

# Tompkins County

## Department of Probation and Community Justice

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*Inclusion Through Diversity*

# ANNUAL REPORT

# 2018

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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

## Director's Message

I am pleased to provide you with the 2018 Annual Report of the Tompkins County Department of Probation and Community Justice. As you will read in the upcoming pages, the department continues our commitment in providing quality written reports to the courts and creating supervision strategies for our justice involved juvenile and adult individuals. 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.

In 2018, this Department, along with other community stakeholders, successfully prepared for the first phase of Raise the Age (RTA) legislation when 16 year old youth came under the law on October 1, 2018. Throughout 2018, stakeholders attended monthly meetings and participated in careful planning in preparation for this new legislation. As a result, Tompkins County was well prepared when the law went into effect. Stakeholders will continue to convene throughout 2019 as we focus on the second phase of RTA legislation as 17 year old youth come under the law on October 1, 2019. This department expects an increased number of youth requiring Juvenile Delinquent Intake Services once RTA is fully implemented.

In accordance with best practices, this Department commenced utilizing Interactive Journals in 2018 with our youth and adult populations under court ordered supervision. The use of the journals will be an ongoing goal in 2019. This is an exciting approach to working with our clients as it provides a focused method to address each probationer's identified criminogenic needs. For more information, please refer to the section in this report dedicated to this topic.

Also in accordance with best practices, this Department will be developing Graduated Response Grids in 2019 for our youth and adult populations who are under court ordered supervision. Graduated responses, a system of incentives and sanctions, have been utilized by this department for many years and have been highlighted in the Annual Report. The development of a grid will formalize the response process by matching the level of positive and/or negative behavior a probationer exhibits to a list of right sized responses that a Probation Officer can choose from to best suit the probationer. Graduated Response Grids lay out clear expectations to the probationer of how behavior will be addressed and have been proven to improve outcomes. A departmental workgroup has been formalized consisting of Probation Officers, Sr. Probation Officers and Supervisors to carry out this project, which is expected to be completed by the end of the year.

Finally, 2019 marks the 100th anniversary of the very first Probation Officer being appointed in Tompkins County. This department will be honoring William A. Hutchinson, who served the county for 38 years in the title of Probation Officer. This department salutes him for the strong foundation he laid in advocating for the profession and for his integrity and professionalism in providing probation services to many children and adults over the span of his long career.

Patricia Buechel  
Probation Director

A handwritten signature in black ink that reads "Patricia Buechel".

# 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 responses.

### **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 2018 Goals - What We Accomplished

1. **The Department of Probation and Community Justice shall partner with community stakeholders to ensure successful planning and implementation of Raise the Age Legislation.**
  - ✓ *Achieved-this Department spearheaded monthly RTA planning meetings with community stakeholders to plan and prepare for implementation of 16 year old youths coming under the legislation (effective October 1, 2018). This goal will carry over to 2019 in preparation of 17 year old youths coming under the legislation effective October 1, 2019.*
  
2. **The Department of Probation and Community Justice will strive to reduce the jail population by implementing those strategies identified in the Jail Study Report completed by CGR in 2017.**
  - ✓ *Achieved-this Department increased our Pretrial Release recommendations to the courts, thus contributing to the reduction of the pretrial jail population in the Tompkins County Public Safety Building. Records indicate that there was a high success rate of compliance while released under the supervision to this department on a pretrial status.*
  
3. **The Department of Probation and Community Justice will commence using laser fiche technology to archive probation case records pursuant to our feasibility study in 2017.**
  - ✓ *Achieved-this Department has successfully begun to archive probation case records via laser fiche, thus reducing our paper files. This will be an ongoing project for the Department.*

## **Our 2019 Goals**

1. The Department of Probation and Community Justice shall continue to partner with community stakeholders to ensure successful planning and implementation of Raise the Age for the 17 year old youths coming under the legislation effective October 1, 2019.
2. The Department of Probation and Community Justice shall design and implement a Graduated Response Grid for both our juvenile and adult probationers under court ordered supervision with the goal of improving successful outcomes by clearly defining behavioral expectations and responses to those behaviors.
3. The Department of Probation and Community Justice will expand the use of Interactive Journals with our juvenile and adult probationers, with the goal of addressing criminogenic risk and needs to improve successful outcomes.

# 2018 Staff Listing

(as of 12/31/2018)

<b><u>Probation Director</u></b>	Patricia Buechel
<b><u>Deputy Director</u></b>	Daniel Cornell
<b><u>Administration</u></b>	
Systems Analyst	Susan Moore
Administrative Services Coordinator	Ujjal Mukherjee
Administrative Assistant IV	Laurel Rockhill
Senior Account Clerk Typist	Diane Achilles
Account Clerk Typist	Samantha Dean
Administrative Assistant III	Amanda Kafka
<b><u>Probation Supervisors</u></b>	
Criminal Court Supervisor	Paul Neugebauer
Criminal Court Supervisor	Karla Brackett
Family Court Supervisor	Jan Gorovitz
<b><u>Senior Probation Officers</u></b>	
Ithaca Community Treatment Court/ Electronic Monitoring	Denise Hayden
Ithaca Community Treatment Court	Michael Herrling
Greatest Risk Supervision	Angela Kehoe
Greatest Risk Supervision	Abigail Bixby
Day Reporting Program	Gladys Larson
Tompkins County Felony Drug Court	Rob Devens
Tompkins County Felony Drug Court	Karen Burns
<b><u>Probation Officers</u></b>	
Criminal Court Sex Offenders	Laura Little
Criminal Court Sex Offenders	Michelle Preshur
Criminal Court—Low Risk	Jarrod Newcomb

## Staff & Department Milestones

### Probation Officers (con't)

Criminal Court—DWI	Christine Ion
Criminal Court—DWI	Tom Partigianoni
Criminal Court—Domestic Violence	Steven Jackson
Criminal Court—Domestic Violence	Holly Alzitoon
Criminal Court—Domestic Violence	Kelly Cooper
Family Court	Michele Johnson
Family Court	Sheldon Pettaway
Family Court	Derek Grinnell
Family Court	Shannon Dankert

### Work Project Supervisors:

William Apgar  
James Bond

### Security Officer:

Richard Brewer

### Transition Workforce Employment Specialist:

Kathy Lind

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## *Years of Service to the Probation Department*

### 10+ Years

Karen Burns  
Denise Hayden  
Michael Herrling  
Gladys Larson  
Kathy Lind  
Susan Moore  
Paul Neugebauer  
Tom Partigianoni

### 15+ Years

Abigail Bixby  
Karla Brackett  
Rich Brewer  
Daniel Cornell  
Ujjal Mukherjee

### 20+Years

William Apgar  
James Bond III  
Rob Devens  
Christine Ion  
Jarrod Newcomb  
Laurel Rockhill

### 25+ Years

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

*\*Retired in 2018*

# Restitution and Fee Collection

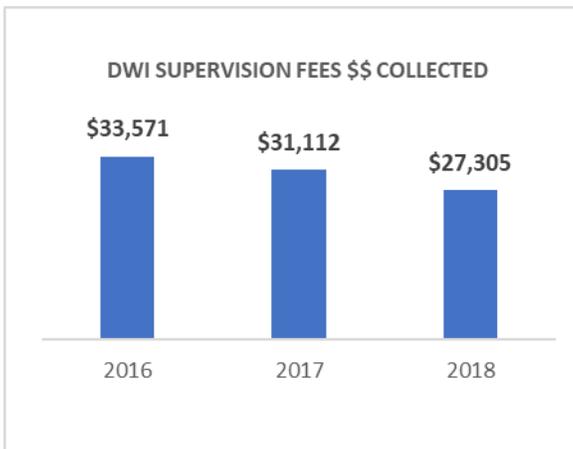
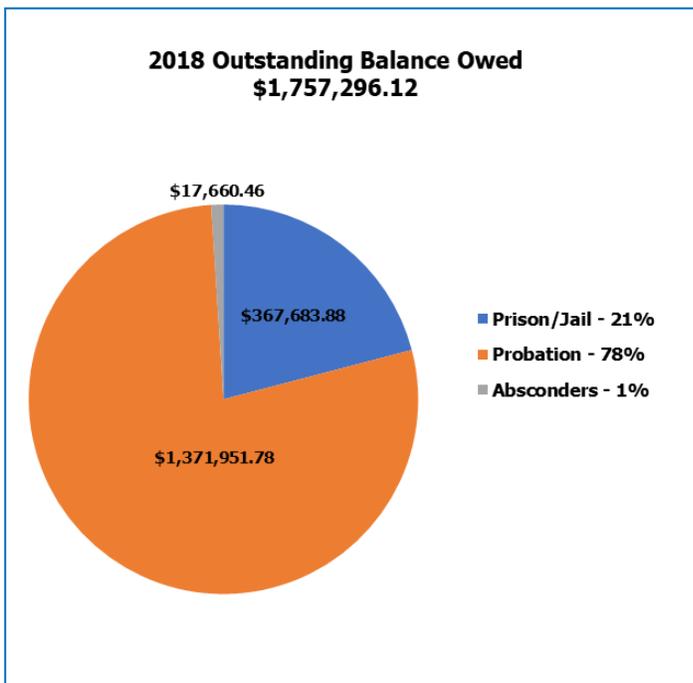
*Submitted by Laurel Rockhill, Administrative Assistant*

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.

## 2018 ACTUAL DOLLARS COLLECTED AND DISBURSED

	Criminal Court Restitution	Designated Surcharge	Family Court Restitution	Fines & Mandatory Surcharges	Interest	Totals
Beginning balance carried from 12/31/17	\$5,614.15	\$390.27	\$0.00	\$0.00	\$31.40	\$6035.82
Money Received 01/18 - 12/18	\$91,558.76	\$4,634.88	\$1,043.00	\$0.00	\$8.20	\$97,244.84
Money Disbursed 01/18- 12/18	\$94,050.69	\$4,679.41	\$1,043.00	\$0.00	\$0.00	\$99,773.10
End Balance 12/31/18	\$3,122.22	\$345.74	\$0.00	\$0.00	\$39.60	\$3,507.56

The amount ordered in 2018 includes one restitution order received in the amount of \$286,200.00. The amount also includes six restitution orders received for a total of \$101,168.36. These six orders represent 9% of the total number of orders received and 22% of the total amount ordered.



