

# Tompkins County

## Department of Probation and Community Justice

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*Inclusion Through Diversity*

ANNUAL

REPORT

2015

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# Director's Message



*Patricia Buechel*  
*Probation Director*



**TOMPKINS COUNTY DEPARTMENT  
of PROBATION and COMMUNITY JUSTICE**  
320 West State/Martin Luther King Jr. Street  
Ithaca, New York 14850

**April 2016**

## Director's Message

I am pleased to provide you with the 2015 Annual Report of the Tompkins County Department of Probation and Community Justice. As you will read in the upcoming pages, the department continues to be committed to providing quality written reports to the courts and creative supervision strategies for our justice involved juvenile and adult offenders. It is this commitment that has proven beneficial to our clients and the community, as can be seen by our documented performance measures and outcomes.

One unique change that has occurred over the past year is this department's philosophical stance regarding the phrasing "alternatives to incarceration," which by default presumes that incarceration is the presumptive sentence. This department has engaged in a paradigm shift away from this presumption to a more positive approach of recommending enhancements for an offender both at the sentencing and supervision stages that will improve success rates while at the same time keep the community safe. This shift is more aligned with the movement in applying graduated responses and evidence based practices for offender behavior.

This department was successful in accomplishing major goals last year, including implementing a credit card payment system, achieving high marks in an audit of our restitution and fee collection policies and the transition of our Day Reporting Program out of the Old Library and into our new space within the Human Services Building. Legislation regarding raising the age of criminal responsibility to age 18 did not materialize last year and will continue to be in the forefront in 2016 with the potential of bringing sweeping reform to how this department and the justice system will be working with youth. The concept of reentry and transitioning inmates from the jail into the community will also continue to be in the forefront in 2016 as this department, along with other community stakeholders, work collaboratively to develop a program to reduce recidivism and end the revolving door syndrome. Finally, in a career field that can be overwhelming and stressful, this department is placing emphasis on supporting and encouraging employee physical health and emotional wellbeing.

This department is proud to be a major partner in the criminal justice system along with police agencies, the District Attorney's office and the courts. Our focus remains on providing evidenced based practices and a system of graduated responses in the course of supervision to encourage success and reduce recidivism while concurrently promoting public safety. We look forward to the challenges ahead in 2016 in our ever evolving field of juvenile and criminal justice and to continuing our role in community partnerships.

Patricia Buechel  
Probation Director

A handwritten signature in black ink that reads "Patricia Buechel". The signature is fluid and cursive.

# Our Mission

**It is the mission of this Probation Department to provide the community with mandated as well as voluntary criminal and family court services in order to reduce reliance on incarceration and the court system by facilitating the rehabilitation of individuals in a manner which promotes personal responsibility, improved family functioning, public safety, and reparation for victims.**

## Our Guiding Principles

### **Our beliefs about the people we serve:**

1. We believe that community protection and public safety is a priority in the delivery of rehabilitative services to our clients.
2. We believe that clients should be held accountable to their victims and the community whom they have harmed by their actions.
3. We believe that all people possess strengths and have the potential to make positive changes and better decisions in their lives.
4. We believe that clients can learn to take personal responsibility for their actions through the use of graduated sanctions.

### **Our beliefs about our staff and department:**

1. We believe employees shall strive for professional excellence for themselves and the Department.
  2. We believe employees shall perform their duties with honesty, integrity and professionalism that is free of any form of bias or discrimination.
  3. We believe employees shall embrace and strive to understand issues of cultural diversity amongst our clients and staff.
  4. We believe that staff shall be an agent and motivator for change by using best practices in the field of probation.

## Our 2015 Goals - What We Accomplished

1. **The Probation Director shall explore the concept of jail re-entry and transition into the community by participating in a subcommittee comprised of community stakeholders.**
  - ✓ *The Probation Director acted as Co-Chair of the Reentry Subcommittee (RES), charged with developing recommendations for a Reentry program to effectively transition inmates from the Tompkins County Jail back into the community. This report was finalized in September 2014 and submitted to the Tompkins County Legislature. This goal will continue into 2016.*
  
2. **To ensure that our current collections policy and procedures meet best practices and accounting standards, the department will participate in an audit by the Tompkins County Finance Department**
  - ✓ *An audit was completed on the department's collection policy and procedures and resulted in high marks for our current practices.*
  
3. **In an effort to improve our financial collections and better serve victims, the department will implement an internet-based credit and debit card payment solution. This will be an added method of payment to our current practice of accepting cash, checks and money orders.**
  - ✓ *The department implemented the credit card payment system in April 2015 which has proven to be a viable option of financial collection.*
  
4. **The Probation Director will monitor the status of any proposed legislation to change the age of criminality from 16 to 18 years of age and advise the County Administrator and County Legislature as necessary.**
  - ✓ *The Probation Director kept abreast of proposed legislation in 2015. As no action occurred on this issue, the goal will carry over to 2016.*
  
5. **Probation Director and Senior Staff shall continue to have oversight of the new building construction that will house the Day Reporting program and successfully transition the staff and programming components into the new site.**
  - ✓ *The Day Reporting Program and staff successfully transitioned into the new space within the Human Services Building in September 2015. An Open House for the community was held on October 5, 2015.*

## Our 2016 Goals

1. The Department of Probation and Community Justice shall continue to be a community stakeholder in the development of a Reentry program in Tompkins County.
2. The Probation Director will monitor the status of any proposed legislation to change the age of criminality from 16 to 18 years of age and advise the County Administrator and County Legislature as necessary.
3. The Department of Probation and Community Justice shall promote employee emotional and physical health by encouraging participation in primary and secondary trauma training and by exploring the establishment of a peer support group within the state organization.
4. The Department of Probation and Community Justice shall continue to be a leader in workplace violence related trainings and drills to improve safety of all HSB employees.

# 2015 Staff Listing

(as of 12/31/2015)

**Probation Director**

Patricia Buechel

**Deputy Director**

David Wolf

**Administration**

**Administrative Assistant IV**

Laurel Rockhill

**Systems Analyst**

Susan Moore

**Senior Account Clerk Typist**

Kelly Blake

**Administrative Assistant III**

Jennifer Southworth

**Administrative Services Coordinator**

Ujjal Mukherjee

**Probation Assistant**

Bernadette Stranger

**Information Aide**

Diane Achilles

**Probation Supervisors**

**Criminal Court Supervisor**

Dan Cornell

**Criminal Court II Supervisor**

Karla Brackett

**Family Court Supervisor**

Jan Gorovitz

**Senior Probation Officers**

**Ithaca Community Treatment Court**

Paul Neugebauer

**Greatest Risk Supervision**

Stacie Burgos

**Juvenile Greatest Risk Supervision**

Gladys Larson

**Tompkins County Felony Drug Court**

Harold Gregoire

**Tompkins County Felony Drug Court**

Robert J. Devens

**Day Reporting and SWAP**

Karen Burns

**Probation Officers**

**Criminal Court Sex Offenders**

Abigail Bixby

**Criminal Court and Child Support**

Carmen Hockett

**Criminal Court Investigations**

Jarrold Newcomb

**Criminal Court—DV caseload**

Michelle Preshur

## Staff & Department Milestones

### Probation Officers (con't)

Criminal Court - DWI	Michael Herrling
Criminal Court -DWI	Denise Hayden
Criminal Court	Christine Ion
Criminal Court	Tom Partigianoni
Family Court	Nick Flanigan
Family Court	Angela Kehoe
Family Court	Kate Horey
Family Court	Holly Alzitoon

### Work Project Supervisors:

William Apgar  
James Bond

### Security Officer:

Richard Brewer

### Transition Workforce Employment Specialist:

Kathy Lind

## *Years of Service to the Probation Department*

### *10+ Years*

Rich Brewer  
Karen Burns  
Michael Herrling  
Kate Horey  
Gladys Larson  
Kathy Lind  
Tom Partigianoni

### *15+ Years*

Abigail Bixby  
James Bond  
Karla Brackett  
Rob Devens  
Christine Ion  
Ujjal Mukherjee  
Jarrod Newcomb

### *20+Years*

William Apgar  
Kelly Blake  
Daniel Cornell  
Carmen Hockett  
Laurel Rockhill

### *25+ Years*

Patricia Buechel  
Stacie Burgos  
Janice Gorovitz  
Harold Gregoire  
Bernadette Stranger  
David Wolf

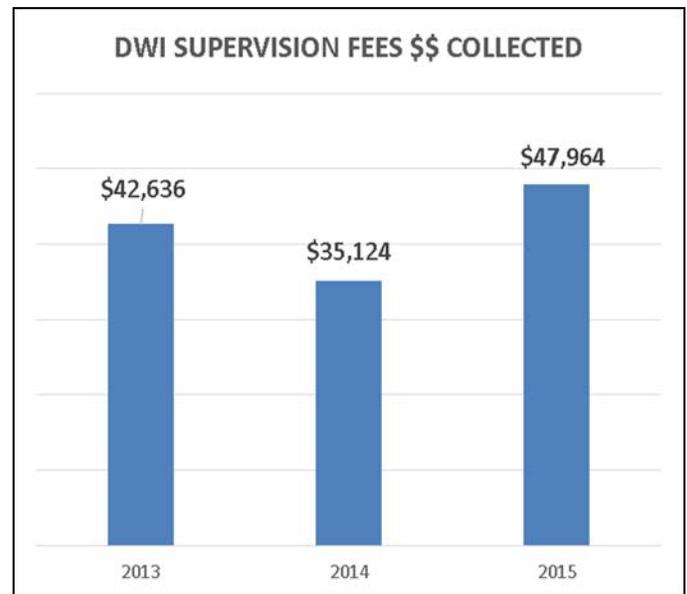
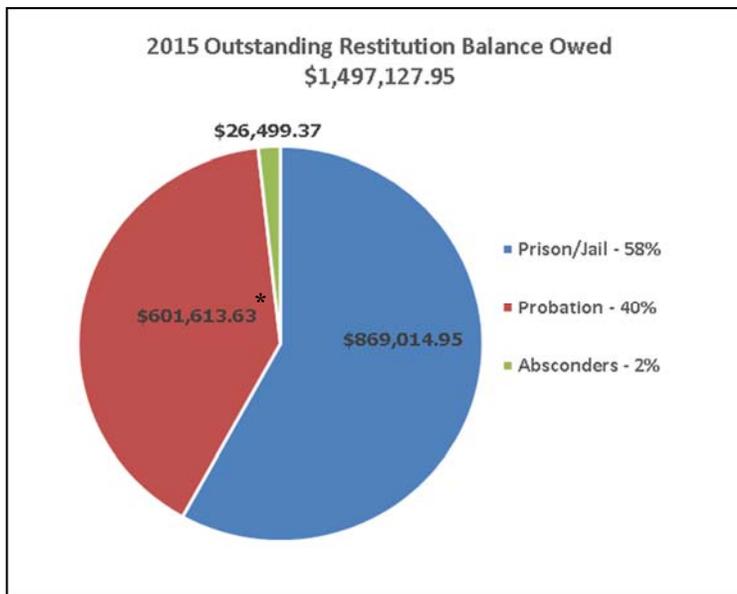
# Restitution and Fee Collection

*Submitted by Laurel Rockhill, Administrative Assistant*

Charges are sometimes levied by the local courts against defendants in the form of fines, surcharges and/or restitution to crime victims. The Probation Department is frequently ordered by the Courts to collect such levies, monitor payments, disburse monies to victims, and report on the status of each case to the appropriate Court.

## 2015 ACTUAL DOLLARS COLLECTED AND DISBURSED

	Criminal Court Restitution	Designated Surcharge	Family Court Restitution	Fines & Mandatory	Interest	Totals
Beginning balance carried from 12/31/14	\$2,205.21	\$-1.33	\$50.00	\$370.00	\$9.20	\$2,633.08
Money Received 01/15 - 12/15	\$89,114.55	\$5,001.86	\$0.00	\$1,025.00	\$7.01	\$95,148.42
Money Disbursed 01/15 - 12/15	\$84,225.13	\$4,765.76	\$50.00	\$955.00	\$0.00	\$89,995.89
End Balance 12/31/15	\$7,094.63	\$234.77	\$0.00	\$440.00	\$16.21	\$7,785.61



\*This amount includes one restitution order received in 2014 totaling \$405,252.59

### **Probation Facts:**

*“Restorative justice is a response to crime that focuses on restoring the losses suffered by victims, holding offenders accountable for the harm they have caused, and building peace within communities.”*

# Family Court Diversion Services

*Submitted by Jan Gorovitz, Probation Supervisor*

## DIVERSION SERVICES

As an alternative to court involvement, the Family Court Act provides for local Probation Departments to offer diversion services. The purpose of diversion services is to **divert** cases from going to Family Court. Diversion services are the **only voluntary service** offered by the Department of Probation and Community Justice and the only service able to be accessed on a walk-in basis and without a court order. Our department concentrates its diversion efforts on matters related to youth. These youth are identified as Persons in Need of Supervision (PINS) or Juvenile Delinquents (JD).

