

File No. 101269

Committee Item No. 1

Board Item No. 03

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: October 27, 2010

Board of Supervisors Meeting

Date 11/09/10

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ethics Form 126 - <i>NA</i>                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

(Use back side if additional space is needed)

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Completed by: Victor Young

Date: October 22, 2010

Completed by: Victor Young

Date: 10/25/10

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

22

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1 [Accept and Expend Grant - Department of Adult Probation - Probation Specialized  
2 Supervision Program and Amendment to the Annual Salary Ordinance for FY 2010-2011 -  
3 \$300,000]

4 **Ordinance authorizing the Department of Adult Probation to retroactively accept and**  
5 **expend a grant in the amount of \$300,000 from the California Emergency Management**  
6 **Agency for Probation Specialized Supervision Program federally funded through the**  
7 **Violence Against Women Act and amend Ordinance No. 191-10 (Annual Salary**  
8 **Ordinance, FY2010-2011) to reflect the addition of three (3) grant-funded positions (.75**  
9 **FTE) in Class 8444 Deputy Probation Officer, (.50 FTE) in Class 9920 Public Service**  
10 **Aide/Probation Aide, and (.50 FTE) in Class 9920 Public Service Aide/Probation Aide at**  
11 **the Department of Adult Probation.**

12 Note: Additions are single-underline italics Times New Roman;  
13 Deletions are ~~striketrough italics Times New Roman~~.  
14 Board amendment additions are double underlined.  
15 Board amendment deletions are ~~striketrough normal~~.

16 Be it ordained by the People of the City and County of San Francisco:

17 Section 1. Findings.

18 (a) The purpose of the Probation Specialized Supervision Program (PSSP) is to  
19 enhance or create specialized units within probation departments in California to intensively  
20 supervise small caseloads of probationers of crimes involving domestic violence, sexual  
21 assault, dating violence and stalking. The Cal EMA grant funding for the PSSP would  
22 enhance the Department's existing Domestic Violence (DV) Program in several ways. The  
23 current DV Program protocols and supervision strategies will be revised to increase field  
24 supervision and enhance the outreach services to DV victims. Secondly, the PSSP would  
25 reduce violence of DV probationers in that it will: exercise principles of Evidence-Based

Supervisor Sophie Maxwell  
BOARD OF SUPERVISORS

1 Practices; apply the principles of effective reentry practices; adopt a victim-centered  
2 approach; revise the certification process for the 52 weeks Batterers Intervention Programs  
3 (BIP); and implement performance measures.

4 (b) The award period is from October 1, 2010 to September 30, 2013.

5 (c) The grant does not include any provision for indirect costs.

6 Section 2. Authorization to Accept and Expend Grant Funds.

7 (a) The Board of Supervisors hereby authorizes the Department of Adult Probation to  
8 retroactively accept and expend grant funds in the amount of \$300,000 from Cal EMA.

9 (b) The grant does not include any provisions for indirect costs, and indirect costs are  
10 hereby waived.

11  
12 Section 3. Grant funded positions: Amendment to FY 2010-2011 Annual Salary  
13 Ordinance. The hereinafter designated sections of Ordinance No. 191-10 (Annual Salary  
14 Ordinance, FY 2010-2011) are hereby amended to add three (3) positions at the Department  
15 of Adult Probation (ADP) as follows:

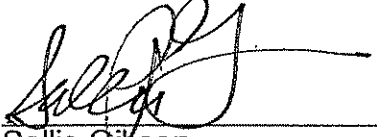
16  
17 Department: ADP #13                      Adult Probation Department  
18 Program: AKB  
19 Subfund: 2S PPF GNC  
20 Index Code: 131101  
21

<u>Amendment</u>	<u># of Pos.</u>	<u>Class and Title</u>	<u>Compensation</u>
Add	.75 FTE	8444 Deputy Probation Officer	\$1,949 B \$3,159
Add	.50 FTE	9920 Public Service Aide	\$1,210 B \$1,210
Add	.50 FTE	9920 Public Service Aide	\$1,210 B \$1,210

Supervisor Sophie Maxwell  
BOARD OF SUPERVISORS

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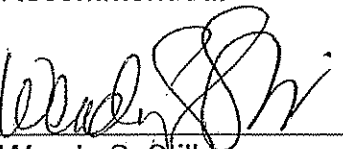
APPROVED AS TO FORM:  
Dennis J. Herrera, City Attorney

By:   
Sallie Gibson  
Deputy City Attorney

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

By:  9/27/10  
Micki Callahan, Director  
Department of Human Resources

Recommended:

  
Wendy S. Still  
Chief Adult Probation Officer  
Department of Adult Probation

APPROVED:   
Ben Rosenfield  
Controller

APPROVED:   
Gavin Newsom  
Mayor

Supervisor Sophie Maxwell  
BOARD OF SUPERVISORS

**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Wendy S. Still, Chief Adult Probation Officer

**DATE:** September 23, 2010

**SUBJECT:** Accept and Expend Ordinance for Cal EMA Grant

**GRANT TITLE:** Cal EMA – Probation Specialized Supervision Program  
Violence Against Women Act – Domestic Violence

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Attached please find the original and 4 copies of each of the following:

Proposed grant ordinance; original signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Letter of Intent or grant award letter from funding agency

Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted ordinance:**

Name: Wendy S. Still, Chief Adult Probation Officer Phone: (415) 553-1687

Interoffice Mail Address: Adult Probation Department,  
850 Bryant Street, Room 200, San Francisco, CA 94103

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).



**Cal EMA**  
CALIFORNIA EMERGENCY  
MANAGEMENT AGENCY

September 13, 2010

Arturo Faro  
Division Director  
San Francisco County  
850 Bryant Street, Room 200  
San Francisco, CA 94103

Dear Mr. Faro:

Congratulations! The California Emergency Management Agency (Cal EMA) selected your Probation Specialized Supervision Program project via a competitive Request for Proposal to receive federal funding through the Violence Against Women Act. Provided there are no successful appeals, and pending completion and submission of the required grant award documents, Cal EMA will award \$100,000 for the grant award period beginning on October 1, 2010 and ending on September 30, 2011 for the first of three consecutive years.

Cal EMA assigned Dennis Hall, Program Specialist, to your grant. Dennis will contact you within the next couple of weeks in order to coordinate the processing of your agency's application. To assist you in finalizing this process, please refer to the Recipient Handbook available on the Cal EMA website at [www.calema.ca.gov](http://www.calema.ca.gov).

We look forward to the successful implementation of this project. Should you have questions concerning this process, please contact Dennis Hall, Program Specialist, at (916) 323-1569 and/or by e-mail at [Dennis.Hall@calema.ca.gov](mailto:Dennis.Hall@calema.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "B. Murphy".

BRENDAN A. MURPHY  
Director, Office of Grants Management

3650 SCHRIEVER AVENUE • MATHER, CA 95655  
PUBLIC SAFETY AND VICTIM SERVICES DIVISION  
(916) 324-9200 • (916) 327-5674 FAX

File Number: \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective July 2006)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying ordinance:

1. Grant Title: Probation Specialized Supervision Program – Violence Against Women Act
2. Department: San Francisco Adult Probation Department
3. Contact Person: Wendy S. Still Telephone: (415) 553-1687
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$300,000
- 6a. Matching Funds Required: \$99,000  
b. Source(s) of matching funds (if applicable): General Funds
- 7a. Grant Source Agency: California Emergency Management Agency (Cal EMA)  
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: The current San Francisco Adult Probation Department Domestic Violence Program protocols and supervision strategies will be revised to increase field supervision and enhance the outreach services to DV victims. The Probation Specialized Supervision Program would reduce violence of Domestic Violence Probationers by exercising principles of Evidence Based Probation Practices apply the principles of effective reentry practices; adopt a victim –centered approach; revise the certification process for the 52 weeks Batterers Intervention Programs and implement performance measures.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: 10/01/10 End-Date: 09/30/13
10. Number of new positions created and funded: 3
11. Explain the disposition of employees once the grant ends? Will be absorbed into a vacant general fund position once grant funding ends.
- 12a. Amount budgeted for contractual services: \$ 0  
b. Will contractual services be put out to bid? N/A  
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A



d. Is this likely to be a one-time or ongoing request for contracting out? N/A.