***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.

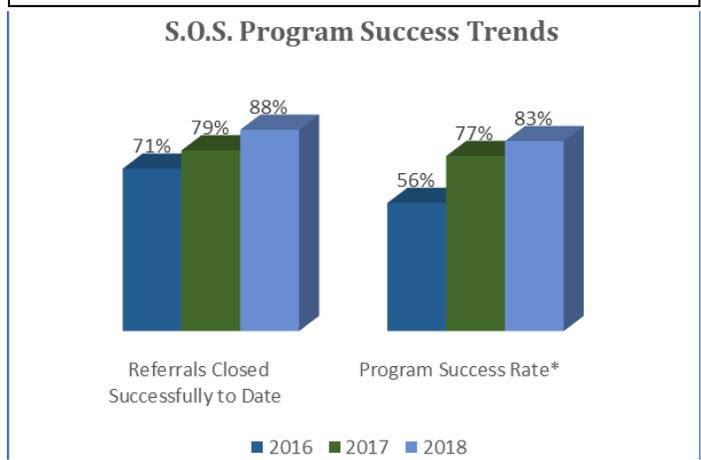
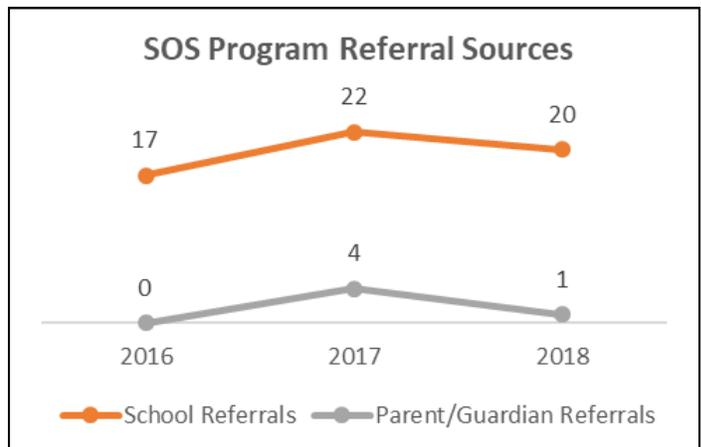
Calls are often from parents looking for advice or help with their child. The parent/guardian is walked through the services offered through the PINS Diversion Program and informed of the services available in the community.



### 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 2018 and after 6 months have avoided further contact with the Juvenile Justice System.

### Probation Facts:

*To date, 88% of the youth who utilized S.O.S services in 2018 successfully completed the program.*

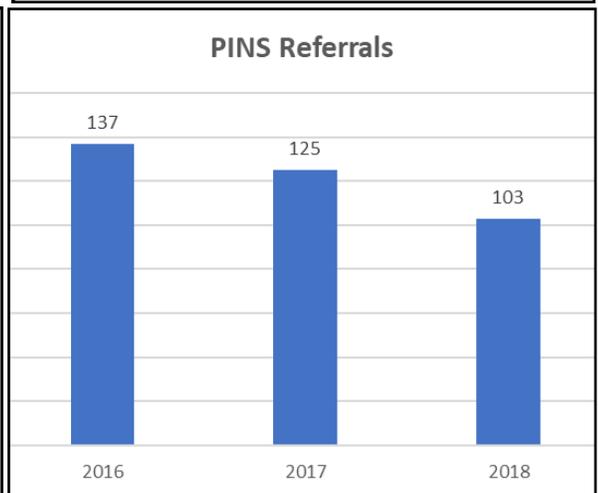
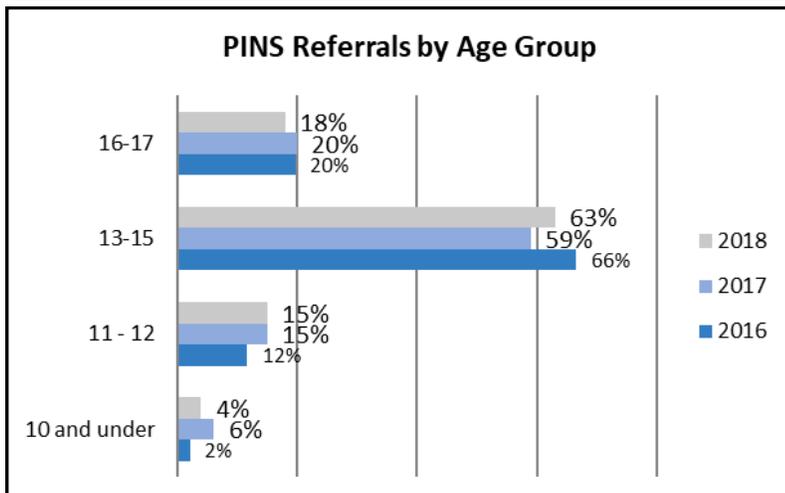
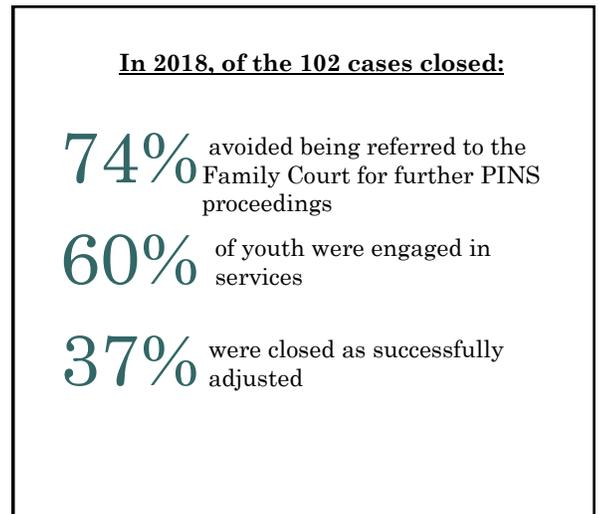
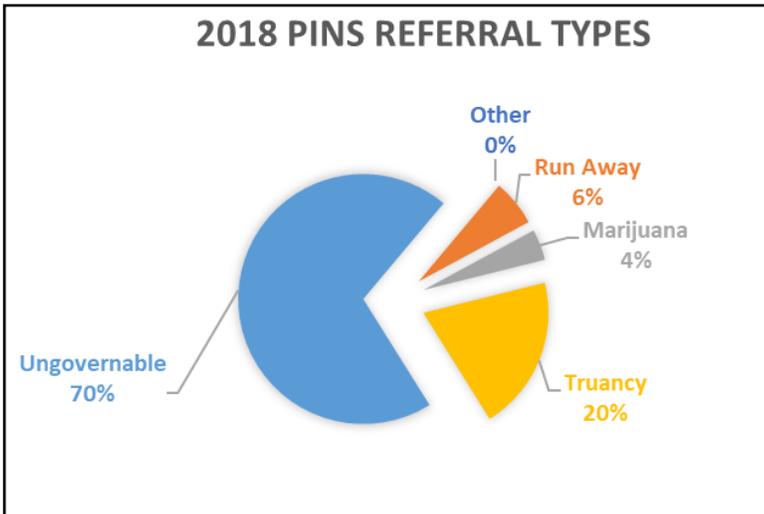
# Family Court Diversion Services

*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 2018, the Tompkins County Probation Department received **103** PINS referrals: **31** complaints were initiated by parents, **67** by school administrators, **4** by police, and **1** by the Department of Social Services.



**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.*

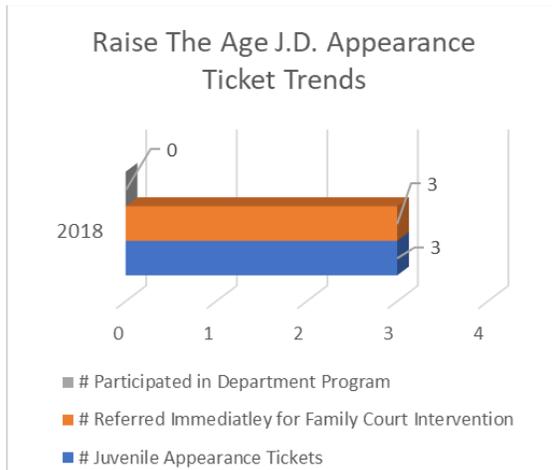
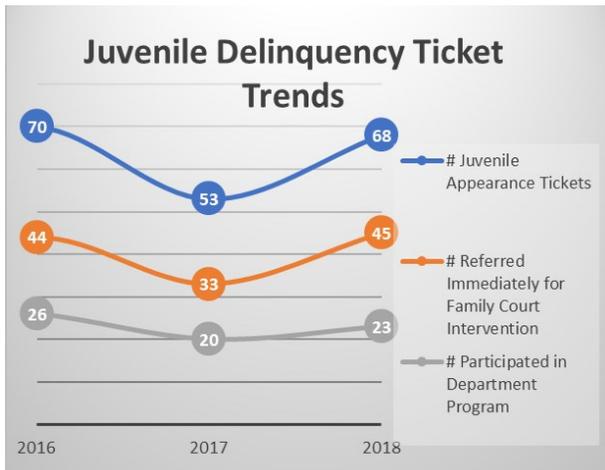
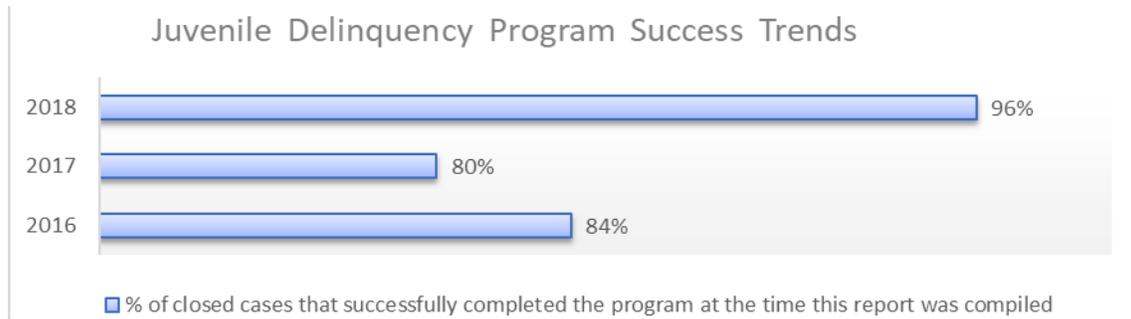
# Family Court Diversion Services

*Submitted by Jan Gorovitz, Probation Supervisor*

## JUVENILE DELINQUENCY AND RAISE THE AGE

The Tompkins County Probation Department also offers diversion services to youth issued a Juvenile Appearance Ticket by local police agencies. A Juvenile Delinquent was previously defined as a person over seven and less than sixteen years of age who committed an act, which if committed by an adult, would constitute a crime. As of October 1, 2018, the first phase of Raise the Age took effect in New York State. This law raises the age of criminal responsibility to eighteen, which means that sixteen year old's are no longer automatically charged as adults. In October 2019, the law phases in for seventeen year old's. Youth participating in the Juvenile Delinquency Program are required to write a letter of apology to the victim(s), complete community service, pay restitution if applicable, or may be asked to complete a project specific to the crime they committed. Youth may also be referred to services in the community to address identified needs.