Family Court Probation Officers also provide daily intake coverage Monday through Friday. This means that they are the designated contact for the Probation Department if and when people from the community come looking for information or guidance for any family related matter. Calls are often from parents looking for advice or help with their child. The parent/guardian is walked

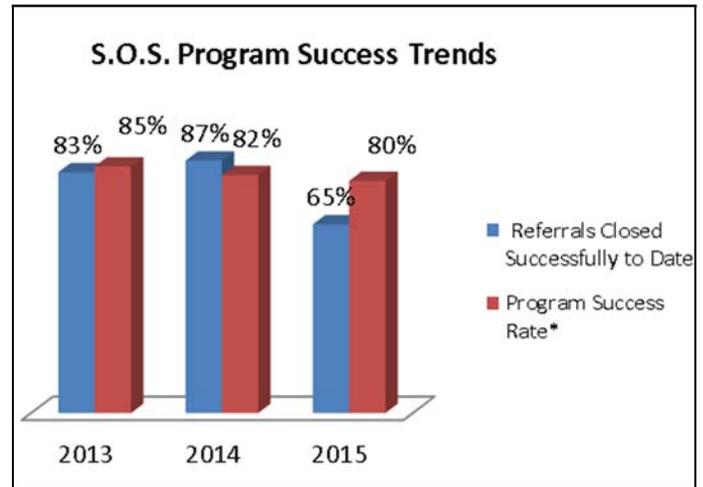
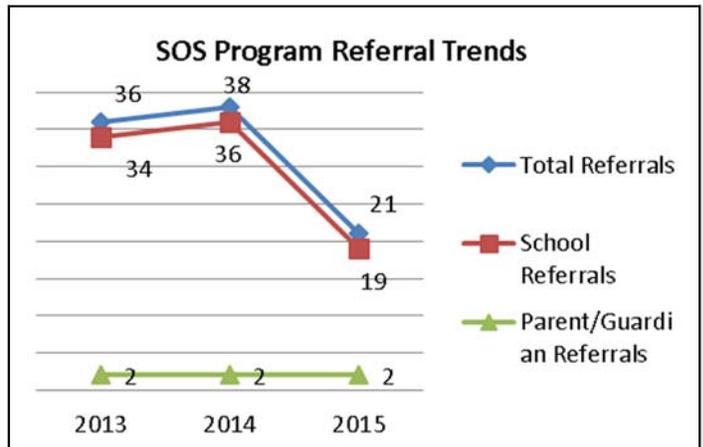


through the services offered through the PINS Diversion Program and informed of the services available in the community.

### Strengthening Our Students (S.O.S)

In an attempt to identify youth that exhibit PINS-like behaviors before those behaviors become ingrained and fixed, the department developed a program called **Strengthening Our Students**.

- ~ This program allows schools and parents to make early identification of children who show a tendency for truancy, ungovernability, or run-away behavior.
- ~ A probation officer connects with the youth as soon as the parent or school administrator identify concerns about the youth's behavior and before a "pattern of behavior" is established.
- ~ This program is short-term, usually four to eight weeks, and is geared toward diverting youth from a referral to the more formal PINS Diversion Program.



**\*Program success** is defined as total cases which successfully utilized SOS in 2015 and after 6 months have avoided further contact with the Juvenile Justice System.

### Probation Facts:

*To date, 80% of the youth who utilized S.O.S services in 2015 and successfully completed the program have avoided further contact with the Juvenile Justice System six months after case closing.*

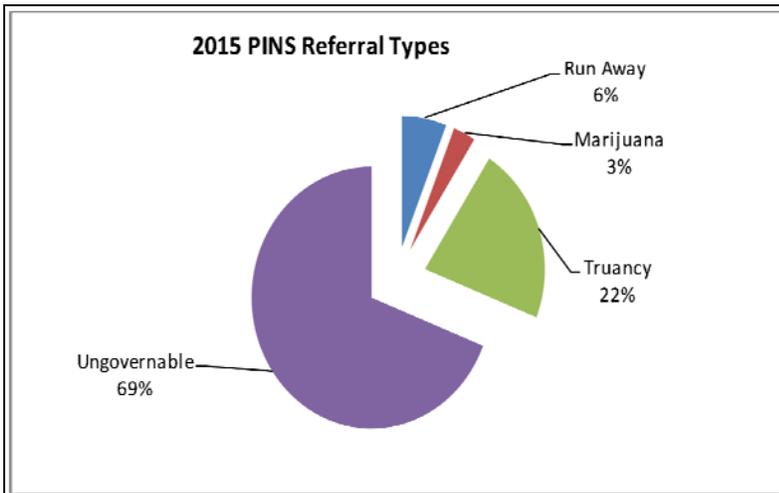
# Family Court Diversion Services

*Submitted by Jan Gorovitz, Probation Supervisor*

## PINS

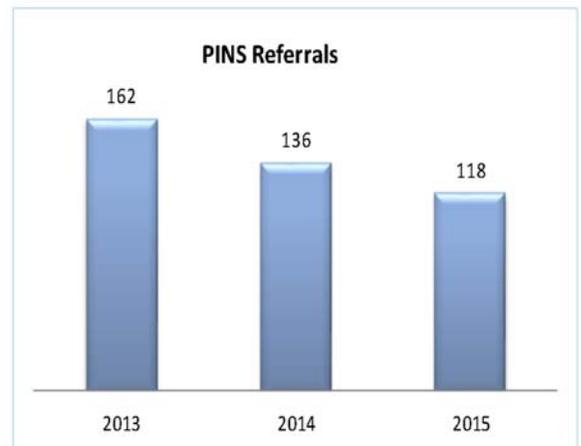
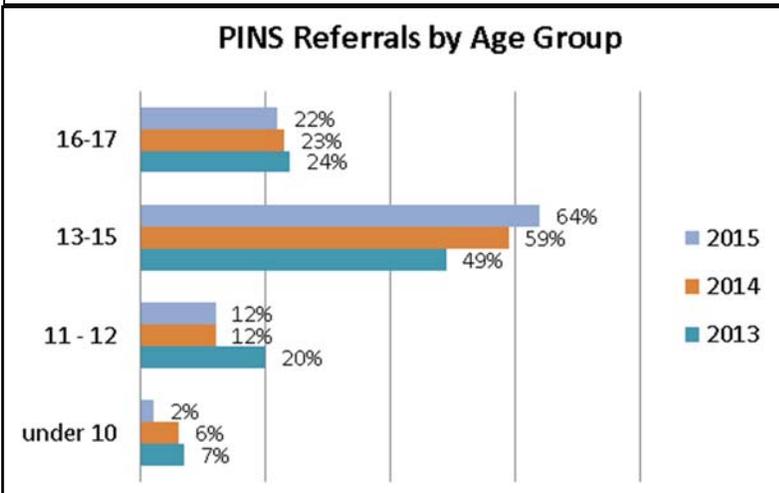
A Person in Need of Supervision is a youth under the age of eighteen who is showing a pattern of habitual disobedience, running away, curfew violations, substance abuse, violent behavior, or school truancy problems. Most PINS referrals are made by parents or school districts. PINS Diversion Services attempt to resolve the conflicts that brought a youth to the attention of the Probation Department by offering supervision, guidance, and referrals to community resources. Referrals may be made for individual and/or family counseling, substance abuse evaluations and treatment, mediation, youth advocacy programs, respite, or educational and employment assessments and opportunities. Probation Officers work closely with schools to address issues of truancy and/or behavior problems by meeting with teachers, advocating for testing or support services in the school, and by helping parents develop more communication with the school administration. Probation Officers within the Family Court unit are assigned to specific school districts and are present at those schools on a weekly basis.

In 2015, the Tompkins County Probation Department received **118** PINS referrals: **35** complaints were initiated by parents, **73** by school administrators, **6** by police, **3** by the Department of Social Services and **1** other.



**In 2015, of the 115 cases closed:**

- 44%** were closed as successfully adjusted
- 59%** of youth were engaged in services
- 81%** avoided being referred to the Family Court for further PINS proceedings



**Probation Facts:**  
*Family Court Probation Officers are in the schools every week meeting with youth and acting as a resource to school staff in identifying at-risk youth.*

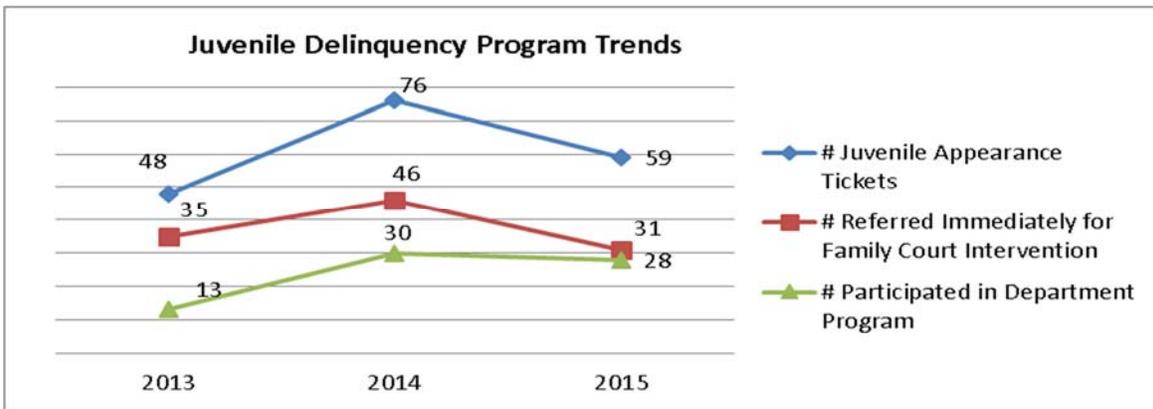
# Family Court Diversion Services

*Submitted by Jan Gorovitz, Probation Supervisor*

## JUVENILE DELINQUENCY

The Tompkins County Probation Department also offers diversion services to youth issued a Juvenile Appearance Ticket by local police agencies. A Juvenile Delinquent is defined as a person over seven and less than sixteen years of age, who commits an act which, if committed by an adult, would constitute a crime. The youth is required to write a letter of apology to the victim(s), complete community service, pay restitution [if applicable], and remain law-abiding.

- ~ In **2015**, this department received **59** Juvenile Appearance Tickets. The crimes committed included a wide range of offenses such as Assault, Burglary, Criminal Possession Stolen Property, Criminal Mischief, Falsely Reporting an Incident, Criminal Possession Weapon, Menacing, and Petit Larceny.
- ~ Of the 59 tickets, **31** were referred immediately for Family Court intervention, and **28** youth participated in this department's Diversion program.
- ~ Of the 28 youth who participated in the JD Diversion program, to date, 24 or **(92%)** successfully completed the program requirements and 2 cases were terminated with no adjustment and 2 cases remain open.



**Probation Facts:**

*To date, of the 2015 closed Juvenile Delinquency cases, 92% have been successfully diverted from the Family Court System.*

# Family Court Investigations

*Submitted by Jan Gorovitz, Probation Supervisor*

## FAMILY COURT INVESTIGATIONS

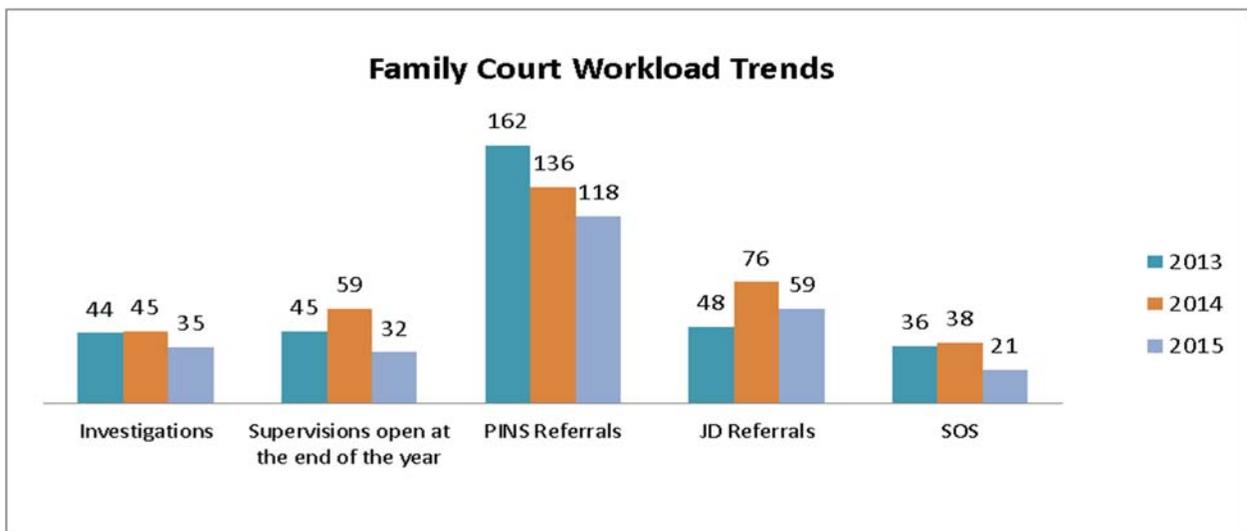
The Family Court Act requires that a predispositional investigation be conducted for all Designated Felony cases (defined as an act which if committed by an adult, would constitute a crime of murder, kidnapping, arson, various sexual offenses, etc). For other Juvenile Delinquency and Person In Need of Supervision cases, a predispositional investigation is discretionary. In addition, the Family Court may order investigations involving custody and visitation matters and adoption requests.

