

COUNTY OF SAN MATEO  
Inter-Departmental Correspondence

Date: June 5, 2001  
Hearing Date: June 19, 2001

TO: Honorable Board of Supervisors

FROM: Loren Bুদ্ধress, Chief Probation Officer <sup>S.H.F.</sup>  
Pony PRO302AD Extension 8803  
Don Horsley, Sheriff *Don Horsley*  
Pony SHF112ADM Extension (599)-1664

SUBJECT: Resolution concerning the San Mateo County Bridges ISP Program Grant Proposal for Fiscal Years 2000-2001, 2001-2002

**RECOMMENDATION**

Adopt a Resolution authorizing the Probation Department to resubmit an application for, and execute an Office of Criminal Justice Grant Award Agreement for continued funding of the San Mateo County Bridges Program.

**Background**

The San Mateo County Superior Court, Sheriff's Office, County Schools and Probation Department collaborated in the design of a co-educational, alternative sentencing, day-treatment program. The goal of the program is to reduce jail population while providing participants with prescriptive treatment services aimed at reducing recidivism and subsequent substance abuse. Services provided include substance abuse treatment, counseling, cognitive reasoning training, vocational and remedial skill education. Participation in the program is primarily limited to defendants falling within the following three categories:

- Substance abusers convicted of non-violent crimes involving the use or possession of drugs/alcohol.
- Defendants convicted of petty thefts and other property crimes in which drug addiction/use contributed to the commission of the offense.
- Probation violators where substance abuse contributed to the underlying violation.

The Bridges program combines electronic monitoring with strict intensive probation supervision to monitor program participants and safeguard the community. Participants spend nights and weekends with their families while participating in a demanding daily curriculum specifically tailored to their individual rehabilitative needs. During Phases I and II, participants are subjected to frequent random residence checks by probation officers and are required to submit to weekly, random drug testing.

### **Discussion:**

The Probation Department wishes to make application for continued State funding of the Bridges ISP Program through continuation of an Office of Criminal Justice, Federal Anti-Drug Abuse Grant. The amount allocated to San Mateo County for fiscal year 2001-2002 is \$361,674. This amount varies yearly, and is dictated by the State/County Crime Index.

The San Mateo County Bridges ISP Program is a multi-agency approach to reducing jail overcrowding and overall recidivism, utilizing a day-treatment program focusing on individualized treatment services for participants, combined with intensive probation supervision.

Primary goals of the program are:

- Reduce jail population.
- Provide substance abuse counseling leading to elimination/reduction in substance abuse, resulting in decreased County health care/treatment costs.
- Reduced recidivism rates for substance abusers resulting in reduced criminal justice costs/jail population.
- Development of improved life skills for participants, resulting in reduced dependence on county agencies.
- Stabilization of families by maintaining participants in the home.
- Improved educational and vocational skills leading to both higher rates of employment and better paying jobs.

Specific objectives and outcome measures have been established for the grant consistent with the County's visioning process regarding establishment of outcome based management objective for all county departments.

County Counsel has reviewed the grant and finds no prohibitive terms or conditions.

### **Fiscal Impact:**

Three probation officers, one extra-help group supervisor and a Criminalist I are assigned to the Bridges ISP Grant Program. These positions are grant funded, and their salaries are fully reimbursable with no net cost to the County General Fund.

### **Program Sustainability:**

Outcome measurements have been established to quantify obtainment of specific grant objectives/goals.

RESOLUTION NO. \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING THE PROBATION DEPARTMENT TO SUBMIT  
AN APPLICATION FOR, AND EXECUTE, A BRIDGES INTENSIVE-  
SUPERVISION GRANT AWARD AGREEMENT**

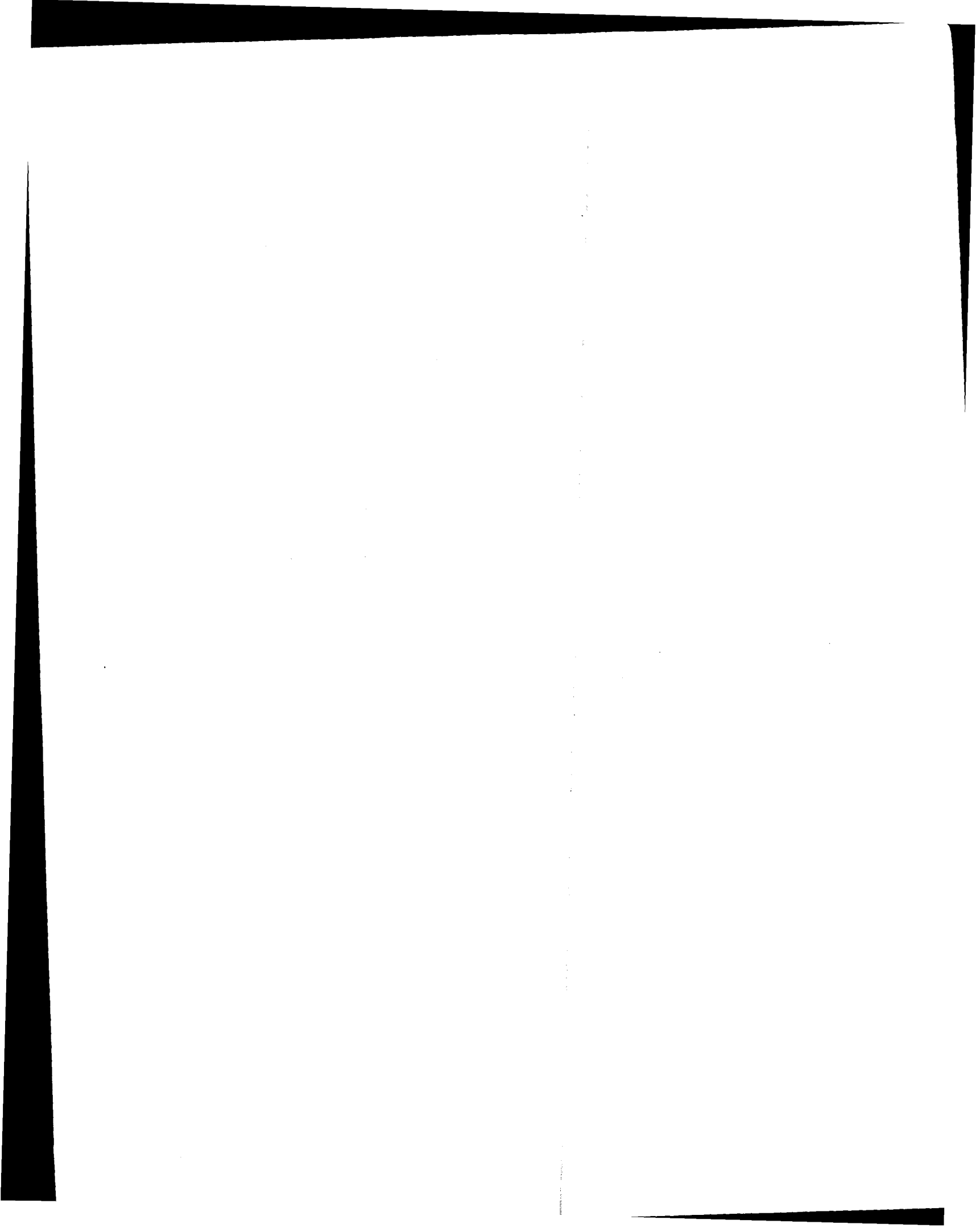
**WHEREAS**, the County of San Mateo desires to undertake a certain project designated the San Mateo County Bridges Program to be funded in part from funds made available through the Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Block Grant Program, administered by the State Office of Criminal Justice Planning (hereafter referred to as OCJP) through the Anti-Drug Abuse Enforcement Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Chief Probation Officer of the San Mateo County Probation Department is authorized, on its behalf to submit this proposal to OCJP and is authorized to execute on behalf of the Board of Supervisors the Grant Award Agreement including any extensions or amendments thereof.