- ~ In 2018, this department received **68** Juvenile Appearance Tickets. In addition, this department received an additional **3** tickets due to Tompkins County's implementation of Raise the Age. All **3** of these tickets were forwarded to Tompkins County District Attorney's Office for further review.
- ~ Of the **68** tickets, **45** were referred immediately for Family Court intervention, and **23** youth participated in this department's Diversion Program.
- ~ Of the **23** youth who participated in the JD Diversion Program, **22** or **96%** successfully completed the program requirements, with one case still open.



**Probation Facts:**  
*To date, of the 2018 closed Juvenile Delinquency cases, 96% have been successfully diverted from the Family Court System.*

# Family Court Investigations

*Submitted by Jan Gorovitz, Probation Supervisor*

## FAMILY COURT INVESTIGATIONS

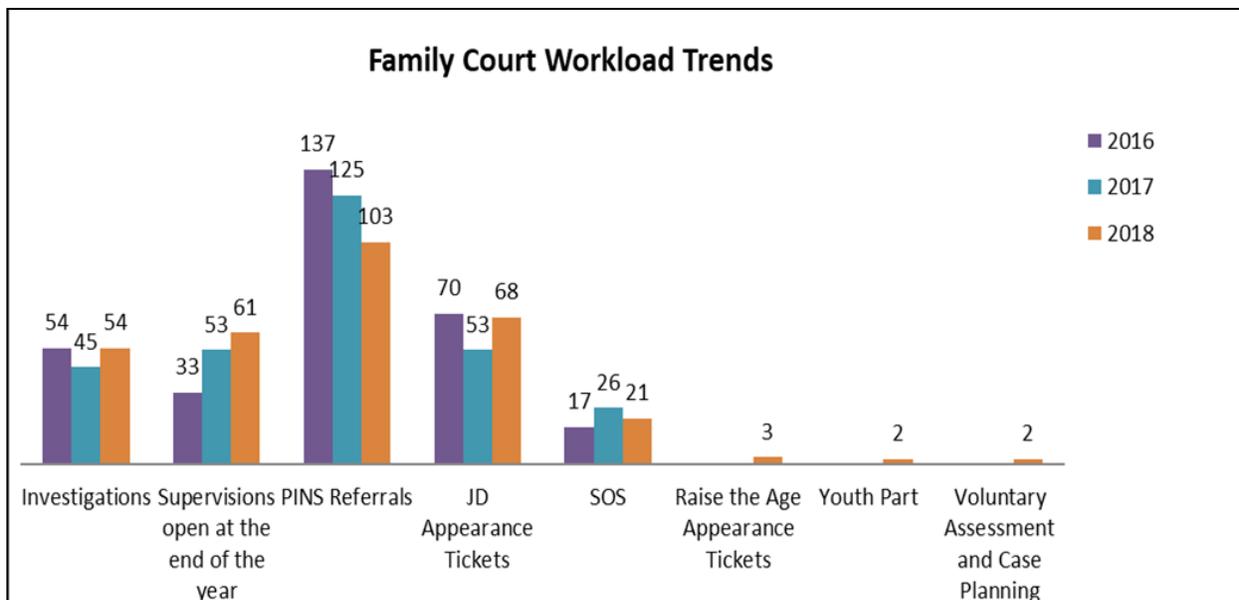
The Family Court Act requires that a predispositional investigation be conducted for all Designated Felony cases (defined as an act which if committed by an adult, would constitute a crime of murder, kidnapping, arson, various sexual offenses, etc.). For other Juvenile Delinquency and Person In Need 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

## 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 Prediversion Services (Strengthening Our Students)



# Family Court Supervisions

*Submitted by Jan Gorovitz, Probation Supervisor*

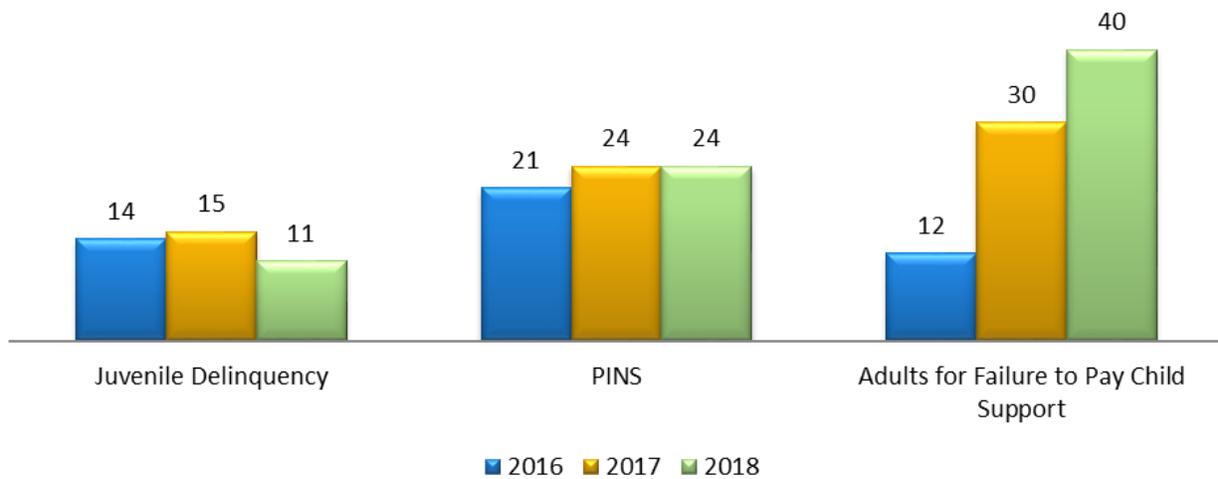
## FAMILY COURT SUPERVISION

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

**Family Court Supervision Types for New Cases Received**



**Probation Facts:**

**141** hours of community service were successfully completed in this department's supervised Juvenile Accountability Community Service program in 2018.

# Pretrial Release Program

*Submitted by Paul Neugebauer, Supervisor*

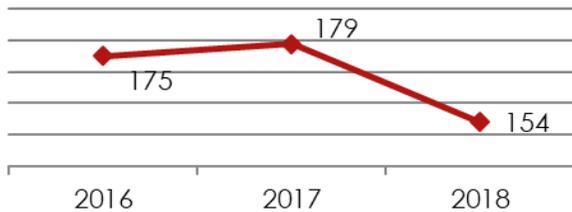
This Department continues to operate the Pretrial Release Program in an attempt to facilitate release for incarcerated individuals who meet appropriate criteria. All defendants in custody at the Tompkins County Public Safety Building, who have bail set by a court, are given the opportunity to be interviewed 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.

## 2018 PRETRIAL FACTS

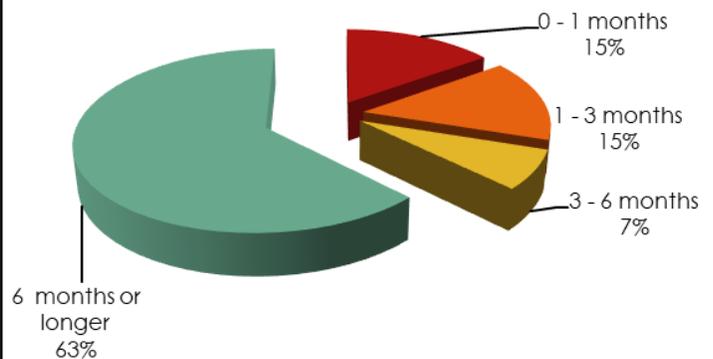
A total of **154** pretrial release reports were completed for the courts:

- \* **80%** were male detainees and **20%** female detainees
- \* **64%** were white and **36%** were minority
- \* **57%** were detained for a felony charge and **43%** for a misdemeanor charge
- \* **37%** of those interviewed had resided less than 6 months in Tompkins County prior to their detainment

