thirteen (13) Area Probation/Parole Offices; appropriation only \$1,144,815 in FY06 and

\$1,108,205 in FY07

- Institutional Parole Officers; appropriation and funding \$181,680 in FY06 and \$157,673 in FY07
- Ten (10) New Drug Courts; appropriation and funding \$1,674,928 in FY06 and \$1,479,411 in FY07
- Five (5) Day Reporting Centers; appropriation and funding \$391,257 and \$370,894

2. Federal Funding:

- Continuation of four (4) Miscellaneous Federal Grant Positions and reclassification of various positions; \$164,051 in FY06 and \$168,506 in FY07

3. Special Revenue:

- Appropriation for the Reclassification of the Administration Assistance I to Administration Assistance II, and Parole/Probation Officer to Parole/Probation Officer II. \$5,260 in FY06 and \$5,421 in FY07

## Appropriation / Program Summary

**Appropriation / Program:** 0485P02 Probation/Parole Community Supervision Programs

**Funding Sources:** HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

Program Description	Program Goals
Supervision of parolees and adult probationers in the community, enforcing terms and conditions imposed, addressing offender needs, assisting them in becoming law-abiding members of society, while assessing risks and promoting public safety.	1 To provide the quality of community supervision, staff and public safety.

Objective Code	Name	Description
05GB	Objective 1	To provide effective community supervision services.
06GB	Objective 2	Drug Courts - Establish and operate drug courts as an alternative to regular probation - providing outpatient treatment and intensive supervision of persons placed on probation for drug or related crimes to address their substance abuse issues [including staff, materials, equipment/supplies necessary to maintain licensure and accreditation of the treatment and education components
07GB	Objective 3	Other Community Sanctions, Services and Treatment Programs - Establish and maintain an effective continuum of intense, non-residential, community-based sanctions, programs, treatment and services needed to effectively address behavior problems, risks and needs of offenders under community supervision. [Day reporting centers, specialized caseloads for sex offender management, SAPL program for outpatient counseling - including necessary staff, materials, equipment and supplies to maintain licensure and accreditation

### Performance Measures

Objective	Key Measures		Type	Description	2004 Target Authorized / Actual	2006 Target	2007 Target
	Exec	Leg					
1			Outcome	Community Supervision-Offender status 3 yrs. into supervision revoked incarcerated for new crimes	30%/Parole 19%	35%	35%
1			Effort	Officer / regular offender ratio	1-100/1 - 94	1 – 100	1 – 100
1			Effort	Supervisor / staff ratio	1 - 10/1 - 10.3	1 – 7	1 – 7
1			Effort	Community Supervision-Offender lawsuits w/financial award	0-5/1	0 - 5	0 - 5
1	X	X	Efficiency	Cost of per day/per offender under supervision.	<\$3.00/\$1.54	Under \$2.50	Under \$2.75
1			Output	% referrals to PPTB and/or court ordered progs		100%	100%
1	X	X	Output	% regular probation/parole testing negative for drugs		65%	65%
1			Output	% referred to required GED/literacy programs		100%	100%

## Appropriation / Program Summary

**Appropriation / Program:** 0485P02 Probation/Parole Community Supervision Programs

**Funding Sources:** HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

### Performance Measures

Objective	Key Measures		Type	Description	2004 Target Authorized / Actual	2006 Target	2007 Target
	Exec	Leg					
1	X	X	Outcome	Parolees incarcerated for new crimes within 3 years after release to community		30%	30%
1	X	X	Outcome	Probationers incarcerated for new crimes within 3 years after release to community		10%	10%
1	X	X	Outcome	% of ordered supervision fees collected	60%/85.04%	70%	70%
2			Output	% referrals to PPTB and/or court ordered progs		100%	100%
2	X	X	Output	% drug court offender testing negative		85%	85%
2			Effort	Drug Court Counselor to offender ratio	1-100/1-137	1-60	1-60
2			Output	# referral to required GED/and literacy programs	95%/98%	100%	100%
2			Effort	# drug courts available	20/28	37	37
2	X	X	Outcome	Probationers incarcerated for new crimes within 3 years		10	10
2	X	X	Efficiency	cost per day per drug court offender		under \$5.50	under \$5.75
2			Effort	officer/offender ratio-drug court teams		1-60	1-60
3			Effort	SAPLs to offender ratio		1-125	1-125
3			Effort	#day reporting center	7/2	7	7
3			Effort	sex offender/officer ratio 1-25	1 - 25/1 - 25	15	20
3	X	X	Output	accreditation/license		re - accreditation, license	re - accreditation, license
3	X	X	Efficiency	cost per day/per offender under supervision		under \$2.50	under \$2.75