**BE IT FURTHER RESOLVED**, that the Board of Supervisors agree 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, and that the State of California and OCJP disclaim responsibility for any such liability.

**BE IT FURTHER RESOLVED** that grant funds received hereunder should not be used to supplant expenditures controlled by the Board of Supervisors.

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**GRANT APPLICATION APPROVAL FORM**

**SUBJECT: Approval of Bridges Intensive Supervision Grant**

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Date Submitted: May 25, 2001

Period: 07/01/2001 to 06/30/2002

Amount: \$361, 674

Funding Source: Office of Criminal Justice Planning

Approved by: \_\_\_\_\_



DEPUTY COUNTY COUNSEL

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

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OFFICE OF CRIMINAL JUSTICE PLANNING  
GRANT AWARD FACE SHEET

OCJP A301

The office of Criminal Justice Planning, hereafter designated OCJP, hereby makes an award of funds to the following Administrative Agency (1) SAN MATEO COUNTY hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award. (2) Implementing Agency Name: SAN MATEO COUNTY PROBATION DEPARTMENT; Contact Person: Cliff Rubenstein; Address: 400 County Center, Redwood City, CA 94063; Telephone: (650) 363-4258

(3) Project Title  
SAN MATEO COUNTY BRIDGES PROGRAM

(6) Award No.

(4) Project Director  
LOREN BUDDRESS  
CHIEF PROBATION OFFICER  
SAN MATEO COUNTY PROBATION DEPT.  
21 Tower Road, San Mateo, 94402  
(650) 312-8801

(7) Grant Period 07/01/2001 to 06/30/2002

(8) Federal Amount \$361,674

(9) State Amount  
N.A.

(10) Cash Match  
N.A.

(5) Financial Officer  
GEORGE SCOTCH, DIVISION CHIEF  
SAN MATEO CO. CONTROLLER'S OFFICE  
555 Government Center, Redwood City, 94063  
(650) 363-1153

(11) In-Kind Match  
N.A.

(12) Total Project Cost \$361,674

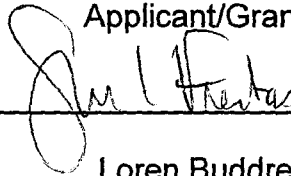
This grant award consists of this title page, the application for the grant which is attached and made part hereof, and the Assurance of Compliance forms which are attached. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, this Application for Continuation Funding and the OCJP Grantee Handbook.

FOR OCJP USE ONLY

Item:

(13) Official Authorized to Sign for  
Applicant/Grant Recipient

Chapter:



PCA No:

Name: Loren Buddress  
Title: Chief Probation Officer

Component No:

Address: 21 Tower Road  
San Mateo, Ca 94402

Project No:

Telephone: (650) 312-8803

Amount:

Date:

Split Fund:

Split Encumber:

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

Year:

Match Requirement: Fund:

Fiscal Officer, OCJP

Program:

Region:

Executive Director, OCJP

## PROJECT SERVICE AREA INFORMATION

1) COUNTY OR COUNTIES SERVED

SAN MATEO COUNTY

2) U.S. CONGRESSIONAL DISTRICT(S)

12TH	LANTOS
14TH	ESHOO*

3) STATE ASSEMBLY DISTRICT(S)

12TH	SHELLEY
19TH	PAPAN
21ST	LEMPERT*

4) STATE SENATE DISTRICT(S)

8TH	SPEIER*
11TH	SHER

5) POPULATION OF SERVICE AREA

722,825 - County  
722,825- Target Area

\* Asterisk for district where the principal office of the project is located.

## PROJECT CONTACT INFORMATION

Applicant: SAN MATEO COUNTY

Implementing Agency: SAN MATEO COUNTY PROBATION DEPARTMENT

Project Title: SAN MATEO COUNTY BRIDGES DAY TREATMENT – ISP PROGRAM

Grant Number (to be added by OCJP): \_\_\_\_\_

Provide the name, title, address and telephone number for the project contact persons named below.  
If a section does not apply to your project, enter "N/A"

1. The person having day-to-day responsibility for the project:

Name: CORAL STAROBIN  
Title: PROGRAM COORDINATOR  
Address: 400 COUNTY CENTER  
REDWOOD CITY, CA 94063  
Telephone: (650) 599-7319 Fax #: (650) 261-9427

2. Provide the name, title, address and telephone number of the person to whom the person listed in #1 is accountable.

Name: CLIFFORD RUBENSTEIN  
Title: DIRECTOR ADULT SERVICES  
Address: 400 COUNTY GOVERNMENT CENTER  
REDWOOD CITY, CA 94063  
Telephone: (650) 363-4258 Fax #: (650) 599-1504

3. The Executive Director of a nonprofit organization or the Chief Executive Officer of the implementing agency:

Name: LOREN BUDDRESS  
Title: CHIEF PROBATION OFFICER  
Address: 21 TOWER ROAD  
SAN MATEO, CA 94402  
Telephone: (650) 312-8803 Fax #: (650) 312-5597

4. The Chair of the Governing Body of the implementing agency:

Name: MICHAEL D. NEVIN  
Title: PRESIDENT, BOARD OF SUPERVISORS  
Address: 400 COUNTY CENTER  
REDWOOD CITY, CA 94063  
Telephone: (650) 363-4569 Fax #: (650) 599-1027

5. The person responsible for the project different than applicant #1:

Name: STU FORREST  
Title: DEPUTY CHIEF PROBATION OFFICER  
Address: 400 COUNTY CENTER  
REDWOOD CITY, CA 94063  
Telephone: (650) 363-4642 Fax #: (650) 599-1504



## CERTIFICATION OF ASSURANCE OF COMPLIANCE

NOTE: There are different requirements for state and federal funds. (Those affecting only federally funded projects are identified).

I, LOREN BUDDRESS, hereby certify that:

(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: SAN MATEO COUNTY  
IMPLEMENTING AGENCY: SAN MATEO COUNTY PROBATION DEPARTMENT  
PROJECT TITLE: SAN MATEO COUNTY BRIDGES DAY TREATMENT- ISP PROGRAM

will adhere to all grant award agreement requirements (state and/or federal) as directed by the Office of Criminal Justice Planning including but not limited to, the following areas:

- I. Equal employment Opportunity
- II. Drug-Free Workplace Act of 1990
- III. California Environment Quality Act (CEQA)
- IV. Lobbying
- V. Debarment, Suspension and other Responsibility Matters
- VI. Other OCJP Certification as applicable

### I. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

#### a. General EEO Rules and Regulation (State and Federal)

The applicant selected for funding acknowledges awareness of and the responsibility to comply with the following Equal Employment Opportunity requirements by signing the Grant Award Face Sheet (OCJP A301), including this Certification of Assurance of Compliance, and submitting the application to the Office of Criminal Justice Planning (OCJP).