These reports provide information regarding:

- ~ Respondent’s legal history
- ~ Respondent’s version of the petition before the court
- ~ Respondent’s ability to pay restitution
- ~ A review of the family home, the family composition, and an assessment of the strengths and weaknesses of each party living in that home
- ~ Respondent’s needs and achievements in the educational and employment arenas
- ~ Identification of any drug and alcohol issues or mental health needs that may impact the respondent’s ability to act appropriately in the community or ability to parent his or her child

## FAMILY COURT WORKLOAD SUMMARY

- ~ Officers provide investigations for Family Court that involve matters of custody, visitation, adoption, PINS (Persons in Need of Supervision) and Juvenile Delinquents
- ~ Provide the mandated diversion services for juveniles defined as a Person In Need of Supervision or Juvenile Delinquent
- ~ Provide supervision to youth adjudicated by the Family Court to be a PINS or a JD as well as to adults who have been placed on probation for Failure to Pay Child Support
- ~ Provide Pre-Diversion Services (Strengthening Our Students)



# Family Court Supervision

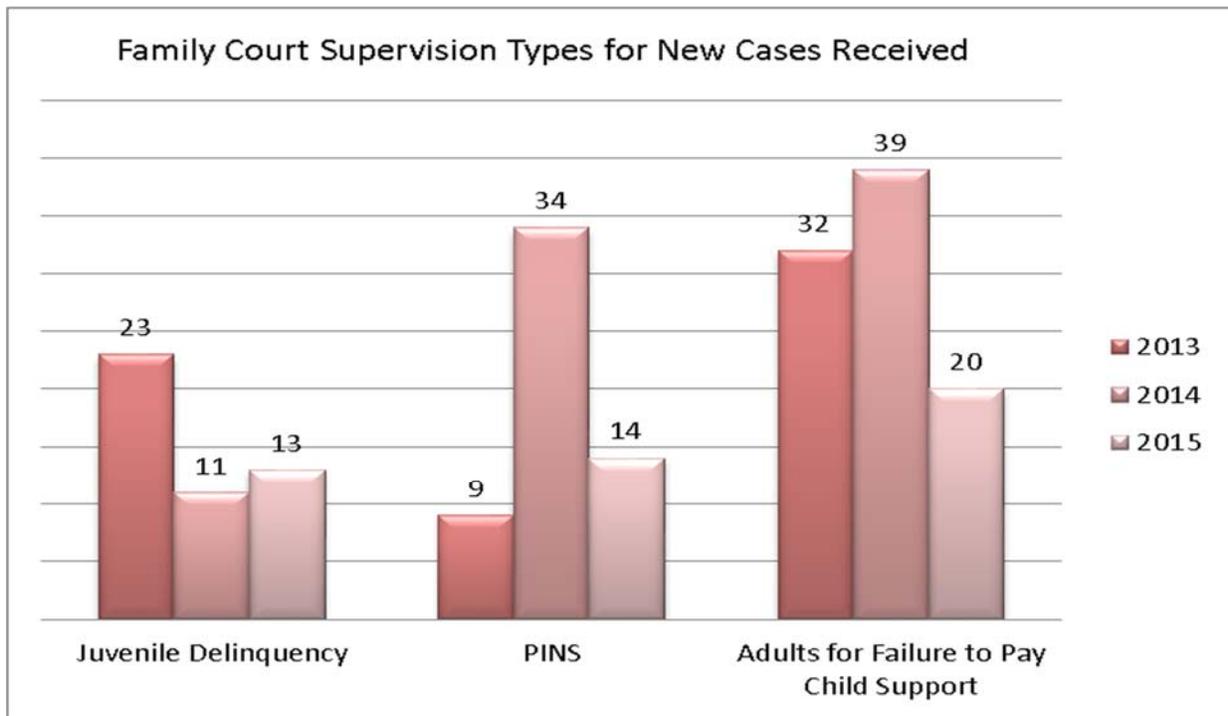
*Submitted by Jan Gorovitz, Probation Supervisor*

## FAMILY COURT SUPERVISION

The Tompkins County Probation Department provides supervision as a result of Family Court action for both adults and juveniles.

Probation supervision involves the adult or juvenile following a set of court ordered conditions that are tailored to meet his or her needs. These could include:

- ~ **mental health or substance abuse treatment**
- ~ **attendance in school or Day Reporting / gainful employment**
- ~ **community service**
- ~ **payment of restitution to the victim/payment of child support**
- ~ **victim offender conferencing**



*PINS cases saw the largest decrease in 2015.*

### Probation Facts:

**84** hours of community service were successfully completed in this department's supervised Juvenile Accountability Community Service program in 2015

# Pre-Trial Release Program

*Submitted by Patricia Buechel, Director*

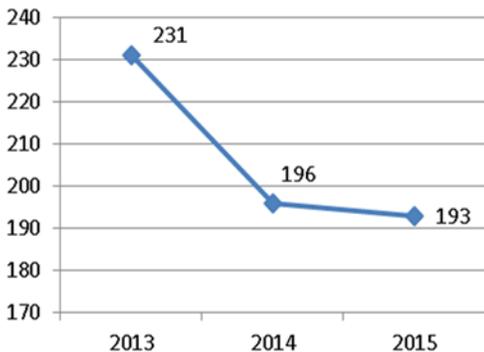
This department continues to operate the Pre-Trial Release Program in an attempt to facilitate release for incarcerated individuals who meet appropriate criteria. All defendants in custody at the Tompkins County Public Safety Building, who have bail set by a court, are given the opportunity to be interviewed for this program. A Probation Assistant reports to the jail weekdays and conducts an initial screening and personal interview with the defendant. A limited investigation is then conducted into the defendant's legal, social, and employment history with emphasis placed on past cooperation with court orders, prior warrants for failing to appear in court, and personal references to determine the defendant's potential to appear for future court dates. An evaluation is then made into the defendant's risk of failure to appear for subsequent court proceedings. In domestic violence cases the department further assesses the defendant's access to and possession of weapons and prior failures to adhere to court Orders of Protection. A recommendation is forwarded to the court as to the best release option.

## 2015 PRE-TRIAL FACTS

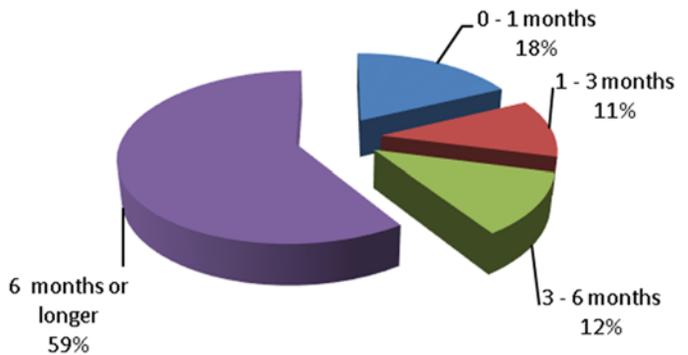
A total of **193** pre-trial release reports were completed for the courts:

- \* **85%** were male detainees vs. **15%** female detainees
- \* **67%** were white vs. **33%** minority
- \* **52%** were detained for a felony charge vs. **46%** for a misdemeanor charge and **2%** were for violation level charges
- \* **41%** of those interviewed had resided less than 6 months in Tompkins County prior to their detainment

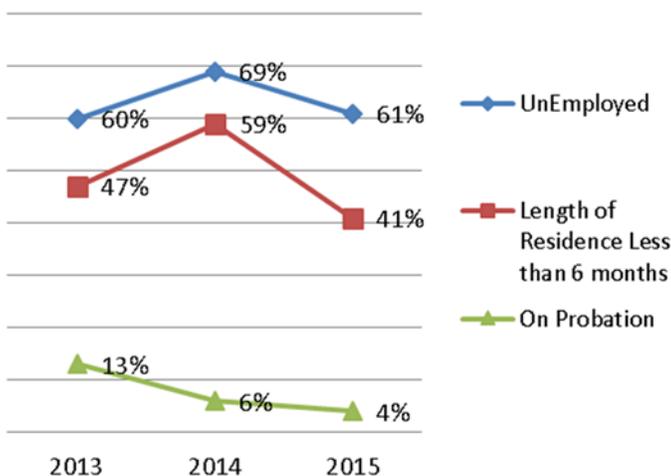
# Pre-Trial Interviews



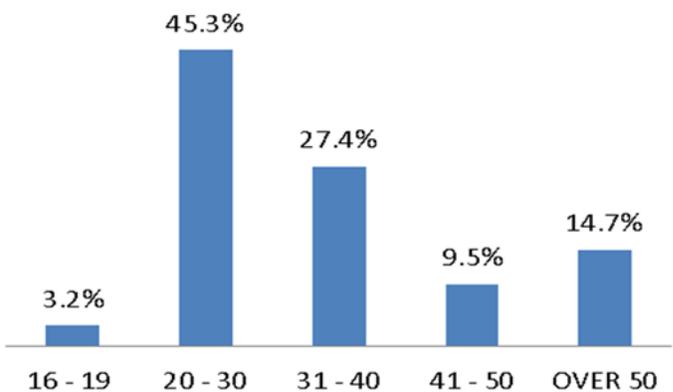
Length of Residency in County



Pre-Trial Interview Demographics



Age at Interview



**20 - 30 year olds continue to make up the largest age group.**

# Pre-Trial Release Program

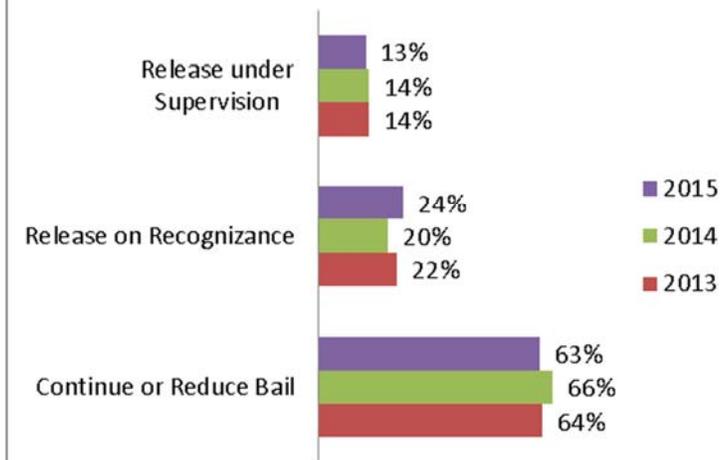
*Submitted by Patricia Buechel, Director*

If Released Under Supervision (RUS) is recommended, specific conditions of release are submitted to the court. The Probation Department will supervise the defendant's adherence to those conditions to help ensure the defendant's appearance to subsequent court proceedings.