## Appropriation / Program Summary

Appropriation / Program: 0485P02 DCC Probation/Parole Community Supv Program

Authorized Program Amount **24,869,633**

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2003-2004	2004-2005	2005-2006			2006-2007		
		Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	13,786,945	15,900,412	16,740,567	18,319,658	18,195,705	17,242,481	18,868,695	18,741,253
<b>#Positions</b>		<b>545</b>	<b>572</b>	<b>568</b>	<b>619</b>	<b>619</b>	<b>568</b>	<b>619</b>	<b>619</b>
Extra Help	5010001	11,039	25,000	25,000	25,000	25,000	25,000	25,000	25,000
<b>#Extra Help</b>		<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Personal Services Matching	5010003	3,700,242	5,062,161	5,486,195	5,993,593	5,969,138	5,585,222	6,101,913	6,076,764
Operating Expenses	5020002	3,127,096	2,292,402	2,902,402	4,056,674	4,056,674	2,902,402	3,925,049	3,925,049
Travel-Conference Fees	5050009	6,270	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Professional Fees and Services	5060010	32,865	650	650	650	650	650	650	650
Capital Outlay	5120011	901,301	0	0	474,451	474,451	0	282,106	282,106
Community Correction Programs	5900047	574,225	610,000	0	0	0	0	0	0
<b>Total</b>		<b>22,139,983</b>	<b>23,891,625</b>	<b>25,155,814</b>	<b>28,871,026</b>	<b>28,722,618</b>	<b>25,756,755</b>	<b>29,204,413</b>	<b>29,051,822</b>

Funding Sources									
Fund Balance	4000005	1,792,590	3,626,563	3,914,324	3,914,324	3,914,324	2,808,498	2,808,498	0
General Revenue	4000010	17,988,242	17,949,504	19,533,439	23,032,266	21,658,903	20,004,077	23,229,402	21,889,655
Federal Revenue	4000020	191,301	147,703	0	164,051	164,051	0	168,508	168,508
Special Revenue	4000030	5,683,731	5,531,657	4,412,501	4,464,835	4,464,835	4,408,589	4,462,414	4,462,414
Cash Fund	4000045	110,682	104,000	104,048	104,048	104,048	104,048	104,048	104,048
Merit Adjustment Fund	4000055	0	446,522	0	0	0	0	0	0
<b>Total Funding</b>		<b>25,766,546</b>	<b>27,805,949</b>	<b>27,964,312</b>	<b>31,679,524</b>	<b>30,306,161</b>	<b>27,325,212</b>	<b>30,772,870</b>	<b>26,624,625</b>
Excess Appro/(Funding)		(3,626,563)	(3,914,324)	(2,808,498)	(2,808,498)	(1,583,543)	(1,568,457)	(1,568,457)	2,427,197
<b>Grand Total</b>		<b>22,139,983</b>	<b>23,891,625</b>	<b>25,155,814</b>	<b>28,871,026</b>	<b>28,722,618</b>	<b>25,756,755</b>	<b>29,204,413</b>	<b>29,051,822</b>