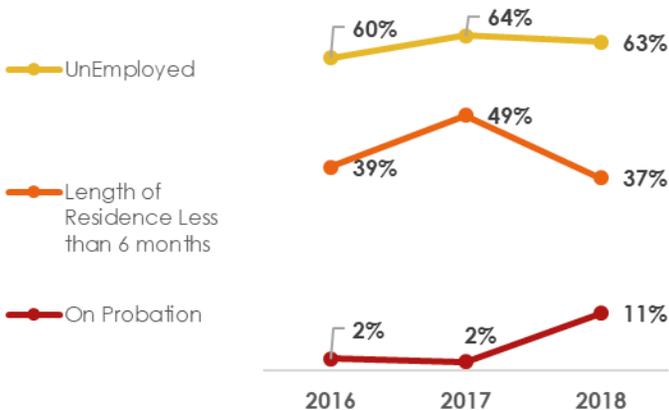
### # Pre-Trial Interviews



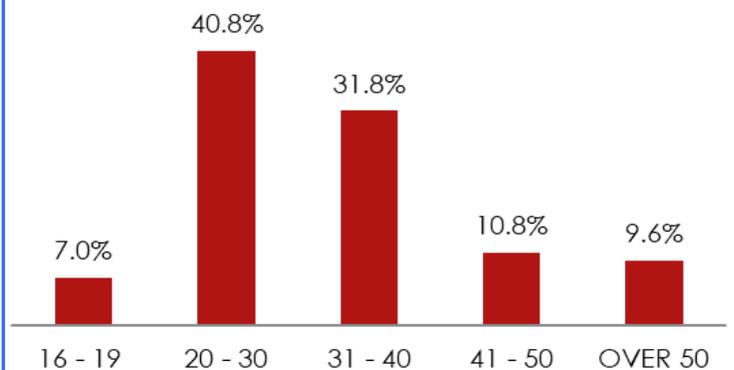
### Length of Residency in County



### Pre-Trial Interview Demographics



### Age at Interview



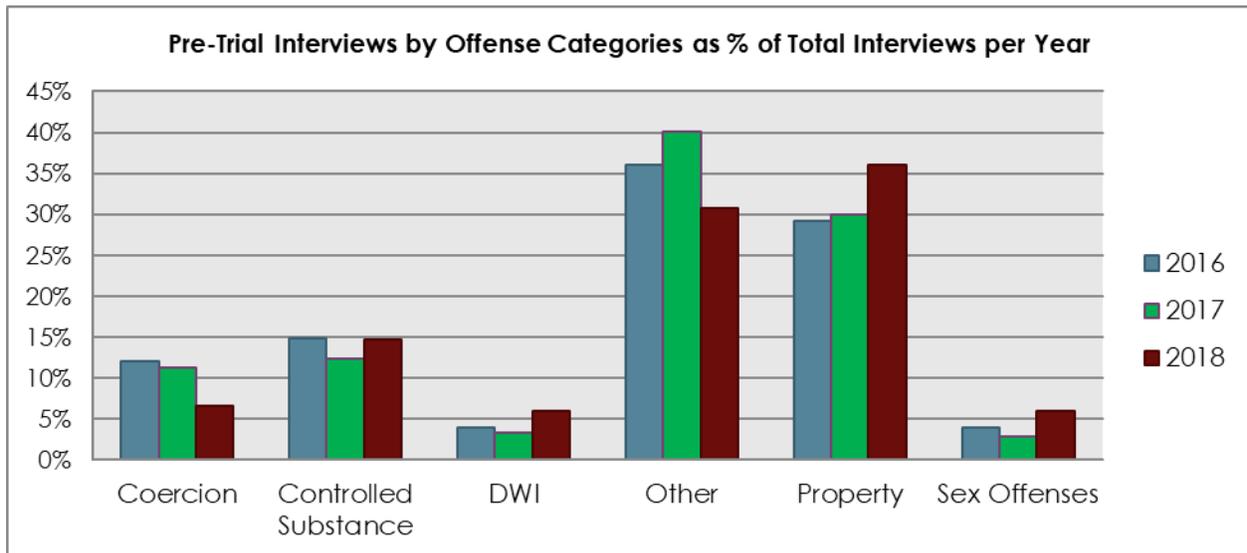
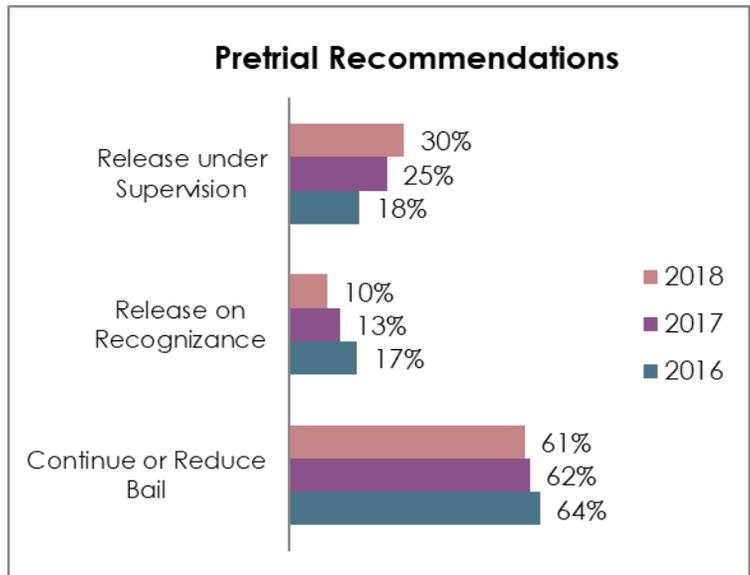
# Pretrial Release Program

*Submitted by Paul Neugebauer, Supervisor*

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**

- ~Release on Recognizance (ROR)
- ~Release Under Supervision (RUS) to Pretrial program Day Reporting, or Electronic Monitoring
- ~Continue or Reduce Bail

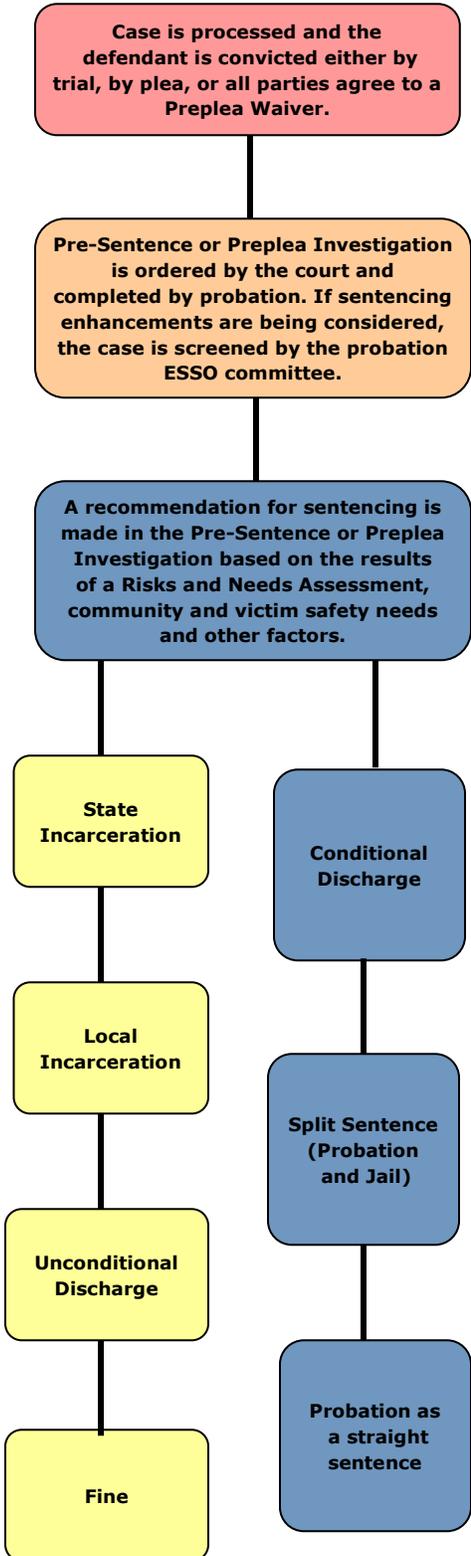


**Probation Facts:**

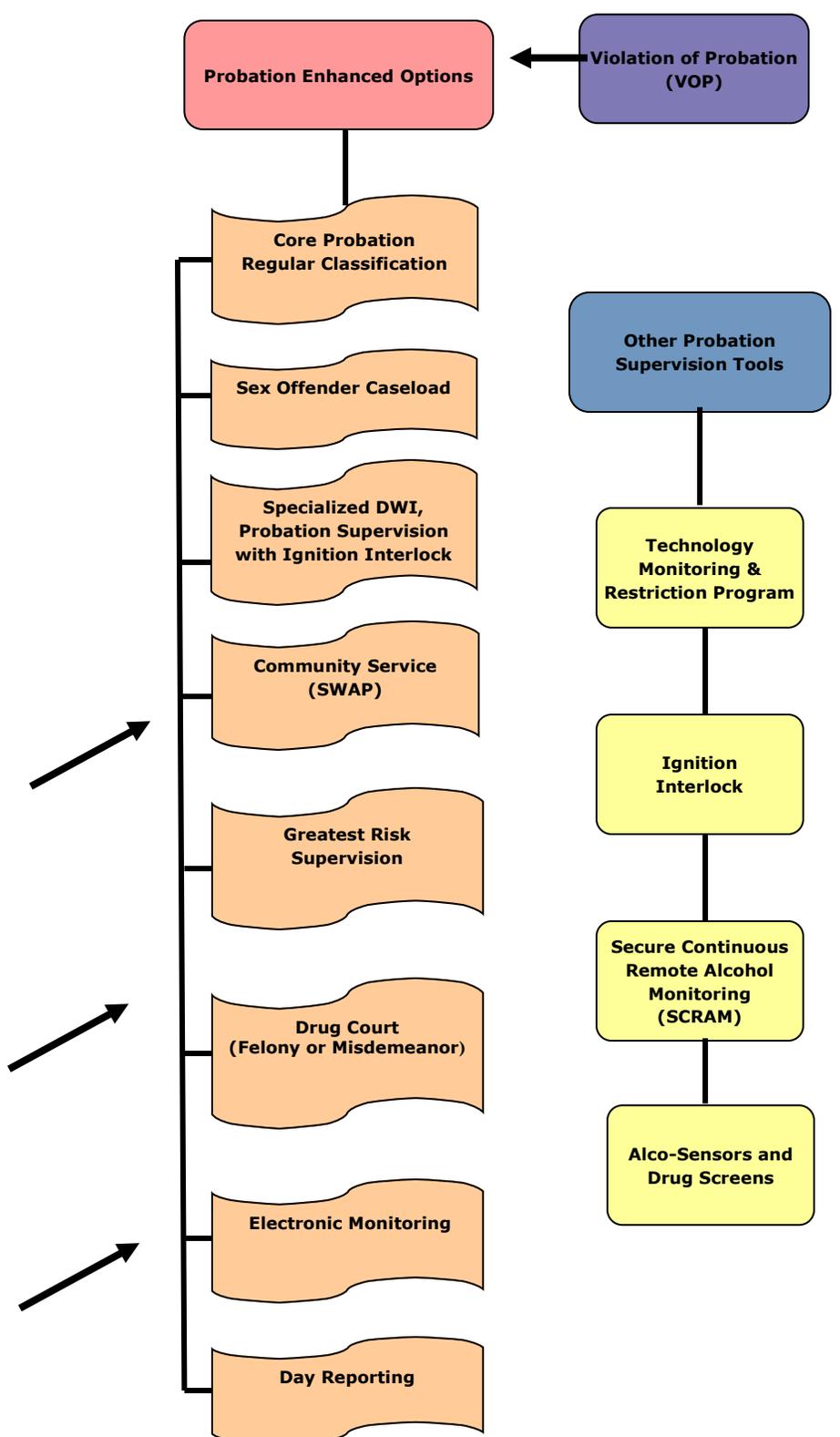
*The first pretrial services program was implemented in 1961 in New York City. The main functions of pretrial services are to gather information, assess risk of failure to appear and provide supervision to defendants who have been released under specified conditions. (American Bar Association, Criminal 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