1. California Fair Employment and Housing Act (FEHA) and Implementing Regulations, California Administrative Code, Title 2, Division 4, Fair Employment and Housing Commission.
2. California Government Code Article 9.5, Sections 1135. - 1139.5 and Implementing Regulations, California Administrative Code, Title 22, Sections 98000 - 98413.
3. Title VI of the Civil Rights Act of 1964.
4. Title V, Section 504 of the Rehabilitation Act of 1973 (29 USCS Section 974) and Federal Department Regulations on its implementation; Government Code Section 4450, et seq.
5. Subtitle A, Title II of the Americans with Disabilities Act (ADA), 42 USC Sections 12131 - 12134 and the U.S. Department of Justice Implementing Regulations, 28, CFR, Part 35.
6. U.S. Department of Justice Regulations, 28 CFR Part 42, Equal Employment Opportunity, Policies and Procedures - applies to federal funded grants only.

Federal and state agencies have the legal right to seek enforcement of the above items of this assurance of compliance.

All appropriate documentation must be maintained on file by the project and available for OCJP or public scrutiny upon request. Violation of these provisions may result in withholding of grant funds by OCJP.

b. The following apply to federally funded grants only:

Note: Effective Fiscal Year 1992-93, the Federal criteria and requirements apply to the "implementing agency" responsible for the day-to-day operation of the project (e.g. Probation Department, District Attorney, Sheriff).

1. Criteria for Federal EEO Program Requirements for Grants in the Amount of \$25,000 - \$499,000. (Does not apply to Community Based Organizations)

Federal regulations required qualified recipient agencies of federal financial assistance to prepare and Equal Employment Opportunity Program (EEOP) upon meeting all of the following criteria:

- a. Grantee has 50 or more employees
- b. Grantee has received a total of \$25,000 or more in grants or sub-grants since 1968.
- c. Grantee has a service population of 3% minority representation (if less than 3% minority population the EEOP must be prepared to focus on women).

The EEOP must be developed for the implementing agency responsible for the day-to-day operations of the program.

Assurance of EEOP for Federal Grants of \$25,000 - \$499,000.

This implementing agency has formulated or will formulate, implement and maintain an EEOP within 60 calendar days of the date the Grant Award Face Sheet (OCJP A301) is signed by the Executive Director, Office of Criminal Justice Planning (OCJP). I also certify that the EEOP is/will be on file in the following Affirmative Action (A.A.) office:

Name: MARY KABAKOV  
Title: Equal Employment Opportunity Manager, SAN MATEO COUNTY  
Address: 455 County Center, CA 94063  
Phone: (650) 363-4340

The EEOP is available for review and audit by officials of the OCJP or the federal government as required by relevant laws and regulations.

Additionally, I agree to submit a copy of said EEOP to OCJP (Attention: EEO Compliance Officer) within 60 calendar days of the Executive Director's signature on the OCJP A301.

2. Federal Grants of \$500,000 and above:

All applicants for federal funds of \$500,000 or more will submit a copy of their EEOP (developed for the implementing agency), or federal letter of compliance, to OCJP with the second stage application forms.

3. Projects who have previously received a total of \$25,000 or more in federal grants, or a single award in the amount of \$500,000 or more, and have an approved EEOP on file

with the OCJP, are required to submit an annual update of the EEOP if funds are continued. The timeframe for EEOP updates are the same as identified in Section B-2 and B-3 above.

c. State Funded /Grants and Community-based Organizations (CBOs)

State funded grants and CBOs are exempt from the federal government requirement of developing an EEOP, pursuant to 28 CFR, Part 42, Subpart E; however., they are monitored by the U.S. Department of Health and Human Services in EEO compliance.

d.. The following apply to all OCJP grantees

1. In addition to this Certification, all OCJP grantees must have a current EEO policy Statement, established by their agency, posted in a prominent place accessible to employees and applicants; and
2. The poster entitled "**Harassment or Discrimination in Employment is Prohibited by Law**" also must be posted in a conspicuous location to employees or applicants. This poster may be obtained from the local Department of Fair Employment and Housing.

II. **CALIFORNIA DRUG-FREE WORKPLACE ACT OF 1990 AND FEDERAL DRUG-FREE WORKPLACE ACT OF 1988 REQUIREMENTS.**

The above-named organization(s) will comply with the Drug-Free Workplace Act of 190 of California Government Code Section 8355, et seq., and the Federal Drug-Free Workplace Act of 1988, and implemented as 28 CFR, Part 67, Subpart F, for grantees, as defined at 28 CFR, Part 67, Sections 67.615 and 67.620 by:

- A. Publishing a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required in Government Code Section 8355(a).
- B. Establishing a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  1. The dangers of drug abuse in the workplace.
  2. The organization's policy of maintaining a drug-free workplace.
  3. Any available counseling, rehabilitation and employee assistance programs, and
  4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Providing as required by Government Code Section 8355(c) that every employee who works on the proposed grant:
  1. Will receive a copy of the company's drug-free policy statement, and
  2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
- D. Notifying the employee in the statement required, that as a condition of employment under the grant, the employee will:
  1. Abide by the terms of the statement, and

2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such a conviction.
- E. Notifying the agency, in writing, within ten (10) calendar days after receiving notice as required above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title to: Department of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant.
  - F. Taking one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted:
    1. Taking appropriate personnel action against an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
    2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
  - G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above requirements.

### **III. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

The above named organization(s)/individual(s) will comply with the California Environment Act (CEQA) requirements as stated in the Public Resources Code, Division 13, Section 21000 et. seq. and all other applicable rules and regulations.

All appropriate documentation will be maintained on file by the project and available for OCJP or public view upon request.

### **IV. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR, Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR, Part 69, the applicant certifies that:

- A. No federal appropriated funds have been paid, or will be 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.
- B. If any funds other than federal appropriated funds have been paid or will be paid 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 this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LL, "Disclosure of Lobbying Activities", in accordance with its instructions.

- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers, (including sub-grants, contracts under grants and cooperative agreements, and sub-contracts) and that all sub-recipients shall certify and disclose accordingly.

**5. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS  
applies to federally funded grants only**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR, Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR, Part 67, Section 67.510, the applicant certifies that it and its principals:

- A. 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 or agency.
- B. Have not, within a three-year period preceding this application, been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- C. Are not presently indicted for, or otherwise criminally, or civilly, charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated above.
- D. Have not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

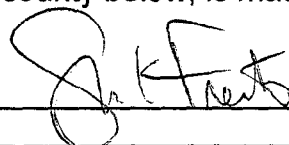
**OTHER OCJP CERTIFICATIONS AS APPLICABLE:**

Failure to comply with these requirements may result in a suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the Office of Criminal Justice Planning (OCJP) determines that any of the following occurred: (1) the grantee has 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 [line 13 on the grant award face sheet], 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 in the county below, is made under penalty of perjury under the laws of the State of California.