## Objective Summary

**Objective:** 05GB DCC Probation/Parole Community Supv Program - Objective 1

**Description:** To provide effective community supervision services.

Commitment Item	Historical Data		Agency Request and Executive Recommendation					
	2003-2004	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	11,377,506	13,815,247	14,592,203	14,894,888	14,766,916	15,029,697	15,341,235	15,209,653
<b>#Positions</b>	<b>446</b>	<b>494</b>	<b>493</b>	<b>497</b>	<b>497</b>	<b>493</b>	<b>497</b>	<b>497</b>
Extra Help 5010001	11,039	25,000	25,000	25,000	25,000	25,000	25,000	25,000
<b>#Extra Help</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Personal Services Matching 5010003	3,456,675	4,388,744	4,774,323	4,849,405	4,824,157	4,860,639	4,937,467	4,911,501
Operating Expenses 5020002	3,085,257	1,935,772	2,545,772	3,356,169	3,356,169	2,545,772	3,354,919	3,354,919
Travel-Conference Fees 5050009	6,270	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Professional Fees and Services 5060010	32,865	650	650	650	650	650	650	650
Capital Outlay 5120011	899,326	0	0	346,221	346,221	0	282,106	282,106
Community Correction Programs 5900047	574,225	610,000	0	0	0	0	0	0
<b>Objective Total</b>	<b>19,443,163</b>	<b>20,776,413</b>	<b>21,938,948</b>	<b>23,473,333</b>	<b>23,320,113</b>	<b>22,462,758</b>	<b>23,942,377</b>	<b>23,784,829</b>



## Objective Summary

**Objective:** 06GB DCC Probation/Parole Community Supv Program - Objective 2

**Description:** Drug Courts - Establish and operate drug courts as an alternative to regular probation - providing outpatient treatment and intensive supervision of persons placed on probation for drug or related crimes to address their substance abuse issues [including staff, materials, equipment/supplies necessary to maintain licensure and accreditation of the treatment and education components

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	2,256,106	1,815,409	1,861,006	2,869,012	2,873,031	1,916,808	2,955,034	2,959,174
<b>#Positions</b>	<b>93</b>	<b>69</b>	<b>66</b>	<b>103</b>	<b>103</b>	<b>66</b>	<b>103</b>	<b>103</b>
Personal Services Matching 5010003	216,755	589,941	620,616	961,575	962,368	631,627	978,547	979,364
Operating Expenses 5020002	40,163	156,100	156,100	468,475	468,475	156,100	368,100	368,100
Capital Outlay 5120011	1,975	0	0	128,230	128,230	0	0	0
Objective Total	2,514,999	2,561,450	2,637,722	4,427,292	4,432,104	2,704,535	4,301,681	4,306,638

## **Objective Summary**

**Objective:** 07GB DCC Probation/Parole Community Supv Program - Objective 3

**Description:** Other Community Sanctions, Services and Treatment Programs - Establish and maintain an effective continuum of intense, non-residential, community-based sanctions, programs, treatment and services needed to effectively address behavior problems, risks and needs of offenders under community supervision. [Day reporting centers, specialized caseloads for sex offender management, SAPL program for outpatient counseling - including necessary staff, materials, equipment and supplies to maintain licensure and accreditation

### **Historical Data**

### **Agency Request and Executive Recommendation**

<b>Commitment Item</b>		<b>Historical Data</b>		<b>Agency Request and Executive Recommendation</b>			<b>2006-2007</b>		
		<b>2003-2004</b>	<b>2004-2005</b>	<b>2005-2006</b>	<b>2005-2006</b>	<b>2005-2006</b>	<b>Base Level</b>	<b>Agency</b>	<b>Executive</b>
		<b>Actual</b>	<b>Budget</b>	<b>Base Level</b>	<b>Agency</b>	<b>Executive</b>	<b>Base Level</b>	<b>Agency</b>	<b>Executive</b>
Regular Salaries	5010000	153,333	269,756	287,358	555,758	555,758	295,976	572,426	572,426
<b>#Positions</b>		<b>6</b>	<b>9</b>	<b>9</b>	<b>19</b>	<b>19</b>	<b>9</b>	<b>19</b>	<b>19</b>
Personal Services Matching	5010003	26,812	83,476	91,256	182,613	182,613	92,956	185,899	185,899
Operating Expenses	5020002	1,676	200,530	200,530	232,030	232,030	200,530	202,030	202,030
Objective Total		181,821	553,762	579,144	970,401	970,401	589,462	960,355	960,355

## **Analysis of Budget Request**

**Appropriation / Program:** 0485P03 - DCC Admin & Support Program

**Funding Sources:** HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

The Department's third Program, DCC Administration and Support Program provide executive leadership, administrative, technical, fiscal and legal support to the Agency. The Administrative Program will oversee the five (5) community correction centers, fifty-three (53) probation/parole offices, institutional parole officers, and twenty-four (24) drug courts. This includes training of all new officers, the human resource department, purchasing, information technology, and budgetary areas for the entire agency. The Agency's IT department provides support to other criminal justice departments, i.e. the Post Prison Transfer Board, Judges, and Prosecutors.