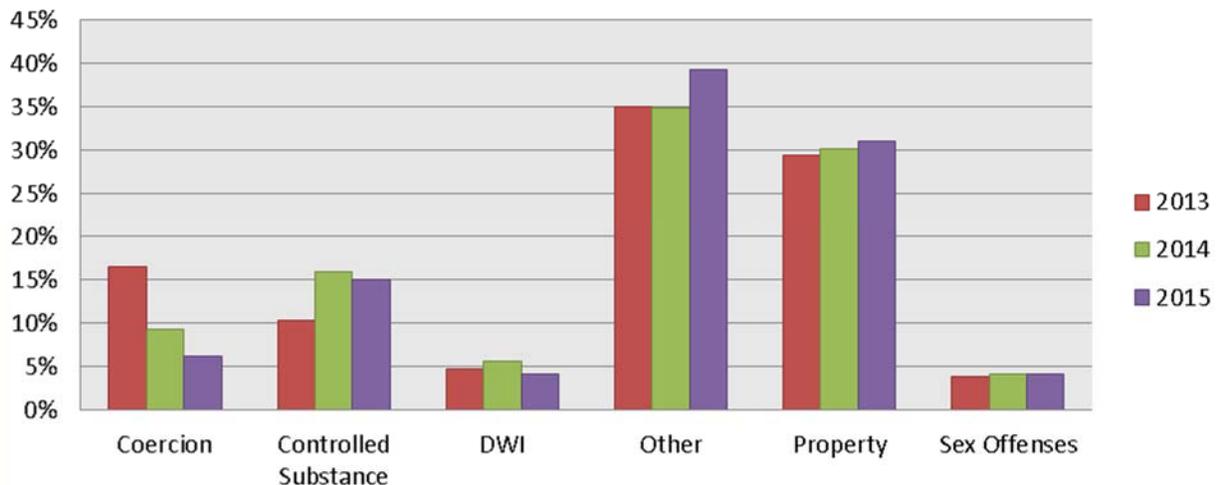
### Possible Recommendations for Pre-Trial Release

- ~Release on Recognizance (ROR)
- ~Release Under Supervision (RUS) to Pre-Trial program or Day Reporting
- ~Continue or Reduce Bail

### Pre-Trial Recommendations



### Pre-Trial Interviews by Offense Categories as % of Total Interviews per Year



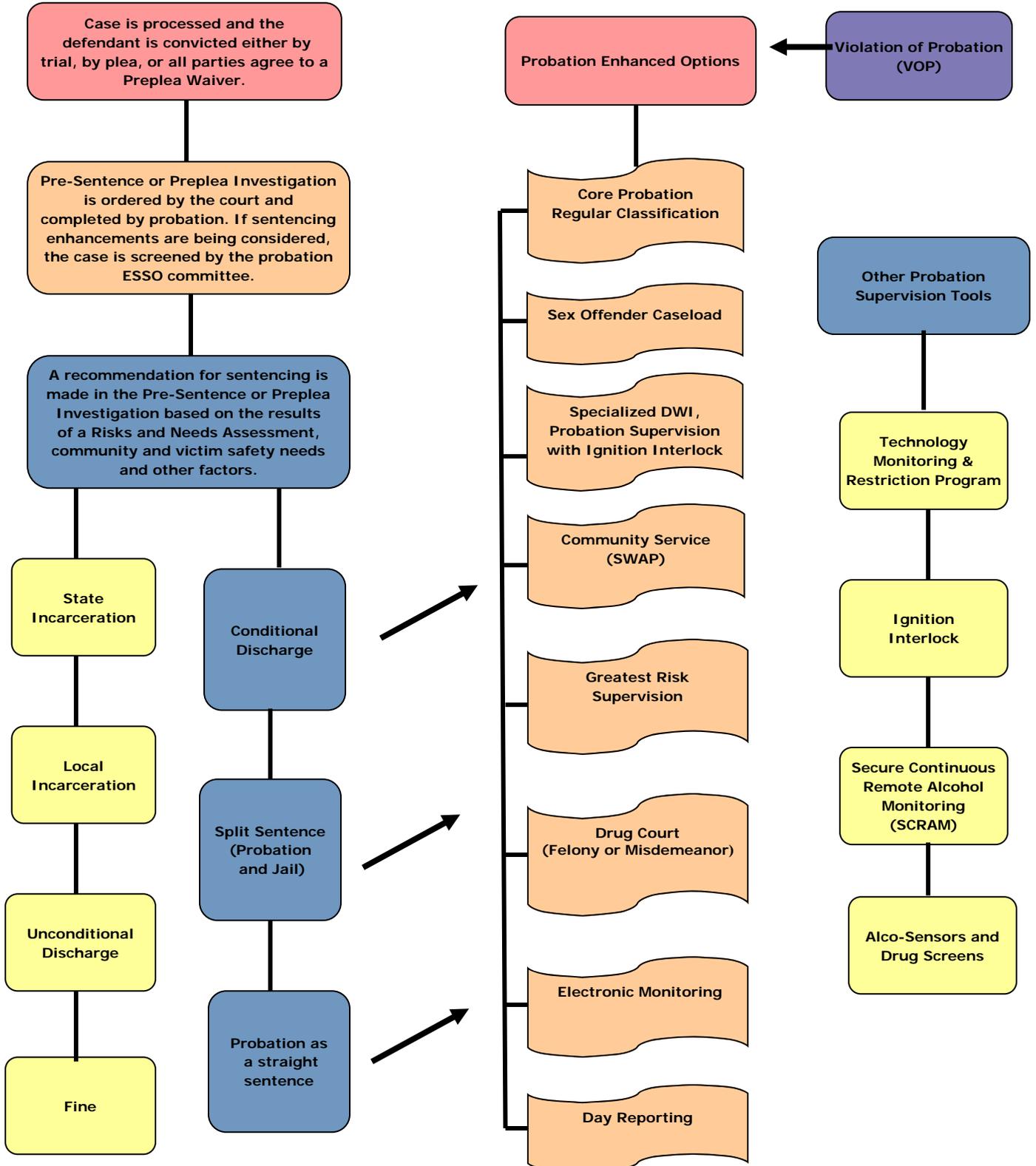
#### **Probation Facts:**

*The first pretrial services program was implemented in 1961 in New York City. The main functions of pretrial services are to gather information, assess risk of failure to appear and provide supervision to defendants who have been released under specified conditions. (American Bar Association, Criminal Justice Section, FAQ's About Pretrial Release Decision Making)*

# Criminal Court Flow Chart

## Criminal Court Case Flow

## Enhanced Supervision and Sentencing Options (ESSO)



# Graduated Responses

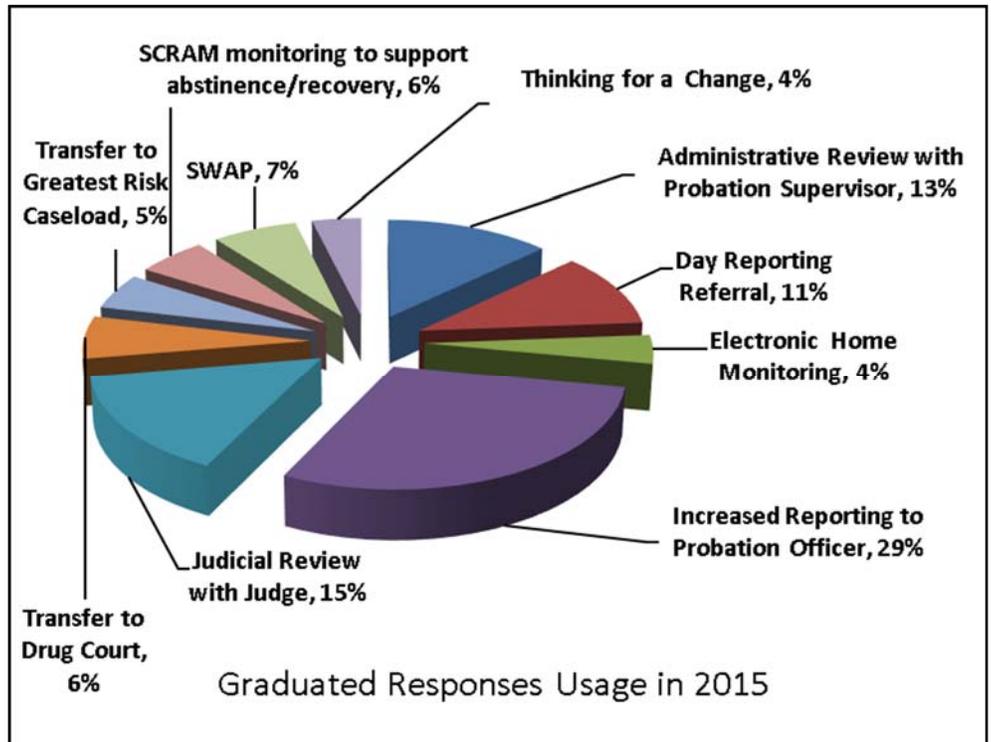
*Submitted by Patricia Buechel, Director*

## GRADUATED RESPONSES

The term “graduated responses” means a system of incentives and sanctions that provide for the easing of restrictions for continued compliance and progressively more severe or restrictive sanctions for continued non-compliance. Easing of restrictions can include decreased reporting requirements, granting of travel permits and requests for early discharges.

More severe sanctions for non-compliance can include increasing the reporting requirement, reprimands by departmental officials and/or by the sentencing court, having to perform community service, and greater restrictions on movement.

The use of these responses must be applied fairly, consistently and predictably, soon after the commission of the non-compliant behaviors and proportionate to the severity of the non-compliant behavior. If applied in this way, graduated responses can stop misbehavior early, thus reducing the odds that probationers will commit more serious violations that could result in a period of incarceration.



## ENHANCED SUPERVISION AND SENTENCING OPTIONS (ESSO)

This department operates several Enhanced Supervision and Sentencing options that encompass a continuum of graduated responses to address offender behavior. Probation Officers screen cases before the ESSO Committee at the sentencing phase or at anytime during the course of supervision for recommendations of possible options that could keep an offender safely in the community while at the same time support the likelihood of a successful outcome.

The goal of the Committee is to ensure that all enhancement options are considered for each unique case so as to reduce reliance on incarceration.

## CURRENT ESSO PROGRAMS

- ~ Greatest Risk Supervision
- ~ Service Work Alternative Program (SWAP)
- ~ Day Reporting
- ~ Electronic Monitoring (EM)
- ~ Drug Treatment Court
- ~ Pre-Trial Release (PTR)

### **Probation Facts:**

*Of the cases closed in 2015, this department utilized graduated responses 286 times as a way to encourage compliance.*

# Criminal Court Investigations

*Submitted by Dan Cornell, Probation Supervisor*

## INVESTIGATIONS

The purpose of the criminal court probation investigation is to assist the court in making sentencing decisions by:

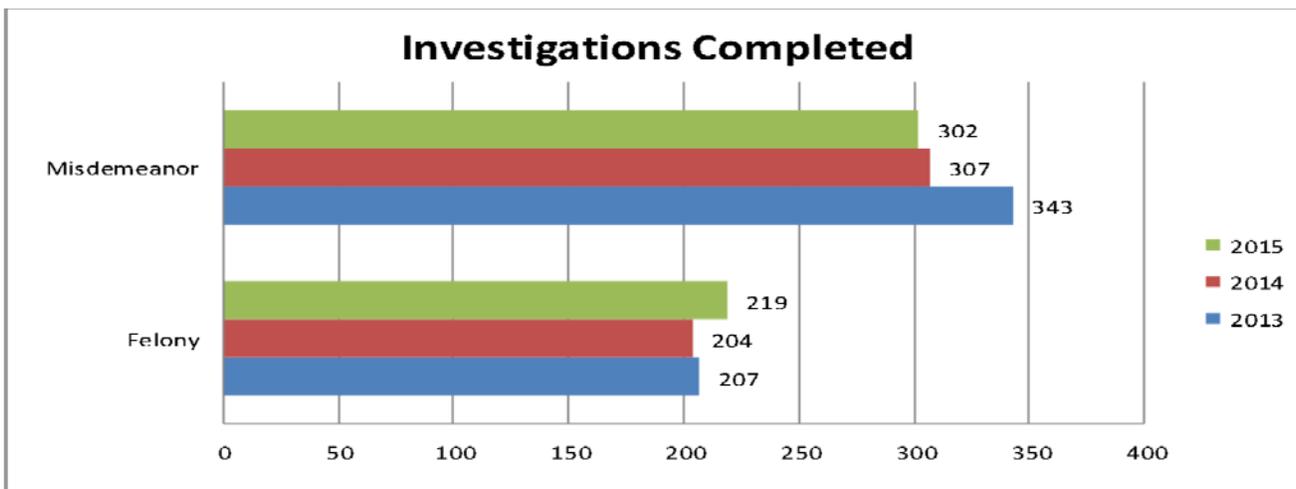
- ~ providing accurate criminal and social history in an objective and analytical format
- ~ identifying the defendants risks and protective factors
- ~ expressing the victim’s perspective of the crime to the court

Additional information that the court may wish to consider at the time of sentencing includes:

- ~ drug/alcohol involvement and treatment needs
- ~ individualized supervision plans based on offender needs, victim’s rights, and community safety considerations
- ~ an assessment of appropriate supervision and sentencing options designed to address the defendants needs, in an effort to reduce their risk of recidivism