Official's Signature:



Official's Typed Name:

LOREN BUDDRESS

Official's Title:

CHIEF PROBATION OFFICER

Date Executed:

\_\_\_\_\_

Federal ID Number:

\_\_\_\_\_

Executed in the County of:

SAN MATEO

## PROJECT NARRATIVE INFORMATION

### PROBLEM STATEMENT:

#### **a. Target Service Area**

San Mateo County's population is an ethnically/racially diverse population of 722,825. The majority resides in a string of suburban cities, located on the peninsula between the Pacific Ocean and San Francisco Bay. According to County statistics, the population includes for major ethnic groups: African-American (17.4%), Asian/Pacific Islander (14.5%), Hispanic (14.2%) and White (53.2%). In addition, immigrants (Filipino, Southeast Asians, and Cantonese-speaking Chinese) contribute to the county's population growth.

The county's population represents a disparity in wealth. Upper strata mansions can be found, essentially side-by-side, with pockets of extreme poverty and high crime rates. The county's crime index is 7,881. This population also represents sharp disparity in age between ethnic/racial groups. A significant percentage of the white population is over 55 years of age, while almost 2/3 of minorities are under the age of 18. Single parents head a significant number of the county's households: 7% White and Asian, 14.7% Hispanic 23% African-American. Sixty percent (60%) of the homes in the county are owner occupied.

#### **b. Problem and Trends**

Substance abuse continues to rise in San Mateo County. Cocaine and marijuana use among high school students rose from 5.9% in 1991 to 9.5% in 1999. During the same period, marijuana use among high school students rose from 14.7% to 34.8%. The District Attorney's office reports a 30% increase in felony drug arraignments since 1994. 11350 H&S (possession of drugs) violations have increased 19% during 1998 alone. If the current increases continue in proportion to population growth, the possession, use and sale of illegal drugs will increase dramatically.

San Mateo County's substance abuse problems contribute to the staggering economic costs estimated by the federal government (\$167 billion attributed to alcohol, \$110 billion attributed to other drugs). Alcohol abuse accounted for \$119 billion in lost productivity, while other drugs accounted for \$77 billion. These costs were derived by assessing the financial consequences of substance abuse related unemployment, poor work performance, health problems, and unemployment due to criminal prosecution. Fifty-six percent (56%) of estimated productivity losses were associated with crime, including loss of earnings victims (3%), incarceration (26%), and individuals abandoning legitimate work for the drug trade (28%).



The Center for Disease Control reports that, depending on geographic location, 54% to 81% of people arrested in all crime categories, tested positive for drug or alcohol use (used prior to arrest). The percentage was 54% for the southern San Francisco Bay Area. The Center also reported that 44% of the test group used drugs one month prior to arrest and 30% used drugs daily in the month prior to arrest.

These statistics are especially alarming when linked with studies that report more than 132,000 people died from drug and alcohol problems in 1994, 107,000 alcohol related and 25,000 drug related. In addition, alcohol was reported as a factor in 25% to 30% of violent crimes, while drugs accounted for 5%.

Thirty percent (30%) of all San Mateo County adult probationers were convicted for drug offenses; 95% of these were felony convictions. Ten to fifteen percent (10% to 15%) of all probationers are chronic drug users; 25% are sporadic users. Thirty to thirty-five percent (30% to 35%) of supervised cases, who have served 60 to 180 days in jail, relapse within six months of release. Following a one-month study in 1998, the Sheriff's department reported that 50 out of 110 jailed probationers were incarcerated for positive drug tests. The goal of the Bridges Program is to provide a sentencing alternative to incarceration that will address the recovery needs of substance abusers. By providing substance abuse treatment, intensive supervision, counseling, cognitive reasoning training, vocational and basic educational skills, the program shall direct the recovery of the probationer while indirectly improving the probationer's family environment. The lack of comprehensive in-custody recovery programs does little more than forestall substance abuse until after release. Available research demonstrates that productive treatment includes a 90+ day treatment program (initiated in-custody), accompanied by prescriptive educational/vocational training. Other necessary components include voluntary (or ordered) outpatient counseling, intensive supervision and progressive sanctions in response to relapse. These components combined with a comprehensive relapse prevention strategy and guided cognitive analysis to help the probationer understand what triggers relapse greatly enhances successful long-term recovery. Providing these services are the primary objectives of the Bridges Program as well as the foundation for the program's performance measures.

The County of San Mateo has had a series of meetings with all affected departments in regard to the implementation of Proposition 36. As other counties in California, San Mateo County is unclear as to what impact Proposition 36 will have on the criminal justice system. The current plan formulated by San Mateo County is to have certain courts act as gate keepers for all drug cases and refer appropriate cases to specific treatment tracks, including the Bridges program. Due to the lack of punitive sanctions dictated by Proposition 36, we anticipate that local law enforcement agencies will be more proactive in identifying non-drug-related

charges when making drug arrests. In the short-term, the Bridges program continues to explore all avenues in terms of identifying and recruiting appropriate candidates for the program.

Although this is the first year of implementation, the steering committee for the Bridges program has been extremely pleased with the progress of the program. Since its inception, the program has had notable successes and currently has approximately 15 participants in Phase III. We have had some difficulty maintaining program population numbers due in part to the fact that though highly regarded, the program has a reputation of being extremely demanding with a high level of accountability. For various reasons, in the last four months we have seen have a proliferation of methamphetamine use locally. A large number of these cases came through the Court system, were accepted into Bridges and subsequently failed Phase I. We have had discussions with the program treatment provider concerning this problem and there is no one factor that can be identified in terms of the high failure rate. We can speculate that participants that use methamphetamines tend to be risk takers and thrill seekers, and are highly addicted to the underlying behavior associated with the use of methamphetamine.

Overall, we feel that the program has been very successful in the first ten months of operation in meeting its goals and objectives. Due to the newness of the program, we have struggled with some programmatic issues. These include identifying appropriate applicants, maintaining the population base, and retaining quality providers for the educational and vocational components. The steering committee has been actively working on solutions for these problems and anticipates these issues will be resolved in the second year.

The goals and objectives delineated for the first year of the grant will be maintained in the second year of the grant cycle. Carrying over the current goals and objectives for a second year will provide a broader database for extrapolating the effectiveness of the current strategies.

## **Plan**

### **a.) Target Population**

**The Bridges Program will focus on defendants with the following offense profile:**

- Probation violators meeting program eligibility.
- 11377 H&S convictions, both felonies and misdemeanors.
- 11550 H&S convictions
- 11350 H&S convictions
- Drug Court failures sentenced to a minimum of 90 days in the county jail.

- Deferred Entry of Judgement and felony diversion failures sentenced to a minimum of 90 days in the county jail.
- Petty thefts and other property crimes in which drug addiction/substance contributed to the commission of the offense.
- 23152 V.C. with priors.
- Proposition 36 failures

**Defendants *are not eligible* to participate in the program if they fall within the following categories:**

- "Two or three strike" case.
- Conviction for a serious felony
  - Conviction for a crime of violence/domestic violence
- Sales conviction or series of convictions for possession of controlled substance or possession for sale.
- Significant history of emotional or psychiatric problems.
- Dual diagnosed.