The Agency met all performance measures for this Program in FY04. The Agency's five Key Measures in particular were met or were exceeded.

The Base Level for this program includes graduated salary increase of 3% to 1.5% each year over the FY05 salary levels, along with related Personal Services Matching cost for 80 Base Level Positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 per month increase in the monthly contribution for State employee's health insurance for a total state contribution of \$320 per month.

The Base Level request for the DCC Administration and Support Program is \$7,548,919 in FY06 and \$6,646,944 in FY07. The Base Level is made up of General Revenue, Special Revenue, Federal, and Cash Funds.

The 2005 - 2007 Biennial Budget Change Level request for the Department of Community Correction totals \$266,688 in FY06 and \$271,183 in FY07 in General Revenue funding only. This request includes one position and reclassification of various positions and an Extraordinary Salary Increase. Keeping in line with the Agency's Information Technology plan, the Agency is requesting to replace several computers and update current software.

The Executive Recommendation provides for Base Level in funding only. Further it provides additional appropriation for one position and reclassification of several positions.

## Appropriation / Program Summary

**Appropriation / Program:** 0485P03 Administration and Support Services Program

**Funding Sources:** HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

Program Description	Program Goals
To promote public safety and a crime-free lifestyle by providing community-based sanctions in a cost effective manner, and enforcing State laws and court mandates in the supervision of adult offenders remanded to the Department of Community Correction.	1 Administer/oversee and provide general direction to more than 800 staff who provide direct supervision and referral services to offenders assigned to adult probation/parole community supervision and who provide direct care, control, treatment and confinement of residents of correctional centers.

Objective Code	Name	Description
15GB	Objective 1	To provide executive leadership, administration, support, compliance, accreditation for services provided to approximately 40,000 offenders on probation/parole supervision at 50 field offices and confined in four community correctional centers.
16GB	Objective 2	To develop and maintain an automated offender tracking system to establish and improve communications.

### Performance Measures

Objective	Key Measures		Type	Description	2004 Target Authorized / Actual	2006 Target	2007 Target
	Exec	Leg					
1	X	X	Effort	Central Administration -employee lawsuits w/financial award	0-5/0	0 – 5	0 – 5
1	X	X	Effort	Central Administration -offender lawsuits w/financial award		0 – 5	0 – 5
1			Effort	Operate Technology Plan-Measured by % IT budget represents of total agency budget	8%/4.20%	8%	8%
1	X	X	Effort	Central Administration-% of overall agency budget for administration (staff & M & O)		0 - 20%	0 - 20%
1	X	X	Effort	Central Administration-# prior year audit findings repeated in subsequent audit		2	2
1			Outcome	Number of days to enter all year-end closing entries into AASIS required for CAFR Report.		63 days	63 days
1			Outcome	Number of security and privacy policies promulgated by the State Executive Chief Information Officer implemented in required timeframe.		4	4

## Appropriation / Program Summary

**Appropriation / Program:** 0485P03 Administration and Support Services Program

**Funding Sources:** HCP-DCC Operations;SPF-DCC Special;FPF-DCC Federal;Other Funds

### Performance Measures

Objective	Key Measures		Type	Description	2004 Target Authorized / Actual	2006 Target	2007 Target
	Exec	Leg					
1			Outcome	Operate Technology Plan-# Information systems DCC maintains or contracts	2/2	NA	NA
1			Effort	Operate Technology Plan-IT Plan progress	100%/100%	NA	NA
1			Effort	Central Administration - % of Administration staff and budget compared to overall agency positions and budget	<=10%/9.50%	NA	NA
2	X	X	Outcome	Central Administration-%of overall agency budget for information technology (IT)		8%	8%
2			Output	Central Administration-# Information systems DCC maintains or contracts		4	4
2	X	X	Effort	Central Administration-IT Plan Progress		95%	95%

