

***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.

**Grant Information**

**Grant Type:** Grants Made Easy  
**Grant Opportunity:** Traffic Safety Grant - GME  
**Federal Fiscal Year:** FFY 2012/2013  
**Type of Grant:** GME Probation

**Goals**

ID Number	Item
5	To reduce the number of persons killed in traffic collisions.
6	To reduce the number of persons injured in traffic collisions.
21	To reduce the number of new DUI offenses by DUI probationers.
22	To reduce the number of DUI probationers arrested/cited for driving with suspended or revoked license.
23	To increase the percentage of DUI Probationers in compliance with court-ordered probation.

**Objectives**

ID Number	Item
25	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 should 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.
225	To send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at pio@ots.ca.gov, with a copy to your OTS Coordinator. If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, a draft press release should first be sent to the OTS PIO for approval. Drafts should be sent for approval as early as possible to insure adequate turn-around time. Optimum lead time would be 10-20 days prior to the operation. Media communications reporting the results of grant activities such as ENFORCEMENT OPERATIONS are exempt from the recommended advance approval process. Activities such as warrant or probation sweeps and court stings that could be compromised by

	advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report results.	
34	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.	
226	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.	
227	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.	
228	To include the OTS logo, space permitting, on grant funded print materials; consult your OTS Coordinator for specifics relating to this grant.	
39	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.	
110	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 within the first 30 days of the grant start date.	
111	To obtain, or develop, and utilize a risk or needs assessment tool to identify high-risk DUI offenders for placement on formal probation by October 31.	
113	To establish __ caseloads of __ high-risk DUI probationers per caseload for intensive supervision by October 31.	<a href="#">Add</a>
120	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.	
114	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.	<a href="#">Add</a>
260	To make __ announced field contacts (field, home, work-site contacts without search) with DUI probationers.	<a href="#">Add</a>
115	To make __ unannounced field contacts (field, home, work-site contacts without search) with DUI probationers.	<a href="#">Add</a>
116	To make __ office contacts with DUI probationers.	<a href="#">Add</a>
117	To conduct __ unannounced home searches of DUI probationers.	<a href="#">Add</a>
118	To conduct __ alcohol and other drug tests of DUI probationers.	<a href="#">Add</a>
37	To collaborate with the county's "Avoid Coalition" 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.	
112	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.	
119	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.	
121	To submit in a timely manner all statistical data, financial reimbursement claims, and quarterly performance reports, as required by OTS, throughout the grant period.	

**EXHIBIT C  
PROBLEM STATEMENT AND METHOD OF PROCEDURE**

**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. Refer to Grant Program Manual 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 (MIS)” for arrest and conviction numbers. SWITRS data is available on the CHP website: [www.chp.ca.gov](http://www.chp.ca.gov). The “Annual Report of the California DUI MIS” is available on the DMV website: [www.dmv.ca.gov](http://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

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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.

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**PROBLEM STATEMENT AND METHOD OF PROCEDURE**

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.

Reports shall be completed and submitted in accordance with OTS requirements specified in the Grant Program Manual.

**Method of Evaluation**

Using the data compiled during the grant, the Grant Director will: (1) briefly state the original problem, (2) specify the most significant goals and objectives, (3) highlight the most significant activities that contributed to the success of the program and the strategies used to accomplish the goals, and (4) describe the program's accomplishments as they related to the goals and objectives.

**Program Income**

There is no Program Income in this grant.