**An Investigation Includes:**

- \* *Legal and social background information about the person appearing before the court*
- \* *The defendant’s version of the present offense*
- \* *Information from the arresting officers and from the victim of the crime*
- \* *Information about the defendant’s ability to make restitution and fine payments*
- \* *An actuarial risk and needs assessment to identify the criminogenic factors that increase the offenders risk of recidivism, as well as identifying protective and stabilizing factors.*
- \* *A recommendation for sentencing options that will enhance community safety and attempt to reduce the persons risk of engaging in further criminal behavior.*



Probation Facts:

*On December 31, 2014, an estimated 4,708,100 adults were under community supervision—a decrease of about 45,300 offenders or 1% from the same day in 2013. All of the decline was due to a drop in the number of adults on probation.*

*(Bureau of Justice Statistics, November 2015)*

# Criminal Court Supervision

*Submitted by Dan Cornell, Probation Supervisor*

## SUPERVISION OF PROBATIONERS

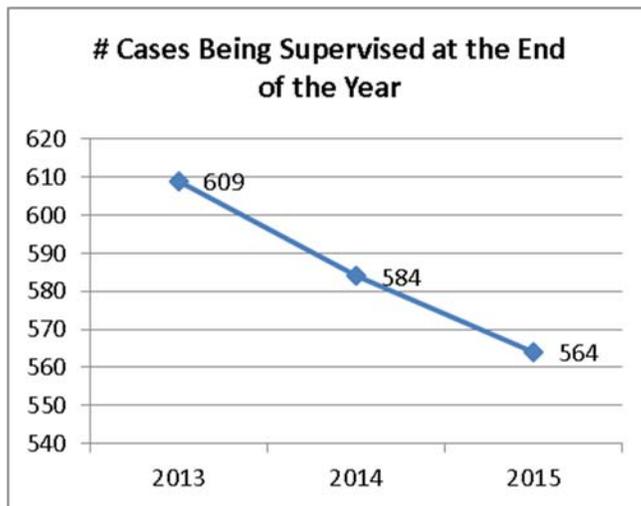
The two main goals of probation supervision are:

~ **Protection of the Community**

Community Safety is enhanced through the establishment of an appropriate supervision level that is based upon an individual's identified risk of violent recidivism, general recidivism and failure to appear. The higher an individual's risk is determined to be, the more frequent contact with probation is indicated.

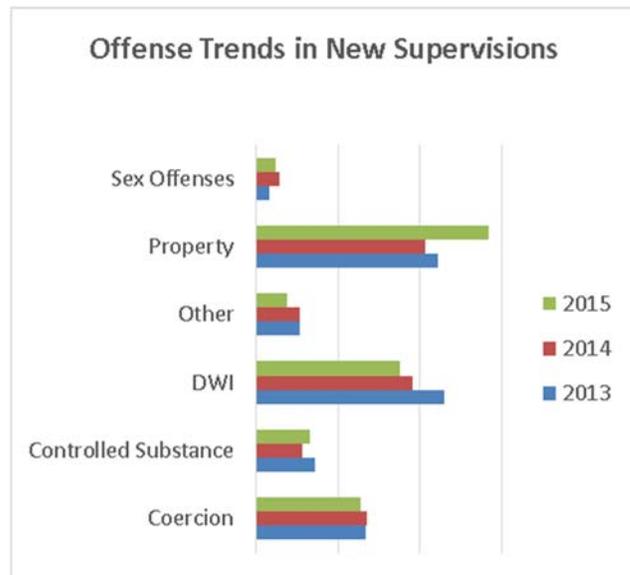
~ **Rehabilitation of the Offender**

Rehabilitation of the offender is achieved by identifying the individual's criminogenic risks and needs, and developing a case plan with input from the individual to prioritize goals and tasks necessary for the probationer to eliminate undesirable behaviors and enhance their engagement in pro-social activities.



There are nineteen factors considered in this assessment. Common areas of criminogenic needs include:

- ~ *Substance Abuse*
- ~ *Mental Health*
- ~ *Financial/Vocational/Education deficiencies*
- ~ *Attitudes, Impulsiveness and Anger Issues*
- ~ *Criminal or Anti-Social Peers and*
- ~ *Few Family Supports*



**In 2015 over 40% of new Supervisions were for Property Offenses while DWI cases continue to trend downward.**

### Probation Facts:

*Approximately 1 in 52 adults in the United States was under community supervision at year end 2014. The community supervision population includes adults on probation, parole, or any other post-prison supervision. (Bureau of Justice Statistics, November 2015)*

# Specialized Supervision

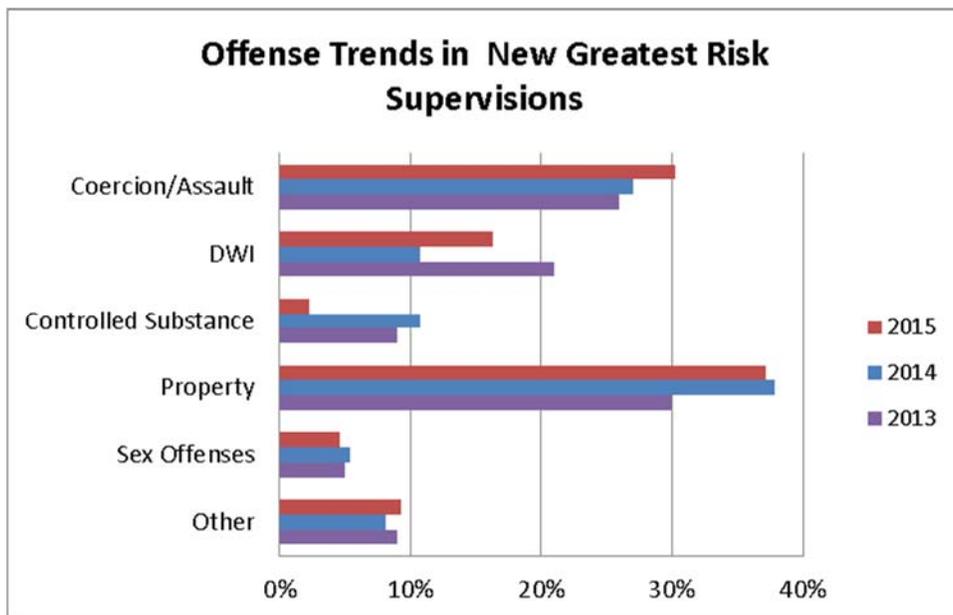
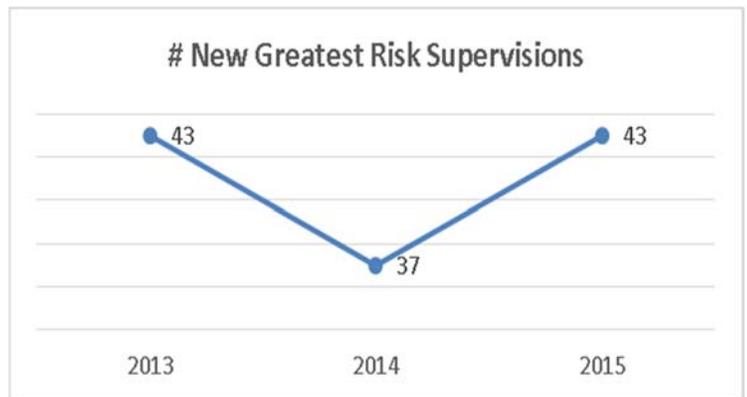
*Submitted by Dan Cornell, Probation Supervisor*

The “**Greatest Risk**” caseload is primarily for felony offenders and some misdemeanor offenders who are at significant risk of local or state incarceration. The caseload size is smaller than that of a regular supervision caseload, which allows the Probation Officer to provide more intensive supervision and service delivery through increased contacts with the probationer.

## GREATEST RISK SUPERVISION

### Greatest Risk Caseloads Characteristics

- ~ Maximum of 35 cases
- ~ Minimum of 6 probationer contacts per month
- ~ Minimum of one positive home contact per month
- ~ Frequent collateral contacts (family, employers, treatment providers, etc.)
- ~ Supervised by Senior Probation Officers proficient in use of Electronic Monitoring, SCRAM and Computer Technology Monitoring.



### Probation Facts:

*76% of case closings in 2015 remained arrest free during the term of Probation.*

# Sex Offender Supervision

*Submitted by Abigail Bixby, Probation Officer*

## SEX OFFENDER SUPERVISION

The probation department continues to provide enhanced supervision of sex offenders, including individuals who are registered with the NYS Sex Offender Registry (SOR) and those who may have sexually offended but been convicted of a non-registerable offense. Throughout 2015 we continued our active participation in the Sex Offender Compliance Court program and our involvement with the county's multidisciplinary team that coordinates to prosecute and supervise sex offenders.

### **What are the numbers in Tompkins County?**

- ~ There are **169** registered sex offenders under the jurisdiction of the Tompkins County Sheriff's Office.
- ~ **38** of those have open probation cases with this department as of 12/31/2015.

### **Why does any sex offender get sentenced to probation?**

- ~ Putting the victim through a trial may re-traumatize them, or the victim may be too young to testify. Plea agreements can help reduce the ordeal for the victim.
- ~ Prosecution of a later violation of probation usually does not require the victim to be involved, and is a much simpler legal process.
- ~ Research has shown that community supervision is an effective way to prevent a sexual reoffense.

### **What is the role of the probation officer in providing supervision to sex offenders?**

- ~ The best practice recommended by OPCA is known as the containment approach. The Probation Officer places the highest priority on public and victim safety.
- ~ The Probation Officer plays a significant role in supporting victims of sexual assault and holding offenders accountable.
- ~ The sex offender caseload includes the majority of the Technology Monitoring cases. The Probation Officer and the Systems Analyst have specialized training in forensic computer examinations and the handling of electronic evidence.
- ~ The Probation Officer is part of the Tompkins County Sex Offense Court, where offenders appear monthly in front of the judge to ensure compliance.
- ~ The Probation Officer is part of a Multidisciplinary Team that includes victim advocates, police agencies, probation, the DA's Office and Child Protective Services. This cohesive team works together to move cases through the justice system using a victim-centered approach.

# Specialized Supervision

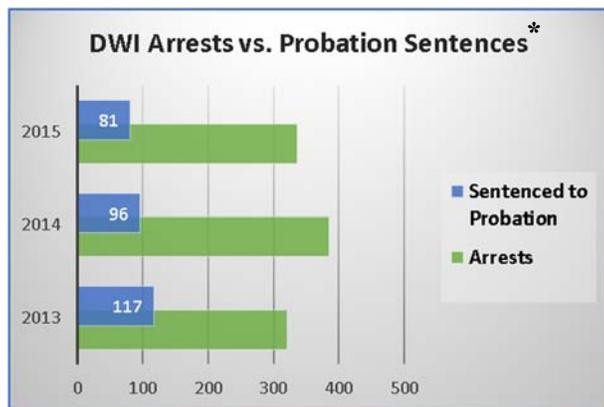
*Submitted by Jennifer Southworth, Administrative Assistant*

## DWI SUPERVISION CASELOAD

This department has had a specialized DWI Probation Officer for over twenty years. Currently there are two officers assigned to this caseload.

The roll of the specialized DWI officer is to ensure that the offender obtains necessary treatment while monitoring his/her behavior in the community for the purpose of public safety. The DWI Probation Officer’s responsibilities include:

- ~ Completing pre-sentence investigation and subsequent supervision of persons convicted of DWI.
- ~ Intensive supervision of a caseload averaging approximately 50 probationers.
- ~ Home visits are conducted with many visits occurring on weekends.
- ~ Random bar checks.
- ~ Administering Alco-Sensor tests for the purpose of detecting alcohol use.
- ~ Use of Secure Continuous Remote Alcohol Monitoring (SCRAM) units to further monitor a defendant’s ability to remain alcohol free.



### Why have a specialized DWI caseload?

- ~ DWI crimes continue to represent a significant threat to public safety.
- ~ Approximately **1/3** of the total cases supervised by this department are DWI cases.

In 2015, there were a total of **336** DWI related arrests in Tompkins County.