#### **b.) Program Description**

The Bridges Program is a sentencing alternative providing a 24-28 participant, day- treatment program. The program is housed in a building convenient to public transportation and located near county government service departments. In addition to reducing jail crowding, the program provides intensive, prescriptive substance abuse counseling, cognitive skills training, G.E.D. preparation, literacy classes, computer training, job preparation workshops. The cognitive skill component is provided to support substance abuse treatment by helping the probationer understand what triggered past self-destructive decision-making and establish positive decision-making practices.

Phase I, the day-treatment portion of the alternative incarceration program addresses the individual treatment needs of participants and in most cases lasts approximately 120 days. During this period, participants will work with providers to identify areas of need/dysfunction, and develop prescriptive case treatment plans in the areas of substance abuse, educational, vocational training, job search skills, etc.

Participants will reside in their own homes (or alternative housing) and when not actually participating in the

program be subject to intensive supervision by the ICIS officer. Participants will be on house arrest and required to be at their residence unless attending pre-approved AA/NA meetings.

Participants posing a greater- than- average risk may be electronically monitored during phase I.

Phase II, the aftercare portion, is also prescriptive in terms of individual goals and objectives, and in most cases will be eight months in duration. During this phase, participants will transition back into the community and in most cases work full-time. Individuals not working, will be expected to pursue educational goals or be involved in vocational /skill development. This period is critical in terms of relapse and recidivism, and all participants will be expected to continue ongoing substance abuse treatment. The probation officer will be responsible for monitoring educational and treatment progress, conducting urine tests, performing residence checks and searches, and developing pre-release plans. In addition, after-care counseling will be provided at after-care meetings.

Phase III will last six to twelve months, with participants supervised on supervision caseloads by non-Bridges probation officers in a gradual weaning off of services. Relapse in phase III results in revocation or participants being channeled back through portions of phase I and/or II.

Due to the nature of addiction, it's assumed, that relapse will occur in a certain percentage of cases during the course of the program. In recognition of this, the Courts, program providers, District Attorney, and probation have developed a relapse strategy that includes use of progressive sanctions, cognitive skill development, and counseling, to work with participants in overcoming their addiction as long as their behavior doesn't present a threat to the community.

The proposed Bridges grant is a collaborative effort **involving** the following components/providers:

- **Superior Court Component.** (Non-grant funded) Four Superior Court Judges conduct special calendars, screening applicants for suitability and eligibility for the program. The participating Judges monitor the defendants' progress from the outset and establish periodic performance reviews to ensure positive progress. Performance assessments are provided by defendants' probation officers after consultation with program providers, and appearance by defendants is mandatory. The Courts head up a team that includes judges, prosecutors, defense counsel, treatment and educational providers, the sheriff's department, and probation.
- **Educational/Vocational Component** (Non-grant funded) The San Mateo County Office of Education through the Sequoia Adult School provide educational and vocational counseling/instruction administered by a state certified part-time Program Education Manager. The manager is responsible for tailoring

individualized education and vocational programs based on the needs of the individual. This includes GED instruction, and when appropriate, development of computer skills, specific educational skill development based on identified need. The manager coordinates linking between Sequoia Adult School and OICW and Regional Occupational Program for participants nearing completion of phase I. Additionally, participants receive job readiness counseling on how to obtain and hold a job, including resume writing and job interviewing skills. Practical components of this phase include dealing with lack of motivation, poor communications skills, inappropriate dress, lateness, and negative attitudes that can impact employment. It also deals with the everyday issues and frustrations that participants must deal with in maintaining employment.

- **Alcohol/Substance Abuse Counseling** (Non-grant funded) Counselors from Pyramid Alternatives provide alcohol/drug education counseling, treatment, intervention and other substance abuse-related services. Because cognitive distortions are likely to lead to relapse, cognitive training in the areas of reasoning and rehabilitation is provided to all participants. Services include an extensive in-depth curriculum for the educational component and groups and individualized counseling targeted specifically to all aspects of substance use/abuse, addiction, co-dependency, relationships and other related areas such as domestic violence, child abuse and AIDS.
- **Probation Services** (Grant funded) The grant will provide three grant funded probation officers, one group supervisor, and a Criminalist I for the program. Additionally, the Probation Department will provide a Legal Office Specialist and a Probation Services Manager to coordinate the project. Responsibilities are divided as follows:
- **Court Services Intensive Supervision Officer** - Responsibilities of the CSISO officer include screening applicants for the program from jail classification lists; attending in-custody arraignment calendars to screen for possible candidates; reviewing probation violators referred by probation officers; interviewing and completing assessment screening tools (AST) on all possible candidates; acting as court officer at Bridges Court sessions, and making a range of oral and written presentations. The Court Services Officer is responsible for recruitment of appropriate applicants for the Bridges Program. The officer avails himself/herself to all institutional settings in order to recruit applicants. Oral presentations to the various Probation Department staff will also be made to ensure on-going referrals.

**Phase I In-Custody Intensive Supervision Officer** - The in-custody, intensive supervision officer (ICISO) is responsible for orienting defendants to the specific terms and conditions of the Bridges program and having participants sign appropriate paperwork and orders. The ICISO monitors the activities of the defendant through the house-arrest phase of the Bridges program. Duties include conducting biweekly field calls on participants and conducting unannounced searches and urine tests. In conjunction with the group

supervisor, the ICIS officer conducts weekly random urine-analysis on each program participant. Risk classification scores and availability of telephone services dictate if participants are placed on electronic monitoring. Risk assessment impacts the level of contact required during the day-treatment phase of the program. The ICISO provides onsite program support for providers and have ongoing dialogue with them regarding the progress/problems of participants. Additionally, the ICISO provides counseling and work with probationers in developing pre-release plans, dealing with issues such as out-patient counseling, employment, housing, child-care, educational/vocational continuum, relationships, etc. In addition, the In-Custody Intensive Supervision Officer is responsible for preparing 30-day court reviews bench warrants, and other court actions.

**Phase II Aftercare Intensive Supervision Officer** – The Aftercare Intensive Supervision Officer (ACISO) is responsible for providing intensive supervision once the participant moves to the aftercare phase of the program. This is an extremely critical transition period for participants, and it's fundamental to the success of the program that the ACISO maintain a high level of intervention/contact with participants. Prior to release to aftercare, the ACIS officer meets with the participant, ICIS officer, providers, and family members of the participant to review pre-release plans. Participation in outpatient substance abuse counseling, completion of cognitive classes, and achievement of educational/vocational goals is stressed as major priorities. The ACISO is expected to conduct biweekly random urine tests on participants and conduct searches as required. The officer maintains ongoing contact with treatment providers to insure compliance with treatment goals. Additionally, the officer maintains contact with local law enforcement agencies in the jurisdictions where program participants reside, providing better controls and intelligence in terms of criminal activity and other inappropriate behavior. The After Care officer is responsible for the defendant's continued treatment after the primary phase of Bridges.