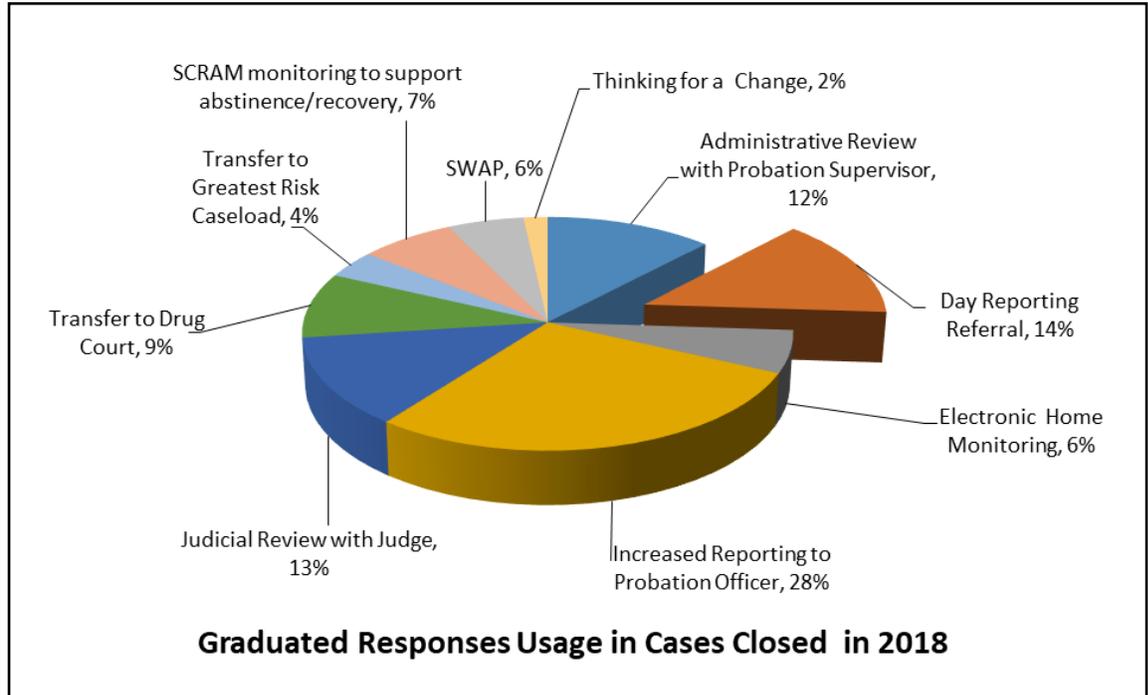
*Submitted by Patricia Buechel, Director*

## 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. Responses 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 address 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
- ~ Pretrial Release (PTR)

### **Probation Facts:**

*Of the cases closed in 2018 this department utilized graduated responses 288 times as a way to encourage compliance.*

# Criminal Court Investigations

*Submitted by Daniel Cornell, Deputy Director*

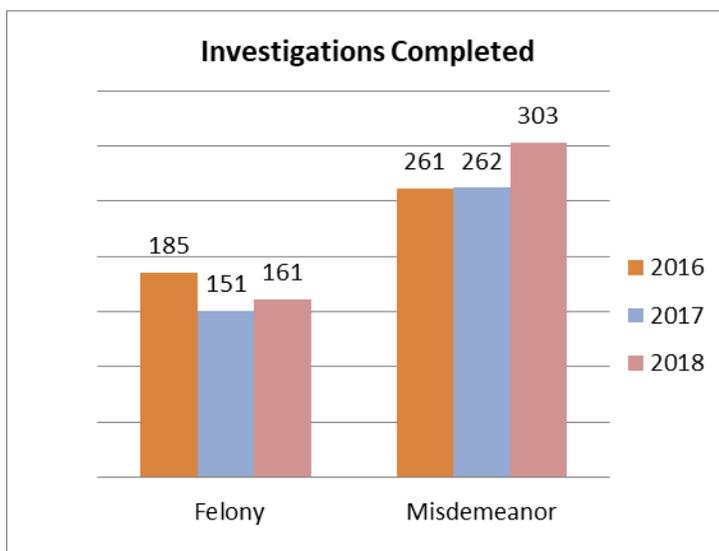
## INVESTIGATIONS

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 defendant's risk and protective factors
- ~ expressing the victim's perspective of the crime to the court and advocating for restitution/compensation

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, the impact of incarceration on the offender's family, victim's rights, and community safety considerations
- ~ an assessment of appropriate enhanced supervision and sentencing options designed to address the defendant's needs, in an effort to reduce their risk of recidivism



### **An Investigation Includes:**

- \* *Criminal 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, seek to make the victim whole and attempt to reduce the persons risk of engaging in further criminal behavior*

### **Probation Facts:**

*Property Crimes made up 36% of the Felony investigations this department completed in 2018. Substance Abuse, not including alcohol related vehicle offenses, accounted for 18%.*

# Criminal Court Supervision

*Submitted by Daniel Cornell, Deputy Director*

## 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.

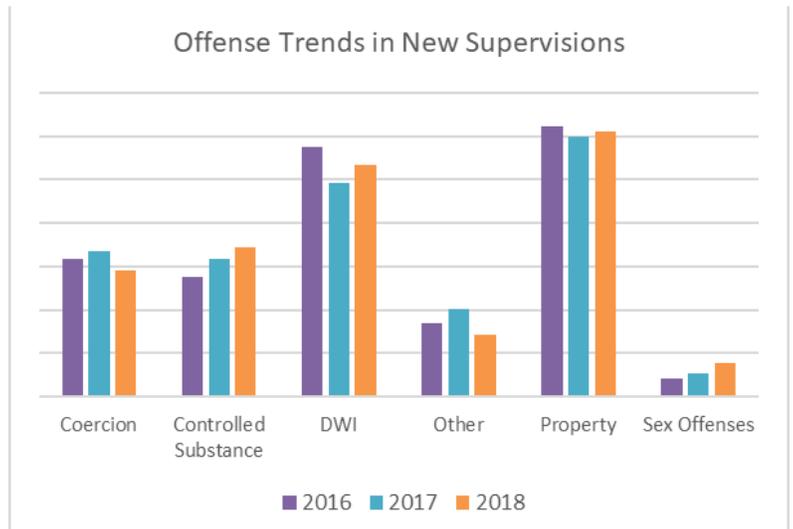
~ **Rehabilitation of the Offender**

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



**Probation Facts:**

*Property Offenses continue to make up the highest percentage of new supervision cases followed by DWI and controlled substance offenses.*

# Specialized Supervision

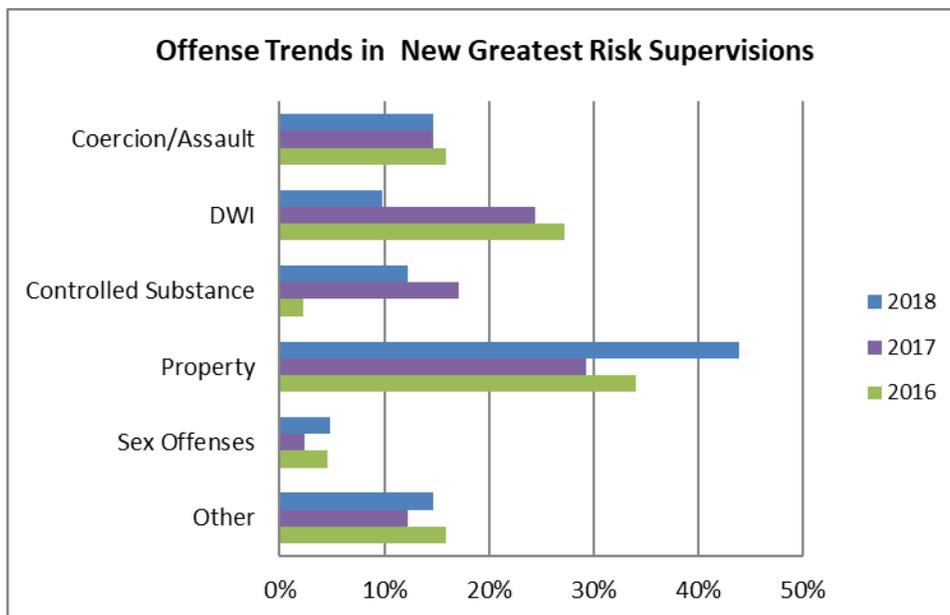
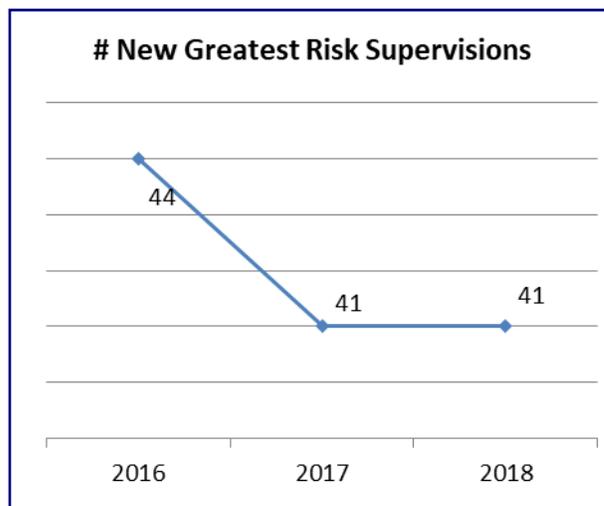
*Submitted by Dan Cornell, Deputy Director*

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:

*In 2017, the rate of robbery victimizations rose from 1.7 per 1,000 residents age 12 or older to 2.3 per 1,000.*  
 (Source: Criminal Victimization, 2017 -Bureau of Justice Statistics)

# Sex Offender Supervision

*Submitted by Angela Kehoe, Senior Probation Officer*

## **SEX OFFENDER SUPERVISION**

In 2018 we continued our work in this specialized field of community-based supervision with:

- ~ Continuation of a second probation officer on the sex offender supervision team. Probation Officer's supervise individuals who are registered with the NYS Sex Offender Registry (SOR) and those who may have sexually offended but have been convicted of a non-registerable offense.
- ~ Continued involvement in the County's Multidisciplinary Team (MDT). In addition to probation, members of this team include police agencies, CPS, the District Attorney's Office, The Advocacy Center, Sexual Assault Nurse Examiners and others. The MDT works to ensure the best possible outcome for victims and for prosecution of difficult sex offense crimes, and is a best practice recommended by NYS for management of sex offenders in the community.
- ~ Continued involvement in Sex Offense Court, a specialized docket for probationers who have committed a registered sex offense or a non-registerable offense with similar behaviors. It is an effective mechanism for swiftly addressing issues of compliance in this high-risk category of offenders.
- ~ Continued use of specialized supervision tools such as Technology Monitoring.
- ~ Continued collaboration with the Tompkins County Mental Health Clinic to ensure the probationer is attending and participating in sex offender treatment.