13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? \$74,250

14. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\***

15. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Kristin Kogure

*KK*

(Name)

Date Reviewed: 9/30/10

Department Approval: Wendy S. Still

(Name)

Chief Adult Probation Officer \_\_\_\_\_

(Title)

*Wendy S. Still*  
(Signature)

ARNOLD SCHWARZENEGGER  
GOVERNOR

MATTHEW R. BETTENHAUSEN  
SECRETARY



3650 SCHRIEVER AVENUE  
MATHER, CA 95655

PHONE (916) 323-1569  
FAX (916) 327-5674

## CALIFORNIA EMERGENCY MANAGEMENT AGENCY

### RESPONSE TO REQUEST FOR PROPOSAL PROBATION SPECIALIZED SUPERVISION PROGRAM

Submitted by:

Wendy S. Still  
Chief Probation Officer  
San Francisco Adult Probation Department  
850 Bryant Street, Room 200  
San Francisco, CA 94103  
(415) 553-1687

PROPOSAL FOR SPECIALIZED SUPERVISION PROGRAM

CHECKLIST

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This checklist is provided to ensure that a complete proposal is submitted to Cal EMA.

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- GRANT AWARD FACE SHEET (CAL EMA 2-101) – Signed by the official authorized to enter into the Grant Award Agreement.
- PROJECT CONTACT INFORMATION (CAL EMA 2-102) – Must be submitted with the Grant Award Face Sheet.
- SIGNATURE AUTHORIZATION AND INSTRUCTIONS (CAL EMA 2-103) – Signatures of the Project Director and Fiscal Officer are required.
- CERTIFICATION OF ASSURANCE OF COMPLIANCE VAWA (CAL EMA 2-104) – Signed by the official who signed the Grant Award Face Sheet and by the official delegating that authority.
- PREFERENCE POINTS CERTIFICATION FORM (CAL EMA 2-155) – Signed by the designated Enterprise Zone Contact.
- PROJECT NARRATIVE (CAL EMA 2-108)
  - PROBLEM STATEMENT
  - PLAN AND IMPLEMENTATION
- PROJECT BUDGET
  - BUDGET NARRATIVE (CAL EMA 2-107)
  - BUDGET FORMS (EXCEL SPREADSHEET FORMAT) (CAL EMA 2-106)c. With 25% Match)
    - Personal Services – Salaries/Employee Benefits
    - Operating Expenses
    - Equipment
- PROPOSAL APPENDIX
  - Project Summary (Cal EMA 2-150)
  - Operational Agreement
  - Organizational Chart
  - Noncompetitive Bid Request Checklist (Cal EMA 2-156)
  - Out-Of-State Travel Request (Cal EMA 2-158)
  - Prior, Current, and Proposed Cal EMA Funding (Cal EMA 2-152)
  - Project Service Area Information (Cal EMA 2-154)
  - Computer and Automated Systems Purchase Justification (Cal EMA 2-157)

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
GRANT AWARD FACE SHEET (Cal EMA 2-101)**

The California Emergency Management Agency, hereafter designated Cal EMA, hereby makes a grant award of funds to the following:

1. Grant Recipient: City and County of San Francisco  
 hereafter designated Recipient, in the amount and for the purpose and duration set forth in this grant award.
2. Implementing Agency: San Francisco Adult Probation Department
3. Project Title: Probation Specialized Supervision Program 4. Grant Period: 10/01/10 to 10/01/13

\*Select the Grant year and fund source(s) from the lists below or type the appropriate acronym in box 9. Enter the amount(s) from each source. Please do not enter both State and Federal fund sources on the same line. Add any cash match(s) and enter total in Block 10G.

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
10/11	5. PSNN	\$100,000				\$33,000		
Select	6. Fed Prgms							
Select	7. Fed Prgms							
Select	8. State Prgms							
Select	9. State Prgms							
	10. TOTALS	\$100,000				\$33,000		<sup>10</sup> Grand Total: \$133,000

11. This grant award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify I am vested with the authority, and have the approval of the City/County Financial Officer, City Manager, County Administrator, or Governing Board Chair, to enter into this grant award agreement; and all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Cal EMA Program Guidelines, the Cal EMA Recipient Handbook, the Federal OJP Financial Guide and Program Guidelines (if applicable), and the Cal EMA audit requirements, as stated in the applicable RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in the applicable RFP or RFA and agrees that the allocation of funds is contingent on the enactment of the State Budget.

12. Official Authorized to Sign for Applicant/Grant Recipient: \_\_\_\_\_ Federal Employer ID Number: 94-60000417

Name: Wendy S. Still Title: Chief Adult Probation Officer

Payment Mailing Address: 850 Bryant Street, Rm 200 City: San Francisco Zip: 94103

Telephone: (415) 553-1688 (area code) FAX: (415) 553-1717 (area code) Email: wendy.still@sfgov.org

Signature:  Date: 11/15/10

[FOR CAL EMA USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

\_\_\_\_\_  
 Cal EMA Fiscal Officer Date \_\_\_\_\_ Cal EMA Director (or designee) Date \_\_\_\_\_

**PROJECT CONTACT INFORMATION**

Recipient San Francisco Adult Probation Grant Number \_\_\_\_\_ [FOR CALEMA USE ONLY]

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. If a section does not apply to your project, enter "N/A." NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.

1. The **Project Director** for the project:

Name: Arturo Faro (Acting) Address: 850 Bryant Street, Rm 200  
Title: Division Director City: San Francisco Zip: 94103  
Telephone #: 415-553-1492 Fax #: 415-553-1085  
(Area Code) (Area code)  
E-Mail Address: arturo.faro@sfgov.org

2. The **Financial Officer** for the project:

Name: Diane Lim Address: 850 Bryant Street, Rm 200  
Title: Chief Financial Officer City: San Francisco Zip: 94103  
Telephone #: 415-553-1058 Fax #: 415-575-8875  
(Area Code) (Area code)  
E-Mail Address: diane.lim@sfgov.org

3. The **person having routine programmatic responsibility** for the project:

Name: Cristel Tullock Address: 850 Bryant Street, Rm 200  
Title: Supervising Probation Officer City: San Francisco Zip: 94103  
Telephone #: 415-553-1788 Fax #: 415-553-1771  
(Area Code) (Area code)  
E-Mail Address: cristel.tullock@sfgov.org

4. The **person having routine fiscal responsibility** for the project:

Name: Diane Lim Address: 850 Bryant Street, Rm 200  
Title: Chief Financial Officer City: San Francisco Zip: 94103  
Telephone #: 415-553-1058 Fax #: 415-575-8875  
(Area Code) (Area code)  
E-Mail Address: diane.lim@sfgov.org

5. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name: Wendy S. Still Address: 850 Bryant Street, Rm 200  
Title: Chief Adult Probation Officer City: San Francisco Zip: 94103  
Telephone #: 415-553-1688 Fax #: 415-553-1717  
(Area Code) (Area code)  
E-Mail Address: wendy.still@sfgov.org

6. The **Chair of the governing body** of the recipient: (Provide contact information other than that of the implementing agency.)