**Group Supervisor-Program Specialist** – The group Supervisor Program Specialist assists in all aspects of the program. Responsibilities are to conduct onsite urine tests on program participants, accompany the ICIS and ACIS officers in the field, conduct unannounced urine tests and searches in the field, interview potential participants in the jail, and fill various functions for probation officers when not available.

**Sheriff's Department (Grant funded)** The sheriff's department has assigned a Criminalist I to analyze urine samples taken from defendants participating in the Bridges program. Sheriff's crime lab personnel also perform analysis on contraband seized from Bridges participants. The Supervising Criminalist

reports results of all urine tests to the probation department within five days.

Additionally, the Sheriff's department provides screening of jail classification lists for appropriate candidates for the program.

Both providers and probation officers monitor participants' performance in the program. Through all phases of the Bridges, defendants violating their probation orders are required to appear before the designated Bridges Court Judge at the earliest possible date for case review/violation and imposition of appropriate sanctions. Actions that prompt violation include:

- positive urine tests
- absenteeism or chronic tardiness
- failure to attend educational or treatment classes/programs
- possession of contraband
- violation of house arrest rules, re-arrest for any offenses, and violation of individual contract conditions and/or conditions of probation.

During Phase I, all participants are required to appear on a monthly basis before designated Bridges judges for case reviews/progress reports. At the court hearing, the judge receives input from the probation officer(s), district attorney and educational and treatment providers. Based on the information provided, the Judge may advance the participant to the next phase of the program, modify conditions of treatment/ counseling, or just provide feedback in terms of participants' progress in the program.

Beyond completion and graduation from the Bridges program, measures of success include:

- improvements in participants' relationships with family members
- improvement in relationships with employers
- maintaining and/or obtaining full-time employment
- obtainment of treatment and educational goals
- absence of substance relapse and/or subsequent law violations/convictions

All these factors are measured on a monthly basis through implementation of a data collection system. A periodic record check for new arrests and convictions is conducted both on individuals removed from the program, and individuals completing the program, and a comparison made between the two groups. Financially, we anticipate we are able to show cost savings to the Sheriff's department and county in terms of up-front

savings in court ordered incarceration costs, and through future cost avoidance by a lowering of the recidivism rate.

**C.) Goals, Objectives, Activities, Performance Measures, and Activities:**

**Mandatory Goal:** *During the grant year, reduce illegal activities of targeted offenders through a multi-agency collaboration involving law enforcement, prosecution and probation.*

**Goal 1:** Identify and screen individuals who would benefit from participation in an alternative sentencing, day-treatment program. The Bridges program will substitute incarceration with intensive, daily individual and group treatment in areas of substance abuse, educational achievement, computer literacy, vocational training, and job search skills with the end goal of significantly impacting recidivism and relapse rates.

**Objective 1:** Screen appropriate applicants for involvement in the Bridges Program.

**Activities:**

- Fill out applicant screening tool in 100 percent of cases interviewed.
- Conduct face to face interviews in 90% percent of cases meeting preliminary screening requirements,
- Conduct criminal history checks in 100 percent of the cases otherwise qualified for program

**Performance Measures:**

- Number of applicant screening forms completed during a month.
- Number of applicants personally interviewed after determination of preliminary eligibility.
- Number of CII checks conducted on defendants screened for program

**Outcome:** Referral of appropriate candidates into the program consistent with program eligibility criteria, maximizing effectiveness of program and minimizing threat potential to community.

**Objective 2:** Provide comprehensive, accurate reports to the Bridges Judges to insure appropriate, qualified candidates are placed in the Bridges program.

**Activities:**

- Provide timely oral and written reports for Bridges Judges at the initial sentencing hearing.
- Provide court coverage of 100 percent of all Bridges intake hearings.
- Submit written reports for the Bridges sentencing calendar one day prior to the sentencing hearing.

**Performance Measures:**

- Number of written sentencing reports submitted to the Bridges Court per month.
- Number of oral presentations at Bridges Court intake hearings.
- Number of Bridges Court calendars covered per month.
- Number of sentencing reports submitted one day prior to Bridges Court intake calendar.



**Outcome: Placement of a sufficient number of appropriate applicants in program to maintain funding for service providers.**

**Objective 3)** Review and modify the offender criteria used for program eligibility to identify appropriate participants for the program.

**Activities:**

- Meet quarterly with Bridges Judges regarding offender profile and success rates.
- Meet with program providers regarding success in working with specific offender categories.
- Review statistics regarding profile of program failures.

**Outcome: Improved relapse and recidivism rates based on refined profile of offenders benefiting from inclusion in the Bridges program.**

**Goal 2: Provide Intensive Supervision of all probationers participating in the phase I, day-treatment portion of the Bridges program.**

**Objective 1:** Insure that all phase I participants comply with the Bridges probation condition they abstain from the use of alcohol and controlled substances.

**Activities:**

- Perform a minimum of one scheduled urine test a week on all phase I participants.
- Perform a minimum of one random urine test every two weeks on all phase I participants.
- Conduct a minimum of one monthly unannounced residence search on all phase I participants.

**Performances Measures:**

- Percentage of phase I probationers receiving a minimum of one scheduled urine test weekly.
- Percentage of phase I participants receiving one or more random urine tests weekly.
- Percentage of phase I participants receiving a minimum of one unannounced residence check a month.
- Percentage of phase I participants testing positive for controlled substances/alcohol.

**Outcome: Safeguard the community and reduce recidivism by removing or placing increased sanctions on participants who test positive for alcohol/controlled substances prior to their resorting to crime to support their relapse.**

**Objective 2:** Insure that all phase I participants are enrolled in day-treatment substance abuse counseling.

**Activities:**

- Have weekly meetings with all phase I participants to review progress in counseling.

- Have weekly contact with phase I, substance abuse treatment providers, to insure participants are attending substance abuse counseling.
- Monitor daily attendance sheets to insure attendance.

**Performance Measures:**

- Percentage of phases I participants attending counseling.
- Percentage of phases I participants reviewed weekly with treatment providers.
- Percentage of weekly meetings with phases I participants.

**Outcome: Reduced relapse and recidivism rates due to resolution of the underlying emotional behavioral issues prompting the substance abuse problem.**

**Objective 3:** Insure that all phase I participants comply with house arrest conditions.

**Activities:**

- Provide electronic monitoring on cases deemed at high risk for relapse and/or recidivism.
- Conduct one random residence check each month on non-EMP cases.
- Conduct random telephone checks on a weekly basis.

**Performance Measures:**

- Percentage of phase I participants classified as high-risk receiving electronic measuring.
- Percentage of phase I cases in which random, monthly residence checks were performed.
- Percentage of phase I cases in which the minimum weekly telephone check was conducted.
- Number of phase I participants violating the house arrest condition of probation.

**Outcome: *Timely intervention, filing of probation violations, in cases where participants are violating program conditions and are at risk of relapse or recidivism, resulting in reduction of overall crime rate.***

**Goal 3: Provide intensive supervision of all probationers participating in the phase II, aftercare portion of the Bridges program, improving the overall success rate and reducing relapse and recidivism.**

**Objective 1:** Insure that all phase II participants comply with the Bridges probation condition that they abstain from the use of alcohol and controlled substances.