## Appropriation / Program Summary

Appropriation / Program: 0485P03 DCC Admin & Support Program

Authorized Program Amount **8,372,188**

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2003-2004	2004-2005	2005-2006			2006-2007		
		Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	2,514,718	2,700,525	2,802,359	2,888,038	2,858,637	2,884,231	2,972,302	2,942,240
<b>#Positions</b>		<b>96</b>	<b>80</b>	<b>80</b>	<b>81</b>	<b>81</b>	<b>80</b>	<b>81</b>	<b>81</b>
Extra Help	5010001	11,592	0	0	0	0	0	0	0
<b>#Extra Help</b>		<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Personal Services Matching	5010003	1,409,210	801,836	860,105	880,851	875,050	876,258	897,476	891,545
Operating Expenses	5020002	2,397,520	1,547,391	2,629,860	2,790,123	2,629,860	2,629,860	2,791,754	2,629,860
Travel-Conference Fees	5050009	5,390	8,218	128,218	128,218	128,218	128,218	128,218	128,218
Professional Fees and Services	5060010	243,883	1,118,377	1,118,377	1,118,377	1,118,377	1,118,377	1,118,377	1,118,377
Capital Outlay	5120011	452,382	0	0	0	0	0	0	0
War Memorial Stadium	5900046	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Community Correction Programs	5900047	846,956	1,202,469	0	0	0	0	0	0
<b>Total</b>		<b>7,891,651</b>	<b>7,388,816</b>	<b>7,548,919</b>	<b>7,815,607</b>	<b>7,620,142</b>	<b>7,646,944</b>	<b>7,918,127</b>	<b>7,720,240</b>

Funding Sources									
Fund Balance	4000005	181,059	0	0	0	0	0	0	0
General Revenue	4000010	6,581,064	5,833,589	6,124,839	6,391,527	6,124,839	6,220,443	6,491,626	6,220,443
Federal Revenue	4000020	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Special Revenue	4000030	847,230	1,366,123	1,368,965	1,368,965	1,368,965	1,371,386	1,371,386	1,371,386
Cash Fund	4000045	195,137	35,100	35,115	35,115	35,115	35,115	35,115	35,115
Merit Adjustment Fund	4000055	0	134,004	0	0	0	0	0	0
DFA Motor Vehicle Aquisition	4000184	87,161	0	0	0	0	0	0	0
<b>Total Funding</b>		<b>7,891,651</b>	<b>7,388,816</b>	<b>7,548,919</b>	<b>7,815,607</b>	<b>7,548,919</b>	<b>7,646,944</b>	<b>7,918,127</b>	<b>7,646,944</b>
Excess Appro/(Funding)		0	0	0	0	71,223	0	0	73,296
<b>Grand Total</b>		<b>7,891,651</b>	<b>7,388,816</b>	<b>7,548,919</b>	<b>7,815,607</b>	<b>7,620,142</b>	<b>7,646,944</b>	<b>7,918,127</b>	<b>7,720,240</b>

## Objective Summary

**Objective:** 15GB DCC Administration & Support Program - Objective 1

**Description:** To provide executive leadership, administration, support, compliance, accreditation for services provided to approximately 40,000 offenders on probation/parole supervision at 50 field offices and confined in four community correctional centers.

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	2,268,077	2,486,425	2,578,763	2,627,249	2,599,941	2,653,931	2,703,693	2,675,787
<b>#Positions</b>	<b>90</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>73</b>
Extra Help 5010001	11,592	0	0	0	0	0	0	0
<b>#Extra Help</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Personal Services Matching 5010003	1,352,710	736,095	789,109	798,677	793,289	803,940	813,758	808,253
Operating Expenses 5020002	1,334,837	1,012,661	1,545,130	1,604,903	1,545,130	1,545,130	1,606,534	1,545,130
Travel-Conference Fees 5050009	5,390	8,218	78,218	78,218	78,218	78,218	78,218	78,218
Professional Fees and Services 5060010	46,726	767,080	767,080	767,080	767,080	767,080	767,080	767,080
Capital Outlay 5120011	341,854	0	0	0	0	0	0	0
War Memorial Stadium 5900046	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Community Correction Programs 5900047	0	602,469	0	0	0	0	0	0
Objective Total	5,371,186	5,622,948	5,768,300	5,886,127	5,793,658	5,858,299	5,979,283	5,884,468

