

THIS DOCUMENT ILLUSTRATES THE TEMPLATED CONTENT OF THE GRANTS MADE EASY (GME) TYPE IDENTIFIED BELOW. PLEASE NOTE THAT THIS DOCUMENT IS NOT A GRANT APPLICATION.

Type of Grant: GME Probation

Grant Title: Intensive Probation Supervision for High-Risk Felony and Repeat DUI Offenders

Grant Description:

County Probation Departments will work to reduce DUI related fatalities, injuries and DUI recidivism. The worst-of-the-worst, high-risk, felony and repeat DUI offenders will be held accountable through intensive supervision to ensure compliance with court ordered conditions of probation and to prevent re-arrest on new DUI charges. Supervision activities include: monitoring of treatment and DUI program participation; conducting office visits; unannounced fourth waiver searches; field visits; random alcohol/drug testing; distribution of HOT Sheets; and participation with local law enforcement on anti-DUI efforts including the Avoid campaign.

Goals:

To reduce the number of new DUI offenses by DUI probationers.

To reduce the number of DUI probationers arrested/cited for driving with suspended or revoked license.

To increase the percentage of DUI Probationers in compliance with court-ordered probation.

Objectives:

To issue a press release announcing the kick-off of the grant by November 15 of the first grant year. The press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.

To use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.

To collaborate with the county's "Avoid DUI Campaign" by: participating in all planning and scheduling meetings and MADD/Avoid DUI Seminars; providing your county Avoid Coordinator (Host) with your agency's schedule of operations that occur during any Avoid operational campaign period; and reporting daily, during holiday Avoid efforts, to the county Avoid Coordinator your agency's DUI arrests & DUI fatality information for the Avoid media campaign.

To develop and maintain a "Hot Sheet" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions by December 31 of the first grant year. Updated Hot Sheets will be distributed to patrol and traffic officers every three to four weeks.

To develop and submit a written "Operational Plan" to establish the method of operation and the policies applicable to carry out the activities of the DUI Probationer Supervision grant program by October 31 of the first year of the grant.

To obtain, or develop, and utilize a risk or needs assessment tool to identify high-risk DUI offenders for placement on formal probation by December 31 of the first grant year and continue throughout the grant.

To work with court officials and the prosecutor's office throughout the grant period to ensure the court establishes probation orders necessary to conduct and sustain intensive supervision of DUI probationers.

To establish __ caseloads of __ high-risk DUI probationers per caseload for intensive supervision by December 31 of the first grant year.

To conduct __ warrant sweeps targeting informal and/or formal DUI probationers who fail to comply with the terms and conditions of probation and/or other DUI suspects who fail to appear in court.

To make __ office contacts with DUI probationers.

To conduct __ unannounced home searches of DUI probationers.

To conduct __ alcohol and other drug tests of DUI probationers.

To track and report probation violations and probation revocation proceedings for program participants who fail to abide by the terms and conditions of probation throughout the grant period.

To establish all grant-funded positions and train staff on defined roles and duties, including data collection and reporting requirements, by December 31 of the first grant year.

To submit in a timely manner all statistical data, financial reimbursement claims, and quarterly performance reports, as required by OTS, throughout the grant period.

To email a draft of all grant-related activity press releases, media advisories, alerts and materials to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release. (Media

communications reporting the results of grant activities such as checkpoints and saturation patrols are exempt from this requirement.)

To email the OTS Public Information Officer at pio@ots.ca.gov, and copy your OTS Coordinator, at least 30 days in advance a short description of any significant grant related traffic safety event or program so that OTS has enough notice to arrange for attendance and/or participation in the event.

To submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS Public Information Officer at pio@ots.ca.gov, and copy your OTS Coordinator, for approval 14 days prior to the production or duplication.

To include the OTS logo, space permitting, on grant funded print materials; consult your OTS Coordinator for specifics relating to this grant.

To make ___ announced field contacts (field, home, work-site contacts without search) with DUI probationers.

PROBLEM STATEMENT AND METHOD OF PROCEDURE

GRANTS MADE EASY - PROBATION

PROBLEM STATEMENT

Describe the traffic safety related problem/deficiency and how was it identified. Compare your county's DUI problem with statewide numbers, rates, and averages. Click [here](#) to refer to Grant Program Manual Chapter 1.4.2 for more detailed information regarding the Problem Statement.

Complete the following table using SWITRS data for collision and victim numbers and using the "Annual Report of the California DUI Management Information System" for arrest and conviction numbers. SWITRS data is available on the CHP website: www.chp.ca.gov. The "Annual Report of the California DUI MIS" is available on the DVM website: www.dmv.ca.gov.

Collision Type	2007				2008				2009			
	Collisions		Victims		Collisions		Victims		Collisions		Victims	
Fatal												
Injury												
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol Involved												
Countywide Total DUI Arrests*												
Countywide Misdemeanor DUI Convictions*												
Countywide Felony DUI Convictions*												

*Countywide DUI arrest and conviction data are available in the "Annual Report of the California DUI Management Information System", Appendix B, Table B1 and B3.