- ~ **77** arrests were resulting from an automobile crash.
- ~ **4** minor drivers arrested resulting from an automobile crash.
- ~ **42** Felony arrests

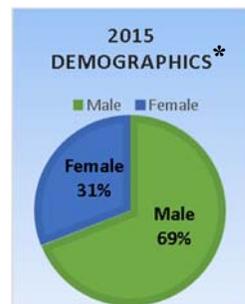
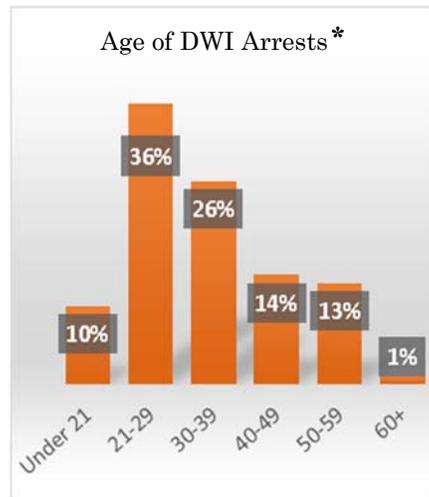
On November 18, 2009 **Leandra’s Law** was enacted which created harsher penalties for driving under the influence.

Under Leandra’s Law, it is mandatory for an Ignition Interlock Device (IID) to be installed in any vehicle owned or operated by an individual who is convicted of a DWI charge. In addition, anyone driving with a child under age 16 will be charged with a felony - Aggravated DWI with a Child.

### Since Leandra’s Law was implemented on 8/15/2010 – 12/31/15:

- ~ **3,775** convictions of Aggravated DWI with a Child were reported statewide
- ~ **31** of those convictions were in Tompkins County
- ~ **904** Ignition Interlock Devices were ordered in Tompkins County to be installed
- ~ **41%** of those ordered to install an IID within 10 days of sentencing did so, compared to the statewide average of 27.2%

(Source: Division of Criminal Justice Services Criminal History system- DCJS)



\* Tompkins County Demographics

# Evidence Based Programs

*Submitted by Karen Burns, Senior Probation Officer*

## THINKING FOR A CHANGE (T4C) - Evidenced Based Practice Curriculum

Thinking for a Change is a recognized cognitive behavioral change curriculum developed by the National Institute of Corrections and supported by the Office of Probation and Correctional Alternatives. It is considered **best practice** in the field of supervision for offenders. The curriculum is taught in a small group format to our medium to highest risk offenders and consists of 22 lesson plans. The goal of the curriculum is to ultimately **reduce recidivism**. It centers on cognitive self change, social skills and problem solving. In 2015, eight participants completed successfully.

This department now has seven probation officers trained to teach this important curriculum and groups are held up to three times a year at the Probation Department.

### What the curriculum teaches:

- ~ Thinking is an internal behavior which can be controlled and changed to impact external behavior
- ~ How to pay attention to and recognize thinking that leads to trouble
- ~ How to respond to anger
- ~ Social skills and problem solving

**FUN FACT:** Since the inception of Thinking For a Change in 2011, 87 individuals have successfully completed the program at Tompkins County Probation. This represents a 53% success rate within a very dynamic population.

## READY, SET, WORK! - Evidenced Based Practice Curriculum

Ready, Set, Work! (RSW!) is an evidence-based program to develop fundamental employment skills. In 2015, inmates in the Tompkins County Jail were offered three separate sessions of the course curriculum in an effort to ease the re-entry transition. This program, through the National Career Development Association was developed through collaboration with the NY State Department of Labor, The National Institute of Corrections and the NY State Office of Probation and Correctional Alternatives and consists of a ten session skill-based training to equip individuals with criminal records to obtain and retain legitimate employment. Thirteen individuals successfully completed this new program in 2015.

### What the curriculum teaches:

- ~ Assessing skills and interests
- ~ Understanding and overcoming barriers to employment
- ~ Legal issues; Knowing your rights and responsibilities when applying for work
- ~ Planning a job search
- ~ Employer expectations and incentives
- ~ What it takes to be successful and advance

### *How do participants describe T4C?*

- ~ *“Training individuals to be more in tune with their cognitive decision making skills, reactions and feelings to reach the most assertive, desired results.”*
- ~ *“A program that helped me address how my feelings affect my actions.”*
- ~ *“Being more aware of myself/actions in heightened situations.”*

### *What did RSW! Participants learn?*

- ~ *“I learned that there are a lot of programs out there that can help me with finding a job. Even though I have a felony, I have rights and a future. I think everyone in jail should take advantage of employment programming.” - R.A.*
- ~ *“It was really good to do something positive in jail. I especially liked learning about my rights and responsibilities (when applying for a job) with a criminal background”. T.K.*

# Performance Measures

*Submitted by Patricia Buechel, Director*

## 2015 PERFORMANCE MEASURES - How Are We Doing?

This department has identified several benchmarks that we consider important measurements of our performance with the adult and juvenile populations under our supervision. Performance measures drive departmental policy and assist in determining allocation of resources to improve outcomes. The following measurements were collected at time of case closing during the year 2015. Data collection and analysis of departmental performance will be an ongoing process for 2016.

Benchmark	275 Adult Cases Closed 2015	38 Juvenile Cases Closed 2015
<b>Law Abiding Behavior</b>	76% of case closings remained arrest free during the term of probation	82% of case closings remained arrest free during the term of probation
<b>Resistance to Drug and Alcohol Use</b>	73% of the drug screens recorded by this department were negative for substances	Of the 12 youth ordered to participate in treatment, 33% completed treatment or were in good standing with treatment at time of case closing
<b>School Participation Vocational Training</b>	51% of those cases where education/vocational training was identified as a criminogenic need at case opening achieved or improved their goals at case closing	At the time of case closing, 87% of the youth were enrolled in school/vocational program and 88% were participating satisfactorily
<b>Restitution to Victims</b>	Of the \$181,879.59 restitution ordered, 61% was collected at time of case closing	Of the \$1095.00 restitution ordered, 3% was collected at time of case closing
<b>Restorative Community Service</b>	84% of the 3318 hours of community service ordered was satisfied at case closing	92% of the 142 hours of community service ordered was satisfied at case closing
<b>Mental Health</b>	73% of those court ordered to participate in mental health treatment did so and 54% either completed or were in good standing at time of case closing	Of the 22 youth ordered to participate in mental health treatment, 86% participated and 77% either completed or were in good standing at time of case closing
<b>Case Closing Status</b>	65% of cases were closed successfully	66% of cases were closed successfully

# Technology Tools

*Submitted by Dan Cornell, Probation Supervisor*

## ELECTRONIC MONITORING (EM)

The Electronic Monitoring Program provides 24-hour GPS home monitoring of an offender through the combined technology of an electronic transmitter bracelet, Global Positioning Satellite and cell tower technology. This is a cost-effective Alternative to Incarceration program for high risk adult offenders, and it is used with juveniles as an alternative to detention.

**Probation Facts:**

*The use of Electronic Monitoring allows a probation officer to limit a probationer's free time out of the home, and closely monitor and verify their daily activities in the community.*

In 2015, **29** offenders participated in electronic monitoring for a total of 1,765 days. 10 cases were Family Court Juvenile cases and 19 were Adult Criminal Court cases. The 10 Family Court cases accounted for 498 days of EM use and the 19 Criminal Court cases accounted for the remaining 1,267 days.

The reduced availability of Juvenile Detention Centers in New York State may have contributed to a significant rise in the use of EM with our family court cases in 2015.

## Estimated Cost Comparison

*Average Incarceration Costs of adult inmates boarded out to other jails:*

1,267 days @ \$84.00/day totals \$106,428.00

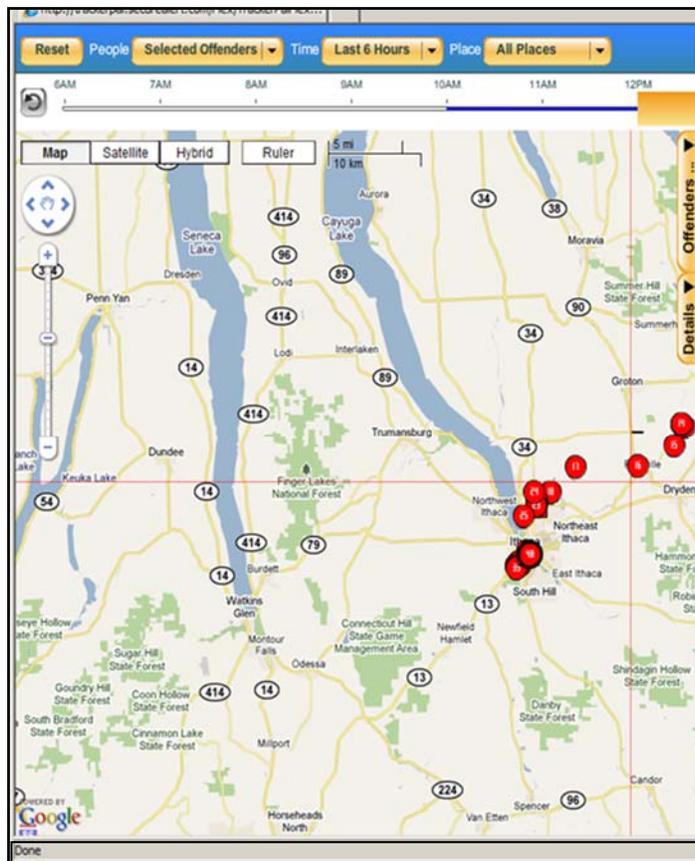
*Average costs of non-secure Juvenile Detention:*

498 days @ \$359.00/day totals \$178,782.00

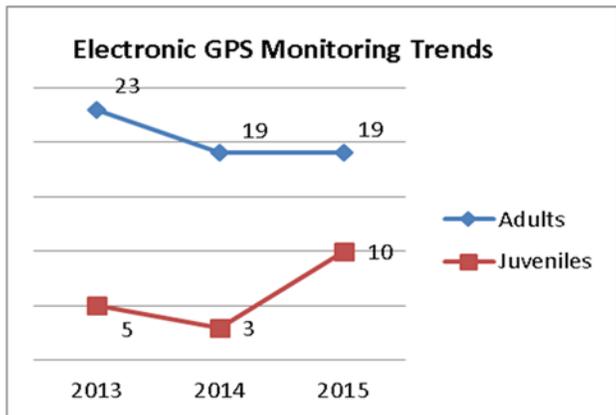
*EM Costs:*

1,765 days @ \$7.00/day totals \$12,313.00.

*Taxpayer Savings for 2015: **\$272,855.00***



Electronic Monitoring Report - the red dots represent the offender's movements within a specific time period.



## **Probation Facts:**

**\$7.00-** Daily cost of electronic monitoring compared to the higher cost of incarceration.

# Technology Tools

*Submitted by Abigail Bixby, Probation Officer and Susan Moore, Probation Systems Analyst*

## TECHNOLOGY RESTRICTION AND MONITORING

The department continues to implement and develop the **Technology Restriction and Monitoring program** that was launched in 2008. This program is an important tool for restricting and monitoring an offender's on line usage as a way to prevent and deter high risk behaviors that could ultimately lead to recidivism.

In 2015 this department fully implemented a solution to remotely monitor smartphone and tablet devices.

It is important to remember that technology approaches are not a stand-alone means of keeping track of offenders online. The Technology Monitoring team employs the use of those products in combination with diligent investigatory techniques, best-practice offender interviewing skills and the use of multidisciplinary professional networking. This combination provides the highest level of accountability for the offender, as well as a means to continually keep up with the trends of online offending.



## POLYGRAPH TESTING

It has been the experience of probation officers, courts, the DA's Office, law enforcement, treatment providers and other parties in the criminal justice system that the offender's conviction of record may not accurately reflect their true history of sexual offending. When a sex offender is under community based supervision, a best practice for monitoring them is the use of polygraph testing.

Approximately a dozen polygraph examinations were conducted on registered and non-registered sex offenders who were under probation supervision in 2015. While the results of the tests cannot legally be used as the basis of a probation violation or a new criminal charge, polygraph testing is an immensely important supervision tool. The offender must take and pass the polygraph in order to be held accountable for their probation offense and any past offenses, whether they are a matter of legal record or not.

Why is this important? Secrecy is one of the biggest elements of sexually offending behavior. Requiring offenders to be fully honest about their sexually offending history means that we have a better picture of their risk to the community. That knowledge informs the style and intensity of supervision that is required to maximize public safety. In general, we find through polygraph testing and pre- and post-polygraph interviews that some offenders have numerous victims, often where the victim has never even disclosed the abuse.

Offenders are also questioned about their general compliance with probation. For example, a probationer may be restricted from use or possession of drugs or alcohol, or they may be restricted from having contact with minors. Identifying and halting these high risk behaviors is a key part of preventing potential future sex offenses.