## **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 Probation Officer does quarterly address checks to verify the addresses of offenders on the New York State Sex Offender Registry.
- ~ The Probation Officer ensures that offenders are submitting updated information regarding their address, employer, higher education enrollment, vehicle information, and internet data to the New York State Sex Offender Registry.

### **Probation Facts:**

*It is a myth that most sexual offenses are committed by strangers. Most sexual offenses are committed by family members or acquaintances.*

(Source: DCJS Sex Offenders - Myths & Facts - 2014)

# Specialized Supervision

*Submitted by Paul Neugebauer, Probation Supervisor*

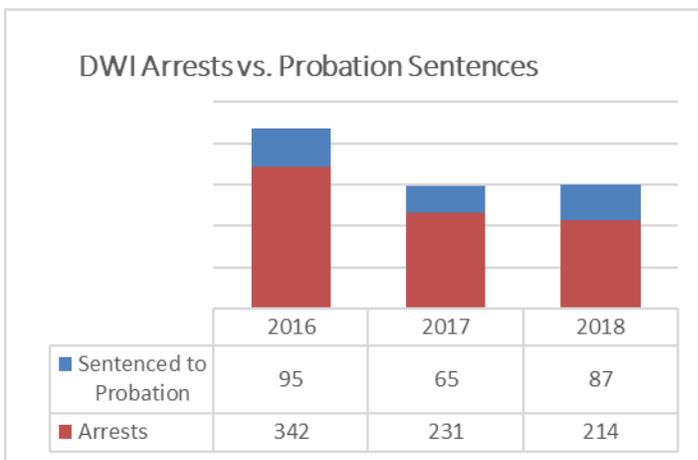
Impaired driving continues to represent a significant threat to public safety. The goal of specialized DWI supervision is to enhance community protection by reducing incidents of Driving While Intoxicated and ensure that the offender obtains necessary treatment while monitoring their behaviour in the community.

## DWI SUPERVISION CASELOAD

- ~ This Department has had a specialized DWI Probation Officer for over twenty years.
- ~ Approximately 1/3 of the total cases supervised by this Department are offenders convicted of DWI offenses.
- ~ Currently, there are two DWI Probation Officers.

### The DWI Probation Officer’s role is:

- ~ Completing pre-sentence investigations of persons convicted of DWI offenses
- ~ Intensive supervision of a caseload averaging approximately 36 probationers
- ~ Monitor ignition interlock device compliance
- ~ Monitor compliance with necessary treatment programs
- ~ Monitor an offender’s sobriety with the use of:
  1. Alco-Sensor tests to detect recent alcohol use.
  2. Urine screens to detect recent alcohol and illicit substance use.
  3. Secure Continuous Remote Alcohol Monitoring (SCRAM) ankle bracelet to monitor the probationer’s ability to remain alcohol free 24 hours a day, usually for a period of 90 days.
  4. An ignition interlock device (IID) installed in any vehicle owned or operated by the defendant.



### The Tompkins County Probation Department organizes the Tompkins County DWI Victim Impact Panel.

The aim of the DWI Victim Impact Panel (VIP) is to help impaired driving offenders internalize the lasting and long-term effects of substance-impaired driving. At the VIP, victims, survivors, and professionals impacted by impaired driving crashes speak briefly about a first-person account of how impaired driving impacts their lives. The panel seeks to create empathy and understanding of the tragedies resulting from fatal DWI crashes. The intent is to leave a permanent impression on participants that leads to changes in thinking and behavior, and prevents future offenses.

- ~ Attendance at the VIP is mandatory as a condition of probation or as part of a conditional discharge sentence for DWI offenders.
- ~ It is a free program offered in March, July, and November at the Tompkins County Court House.
- ~ In 2018, 171 defendants attended the Tompkins County DWI Victim Impact Panel.
- ~ The Tompkins County Probation Department is able to offer this program with the generous help of volunteer speakers and community members. We work in conjunction with New York State Court Security Officers, Tompkins County District Attorney’s Office, Alcohol and Drug Council (ADC), Cayuga Medical Center (CMC), and with assistance from Tompkins County STOP- DWI.

# Evidence Based Programs

*Submitted by Gladys Larson, Senior Probation Officer*

## INTERACTIVE JOURNALS

Interactive Journals are a recognized cognitive behavioral change curriculum developed by The Change Companies and supported by the Office of Probation and Correctional Alternatives. The curriculum can be taught in group format or on an individual basis. The Journals take into account where a person is in the stages of change. Interactive Journaling is a structured and experiential writing process that motivates and guides individuals toward positive life changes. The goal of the curriculum is to ultimately ***reduce recidivism and to help people make long lasting life changes***. The curriculum is offered to both juveniles and adults. The Juvenile curriculum called Forward Thinking, is currently being utilized by the Family Court Probation Officers in an individual format with both PINS Diversion and Juvenile Supervision cases. There are currently nine Interactive Journals available in the Forward Thinking curriculum.

- What Got Me Here?
- Handling Difficult Feelings
- Relationships and Communication
- Victim Awareness
- Reentry Planning
- Substance Using Behaviors
- Family
- Responsible Behavior
- Individual Change Plan

The adult curriculum called Courage To Change is being offered multiple times per week in the Day Reporting Program. It will also be utilized in the Tompkins County Jail as part of Re-entry Services in 2019. This department has seven staff members trained to facilitate this curriculum. There are currently nine Interactive Journals available in the Courage To Change Curriculum.

- Getting Started
- Social Values
- Responsible Thinking
- Substance Use
- Peer Relationships
- Recreation and Leisure
- Family Ties
- Seeking Employment
- Self Control

Sr. Probation Officer Gladys Larson was trained as a Train the Trainer in both curriculums and will continue to train staff so that these journals can be utilized throughout the Department either in group or individual settings.

### *How do participants describe IJ?*

~ *“I like them, they help me to see the entire picture and not just bits.”*

~ *“The workbooks helped me, I enjoyed all of them.”*

### *Probation Facts:*

*By personalizing the information presented in the Journals to their own circumstances, participants will develop a record of their commitments and progress throughout probation and a roadmap to success in their efforts to make positive behavior change. According to the Change Companies, over 25 million people have used Interactive Journals to make positive changes in their lives.*

# Performance Measures

*Submitted by Patricia Buechel, Director*

## 2018 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 2018. Data collection and analysis of departmental performance will be an ongoing process for 2019.

Benchmark	192 Adult Cases Closed 2018	38 Juvenile Cases Closed 2018
<b>Law Abiding Behavior</b>	<b>76.6%</b> of case closings remained arrest free during the term of probation	<b>84%</b> of case closings remained arrest free during the term of probation
<b>Resistance to Drug and Alcohol Use</b>	<b>90%</b> of the drug screens recorded by this department were negative for substances	Of the 14 youth ordered to participate in treatment, <b>79%</b> completed treatment or were in good standing with treatment at time of case closing
<b>School Participation Vocational Training</b>	<b>54%</b> 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, <b>87%</b> of the youth were enrolled in school/vocational programs and <b>82%</b> were participating satisfactorily
<b>Restitution to Victims</b>	<b>\$106,875.84</b> in restitution had been ordered on the cases that closed in 2018. The overall collection rate for all cases closed was 50%	<b>\$374.31</b> in restitution had been ordered on the cases closed in 2018. <b>100%</b> of this was collected at case closing
<b>Restorative Community Service</b>	<b>84%</b> of the <b>3035</b> hours of community service ordered was satisfied at case closing	<b>77%</b> of the <b>106</b> hours of community service ordered was satisfied at case closing
<b>Mental Health</b>	<b>77%</b> of those court ordered to participate in mental health treatment did so and <b>58%</b> either completed or were in good standing at time of case closing	Of the <b>35</b> youth ordered to participate in mental health treatment, <b>89%</b> participated and <b>74%</b> either completed or were in good standing at time of case closing
<b>Case Closing Status</b>	<b>61%</b> of cases were closed successfully	<b>76%</b> of cases were closed successfully

# Technology Tools

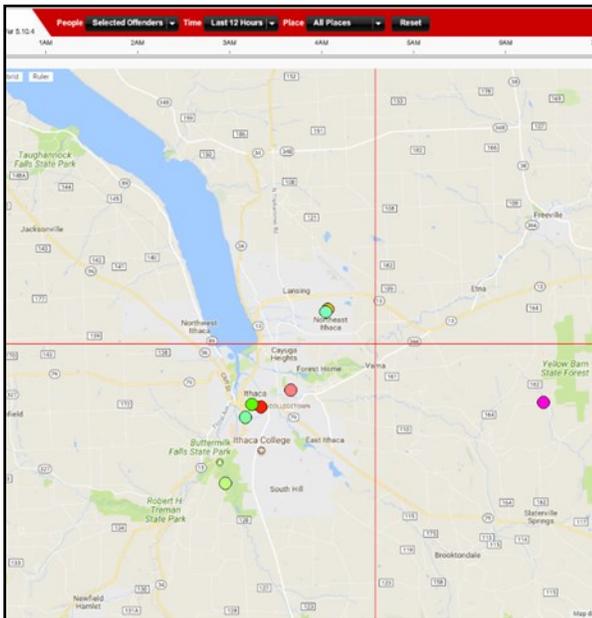
*Submitted by Paul Neugebauer, Probation Supervisor*

## 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 Enhanced Supervision and Sentencing Option, (ESSO) for high risk adult offenders, and it is used with juveniles as an alternative to detention.

**In 2018, 71 individuals** participated in electronic monitoring for a total of **4,524 days**. Of these, **14 cases** were Family Court Juvenile cases and **57** were Adult Criminal Court cases.

The utilization of Electronic Monitoring for adult criminal court clients is a result of the department’s commitment to enhanced use of graduated responses. Additionally, the recommendations from the 2017 Jail Study Report resulted in a conscious effort to increase use of this monitoring tool at the Pretrial stage in lieu of recommending continue bail for appropriate cases. Of the **28** defendants who participated in Pretrial EM in 2018, **20** completed this requirement successfully.