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Provide the following information for your department for the Federal Fiscal Year (FFY) periods October 1 through September 30:

	FFY 2008	FFY 2009	FFY 2010
Average Number Of DUI Probationers Under Intensive Supervision			
Warrant Sweeps Conducted			
Field Contacts (Without Search) Conducted			
Office Contacts Conducted			
Home Searches Conducted			
Alcohol And Other Drug Tests Conducted			
HOT Sheets Distributed			
Multi-Agency Operations Participated In (Not Including Warrant Sweeps Reported Above)			
SCRAM Probationer-Days			
Positive Reports From SCRAM			
Violations Resulting From SCRAM			
Known Violatable Acts			
Responses to Known Violatable Acts			
Court Actions Initiated For Violatable Acts			
Grant-Funded Full-Time DUI Probation Officers			
Non-Grant Full-Time DUI Probation Officers			

METHOD OF PROCEDURE

Phase 1 – Program Preparation (October of the First Grant Year)

The Probation Department will hire grant-funded staff positions responsible for conducting supervision and other related duties. Grant-related purchases of equipment and/or minor equipment, if any, will be initiated and other necessary equipment and supplies will be acquired. Staff will be trained in the use and calibration of portable alcohol screening (PAS) devices and on relevant statutes pertaining to DUI offenders. The Risk Assessment tool will be purchased or developed and staff will be trained on the use of the tool and the policies and procedures for identifying risk-levels and making caseload assignments. Staff will review the grant goals, objectives, and methods. The tools required to collect data necessary to report on the progress and/or achievement of the grant goals and objectives will be provided to staff, along with training in its use. A timeline or schedule will be developed to ensure the timely completion of grant objectives. Contact will be initiated with the host agency for the countywide Avoid DUI campaign. Standardized Field Sobriety Test (SFST) training is recommended. Drug Recognition Expert (DRE) certification should be considered. Staff will receive training and orientation related to the

PROBLEM STATEMENT AND METHOD OF PROCEDURE

GRANTS MADE EASY - PROBATION

Department's SCRAM program (if applicable) and will begin working closely with the SCRAM vendor to ensure a timely response to any violations by DUI offenders.

A written operational plan will be developed. The plan will outline the Department's policies and procedures related to the DUI probationer intensive supervision program including participant criteria, how individuals are identified and selected for inclusion on the caseload, how risk assessment is conducted, how and why offenders are moved on and off the caseload, policies and procedures for office visits, drug/alcohol testing, field contacts, home searches, and court monitoring. The operational plan should include contact information for referrals to resources such as county mental health, treatment, Alcoholics Anonymous, vocational training, job search and placement. The operational plan should be written in a manner that allows it to serve as a manual for new or additional program staff working with the DUI supervision program.

Phase 2 – Program Operations (Throughout Grant Period)

A news release will be distributed to the media to inform the public about the OTS grant awarded to the County Probation Department. Additional news releases highlighting program successes and high visibility programs, such as warrant sweeps, will be developed, approved by OTS and issued to the media throughout the grant period.

To ensure compliance with all court ordered conditions of probation, the Probation Department will conduct the intensive supervision activities specified in the grant objectives. Activities include: risk assessment and assignment, initial home evaluation, office visits, field contacts, warrant sweeps, surveillance, alcohol and drug tests, home searches, monitoring of treatment and other program participation, review and monitoring of SCRAM alerts (if applicable) and Ignition Interlock compliance. Staff will work with the court and District Attorney's office to ensure appropriate terms of probation are ordered. Probation will maintain and distribute a "HOT" Sheet to local law enforcement and will perform necessary record keeping and reporting. Probation will respond to all known probation violations and initiate appropriate interventions up to and including court action. The DUI Unit will work with local law enforcement agencies and participate in the county Avoid DUI campaign.

Phase 3 – Data Collection & Reporting – (Throughout Grant Period)

Agencies are required to collect and report quarterly, appropriate data that supports the progress of each goal and objective.

Statistical data relating to the grant goals and objectives will be collected, analyzed, and incorporated in Quarterly Performance Reports (QPRs). QPRs for the quarter ending September 30 will include year-to-date comparisons of goals and objectives. If required, a separate quarterly data reporting form will be completed each quarter and submitted as part of the QPR.

Reports will compare actual grant accomplishments with the planned accomplishments. They will include information concerning changes made by the Grant Director in planning and guiding the grant efforts.

PROBLEM STATEMENT AND METHOD OF PROCEDURE
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Reports shall be completed in accordance with OTS requirements specified in the Grant Program Manual, Chapter 7, and submitted in compliance with the signed Acceptance of Conditions and Certifications (OTS-33) included within this agreement.