### **Probation Facts:**

*There are 39,071 registered sex offenders in New York State as of March 2016*

(Source: NYS Division of Criminal Justice Services Website)

# Technology Tools

*Submitted by Dan Cornell, Probation Supervisor*

## SUBSTANCE ABUSE MONITORING TOOLS

For probationers with substance abuse/dependency issues, the use of monitoring tools is an essential part of providing supervision. Specific conditions of probation allow this department to use these tools. These tools also help enforce sobriety while the offender has time to learn and work a program of recovery.

**87%** of criminal court probationers who completed probation in 2015 were ordered to complete substance abuse treatment by the Courts because drug or alcohol abuse was identified as a criminogenic risk factor.

**60%** successfully completed their recommended treatment.

### Alcosensors

An Alcosensor is a hand held device that detects a probationer's use of alcohol. The probationer is required to blow into the device which will register a BAC reading should any alcohol be detected in the breath sample. Probation Officers have probationers test for alcohol both in the office and in the field. This can be done on a random basis or when suspicion of alcohol use is present. Most probationers admit to alcohol consumption when faced with a positive reading on an Alcosenor.



### Drug Testing

This department conducts supervised urine screens of probationers utilizing a 12 or 5 panel dip test. A wide variety of substances can be detected. Results of the screen are known within 5 minutes of conducting the test. Probationers are required to pay \$7 for each panel test.

Probationers are also tested by the treatment agencies where they engage in counseling.

### Secure Continuous Remote Alcohol Monitoring (SCRAM)

This device is an ankle bracelet that monitors alcohol consumption 24/7 by measuring the amount of alcohol that migrates through the skin, a predictable result of alcohol consumption. The department uses this device for our DWI population as a way to aid recovery based behavior.



The device is now commonly used when a relapse with alcohol has occurred with a DWI probationer, as an alternative to requesting incarceration. The device is worn for a period of 90 days. Probation Officers are able to download the readings of the device directly into their computers during an office visit with the probationer to determine compliance with alcohol conditions.

### Probation Facts:

**\$5.30** - Daily cost of SCRAM compared to the higher cost of incarceration.

# Technology Tools

*Submitted by Dan Cornell, Probation Supervisor*

## IGNITION INTERLOCK DEVICE

DWI offenders are required to install this device on every vehicle they own or operate, so that the offender's alcohol use and driving behavior can be immediately addressed. The Ignition Interlock device requires the offender to provide a breath sample prior to starting the vehicle. If alcohol is detected the device prohibits the offender from starting the car. The Probation Officer receives notification of any high BAC readings, missed blow samples or potential tampering.

The Tompkins County Probation Department only uses Class II Ignition Interlock Devices which take a digital photograph of the person attempting each vehicle start and has a GPS component.



### Ignition Interlock Usage Report

**Note:** Time zone is Eastern

1 2 250 events View most recent entries first  View image thumbnails

Log Date	Time	Log Message
02-04-2011	8:55:53 PM	Car Stop
	8:49:23 PM	Car Start
	8:49:16 PM	START-TEST PASS BAC=.000 PK=20 BL=10 AT=8.4C BT=23.2C RV=50 T=0.17s
	6:45:35 PM	Car Stop
	6:41:07 PM	ROLL-TEST PASS BAC=.000 PK=23 BL=9 AT=10.5C BT=27.0C RV=50 T=0.33s
	6:33:42 PM	Car Start
02-03-2011	6:33:34 PM	START-TEST PASS BAC=.000 PK=23 BL=11 AT=6.1C BT=24.8C RV=48 T=0.41s
	7:01:01 PM	Car Stop
	6:54:23 PM	ROLL-TEST PASS BAC=.000 PK=23 BL=8 AT=15.9C BT=28.8C RV=49 T=0.73s
	6:46:56 PM	Car Start
	6:46:49 PM	START-TEST PASS BAC=.000 PK=24 BL=10 AT=12.7C BT=27.7C RV=50 T=0.17s
	6:46:19 PM	Invalid sample --- pressure
	5:12:35 PM	Car Stop
	5:08:29 PM	ROLL-TEST PASS BAC=.000 PK=26 BL=8 AT=17.8C BT=30.0C RV=50 T=1.05s
	4:59:04 PM	Car Start
	4:58:57 PM	START-TEST PASS BAC=.000 PK=23 BL=7 AT=15.0C BT=27.3C RV=50 T=1.53s
3:34:03 PM	Car Stop	
3:30:19 PM	Car Start	
3:30:12 PM	START-TEST PASS BAC=.000 PK=24 BL=7 AT=18.7C BT=29.3C RV=50 T=0.57s	

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### Probation Facts:

*Alcohol Ignition Interlocks are a proven tool to effectively reduce impaired driving, provide enhanced safety to the public and support long-term risk reduction among drunk drivers.*

# Treatment Court Programs

*Submitted by Dave Wolf, Deputy Director*

## ITHACA COMMUNITY TREATMENT & TOMPKINS COUNTY FELONY DRUG COURT

The goal of the Ithaca Community Treatment Court (Misdemeanor) and Tompkins County Felony Drug Treatment Court is to assist the participants of those programs in breaking the cycle of addiction and criminal activity. The Treatment Court programs provide the defendant with a highly structured environment that combines judicial oversight, probation supervision, substance abuse treatment, mandatory drug testing, graduated responses and education/employment training in an effort to encourage positive behaviors and reduce recidivism.

Senior probation officers are assigned to the Treatment Courts, and these officers play an important role in the supervision of the participants and providing program services. Other team members include the judge and court staff, assistant district attorney, defense attorneys, program coordinator, substance abuse counselors, forensic counselor, education/employment counselors and other community members. These members work together to closely monitor the progress of each participant and provide services to assist the participants in changing problem behaviors. Other programs offered by the Probation Department play a supportive role to the Treatment Courts' success, specifically the Service Work Alternative Program (our supervised community service program) and the Day Reporting Program.

~ *"Substance use controlled my life in every aspect."*

~ *"It ruled my life. Financially, relationships, work, family."*

~ *"Today my life is the opposite - my relationships with family and friends has dramatically improved."*

~ *"It's freeing. And I have my self-respect back for myself."*

~ *"I used to search for drugs and alcohol and now I search for answers and help."*

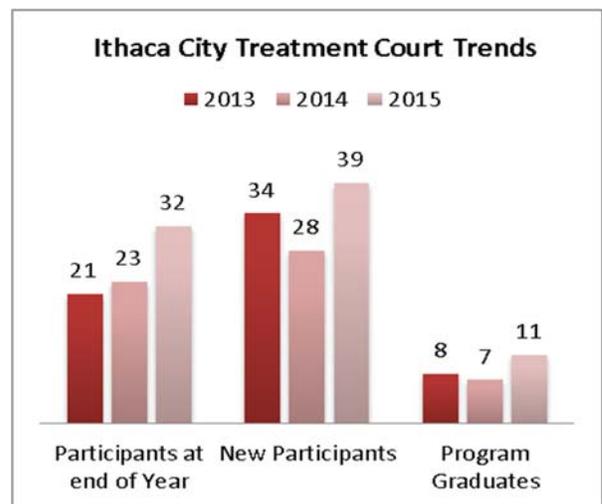
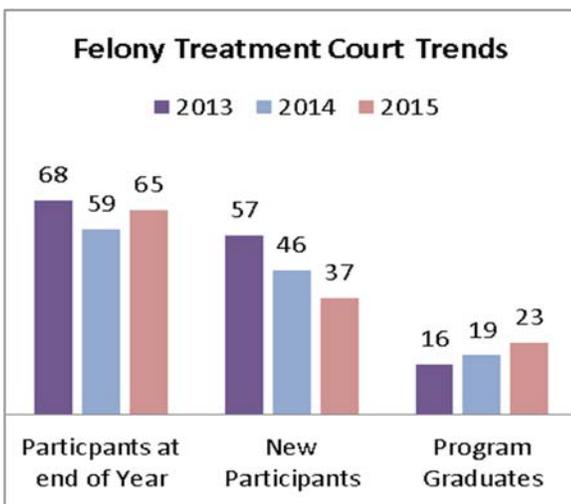
### 2015 at a Glance

#### Felony Drug Court

- ~ *37 new admissions*
- ~ *23 participants graduated*
- ~ *65 current participants at the end of 2015*
- ~ *Since inception of the program in April 2000, 204 participants have graduated*

#### Ithaca City Treatment Court

- ~ *39 new admissions*
- ~ *11 participants graduated*
- ~ *32 current participants at the end of 2015*
- ~ *Since inception of the program in January 1998, 241 participants have graduated*



# Community Service Programs

*Submitted by Karen Burns, Senior Probation Officer*

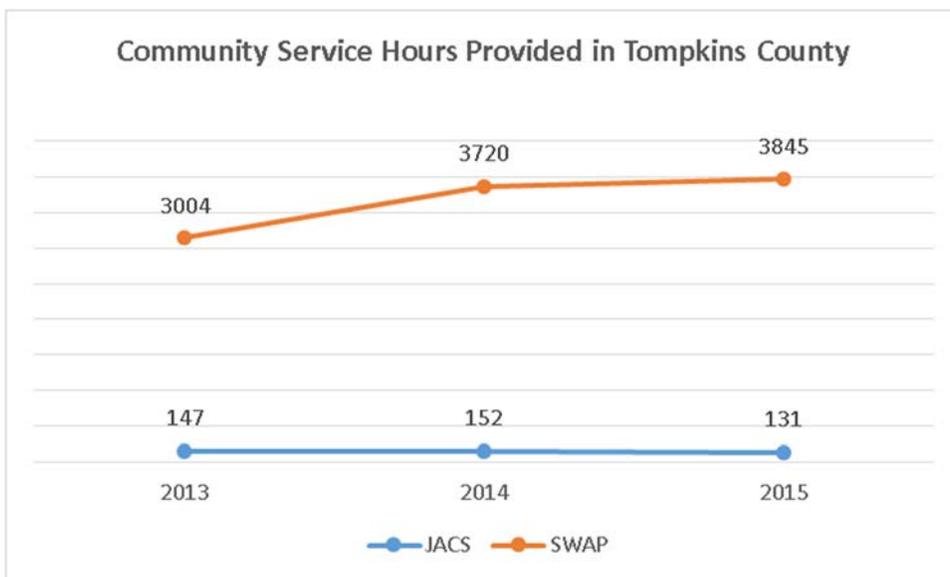
The Department of Probation and Community Justice operates several supervised community service programs for various populations. Participants benefit from community service as they are able to make non-monetary reparation to society while gaining work experience, occupational skills and training. The community also benefits by saving taxpayers jail costs and returning thousands of hours of valuable work performed by volunteers. The justice system also reaps the rewards of community service as this program provides an equitable, cost-effective sanction by requiring constructive expenditures of the client’s time.

## Service Work Alternative Program (SWAP)

- ~ A sentencing alternative to jail that serves courts and the community by placing nonviolent offenders into unpaid, supervised community service work sites for non-profit or tax supported community agencies.
- ~ In 2015, **3,845** hours of service was performed in our community
- ~ **84%** of the community service hours ordered were satisfied at case closing
- ~ Over 40 worksites in Tompkins County benefited from work provided through this program.
- ~ **33** individuals successfully completed their court ordered obligation in 2015.

## The Juvenile Accountability Community Service (JACS)

- ~ Participants are court ordered to complete community service as a condition of their juvenile probation disposition. JACS is intended to provide the youth with a way of making reparation to the community while simultaneously assisting the youth to internalize a sense of pride in belonging, the value of community service, and increased self-esteem.
- ~ In 2015, **131** hours of service was performed in our community.



### **Probation Facts:**

*In 2015, the Service Work Alternative Program (SWAP), helped raise over \$41,000 for Cops Kids & Toys by working at the Cornell University Dump and Run worksite. In December 2015, over 1,100 children received toys at holiday time as a result of this program.*

# Community Service Programs

*Submitted by Karen Burns, Senior Probation Officer*

## Community Benefits

The County benefits from the Community Service Programs that we offer by saving taxpayers jail costs. Additionally, community organizations receive the benefit of thousands of hours of work performed by our clients at no charge to the county taxpayer.