**Activities:**

- Perform a minimum of one scheduled urine-test a month.
- Perform a minimum of one random urine-test a month.
- Perform a minimum of one residence search a month for contraband.

**Performance Measures:**

- Percentage of phase II participants receiving a minimum of one monthly scheduled urine-test.
- Percentage of phase II participants receiving a minimum of one monthly random urine-test.
- Percentage of phase II participants having one or more random monthly residence searches conducted.
- Monthly percentage (number) of phase II participants testing positive for alcohol/ controlled substances.

**Outcome:** *Removal and violation of inappropriate participants violating Bridges program conditions, who are at risk of relapse or recidivism, reducing the overall crime rate and safeguarding the community.*

**Objective 2:** Insure that all phase II participants attend aftercare, substance abuse counseling as ordered.

**Activities:**

- Meet bimonthly with phase II participants to discuss progress in substance abuse treatment.
- Have monthly meetings with aftercare treatment providers regarding treatment progress of phase II participants.
- Require 90 % + of phase II participants to attend out patient, substance abuse counseling.

**Performance Measures:**

- Percentage of phase II participants meeting bimonthly with the Bridges aftercare officer.
- Percentage of phase II participants discussed by probation officer with treatment providers.
- Percentage of phase II participants ordered to participate in substance abuse treatment.

**Outcome:** Improved recidivism/ relapse rates for phase II participants through mandated involvement in substance abuse counseling/treatment.

**Objective 3:** Successful transition to and completion of phase III of the Bridges program.

**Activities:**

- Completion of required phase II outpatient counseling requirements prior to graduation.
- Transition planning involving participant, providers, phase II & III probation officers, and family.
- Appearance of all phase II graduates before the Bridges Judges to recognize their achievements

**Performance Measures:**

- Percentage of transition planning held on cases graduating from phase I to phase II.
- Percentages of participants graduating from phase II.
- Percentage of phase II participants before Bridges Judges for graduation recognition.

**Outcome:**

Successful transition of participants from the phase I and II Intensive Supervision components of the Bridges

program, to phase III.

### **Implementation of Grant**

A County Steering Committee comprised of the District Attorney, Chief Probation Officer, Sheriff, and Police Chiefs would retain oversight responsibility and receive quarterly updates and information from the Governing Board regarding the program. The actual governing board is made up of four Superior Court Judges, Chief Probation Officer, District Attorney, a representative from San Mateo County School Department, Executive Director of the Private Defender Program, and the San Mateo County Sheriff.

As previously noted the Bridges Program is being implemented by the Chief Probation Officer of the San Mateo County Probation Department, in conjunction with the Superior Court of San Mateo County and the San Mateo County Sheriff's Department. The Deputy Chief Probation Officer of the Adult Division has primary responsibility for the program and directly supervises the Director of Adult Services. The Director in turn supervises the Probation Services Manager in charge of the Deputy Probation Officers and Group Supervisor and acts as overall project coordinator.

The District Attorney supervises the Chief Deputy who provides direct oversight of the Bridges Program and has overall responsibility for prosecution of participants in the program.

The San Mateo County Sheriff has authority over the Lieutenant in charge of the crime laboratory, who has direct authority over the Bridges Criminalist I. The Lieutenant insures that the analysis of urine samples meets evidentiary standards and that results are accurate and timely.

The San Mateo County Probation Department consists of four divisions: Administration, Adult Services, Juvenile Services and Institutional Services. This department employs approximately 400 people including Probation Officers, Group Supervisors, Cooks, Nurses, Office Support Staff, etc. Administrative offices are located in San Mateo, California, while the Bridges Program will be located in a rented commercial building located in Redwood City. Services range from staffing Juvenile Hall, Juvenile Probation and Placement, Adult Investigations/Supervision, County Parole, Drug & Domestic Violence Court units, and Victim services.

The mission of the Probation Department is to "protect the public by providing quality, cost effective services with the purpose of reducing the incidence and impact of delinquency and crime, and assisting in the re-socialization of the offender while providing support to victims."

### III.) BUDGET NARRATIVE:

The following budget is proposed to support the above-stated objectives and activities both efficiently and economically, providing direct services to the Bridges Program of San Mateo County.

Duties of Program staff directly support the proposed objectives, and staff has no commitments other than the Program.

No unusual expenditures are foreseen. All increases in salary are contained in County Memoranda of Understanding and are included in the quoted salaries

#### A. PERSONNEL SERVICES:

**SALARIES AND BENEFITS** follow exactly the schedules approved by the San Mateo County Board of Supervisors and the Employee and Public Services Department (Personnel) of San Mateo County. In the case of the PROBATION DEPARTMENT, employee representatives are the Probation and Detention Association, AFSCME and SEIU.

As a result of bargaining with PDA, the County has agreed to a 5.5% salary increase effective October 14, 2001.

The total amount of the 2001-2002 Byrne grant allocation for San Mateo County is \$361,674.

The **COORDINATOR** position for the grant is a PSM I (Probation Services Manager I) position. This position is not grant funded, and consequently the department will assume the personnel cost associated with this position.

The following personnel positions are funded by the grant. Three **DEPUTY PROBATION OFFICER** positions are reflected in the grant proposal. All three officers provide intensive supervision services as outlined in the grant strategy. One officer performs ISP Supervision in the day treatment custodial phase of the program; a second provides ISP supervision in the aftercare phase; and the third interviews and identifies potential candidates for the program in the county jail and covers all Bridges Court hearings.

The **GROUP SUPERVISOR** position was designed as a multi- faceted position, responsible for taking urine samples and providing other support services for the three Bridges probation officers, including accompanying them in the field and providing onsite coverage and counseling at the program. The Group Supervisor position also conducts random phone checks on phase I participants. The group supervisor position also allows some flexibility in terms of coverage should a probation officer be ill, on vacation, or at training. All three staff members identified for probation officer positions in the Bridges program are veteran

staff with a range of experience in various positions.

All three probation officers are well respected by the Bridges' Judges and each brings unique abilities into the program. The individual identified for the Group Supervisor position is a former probation officer with 30 years in the field. All four positions are 100% dedicated to grant activities and consequently are fully funded by the grant.

The **CRIMINALIST I**, unclassified, position performs all urine analysis for Bridges participants. A report is certified and provided to the officer taking the urine analysis on each test processed. As required, the **CRIMINALIST I** will testify in court regarding the accuracy of the analysis of the samples. This position is 100% funded by the grant.

**B. OPERATING EXPENSES: (limited to costs of mandatory OCJP conferences.)**

Listed categories, necessary for the physical operation of the Program, are essentially self-explanatory, with the following notations:

**Facility Rental:** Space for the program is currently provided, and paid for, by the San Mateo County Probation Department at no expense to the grant. Initially, the program was housed in a Sheriff's Department facility, but the program was moved to a more centrally located site, convenient to public transportation and County offices.

**Meetings/Conferences:** This category includes the OCJP mandatory conference attendance guidelines while following the San Mateo County travel/per diem policy.