Name: N/A Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
(Area Code) (Area code)  
E-Mail Address: \_\_\_\_\_

**SIGNATURE AUTHORIZATION**

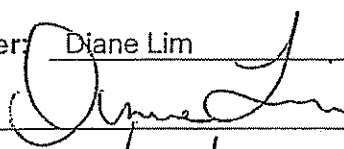
Grant Award #: \_\_\_\_\_

Grant Recipient: San Francisco Adult Probation Department

Implementing Agency: San Francisco Adult Probation Department

**\*The Project Director and Financial Officer are *REQUIRED* to sign this form.**

\*Project Director: Arturo Faro  
Signature:   
Date: 7/13/10

\*Financial Officer: Diane Lim  
Signature:   
Date: 7/13/10

The following persons are authorized to sign for the  
**Project Director**

The following persons are authorized to sign for the  
**Financial Officer**

\_\_\_\_\_  
Signature  
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**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**With Statutory Requirements of the Violence Against Women Act (VAWA) As Amended,**  
**Services\*Training\*Officers\*Prosecutors (STOP) Formula Grant Program**

I, Wendy S. Still hereby certify that  
(official authorized to sign grant award; same person as Section 12 on Grant Award Face Sheet)

RECIPIENT: San Francisco Adult Probation  
IMPLEMENTING AGENCY: San Francisco Adult Probation  
PROJECT TITLE: Probation Specialized Supervision Program

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by Cal EMA including, but not limited to, the following areas:

**I. Federal Grant Funds**

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

- The above named recipient receives \$500,000 or more in federal grant funds annually.  
 The above named recipient does not receive \$500,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Recipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal EMA-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Kristin Kogure  
Sr. Personnel Analyst  
Title: \_\_\_\_\_  
Address: 850 Bryant Street, Room 200, San Francisco, CA 94103  
Phone: 415-553-1689  
Email: kristin.kogure@sfgov.org

**III. Drug-Free Workplace Act of 1990 – (Recipient Handbook, Section 2152)**

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – (Recipient Handbook, Section 2153)**

~~The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.)~~ requires all Cal EMA funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

**V. Lobbying – (Recipient Handbook Section 2154)**

Cal EMA grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – (Recipient Handbook Section 2155)**  
*(This applies to federally funded grants only.)*

Cal EMA-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. Proof of Authority from City Council/Governing Board**

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal EMA, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and Cal EMA disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal EMA shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

**VIII. Filing Costs for Criminal Charges and Protection**

Its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

**IX. Forensic Medical Examination Payment Requirement for Victims of Sexual Assault**

The state or territory, Indian tribal government, unit of local government, or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault.



The state or territory, Indian tribal government, unit of local government, or another governmental entity does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam; or to be reimbursed for charges incurred on account of such an exam.

**X. *Judicial Notification***

The state's judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related Federal, State, or local laws.

**XI. *Polygraph Testing Prohibition***

The state or local unit of government's laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

- Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

**XII. *Nondisclosure of confidential or private information regarding services for victims***

Recipients and subrecipients may not disclose personally identifying information about victims served with Violence Against Women funds without a written release, unless the disclosure of the information is required by a statute or court order. "Personally identifying information" means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking. Releases must be written, informed and reasonably time-limited and signed by the victim unless the victim is an un-emancipated minor or a person with disabilities.

**XIII. *Consultation and Documentation with local victim services programs***  
*(Applies only to law enforcement, prosecution and the courts)*

Tribal, territorial, State, or local prosecution, law enforcement, and courts must consult with tribal, territorial, State or local victim service programs during the course of developing their grant applications. This will ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

All appropriate documentation must be maintained on file by the project and available for Cal EMA or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the Cal EMA determines that any of the following has occurred:

(1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

### CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 12 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_



Authorized Official's Typed Name: Wendy S. Still

Authorized Official's Title: Chief Adult Probation Officer

Date Executed: \_\_\_\_\_

Federal Employer ID #: 94-60000417

Federal DUNS # 024241502

Current Central Contractor Registration

Yes

No

Executed in the City/County of: San Francisco

### AUTHORIZED BY: *(not applicable to State agencies)*

City Financial Officer

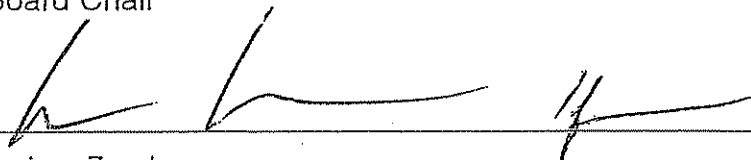
County Financial Officer

City Manager

County Manager

Governing Board Chair

Signature: \_\_\_\_\_



Typed Name: Monique Zmuda

Title: Deputy City Controller

PREFERENCE POINTS CERTIFICATION

Use this format if one is not provided by the Lead agency.

DATE: July 14, 2010
TO: CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
FROM: Community Contact
Enterprise Zone Program
SUBJECT: PREFERENCE POINTS

(check only one box)

- [X] (5%) The applicant named below has targeted this enterprise zone for grant-related activities.
[] (2%) The applicant named below has not specifically targeted this enterprise zone for grant-related activities. However, the applicant provides needed services to residents of this community.

Name: City & County of San Francisco Adult Probation Department
(Applicant)

Name: Probation Specialized Supervision Program
(Project)

Address: 850 Bryant Street, Room 200

Adult Probation - Community Services Zone
(Program)

I certify that I have reviewed the proposed project and that it meets the eligibility requirements for preference points as required by California Government Code Section 7082.

Wendy S. Still
Typed Name of Enterprise Zone Contact
Signature of Enterprise Zone Contact

Chief Adult Probation Officer
Title
7/13/10
Date

San Francisco Adult Probation Department
Name of Enterprise Zone Agency

850 Bryant Street Room 200, San Francisco, CA 94103
Address

(415) 553-1688
Telephone Number (with area code)

(415) 553-1717
FAX Number (with area code)

## Project Narrative

### 1. PROBLEM STATEMENT

This proposal is consistent with the Violence Against Women Act (VAWA) committee's recommendation to enhance or create specialized units within California Probation Departments to intensively supervise small caseloads of probationers with a higher emphasis on domestic violence crimes.

Demographic Profile: In 2009, the United States Census estimated the total population of San Francisco (SF) to be 815,358. As of June 2010, the SF Adult Probation Department (SFAPD) was responsible for supervising 6,667 adult probationers. The Domestic Violence (DV) Unit's population is 459 and represents 7% of the total adult probationer population. The distribution of offenses for probationers assigned to the SFAPD DV Unit is as follows: Spousal Violence Crimes 41% (195), DV Crimes Against Person 4% (21), Crimes Against Person (other than DV) 37% (180), Property Crimes 6% (31), Narcotics Sales 9% (43), Drug Offenses 2% (11), and Non Contact Offenses 1% (4). The distribution of the 459 cases is 56% (253) Felonies and 44% (204) Misdemeanors, and Wobblers 0% (2). As of July 2010, 93% (426) of the DV Units probationers were men and 7% (33) are women. Combined, their ages are as follows: 15 % (70) are 18-25 years old, 32 % (152) are 26-35 years old, 27% (122) are 36-45 years old, 20 % (91) are 46-55 years old, and 6% (21) are 56-years old or older.

Social Factors: When SFAPD analyzed the social factors of our 459 DV probationers, we found that 33% of domestic violence probationers resided in three districts in San Francisco: Bayview / Hunters Point District (14%), South of Market District (10%), and the Mission District (9%). Typically, people in these three districts are under-employed, under-educated, and require skills training/support. Based on the district's prevalence of DV probationers and the high services needs of its residents, the Bayview/Hunters Point District would be

designated as the highest need and priority area, and will be the target population for the PSSP. Below is a profile of the residents:

Bayview/Hunters Point Dist	South of Market District	Mission District
Age: 31.6	Age: 36.4	Age: 32.9
Race: Black 47.2%	Race: Black 11.3%	Race: Black 3.8%
White 5.4%	White 35.1%	White 34.3%
Latino 16.7%	Latino 25.1%	Latino 46.1.7%
Education: 18.7% drop out	Education: 6.6% drop out	Education: 11.1% drop out
Unemployment: 5.1%	Unemployment: 6.6%	Unemployment: 4%
Prevalence: 14%*	Prevalence: 10%*	Prevalence: 9%*

US Census 2009 Data

The distribution of the 66 Bayview/ Hunters Point cases is 62% (41) Felonies and 36% (24) Misdemeanors, and 2% (1) Wobblers.