Electronic Monitoring Report -  
The dots represent selected offenders within a specific time period

### Estimated Cost Comparison

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

3359 days @ \$84.00/day totals \$282,156.00

*Average costs of non-secure Juvenile Detention:*

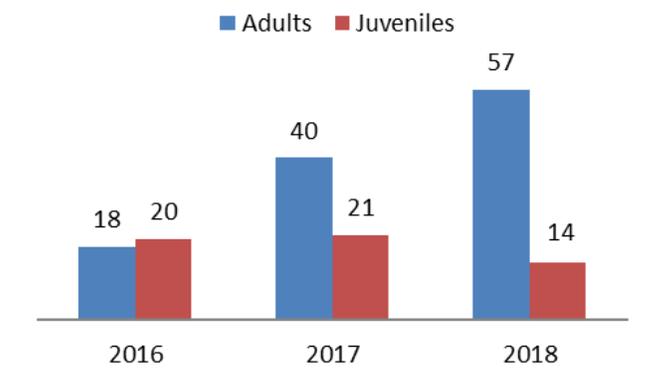
1165 days @ \$359.00/day totals \$418,235.00

*EM Costs:*

4524 days @ \$6.06/day totals \$27,415.44

*Potential Taxpayer Savings for 2018: \$672,975.56*

### **Electronic GPS Monitoring Trends**



### **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.*

# Technology Tools

*Submitted by Susan Moore, Probation Systems Analyst*

## TECHNOLOGY RESTRICTION AND MONITORING

The Department continues to implement and develop the **Technology Restriction and Monitoring program**. In **2018**, IOS mobile phones were added to the list of devices being managed and monitored. This program is an important tool for restricting and remote monitoring of an offender's on line usage as a way to prevent and deter high risk behaviors that could ultimately lead to recidivism.

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.

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 **41,506** registered sex offenders in New York State as of July 2018 and **157** residing in Tompkins County.*

(Source: NYS Division of Criminal Justice Services Website)

# Technology Tools

*Submitted by Paul Neugebauer, 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 implement a program of recovery.

**85%** of criminal court probationers who completed probation in 2018 were ordered to complete substance abuse treatment by the Courts because drug and/or alcohol abuse was identified as a criminogenic risk factor.

**64%** 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 provide a breath sample 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 Alcosensor.



### 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 hours a day, 7 days a week, usually for the duration of 90 days by measuring their transdermal alcohol concentration, a predictable result of alcohol consumption. The Department uses this device for our DWI and Treatment Court population as a way to aid recovery based behavior.



The device is commonly used when a relapse with alcohol has occurred with a DWI probationer, as a graduated response. Probation Officers are able to download the data from the device directly into their computers during an office contact with the probationer to determine compliance with alcohol conditions.

### Probation Facts:

**\$4.40** - Daily cost of SCRAM compared to the higher cost of incarceration.

# Technology Tools

*Submitted by Paul Neugebauer, Probation Supervisor*

## IGNITION INTERLOCK DEVICE

DWI offenders are required to install this device on every vehicle they own or have access to, so that the offender's alcohol use and driving behavior can be monitored. 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 vehicle. The Probation Officer receives notification of any high BAC readings, missed test 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
02-05-2011	2:28:42 PM	*POWER OFF
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
02-03-2011	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
	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:

*A total of 3,779 ignition interlock devices (IID's) were installed in the motor vehicles of DWI and other alcohol-related criminal offenders in New York State (NYS) from January 1, 2018 to December 31, 2018.*

# Treatment Court Programs

*Submitted by Paul Neugebauer, Probation Supervisor*

## 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 participant 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.

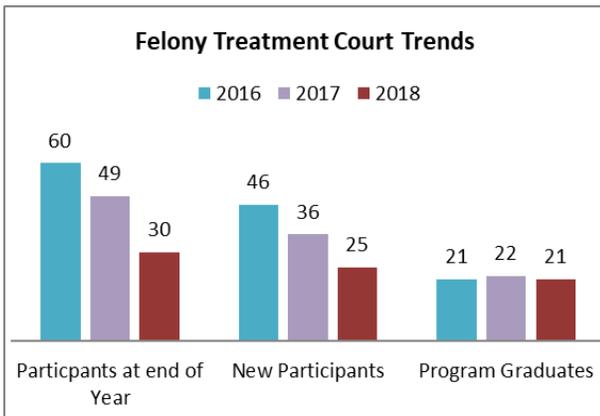
Senior probation officers are assigned to the Treatment Courts; these officers play an important role in the supervision of the participants and providing program services. Other team members include the judge and court staff, assistant district attorney, defense attorneys, program coordinator, substance abuse counselors, forensic counselor, 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.

### What did you like most about Drug Court?

- ✓ "I liked how they made sure you stay with a routine every week with meetings and treatment. This helped me stay sober and it helped me to deal with all the different emotions that were new and different since I got sober."
- ✓ "One of the things that worked best for me in treatment court was deciding to go to school. I did not have the opportunity or time to get into trouble. I didn't spend my time thinking everyone was out to get me."
- ✓ "This was a chance for me to get my felony dropped to a misdemeanor, so I am not labeled a felon. I'm grateful for that."

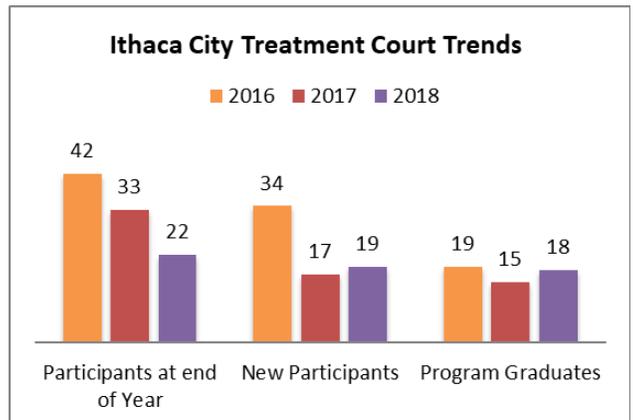
### Tompkins County Felony Drug Court - 2018

- ~ 25 new admissions
- ~ 21 participants graduated
- ~ 30 current participants at the end of 2018
- ~ Since inception of the program in April 2000, 272 participants have graduated



### Ithaca Community Treatment Court - 2018

- ~ 19 new admissions
- ~ 18 participants graduated
- ~ 22 current participants at the end of 2018
- ~ Since inception of the program in January 1998, 290 participants have graduated



# Community Service Programs

*Submitted by Gladys Larson, 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.

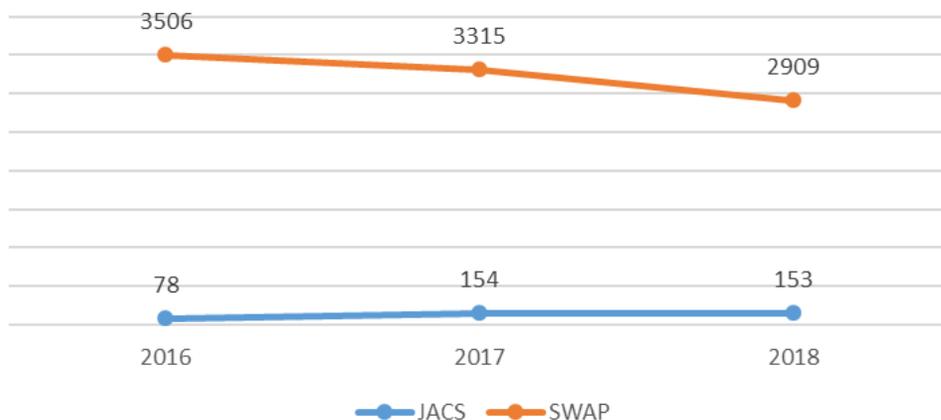
## Service Work Alternative Program (SWAP)

- ~ 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 2018, **2,909** hours of service was performed in our community.
- ~ **84%** of the community service hours ordered as a condition of probation were satisfied at case closing.
- ~ Over **20** worksites in Tompkins County benefited from work provided through this program.
- ~ **43** individuals successfully completed their court ordered obligation in 2018.

## 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 2018, **153** hours of service was performed in our community
- ~ **5** juveniles successfully completed their obligation in 2018

**Community Service Hours Provided in Tompkins County**



### **Probation Facts:**

*In 2018, the Service Work Alternative Program (SWAP), helped raise \$60,000 Cops Kids & Toys by working at the Cornell University Dump and Run worksite. In December 2018, over 600 families received toys at holiday time as a result of this program.*

# Community Service Programs

*Submitted by Gladys Larson, Senior Probation Officer*

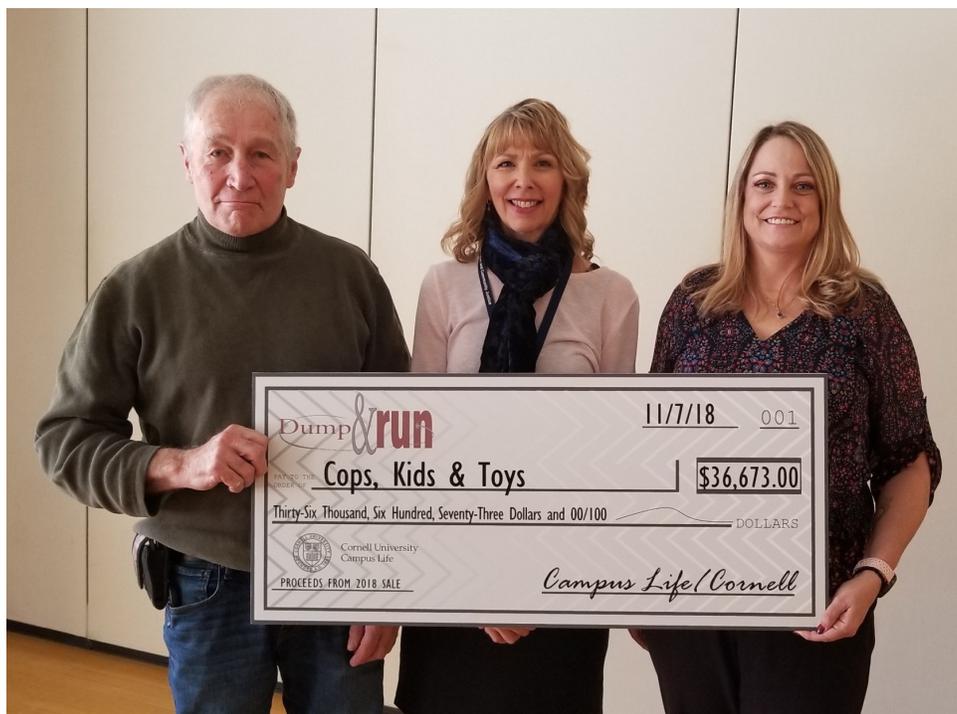
## Community Benefits

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.