**Mileage Reimbursement:** Grant mileage costs to be paid by the San Mateo County Probation Department.

**Training and Education:** In order to conserve revenue, the San Mateo County Probation Department has arranged with the Probation Department's training coordinator, and the San Mateo County Training and Education Office, to accept grant staff without cost, on a space available basis, for all appropriate training. Suggested classes would include officer safety training, crisis intervention, cognitive training, criminal justice related computer operation, relapse prevention, drug identification, and substance abuse awareness/intervention.

Other services provided, but not charged for, by the Probation Department include: computer maintenance

and upgrade, LAN/Internet and Criminal Justice Information System connections, Risk Management costs (property insurance), and internal office mail system with twice daily delivery. Additionally, the department provides office support services for reception, data collection and tracking, services of the Director of Adult Probation (personnel issues, meetings), free lunches, mileage and availability of probation department cars, use of interview/conference rooms throughout the County, and use of the probation ID Desk for procurement of DMV and DOJ information.

### **C. Equipment/Supplies**

Presumptive drug testing kits are listed under expenses. The kits are used to provide immediate testing results in situations in which staff believe a Bridges participant is under the influence of a controlled substance and needs to be immediately removed from the program and placed in secure custody. Additionally, a relatively small amount is requested for purchase of miscellaneous office supplies. The San Mateo County Probation Department will absorb the bulk of the costs in this category, but the amount reflected will provide some assistance in this area.

Three cell phones are being requested in the current reapplication for safety reasons. They will allow better communication between POs and the unit supervisor; provide POs in the field the ability to conduct random phone checks on participants; provide the ability to run record checks and access case history through county records; and allow officers to contact local police departments for collateral support when required.

The Bridges program is based on Phase I participants attending daily treatment /education classes. For the first 90 days of the program, participants are required to focus on treatment and education components and cannot work. Consequently, many of the participants cannot afford the cost of transportation to the program and need to be subsidized in this area. Additionally many of the participants have lost their license and are dependent on public transportation. In light of the above, we are requesting monies in the grant to help fund this expense.

Computers are used to store/access program database information, access county/departmental criminal justice information, and prepare reports for the Bridges Courts. The San Mateo County Probation Department will continue to provide support service and any additional equipment required.

BUDGET CATEGORY AND LINE-ITEM DETAIL	
A. Personnel Services – Salaries / Employee Benefits	COST
<b>DEPUTY PROBATION OFFICER (1) – 100% Time</b>	55,392.98
(0000) Biweekly 26 pay periods	
<u>Percent of Salary Benefits</u>	
(4320) Retirement (22%)	12,186.45
(4321)	
<b>Statutory Benefits (6%)</b>	3323.57
(4510) Worker's Compensation	
(4450) Unemployment	
(4312) Medicare	
<b>Yearly Fixed Benefits (7%)</b>	
(4410) Health Insurance	3877.50
(4420) Dental	
<b>Other (.04%)</b>	
(4431) Vision	221.57
(4441) Life Insurance	
<b>(4442) Long Term Disability</b>	



BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
A. Personnel Services-Salaries/Employee Benefits	
<b>DEPUTY PROBATION OFFICER (2) - 100% Time</b> (0000) Biweekly 26 pay periods	55,436.10
<u>Percent of Salary Benefits</u>	
(4320) Retirement (22%)	12,195.94
<b>Statutory Benefits (6%)</b>	
(4510) Worker's Compensation	3326.16
(4450) Unemployment	
(4312) Medicare	
<b>Yearly Fixed Benefits (7%)</b>	
(4410) Health Insurance	
(4420) Dental	3880.52
<b>Other (.04%)</b>	
(4431) Vision Insurance	
(4441) Life Insurance	221.74
(4442) Long Term Disability	
<b>DEPUTY PROBATION OFFICER (3) - 100% Time</b> Biweekly 26 pay periods	
(4320) Retirement (22%) (4321)	62,302.23
<b>Statutory Benefits (6%)</b>	
(4510) Worker's Comp.	13,706.49
(4450) Unemployment	3738.13
(4321) Medicare	

<b>BUDGET CATEGORY AND LINE-ITEM DETAIL</b>	
<b>A. Personnel Services – Salaries / Employee Benefits</b>	<b>COST</b>
<b>Yearly Fixed Benefits (7%)</b>	4,361.15
(4410) Health Insurance	
(4420) Dental Insurance	
<b>Other (.04%)</b>	249.20
(4431) Vision Insurance	
(4441) Life Insurance	
(4442) Long Term Disability	
(4443)	
<b>(0000) JUVENILE GROUP SUPERVISOR (EXTRA-HELP 2/3 )</b>	25661.71
<b><u>Percent of Salary Benefit</u></b>	
(4320) Retirement	N.A.
<b>Statutory Benefits (6%)</b>	1,796.31
(4510) Workers' Comp.	
(4450) Unemployment	
(4312) Medicare	
<b>Yearly Fixed Benefits (7%)</b>	N.A.
(4410) Health Insurance	
(4420) Dental	

BUDGET CATEGORY AND LINE-ITEM DETAIL		
A. Personnel Services – Salaries / Employee Benefits		COST
<b>Other (.04%)</b>		
(4431) Vision Insurance		
(4441) Life Insurance		
(4442) Long Term Disability		
<b>Criminalist I</b>		\$64,455.00
Benefits		20,534.08
<b>Projected overtime for three fulltime positions</b>		\$4328.48
104 hours x \$41.62 = \$4328		
(Based on approximately 34 hours of overtime per officer per grant year)		
<b>PERSONNEL TOTAL</b>		\$351,198.31

BUDGET CATEGORY AND LINE-ITEM DETAIL		
B. Operating Expenses		COST
<p>(1) <b>Supplies</b>                      Presumptive drug testing kits 120 x \$16.50                      Cellular phones (3)                       Misc. Program office supplies</p>	<p>\$1,980                      \$1200                       \$1,000</p>	
<p>(2) <b>Transportation</b>                       Bus passes for program participants (100 x \$38)</p>	<p>\$3,800</p>	
<p>(3) <b>OCJP Mandated Training</b></p>	<p>\$2495</p>	
<p>(5721) Air fare (SFO/LAX/?) = \$260 x 3 = \$780                      Hotel (\$79.00 + tax) = \$90 x 3 nights x 3 = \$810.00                      Registration = 3 x \$75 = \$225                      Meals (\$32.50 per day) x 3 x 4 days = \$390                      Shuttle (round trip) = \$30 x 3 = \$ 90                      Miscellaneous = \$200                      Total = \$2495</p>		
<b>OPERATING EXPENSE TOTAL</b>	<b>\$10,475</b>	

					<b>TOTAL</b>
<b><u>PROJECT TOTAL</u></b>					<b>\$361,673</b>
<b><u>FUND</u></b>	<b><u>FEDERAL</u></b>	<b><u>STATE</u></b>	<b><u>CASH</u></b>	<b><u>IN-KIND</u></b>	
<b>DISTRIBUTION</b>			<b>MATCH</b>	<b>MATCH</b>	
1. Amount of Funds	\$361,674		-----	-----	
2. Percentage of Funds	100%				

2