Addressing Current Weaknesses: The DV Unit has a protocol that features guidelines of escalating sentencing, certification of intervention programs, and procedures to conduct a standard intake interview with the probationer. However, the current DV protocols do not adhere to Evidence Based Practices (EBP) and have several weaknesses in that it: does not utilize its existing dynamic risks and needs assessment tool {Correctional Assessment and Intervention System (CAIS) to develop an Individual Rehabilitation and Treatment Plan (ITRP) to address the probationers' criminogenic factors; does not utilize a *validated* specialized DV assessment; does not consistently conduct face to face field contacts with all offenders; does not make ongoing collateral contacts with DV victims ; does not ensure that the Batterers' Intervention Programs (BIP) utilize EBP; does not have established performance measures for program outcomes and/or recidivism; and does not provide DPOs in the DV unit with specialized training in EBP and motivational interviewing.

## 2. PLAN AND IMPLEMENTATION

The DV Program Unit currently has one Supervising Deputy Probation Officer, six DPOs, and one DPO court officer. The current supervision ratio is 77 probationers to 1 DV DPO.

The Cal EMA grant funding for the PSSP would enhance the existing SFAPD DV Program in several ways. The current DV Program protocols and supervision strategies will be revised to increase field supervision and enhance the outreach services to DV victims. Secondly, the PSSP would reduce violence of DV probationers in that it will: exercise principles of EBP; apply the principles of effective reentry practices; adopt a victim –centered approach; revise the certification process for the 52 weeks Batterers Intervention Programs (BIP); and implement performance measures.

**A. Exercise Principles of Evidence Based Practices:** The following EBP will be implemented by SFAPD-DV Unit to improve supervision.

Risks and Needs Assessment: The DPO would use CAIS to identify each probationer's strengths, needs, and risk factors. The second assessment would be the Domestic Violence Screening Instrument (DVSI) to assess the likelihood of imminent risk of violence to the victim and determine supervision level. The SFAPD plans to migrate to the Northpointe Correctional Offender Management Profile Sanction (COMPAS) assessment tool which has the DVSI assessment tool as a secondary component. Ongoing re-assessment will be conducted every 6 months, or when major milestones have been reached, and when there are serious issues of noncompliance with their conditions of probation or ITRP. The National Institute of Corrections White Paper, entitled, "*Overview of Domestic Violence Risks Assessment Instrument, Frequency Asked Questions,*" recommends a third generation risk assessment such as the NorthPointe COMPAS.

Individual Treatment and Rehabilitation Plan (ITRP): The SF Probation DV DPO will develop an ITRP for each participant based on the criminogenic needs identified in the risk and needs assessments. The ITRP will define the treatment needs; expectations; successful completion of program elements, as well as the consequences for non-participation.

Evidence-Based Response to Probation Violations: The DV Court will adopt an evidence-based progressive sanction and incentive program model. The SF DV Court's response to

Applicant: San Francisco Adult Probation Department Grant Number: \_\_\_\_\_

probation violations will consist of a graduated continuum of both sanctions and services. Our goal will be to implement the sanctions swiftly; fairly; and consistent with the level of violation.

~~1.1.1~~ Develop Multi-Model Strategies: The multi-models approach would include cognitively based BIP in combination with substance abuse program (when indicated). This is consistent with EBP of targeting multi-crimogenic factors to improve treatment outcomes.

DPO Qualification/Training and Case Selection Process for PSSP Caseload: The minimum qualifications of the PSSP DPO would be a minimum of 1 year supervising high risk cases. Preference will be given to DPOs who have a wide array of training and probation experiences. The DPO will be required to attend 40 hours of annual training, which includes 12 hours of specific DV training. The DV Unit will receive training in preparing assessment tools; how to develop an ITRP; re-assessment processes; use of sanctions and incentives/rewards; and motivational interviewing. The cases assigned to the PSSP caseload will be DV probationers from the Bayview/ Hunters Point District based in the following priority order: 1.) violent felony crimes, 2.) violent misdemeanors (reduced from felonies), and 3.) misdemeanors with an established DV pattern. The 2 risks assessments will also identify the most serious and violent crimes (DV Crimes against person and spousal violence) and probationers that have the highest propensity for dangerousness and lethal behavior. In the event there are not 40 high risk cases in this area, then the caseload will be expanded to South of Market District and/or Mission District in SF to ensure that the PSSP meets the program standards.

**B. Apply the Principles of Effective Reentry Practices:** The SFAPD will apply the principles of effective reentry practices as outlined by the Center for Effective Public Policy 2009 Report. We will: ensure a seamless continuum of management; supervision and intervention; identify and collaborate with our community and establish a collaborative case management approach.

**C. Adopt a Victim –Centered Approach:** The SFAPD will apply this principle by ensuring that victims are interviewed by the DPO or the PA to include a victim statement (when available) in all Court reports, and work closely with the District Attorney's (DA) Victim Services Division to ensure that victims are aware of their rights and the services available to them. The DPO will contact the victim on a regular basis to ensure compliance with "stay away orders." In the event the probationer absconds from supervision and/or completes their probation, the victim will be advised. The SFAPD will also conduct an annual survey to solicit the victim's opinion regarding the APD's level of customer services. The victim restitution amount and collection process will be determined within 90 days from the date the case is assigned to the DV caseload.

**D. Revise Certification Process for the Batterers Intervention Programs to better Assess the Program's Curriculum to Adhere to Evidence Based Treatment Models.**

Currently, there are 7 BIPs in SF that have been certified by SFAPD to conduct the 52 weeks of batterers' intervention treatment. The SFAPD will provide a forum that will include providers and stakeholders, to discuss the "what works literature" and EBP for DV offenders. The purpose will be to develop strategies for incorporating new treatment models into the current curriculum, and to set new standards that are consistent with the effective DV EBP.

**E. Implement Performance Measures to Assess Effectiveness in Reducing DV Re-Offenses for Probationers in PSSP and in Improving Services to DV Victims.**

Mandatory Objectives:

**Objective I: Provide intensive probation services to 40 probationers convicted of domestic violence, sexual assault, dating violence, and stalking crimes.**

**Service Goals:** number of field contacts with probationers 12; number of in-person-office contacts made with probationers 12; number of telephone contacts made with probationers 8; and total number of weekly contacts with probationers 32. The PSSP will provide intensive probation services to the highest priority 40 probationers convicted of domestic



violence crimes. No more than 8 of the probationers will be inactive (no longer than 30 days in custody or in warrant status.) **The caseload will not exceed 40 active probation domestic violence cases** that are ordered to complete 52 weeks of BIP treatment. The DPO will be required to make weekly contacts with each probationer, for a total of 4 contacts per month. All DV probationers are required by the Court to attend a SFAPD orientation. Through reduced caseload size and district supervision the DPO will meet the contact specifications below:

Types of Contacts	Contact Specifications
Face to Face Contact field	1 time per month (minimum)
Face to Face Contact in the Office/Court	2 times per month(minimum)
Telephone Contact	1 time per Month(minimum)
Substance Abuse Testing	1 time per month (minimum)

At a minimum, the DPO will attempt to complete 40 field visits, 80 office visits, 40 telephone contacts and 40 substance abuse tests on a monthly basis on the specialized caseload. All contacts and attempted contacts will be documented. The first face to face contact with the probationer must be made by the DPO within 7 working days from the date the case is assigned. Within 14 days from the date the case is assigned, the DPO shall make a face to face contact at the probationer's residence. All office contact will include an electronic review of police records and drug and alcohol testing (at least once per month.) Field visits will be conducted during normal business hours, nights, and/or weekends. When a case is reassessed to less intensive supervision, the case will be transferred to a general DV caseload. Conduct periodic court reviews of active probationers and their files.