~ *"We would be at a great loss if we could not rely on Jim and Bill and the SWAP participants to help us when we need them- they are always there when we need them."*

*- Varna United Methodist Church*

~ *"When they show up here, they pack a lot of work into the work day and have exceeded our expectations. They are a great help. I am extremely pleased with the work they have accomplished."*

*- Taughannock Falls State Park*

~ *"The SWAP staff and participants are irreplaceable and we hope they will always be available to help us!"*

*- Varna Community Center*

~ *"Yet again I find myself wondering where to start to express how important the help is we're given by Bill Apgar and Jim Bond from your department."*

*- Friends of the Tompkins County Public Library*

### Some of our worksites:

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| * Lakeview Cemetery                   | * YMCA Triathlon                    |
| * Shelter Outreach Service            | * Cornell Cooperative Extension 4-H |
| * Cops, Kids & Toys                   | * Adopt A Highway                   |
| * Friends of the Library              | * Slaterville Fire Department       |
| * Varna Community Association         | * Trumansburg Fair                  |
| * Fingerlakes ReUse Center            | * County Government Departments     |
| * Varna Community Center & Fire Dept. | * Area Public and State Parks       |
| * Cornell University Dump & Run       | * Brooktondale Community Center     |

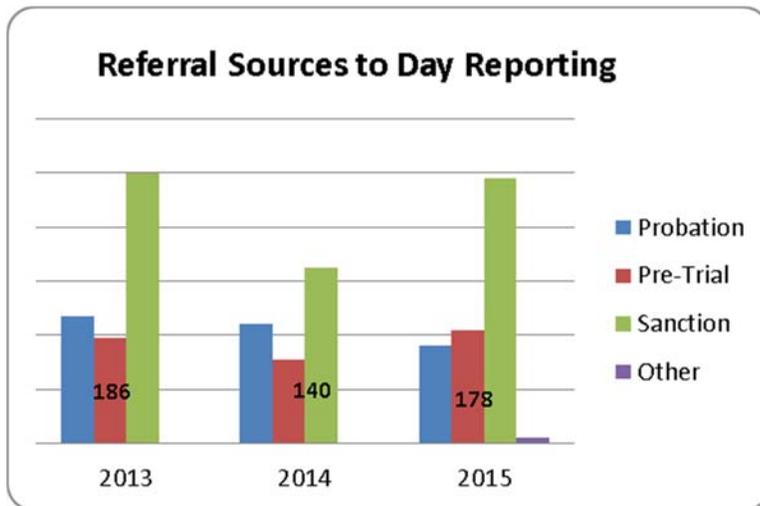
# Day Reporting

*Submitted by Karen Burns, Senior Probation Officer*

The Tompkins County Day Reporting Program is an innovative alternatives to incarceration option designed to further client’s competencies, and provide links to community resource while holding them accountable for their actions. This program operates daily from 8:50 a.m.-1:30 p.m. and provides a structured, secure learning environment intended to provide stability, education, and personal advancement for individuals who may otherwise face a period of incarceration. Participants are mandated to attend this program via the criminal or family court, in addition to referrals received from probation or parole.

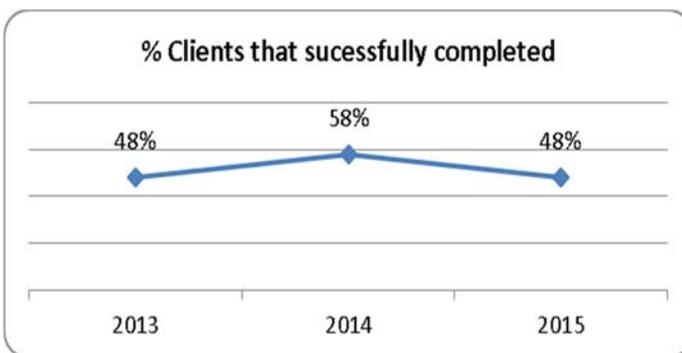
In 2015, the Day Reporting Program successfully moved from its long standing location at The Community Justice Center (old library) to the new setting within the Human Service Building. This beautiful new addition, which opened in September 2015 after a year of construction, is now centrally located with the rest of the Probation Department and The Department of Social Services.

Individuals can attend the program as a condition or violation of probation, as a drug or family court sanction, as a conditional discharge, or on a pre-trial supervised release. Our core components include individualized education programs and GED preparation, work readiness, substance abuse education, healthy family relationships, community service, nutrition and leadership initiatives.



**What we do:**

- ~ Provide daily employment, education, and sober support classes to clients including Substance Abuse, Healthy Family Relationships, Mental Health, Financial Management and Nutrition.
- ~ Provide individualized educational plans, including GED testing and continuing educational guidance.
- ~ Provide employment services including work readiness, resume writing, career counseling, job search assistance, clothing assistance, and interview skills review.
- ~ Facilitate referrals to outside agencies including: Department of Social Services, Red Cross, Rescue Mission, Tompkins County Mental Health, Cayuga Addiction Recovery Services, Alcohol and Drug Council of Tompkins County, Planned Parenthood, AA, Southern Tier Aids Prevention, The Women’s Opportunity Center, Tompkins Learning Partnership, The Learning Web and The Advocacy Center.



**Who we serve:**

- ~Clients 16 years and older who have interaction with the criminal justice/legal system and are in need of supervision, support, and services.
- ~Individuals who have previously been remanded to jail who have been released to Day Reporting for supervision and services as deemed appropriate by the supervising judge.
- ~Clients at all stages of the legal progress including: pre-trial, presentence, probation supervision, probation and parole violators.

# Day Reporting Education Services

*Submitted by Karen Burns, Senior Probation Officer*

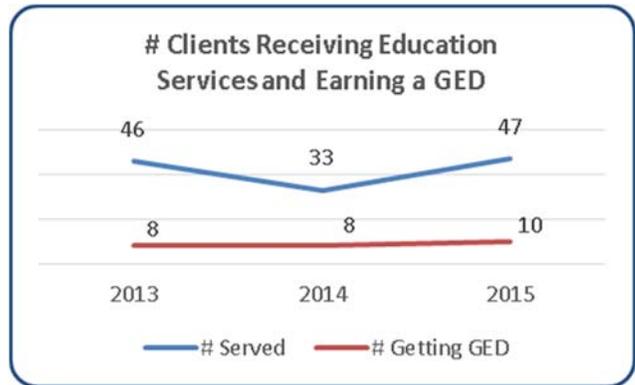
### GED Test Requirements:

The NYS policies for taking and obtaining the GED changed greatly in 2014 and will continue to evolve over the next few years. Specifically, the GED student is no longer required to participate in predictor tests, although it remains a recommendation, and minimal class time requirements have also been waived. Keeping these factors in mind, educators consider the new testing standards more difficult, and therefore the individualized instruction provided to the clients we serve becomes paramount to their success in passing this test.

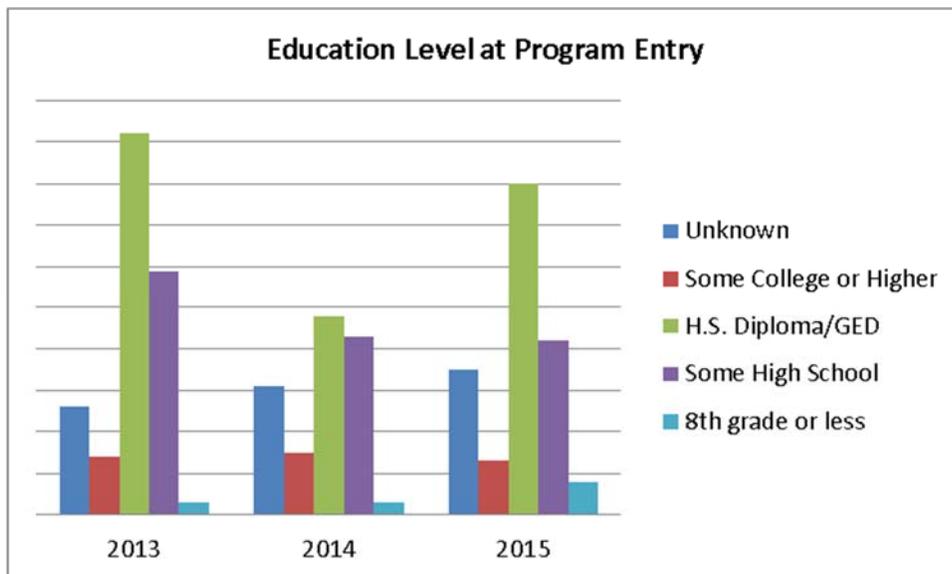
*"The GED Education program opens up many windows of opportunity for those that follow through and complete the process. The program must be taken as such, it is not an event, but a process to get you on the right track to where you want to be, no matter where that is."  
-JS, 2015 GED student*

Referred clients take the initial Test of Adult Basic Education (TABE) upon entry for education services. From this baseline record, an individualized plan is made to address areas of need and promote the student's individual strengths. After 12 hours of individual instruction, the student is tested again to determine further planning.

In 2015, 10 students participated in the initial assessment testing and re-evaluation in reading and math. These individuals improved an average of 2.35 grade levels, demonstrating the immense benefits of individualized instruction.



In 2015, 47 students received individual instruction with 10 successfully completing the GED test. During this time frame, there was an influx of eleven students ages 17-19 that were served by the Education Services offered by the department. Most of these individuals had not found success in their transitional school setting and were referred for individualized instruction provided in the Day Reporting setting. Of these eleven individuals, four received their GED diplomas, four passed four out of the five GED subject tests and one passed two out of five GED subject areas tests.



# Day Reporting

## Employment Services

*Submitted by Karen Burns, Senior Probation Officer*

### Employment Services

The Workforce Transition Specialist provides individualized job search paths for the client base. These clients can be re-entering the workforce after incarceration, returning from substance abuse rehabilitation, needing to secure a job to meet child support requirements, newly graduated GED students or individuals who simply need to navigate the various employment sources for our area.

#### The Workforce Transition Specialist:

- ✓ helps individuals sharpen their interview skills,
- ✓ provides clothing assistance,
- ✓ educates employers and job seekers about the client’s rights and responsibilities,
- ✓ and works with various populations in regards to best hiring practices.

*“I feel more confident and energized about looking for a job now, like there is someone on my side. Thank you.”*

*–J.H*

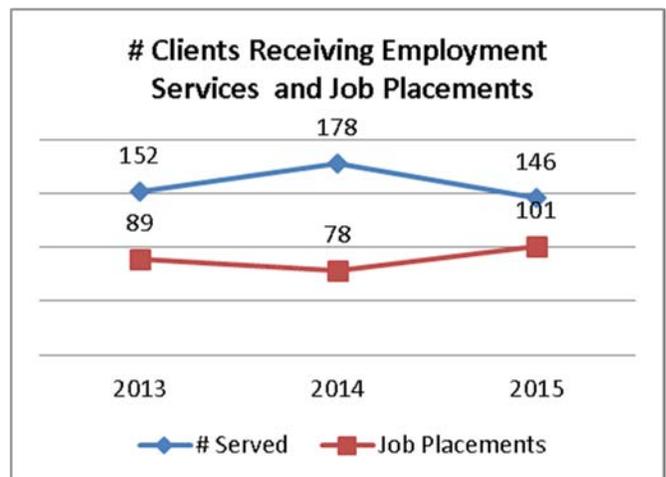
*“I like that you are helping me think about what I want to do in the future.”*

*–E.K*

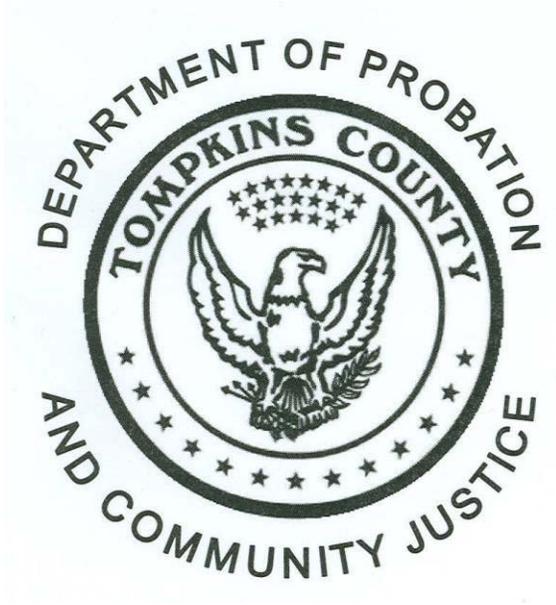
*“I was able to write a strong resume and cover letter and qualified for four civil service tests as a result of my work with the Employment Specialist” - J.W.*

Although the ultimate goal is for individuals served to obtain long-term employment, many clients opt to pursue additional training and/or education that will provide them with a broader variety of employment opportunities in the future.

For those re-entering the community after incarceration, services are provided prior to release including assessment and service referrals, plus job readiness training. The Workforce Transition Specialist serves as a member of the Re-Entry team at the jail. The intention of this program is to link the individual with necessary referral sources to support a positive return to the community. Additionally, **Ready, Set, Work!**, an evidence-based program to develop fundamental employment skills, is also being offered in the Tompkins County Jail to ease re-entry transitions.







**TOMPKINS COUNTY DEPARTMENT  
of PROBATION and COMMUNITY JUSTICE  
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