*“ This year the Friends of TCPL contributed over \$386,00 to support the Tompkins County Public Library, the Finger Lake Library System, its member libraries, and many worthwhile literacy projects throughout Tompkins County. Once again, we want to thank Bill Apgar for the outstanding job he does supervising the work crews and thank the men and women in his crews.”*

*- Friend of the Tompkins County Public Library*

*In 2018, the Service Work Alternative Program (SWAP), helped raise \$36,673.00 for Cops Kids & Toys by working at the Cornell University Dump and Run worksite.*



*SWAP Supervisor Bill Apgar, Director Pat Buechel, Senior Probation Officer - Gladys Larson*

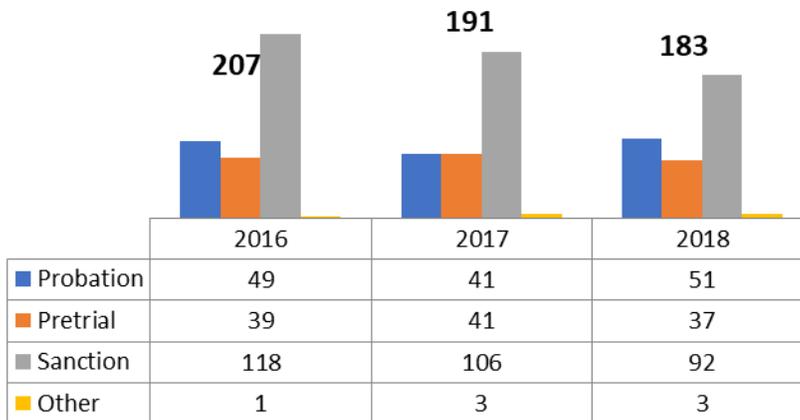
# Day Reporting

*Submitted by Gladys Larson, Senior Probation Officer*

The Tompkins County Day Reporting Program is an innovative enhanced supervision and sentencing 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.

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 pretrial supervised release. Our core components include individualized education programs and TASC (Test Assessing Secondary Completion) preparation, work readiness, substance abuse education, healthy family relationships, community service, nutrition and leadership initiatives.

**Referral Sources to Day Reporting**



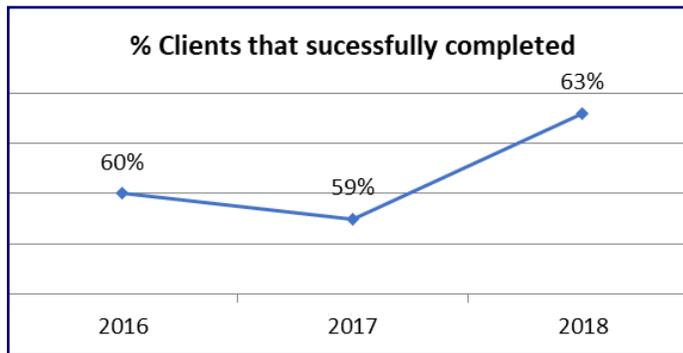
**What we do:**

- ~ Provide daily employment, education, and sober support classes to clients including Interactive Journals, Substance Abuse, Healthy Family Relationships, Mental Health, Financial Management, and Health Issues.
- ~ Provide individualized educational plans, including TASC testing preparation 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, The Advocacy Center, and Cornell Cooperative Extension.

**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 process including: pretrial, presentence, probation supervision, probation and parole

**% Clients that successfully completed**



# Day Reporting

## Education Services

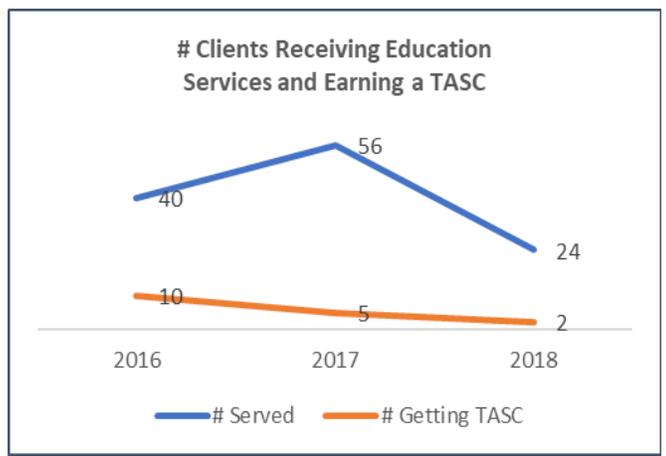
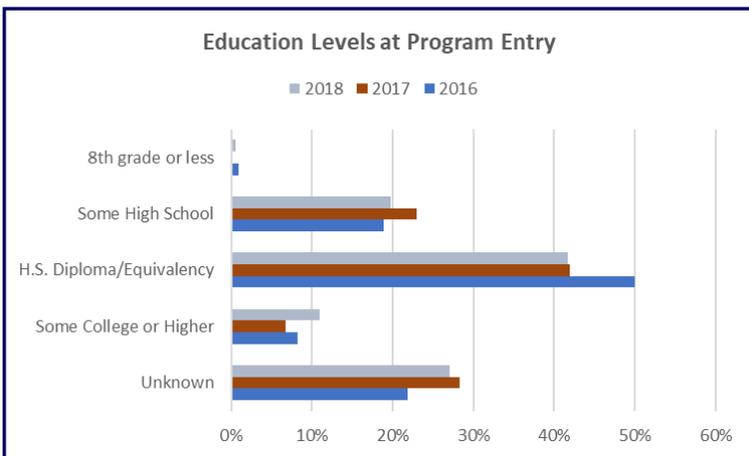
*Submitted by Gladys Larson, Senior Probation Officer*

Day Reporting continues to provide a welcoming setting for individuals in the criminal justice system to seek educational opportunities. Many of the individuals we serve have either had past difficulties with the general education setting or have not entered a classroom in many years. These factors can produce anxiety and potential barriers to success and our goal is to mitigate these barriers to advancement. The individualized instruction provided to the clients we serve becomes paramount to their success in passing this test.

*“I like the classes, there’s a lot of interaction. I was able to learn new techniques.”*

*“It helped me keep a good schedule in a timely fashion.”*

*“Helped and guided me toward my goals. I’ve been very focused on changing my life style.”*



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 **2018**, approximately **24 new** students received individual instruction with **2** successfully completing the Test Accessing Secondary Completion (TASC) test\*. Once clients have obtained their TASC, they are encouraged to pursue further educational opportunities including advancing to higher education.

*\*Please note that these numbers are an approximate number of new students that entered the program. Due to numerous staffing changes at BOCES complete records were not available.*

# Day Reporting

## Employment Services

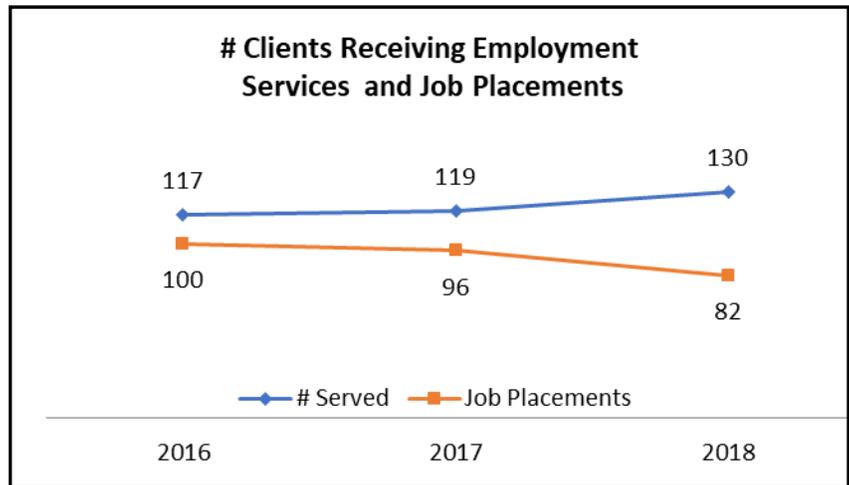
*Submitted by Kathy Lind, Workforce Employment Specialist*

### Employment Services

Obtaining a job, for those with a criminal history, can be a difficult process. Many clients also have the added pressure of child support, restitution and legal fees to pay. Our clients face many obstacles before they are work ready; housing, clothing, access to dental and medical care, basic computer literacy, and often a lack of familiarity with the work world. Clients are referred to the appropriate agencies and assisted with additional services.

#### The Workforce Employment Specialist:

- ✓ assists in resume and cover letter writing
- ✓ helps individuals sharpen their interview skills
- ✓ provides interview appropriate clothing
- ✓ meets with employers to explain rights and responsibilities of hiring someone with a criminal background
- ✓ and helps clients with a criminal background understand the labor market



There are also laws, policies, and procedures that our clients must be well-informed about; Ban the Box legislation, felony bars to employment and licensing, and how to respond to a denial of employment are among them. The Workforce Employment Specialist explains employer incentives to hire those with a criminal past; including the Work Opportunity Tax Credit, Federal Bonding Program and On the Job Training.

For those returning to the community from the Tompkins County Jail, services are provided both prior to and post release. As a member of the Reentry team, The Workforce Employment Specialist offers non-judgmental individual counseling to assist clients with understanding and overcoming barriers to employment. Clients leaving the Tompkins County Jail, state prison, and substance abuse rehabilitation programs are offered skill identification exercises, career assessment, resume and cover letter assistance, interview practice, as well as continuing support during the job search process. We also have a clothing closet to help with appropriate interview and work outfits.

*"You really helped me set things in motion and gave me the confidence and skills to go out there. - G.S.*

*"Thank you so much. You have been very helpful. It means a lot to me knowing your support is out there." - P.A.*

*"Kathy helped me in more ways than just employment and told me what I needed to hear instead of what I wanted to hear. Thanks to her I found a job and within the first month was removed from all government assistance." -T.P.*





**TOMPKINS COUNTY DEPARTMENT  
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