**Objective II: Attempt contact with victims**

Types of Contacts	Contact Specifications
Face to Face Contact field	3 time per month
Face to Face Contact in the Office/Court	5 times per month
Telephone Contact	32 times per Month
Total Contacts with victims	A minimum of 40 to per month

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A service goal of the program is for the DPO and Program Assistant (PA) to make every effort to locate the victim. The DPO will be required to meet the minimum standards for victim contact. The PA for PSSP will contact the DA Victim Services Division to obtain information about the victim. The DPO will be required to make the first victim contact attempt within 7 working days from the date the probation case is assigned. The DPO will attempt to contact the victim by telephone, mail, and/or at the address of record to set up a face to face meeting in a location of the victim's preference. Subsequent, face to face visits will be scheduled in advanced. The PA will maintain telephone and office visits with victims. The DPO will be required to document every attempted/ successful victim contact. A Victim Contact Log will be maintained for Cal EMA's review. The log will record the victims name, contact information, method and frequency of all attempted and successful contacts. The details of the contact including any service provided to the victim will also be documented. An approved PSSP/ DA Victim Services Division Resource and Referral List will be provided and made available for review by Cal EMA. The PA will design a brochure to provide information regarding the sentencing / supervision processes, victim's rights, and referrals/services. Form letters will be created by the PA to notify the victim when the probationer is in custody, warrant status, jail release date, probation termination date, and any other relevant information. The victim will also be informed of the probationers' terms and conditions of probation, with special emphasis on "stay away" orders. A survey will be designed by the PA and provided to the victim annually (each Fiscal Year) to evaluate the victim's satisfaction with SFAPD's level of services.

**Objective III: Report the number of probationers on the Specialized Supervision Caseload who reoffend (recidivism)**

A monthly statistical process and logs will be established and maintained by the DPO and/ or a PA that will document each arrest and tract that arrest through subsequent disposition. The PA will also have monthly contact with the treatment program to determine the probationers' progress. Re-offense will be based on conviction information and will be categorized by type

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of conviction. Probation violations such as treatment failures and technical violations will be distinguished from new convictions, and will be documented and recorded for analysis. All logs and recorded data will be made available to Cal EMA for review and audit upon request. All DPOs will conduct a records check of the Automated Firearms System (AFS) on all probationers on the PSSP at the time of initial intake, and each subsequent quarter. If at the orientation and/ or intake interview the probationer advises he has firearms, the DPO will immediately contact SFPD to remove the firearms from the probationer's home. AFS log will be maintained to track queries and any subsequent positive hits will be referred to the San Francisco Police Department (SFPD) for arrest of the probationer and recovery of the firearm. The probationer will be required to sign a notice acknowledging the firearm prohibitions. The SFAPD will work with the DA Victim Services Division and SFPD to distribute materials on the firearm prohibition laws regarding persons convicted of domestic violence charges. The PA will keep a log of location and dates of materials distributed for tracking purposes.

The Division Director for the DV Unit (Project Director) will travel and receive per diem expenses to attend a mandatory Cal EMA Project Director's Meeting. The travel and per diem will be paid by SFAPD. No funds will be budgeted for these expenses during the two subsequent years because the meeting will not take place. The Supervising PO, DPO, and PAs will participate in training that will be provided by Cal EMA and per diem will be funded by SFAPD. There will also be mandatory trainings identified by SFAPD related to EBP and Motivation Interviewing which will be funded by SFAPD.

### **IMPLEMENTATION**

The SFAPD has the administrative infrastructure necessary to track multiple grants to ensure that the funds are used appropriately and that the goals and objectives for the respective grant programs are monitored to achieve desired outcomes. SFAPD collaborates with both the SFPD and the SF Sheriff's Department (SFSD) on a number of grants. We are currently working closely with the SFSD, to implement a "Five Keys Charter School" to serve our

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Grant Number: \_\_\_\_\_

probationers in our office. In addition, we have 7 DPOs (court officers/ Sheriff Liaisons) who provide support to the other 5 SF Collaborative Courts including Domestic Violence Court. The SFAPD works closely with the DA Victim Services Division, the SFSD Victim Restoration Project, the Domestic Violence Consortium, La Casa Shelter, the SF Superior Court, Family Violence Council, Department of Public Health, Child Protective Services, the SF Department of Children, Youth and Families, SF Department On the Status of Women, Domestic Violence Consortium, Bay Area Legal, the Community United Against Violence, etc. to collaborate on DV protocols development and address system wide issues and concerns. The current DV Unit's protocols will be revised to reflect EBP and to establish DPOs' contact specifications for probationers and victims and should be finalized in September 2010. Implementation of the new polices is anticipated to begin in October/ November 2010. The only difference between the grant funded caseload and the other DV caseloads, is the frequency in the contact specification for probationers and victims. The SFAPD is currently in the process of contracting for DPO training in EBP, IRTP development, reassessment and motivational interview for designated staff assigned to specialized programs. It is anticipated that this training will occur in September 2010. The average monthly supervision ratio for the non-intensive DV caseloads will be 69 to 1. This will be determined by taking the total DV Unit population of 459 and subtracting it by 40 cases, which =419 cases. When you divide the 419 cases by the six 6 DV DPOs, you get a supervision ratio of 70 to 1.

The new DPO position for the *PSSP* offenders will be filled through internal advertising and recruitment within the SFAPD. Please refer to section, *Case Selection Process for PSSP Caseload* of this proposal for details regarding the DPO qualifications requirement. The Department is currently in the process of developing a 3 year rotation policy for manager, supervisors and DPOs. The person assigned to PSSP caseload will be expected to remain on the caseload for the duration of the grant, if possible.

### Budget Narrative

The San Francisco Adult Probation Department proposes to develop a caseload of High Needs/High Risk probationers who have been involved in crimes of domestic violence, sexual assault, dating violence, and stalking. This caseload will have a reduced caseload size of 40 active cases which focuses on probationers who require a higher level of services and oversight through the Domestic Violence Court and through their assigned probation officers. The focus of this caseload is to implement evidence based probation supervision practices to address the criminogenic needs of High-Risk Offenders. The goal is to deliver rehabilitation programs to diminish risk factors; and provide effective case management which includes an assessment process and case plan to reduce recidivism and provide a higher level of service to victims of the offenders.

### Allocation of CalEMA Domestic Violence Funds

#### Salary and Benefits

\$100,000 Grant Funds

\$33,000 In kind Match

#### **Deputy Probation Officer 8444 (12mos) 1FTE**

Funds one Deputy Probation Officer to reduce caseload size in the Domestic Violence unit, Implement evidence based supervision practices to enable more effective supervision and case planning. This Deputy Probation Officer will supervise 40 high risk Domestic Violence offenders. 100% of their time will be dedicated to this project. See attached job description for minimum qualifications and education for DPO in addition to the minimum requirement, PSSP requires 1 year of experience in supervising a high risk caseload

#### **Public Service Aide- Assistant to Professionals 9920 (12 mos) 1FTE (2 - .50 positions)**

The Assistants to Professionals will minimize administrative costs and support direct services.

Applicant: San Francisco Adult Probation Department

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and keep clear the mission of the program, to gauge the program success and to use the performance information as a basis of decision making. All activities will be recorded on logs, statistical forms, and electronically. The information will be used for data collection, statistical purposes, and analysis. The SFAPD will also conduct an annual survey to solicit the victim's opinion regarding the APD's level of customer services. The victim restitution amount and collection process will be determined within 90 days from the date the case is assigned to the DV caseload. The information and suggestions gathered in the survey will be used as a guide to help keep the program victim centered. Monthly statistics will be maintained, analyzed, and reported to illustrate the recidivism rate. The department will design a data collections method to capture the number of probation violations, re-offense patterns, and the information will reported by category

Assistant to Professional (.50 FTE) will assist with designing a tracking mechanism to work with programs to ensure compliance with statues for certified program. A brochure will be designed in several languages to enhance victim contact and introduce the victim to SFAPD, inform the victim of the sentencing and supervision process, victim's rights, referrals and services.

Form letters will be created to notify the victim when the probationer is in custody, warrant status, due for release from custody, probation termination date, and any other relevant information. The victim will also be notified of the probationers' terms and conditions of probation, with special emphasis on "stay away" orders. The letters will be mailed with a follow up telephone contact and/or home visit. All of the activities will be recorded on logs maintained by the probation officer. All logs and recorded data will be made available to Cal EMA for review and audit upon request.

The grant and match funds for the Probation Specialized Supervision Program will be used exclusively for staffing. Training and travel costs will be paid for by the San Francisco Adult Probation Department.