## **Objective Summary**

**Objective:** 16GB DCC Administration & Support Program - Objective 2

**Description:** To develop and maintain an automated offender tracking system to establish and improve communications.

Commitment Item	Historical Data		Agency Request and Executive Recommendation					
	2003-2004	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	246,641	214,100	223,596	260,789	258,696	230,300	268,609	266,453
<b>#Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>8</b>
Personal Services Matching 5010003	56,500	65,741	70,996	82,174	81,761	72,318	83,718	83,292
Operating Expenses 5020002	1,062,683	534,730	1,084,730	1,185,220	1,084,730	1,084,730	1,185,220	1,084,730
Travel-Conference Fees 5050009	0	0	50,000	50,000	50,000	50,000	50,000	50,000
Professional Fees and Services 5060010	197,157	351,297	351,297	351,297	351,297	351,297	351,297	351,297
Capital Outlay 5120011	110,528	0	0	0	0	0	0	0
Community Correction Programs 5900047	846,956	600,000	0	0	0	0	0	0
Objective Total	2,520,465	1,765,868	1,780,619	1,929,480	1,826,484	1,788,645	1,938,844	1,835,772



## **Analysis of Budget Request**

**Appropriation / Program:** 2GK - County Jail Reimbursement

**Funding Sources:** MCJ-County Jail Reimbursement

With Act 16 of the 2nd Extraordinary Session of 2003, the 84th General Assembly provided Jail Reimbursement to Counties by the Department of Community Correction. Before this, only Department of Correction could provide Jail Reimbursements to the Counties. In the event that the Department of Correction or Department of Community Correction could not accept inmates from county jails due to insufficient bed space, each Agency would have to reimburse the counties for housing the inmates.

The 2005 - 2007 Biennial Budget Change Level Request for the Department of Community Correction totals \$2,000,000 in each year. The appropriation is funded by General Revenue.

The Executive Recommendation provides for Agency Request. Further the Executive Recommendation provides \$2,000,000 from General Revenue Allotment Reserve Fund for FY06 and \$2,000,000 from stabilized general revenue in FY07.

**Appropriation / Program Summary**

**Appropriation / Program:** 2GK County Jail Reimbursement  
**Funding Sources:** MCJ-County Jail Reimbursement

**Historical Data**

**Agency Request and Executive Recommendation**

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Refund/Reimbursements 5110014	0	0	2,000,000	0	2,000,000	2,000,000	0	2,000,000	2,000,000
Total	0	0	2,000,000	0	2,000,000	2,000,000	0	2,000,000	2,000,000
<b>Funding Sources</b>									
General Revenue 4000010	0	0		0	2,000,000	0	0	2,000,000	2,000,000
Total Funding	0	0		0	2,000,000	0	0	2,000,000	2,000,000
Excess Appropriation/(Funding)	0	0		0	0	2,000,000	0	0	0
Grand Total	0	0		0	2,000,000	2,000,000	0	2,000,000	2,000,000

## Change Level by Appropriation

**Appropriation / Program:** 2GK-County Jail Reimbursement

**Funding Sources:** MCJ-County Jail Reimbursement

### Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
C01	Existing Program	2,000,000	0	2,000,000	100.0	2,000,000	0	2,000,000	100.0

### Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
C01	Existing Program	2,000,000	0	2,000,000	100.0	2,000,000	0	2,000,000	100.0

### Justification

C01 With Act 16 of the 2nd Extraordinary Session of 2003, the 84th General Assembly provided Jail Reimbursement to Counties by the Department of Community Correction. Before this, only the Department of Correction could provide jail reimbursements to the counties. In the event that DOC or DCC could not accept inmates from county jails due to insufficient bed space, each Agency would have to reimburse the counties for housing the inmates.