## Department of Human Resources

### Deputy Probation Officer (#8444 )

\$24.36-\$39.49 Hourly / \$4,223.00-\$6,845.00 Monthly / \$50,674.00-\$82,134.00 Yearly



[Email Me when a Job Opens for the above position\(s\)](#)

#### Definition

This specification defines and describes the full range of tasks included within the levels of the deep class of Deputy Probation Officer. Assignments within this class vary in degree of complexity, responsibility and amount of supervision received.

Under supervision, conducts general and pre-sentence investigations; investigates and supervises adult or juvenile defendants or court wards; prepares various reports for the courts; prepares recommendations and assists the courts in detention decisions and recommendations for sentencing decisions; supervises and counsels probationers to assist in complying with the court orders, educational and vocational services and family counseling; performs intensive casework management; assists in the training of new and reassigned officers; performs a variety of specialized assignments; and performs related duties as required.

#### Distinguishing Features

This class is unique in that it encompasses a wide range of levels from beginning through the fully experienced journey level. Positions in the class exist in both Adult and Juvenile Probation departments and perform assignments that require a high degree of ability and initiative as experience is gained. It is distinguished from the 8414 Supervising Probation Officer, Juvenile Court and 8424 Supervising Adult Probation Officer which are first line supervisory classes.

#### Supervision Exercised

This position may coordinate the work of clerical/technical personnel and may be required to supervise other less experienced Deputy Probation Officers in the absence of the Supervising Probation Officer.

#### Examples of Important and Essential Duties

"The class specification shall be descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed."(CSC Rule 9.3.2)

1. Interviews, investigates and supervises juvenile and adult offenders including cases which may entail severe personality and emotional disorders, dangerously aggressive behavior, aggravated offenses; interviews offenders, law enforcement officers, government agencies, employers, victims, family, relatives, acquaintances, and others in order to evaluate the nature of the violation, extent of responsibility, attitude, plans and other related information; interacts with workers from other agencies in cases of mutual interest; investigates personal background, family history, education, employment and financial status; visits homes, schools, employers, churches, neighborhoods, recreational areas and other places to obtain pertinent social and economic background information; prepares and submits case findings requiring reports with recommendations for unit supervisor's approval; may represent department in court; records disposition and conditions of probation, interviews probationers about installment payments of court imposed fines, restitution and child support.

2. Appears in court as needed and represents the department in matters involving probation decisions and questions raised by the court, district attorney or the defendant's attorney; submits supplemental information as required; calendars and presents motions to extend, revoke, modify and terminate probation.

3. Assists in the training of new or reassigned officers and may act as backup supervisor.
4. May represent the department at community group meetings concerned with the operations of policies of the probation department; may prepare special reports and deliver lectures on the causes and extent of anti-social behavior and the methods employed in evaluating and rehabilitating offenders.
5. Discusses the nature and conditions of probation with probationers and respondents; counsels and advises probationers and refers them to agencies and organizations dealing with specialized social, emotional or legal problems; evaluates probationers' progress in compliance with court orders and prepares periodic reports and recommendations; discusses revocation action, case progress and case termination with supervisor, answers questions from courts, other departments and community organizations regarding the status and progress of probationers.
6. Serves as liaison between the probation department and the courts, Department of Human Services, Sheriff's Department, California State Department of Corrections and other agencies; confers with other staff members on casework techniques and special problems; maintains contacts with various employment related agencies; interviews applicants for programs and determines eligibility; supervises probationers during their enrollment in programs; and prepares and maintains reports and records.
7. Investigates complaints of habitually beyond control behavior; interviews parents, relatives, religious leaders, social workers and the child to evaluate the complaints and determine their validity and seriousness; provides counseling and casework service to the parents and children to effect the social rehabilitation of the family; prepares progress reports and discusses advisability of referral of family to other agencies, discusses placement of children in foster homes or institutions and determination of probation; arranges for placement of children in foster homes and counsels children and foster parents; maintains periodic contact to assess conditions of homes and children's progress.
8. Reviews, recommends, files and executes petitions for the sealing of former Juvenile Court records; interviews applicant and checks all pertinent records to determine if rehabilitation has been attained; notifies all affected agencies of the Superior Court decree and order; files step-parent adoption reports and records with the Superior Court; interviews the child's birth parents, step-parents, attorneys and others; witnesses and executes all necessary documents to complete the adoption procedures.
9. Participates in specialized assignments including but not limited to gang and drug abatement, sex crimes, serious/habitual offenders, multiple agency task force, field enforcement and community liaison.
10. Performs related duties as required.

#### Knowledge, Skills and Abilities

Knowledge of: the methods, techniques and procedures in evaluating and supervising juvenile and adult offenders; principles, techniques and trends in social and correctional casework; the various social, economic and psychological factors affecting criminal and other anti-social behavior of individuals; court procedures and the general law relating to the legal rights of offenders; services of public and private agencies available to offenders, dependent children, emotionally disturbed individuals, alcoholics, and those in need of family and employment counseling.

Ability to: inspire confidence and employ techniques of acquiring essential information from offenders and others; develop, establish and maintain effective working relationships with the courts, governmental and community agencies, co-workers and other departmental personnel; review and evaluate official documents; and prepare clear, accurate and concise reports for a legal environment.

Skill: computer literacy.

#### Experience and Training



Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Training: Possession of a baccalaureate degree from an accredited college or university with major course work in the Social and Behavioral Sciences or closely related field.

#### License or Certificate

Possession of a valid Driver's License.

Special Requirements: The Deputy Probation Officer class employees must complete 200 hours of core probation officer training during the first year of appointment. Employees in this classification are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status. Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections (STC). Employees must also conform to all other requirements necessary to hold and maintain peace officer status pursuant to the California Government Code.

#### Disaster Service Workers

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

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CLASS: 8444  
EEOC: 2

EST:

REV:  
MEDICAL:

FORMERLY JOB TITLE:

REPLACES JOB TITLE:



### Department of Human Resources



#### Public Service Aide - Assistant To Professionals (#9920 )

We are currently accepting applications for this position. To apply, please close this pop-up window and then click on the link for Employment Opportunities.

\$16.05-\$16.05 Hourly / \$2,782.00-\$2,782.00 Monthly / \$33,384.00-\$33,384.00 Yearly



[Email Me when a Job Opens for the above position\(s\)](#)

#### Definition

The positions in the Public Service Aide series are designed to offer various types of trainee or entry level employment opportunities in a variety of settings. These positions provide an introduction to career options and role models while allowing incumbents to learn about the work environment. Some positions may be allocated for participants in special programs designed to reach disadvantaged youth, those who have encountered difficulty in obtaining employment, or other special populations.

#### 9912 PUBLIC SERVICE AIDE - TECHNICAL

Under supervision, assists in various phases of the development and implementation of specific art projects and cultural events; requires technical knowledge and ability for the performance of duties.

In some positions, under immediate supervision as a trainee, incumbents learn to perform a variety of tasks relative to acquisition of technological skills in various art subject areas; attend training classes directly related to the duties performed.

#### 9914 PUBLIC SERVICE AIDE - ADMINISTRATIVE

Under supervision, assists in the performance of a variety of duties related to the activities of the assigned departmental unit; performs a limited scope of routine tasks at a paraprofessional level; may be responsible for the compilation of data; carries out routine procedures; assists in the implementation of programs and the maintenance of related records and reports.

#### 9916 PUBLIC SERVICE AIDE - SPECIAL PROGRAMS

Under immediate supervision, performs a variety of non-technical manual labor tasks in the maintenance of streets, grounds, and other public property.

In some positions, incumbents receive an introduction to department functions and assist in unskilled maintenance or record keeping tasks. In some positions, incumbents maintain order on transit vehicles, provide information to the public and prevent damage to public property. In some positions, incumbents may receive training related to the program in which they are participating.



#### 9920 PUBLIC SERVICE AIDE - ASSISTANT TO PROFESSIONALS

Under minimum supervision, assists in the performance of a variety of duties related to the functions of the assigned departmental unit; carries out complex tasks on a limited basis in direct support of professional level personnel; may be responsible for researching and compiling data; assists in the preparation of related reports and documents; assists in the implementation of programs; assists in the investigation and mediation of legal matters.

9912, 9914, 9916, 9920, 9922, 9924 PUBLIC SERVICE AIDE

## 9922 PUBLIC SERVICE AIDE - ASSOCIATE TO PROFESSIONALS

Under minimum direction, performs a variety of duties requiring a high level of responsibility; carries out complex tasks relative to the performance of management functions; may be responsible for supervising subordinates; researches and analyzes data; investigates and advises in legal matters; and prepares legal documents.

Under general supervision, performs a wide variety of duties related to the services provided through health care facilities; may be responsible for disseminating health care information to the general public and specific target population, such as seniors, physically disabled, mentally disabled; provides non-nursing support services to patients.

Some positions, under immediate supervision in a trainee capacity, learn to perform a variety of duties related to a specific health care area; attends training classes directly related to the performance of duties.

**Distinguishing Features**

implementation of programs; assists in the investigation and mediation of legal matters.

**Knowledge, Skills and Abilities**

knowledge, Skills, and Abilities: Requires an indicated interest and aptitude in those skills associated with the target employment and a willingness and ability to acquire the needed skills and academic standards through training and work experience.

**Experience and Training**

Applicants will be required to meet guidelines as established for each program; requirements for previous training and experience will be minimal.

**Disaster Service Workers**

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CLASS: 9920  
EEOC: 5

EST:

REV:  
MEDICAL:

FORMERLY JOB TITLE:

REPLACES JOB TITLE:



B. Operating Expenses	STATE	% MATCH	COST
None			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			Operating Section Totals
<b>OPERATING TOTAL</b>			<b>\$0</b>

BUDGET CATEGORY AND LINE ITEM DESCRIPTION

C. Equipment	STATE	% MATCH	COST
None			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Equipment Section Totals			\$0
<b>EQUIPMENT TOTAL</b>			<b>\$0</b>
<b>Total Project Cost*</b>			<b>\$133,000</b>

\*Same as Block 10G on Grant Award Face Sheet.

## PROPOSAL APPENDIX

1. Project Summary
2. Operational Agreement
3. Organizational Chart
4. Noncompetitive Bid Request Checklist –  
N/A
5. Out of State Travel Request – N/A
6. Prior, Current, and Proposed Cal EMA  
Funding
7. Project Service Area Information
8. Computer and Automated Systems Purchase  
Justification, N/A
9. Letter of Support from Hon. Judge Haines

## PROJECT SUMMARY

1. GRANT AWARD NO.

2. PROJECT TITLE Probation Specialized Supervision Program

3. GRANT PERIOD

10/01/10 to 10/01/13

4. APPLICANT

Name: City and County of San Francisco Adult Probation Department Phone: (415) 553-1688  
Address: 850 Bryant Street, Room 200 Fax #: (415) 553-1717  
City: San Francisco Zip: 94103

5. GRANT AMOUNT

(this is the same amount as 10G of the Grant Award Face Sheet)

\$ 133,000

6. IMPLEMENTING AGENCY

Name: San Francisco Adult Probation Dept Phone: (415)553-1688 Fax #: (415) 553-1717  
Address: 850 Bryant Street, Room 200 City: San Francisco Zip: 94103

7. PROGRAM DESCRIPTION

The San Francisco Adult Probation Department (SFAPD) will enhance the current DV Unit by utilizing a victim centered approach that is guided by EBP to supervise probationers who reside in the Bayview/Hunters Point district of San Francisco. The Bayview/Hunters Point district represents 14% of domestic violence cases of which 62% felonies, 36% misdemeanors, and 2% wobblers in the DV Unit.

8. PROBLEM STATEMENT

The existing DV unit protocols do not adhere to EBP and fail to address victims need for specialized services. The Cal EMA grant funding for the *Probation Specialized Supervision Program for DV Probation Specialized Caseload* will enhance the existing SFAPD DV Program to achieve supervision that is guided by the principles of EBP.

9. OBJECTIVES

1. Provide intensive supervision to 40 high risk probationers convicted of domestic violence.
2. Increase services to DV victims with a goal of increasing victim satisfaction with SFAPD.
3. Establish a statistical and data collections process that will document recidivism.



**10. ACTIVITIES**

The Probation Specialized Supervision Program will provide intensive probation services to 40 probationers convicted of domestic violence crimes. The cases will be considered the highest priority base on the results of risk and needs assessments. The DPO will receive training in conducting risks and needs assessment and how to develop an ITRP, use of sanctions and incentives/rewards, and motivational interviewing, and field work. Focusing on a victim centered approach will be a priority for this caseload.

**11. EVALUATION (if applicable)**

N/A

**12. NUMBER OF CLIENTS**

(if applicable)

N/A

**13. PROJECT BUDGET**

(these are the same amounts as on Budget Pages)

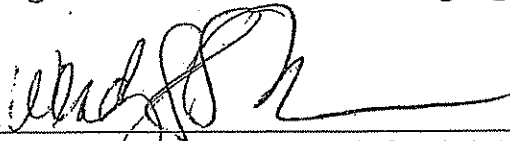
	<b>Personal Services</b>	<b>Operating Expenses</b>	<b>Equipment</b>	<b>TOTAL</b>
	\$133,000	0	0	\$133,000
<b>Totals:</b>	\$133,000	0	0	\$133,000

## OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the City and County of San Francisco, Adult Probation Department (APD), and the San Francisco District, Victim Services Division intend to work together towards the mutual goal for providing maximum assistance for crime victims residing in the City and County of San Francisco for the term October 1, 2010 through September 30, 2011. Both agencies believe that implementation of the Probation Specialized Supervision Program for the SF APD Domestic Violence Unit application, as describe herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/ providing the following services:

- The collaboration will ensure that victims are advised of their rights and of services available to them at the time the case is assigned to the Specialized Supervision Program.
- Regularly scheduled monthly meetings will be held to discuss the Specialized Supervision Program caseload and victim issues arising from these cases to coordinate services for victims.
- The restitution setting and collection process will be facilitated when the cases get assigned to the Specialized Supervision Program.
- Data systems will be shared to ensure that victims are receiving services that help meet their needs which in turn can facilitate probationer's success.


APD and the SF DA Victim Services Division approve this Operational Agreement with the following signatures:



WENDY S. STILL, Chief Adult Probation Officer  
San Francisco Adult Probation

7/13/10

Date

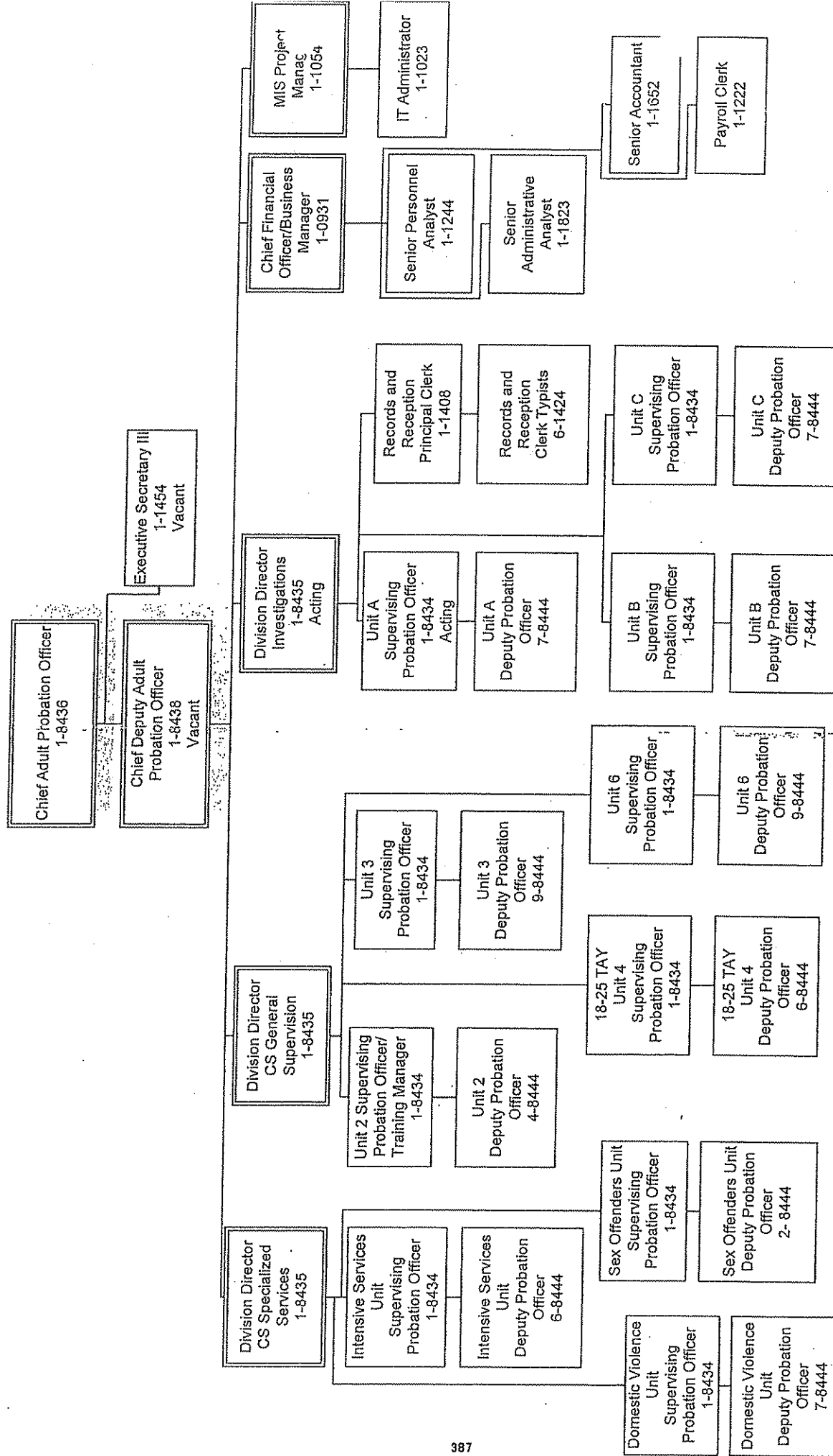


MARIA BEE, Chief Victim Services Division  
San Francisco District Attorney's Office

7/14/10

Date

# Adult Probation Department Organizational Chart



NONCOMPETITIVE BID REQUEST  
CHECKLIST

N/A

Has the applicant/recipient met the following requirements of the *Recipient Handbook*:

	Check appropriate box:	<u>Yes</u>	<u>No</u>
<u>Section 3511</u>			
Do conditions exist that require a sole/single-source contract?		<input type="radio"/>	<input type="radio"/>
<u>Section 3521.1</u>			
Is a brief description of the program or project included?		<input type="radio"/>	<input type="radio"/>
<u>Section 3521.2</u>			
Was it necessary to contract noncompetitively?		<input type="radio"/>	<input type="radio"/>
Did the contractor submit his/her qualifications?		<input type="radio"/>	<input type="radio"/>
Is the reasonableness of the cost justified?		<input type="radio"/>	<input type="radio"/>
Were cost comparisons made with differences noted for similar services?		<input type="radio"/>	<input type="radio"/>
Is a justification provided regarding the need for contract?		<input type="radio"/>	<input type="radio"/>
<u>Section 3521.3</u>			
Is an explanation provided for the uniqueness of the contract?		<input type="radio"/>	<input type="radio"/>
<u>Section 3521.4</u>			
Are there time constraints impacting the project?		<input checked="" type="radio"/>	<input checked="" type="radio"/>
Were comparisons made to identify the time required for another contractor to reach the same level of competence?		<input type="radio"/>	<input type="radio"/>

N/A

Grant Award #: \_\_\_\_\_

CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
OUT-OF-STATE TRAVEL REQUEST  
CalEMA 2-158 (formerly OES 700)

RECIPIENT

Agency: \_\_\_\_\_  
Project Director: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_

ATTENDEE(S)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

TRIP DETAILS

Trip Date [Month/Day(s)/Year] \_\_\_\_\_

Destination (City/State) \_\_\_\_\_  
Description  
(Meeting/Conference/Other)

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)

Recipient must attach Cost Worksheet to the Out-of-State Travel Request.

FOR CalEMA USE ONLY

Recommendation:

Approve Disapprove

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Section Chief

\_\_\_\_\_  
Date

N/A

OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

Travel Policy - are the rates based on internal policy or the state's travel policy? Please specify:

Internal Travel Policy  State Travel Policy

Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

ESTIMATED COSTS

TRANSPORTATION:

AMOUNT

Airfare: \_\_\_\_\_

Additional Airport Expenses \_\_\_\_\_

\* Mileage: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_ \$0 \* (increased to .55 cents per mile as of 1/1/2009)

Taxi/Shuttle: \_\_\_\_\_

Parking: \_\_\_\_\_

Auto Expenses:

Private Car: \_\_\_\_\_

Rental Car: \_\_\_\_\_

State/Agency Car: \_\_\_\_\_

HOTEL/PER DIEM

Hotel: \_\_\_\_\_ days @ \_\_\_\_\_ per day = \_\_\_\_\_ \$0

Per diem: \_\_\_\_\_ days @ \_\_\_\_\_ per day = \_\_\_\_\_ \$0

OTHER EXPENSES

Registration/Conference Fee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL COSTS NOT TO EXCEED: \_\_\_\_\_ \$0

## PRIOR, CURRENT AND PROPOSED CalEMA FUNDING

List all currently funded CalEMA projects and all CalEMA grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of CalEMA funding. For current and proposed grants that include positions funded by more than one CalEMA grant, list these personnel by title and the percentage of the position funded by CalEMA. The percentage of funding must not exceed 100 percent for any one individual.

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY OES
2005-06	DC05160010	\$50,000	Project Director	25%
2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED CalEMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% OF CalEMA FUNDING
2009-2013	ZP09010380	\$505,599	Deputy Probation Officer	100%

## PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

City and County of San Francisco

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

1 (one)

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

1 (one)

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

1 (one)

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

815,358



CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

N/A

COMPUTERS AND AUTOMATED SYSTEMS  
PURCHASE JUSTIFICATION GUIDELINES

As stated in the *Recipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Please answer the following questions. Attach as many pages as necessary to fully answer each question.

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.
2. If the request is for hardware and software in which the total costs exceed \$25,000, describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one, and whether it will be integrated with other systems. In your description please, be specific as to type and location of hardware/software and how the system will be operated and maintained.

Superior Court of California  
County of San Francisco



CHARLES F. HAINES  
JUDGE

July 10, 2010

Dennis Hall, Program Specialist  
California Emergency Management Agency  
Victim Services Branch-Children's Section  
3650 Schriever Avenue  
Mather, CA 95655

Re: Letter of Support for Cal EMA Grant Funding

Dear Chief Still:

I am pleased to provide this letter of support for the San Francisco (SF) Adult Probation Department's (APD) proposal to create a *Probation Specialized Supervision Program* for Domestic Violence (DV) probationers through the Cal EMA grant initiative.

The proposed *Probation Specialized Supervision Program* for DV probationers would reduce recidivism through the expansion of Evidence Based Practices (EBP) utilizing judicial supervision, collaborative court principles, and intermediate sanctions and incentives.

The grant would provide one additional Deputy Probation Officer (DPO) who would provide intensive supervision to 40 DV probationers in the Bayview District, an area where there is a high prevalence of DV offenders. In addition, the SFAPD's protocols would be revised to provide field supervision of all DV probationers, and enhance the outreach services to DV victims. Furthermore, the certification process for the 52 weeks Batterers Program would be revised to ensure adherence to EBP treatment models to improve the treatment outcomes for DV offenders.

The *Probation Specialized Supervision Program* for DV probationers would provide the judge with critical information regarding the probationers' criminogenic needs, their propensity for dangerousness, progress in meeting their supervision and treatment goals, and compliance with their conditions of probation. I am pleased that the SFAPD Department is adopting EBP for the supervision of DV probationers. I fully support the implementation of the proposed *Probation Specialized Supervision Program* for DV probationers.

Sincerely yours,

A handwritten signature in cursive script that reads "Charles F. Haines".