

**PROBATION  
SCHEDULE A  
GRANT DESCRIPTION  
GRANT NO. AL1648**

**1. PROBLEM STATEMENT**

Currently, the San Bernardino County Probation Department's High-Risk Drunk Driving Supervision Unit (funded by OTS), provides over 350 probationers with a high level of supervision. This unit has been active since late 2006. During the intervening years, the unit has developed a strategy that decreases recidivism or new DUI arrests. Efforts by this unit have not only reduced new DUI offenses but also helped send out a unified message to the community that drunk drivers will be targeted. This unified effort consists of the Probation Department working closely with the Courts, Sheriff, city police departments and CHP, joining the AVOID the 30 program, warrant sweeps, instituting the use of an alcohol monitoring system (Secure Continuous Remote Alcohol Monitor (SCRAM) countywide, and working with DMV to cite/arrest those driving with suspended or revoked license

If not for this grant, these cases would be assigned to regular caseloads based on their risk scores. They would not be supervised by officers with specialized training in identifying and working with alcohol involved offenders.

These regular caseloads could be in excess of several hundred offenders. The grant allows for these offenders to receive intense supervision on smaller caseloads by officers trained to deal with these specific offenders.

**A. Traffic Data Summary:**

- **Data:** Use SWITRS data ([www.chp.ca.gov](http://www.chp.ca.gov)) for fatal/injury and collision/victim numbers, and the "Annual Report of the California DUI Management Information System" (MIS) ([www.dmv.ca.gov](http://www.dmv.ca.gov)) Appendix B, Table B1 and B3, for countywide arrest and conviction numbers.

Collision Type	2010				2011				2012			
	Collisions		Victims		Collisions		Victims		Collisions		Victims	
Fatal	203		221		205		236		217		244	
Injury	7915		11764		5896		883		7942		11844	
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol- Involved	82	1287	42	1084	91	1355	57	1064	91	932	107	1457
Countywide Total DUI Arrests	12998				11977				11586			
Countywide Misdemeanor DUI Convictions	12591				7882				11188			
Countywide Felony DUI Convictions	334				305				365			

	FFY 2012	FFY 2013	FFY 2014
Average Number of DUI Probationers Under Intensive Supervision	289	303	332
Warrant Sweeps Conducted	57	43	90
Field Contacts (Without Search) Conducted	1632	56	263
Office Contacts Conducted	2690	2028	3546

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Home Searches Conducted	1439	1171	1096
Alcohol and Other Drug Tests Conducted	2719	2013	3754
HOT Sheets Distributed	65	436	644
Multi-Agency Operations Participated In (Not including Warrant Sweeps Reported Above)	1	5	0
SCRAM Probationer-Days	2974	1301	5108
Positive Reports from SCRAM	64	9	9
Violations Resulting from SCRAM	2	5	5
Known Violatable Acts	92	65	98
Responses to Known Violatable Acts	72	51	98
Court Actions Initiated for Violatable Acts	64	44	63
Grant-Funded Full-Time DUI Probation Officers	4	4	4
Non-Grant Full-Time DUI Probation Officers	0	0	0

**2. PERFORMANCE MEASURES**

**A. Goals:**

- 1) To reduce the number of persons killed in traffic collisions.
- 2) To reduce the number of persons injured in traffic collisions.
- 3) To reduce the number of new DUI offenses by DUI probationers.
- 4) To reduce the number of DUI probationers arrested/cited for driving with suspended or revoked license.
- 5) To increase the percentage of DUI probationers in compliance with court-ordered probation.

**B. Objectives:**

1. To establish all grant-funded positions and train staff on defined roles and duties, including data collection and reporting requirements by October 31.
2. To develop (and submit by October 31) a written "Operational Plan" to establish the method of operation and the policies applicable to carry out the activities of the DUI Probationer Supervision grant program.
3. To obtain, or develop, and utilize a risk or needs assessment tool to identify high-risk DUI offenders for placement on formal probation by October 31.

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4. To establish 4 caseloads of 75 high-risk DUI probationers each, for intensive supervision by October 31.
5. To develop and/or maintain a "Hot Sheet" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions by December 31. Updated Hot Sheets should be distributed to patrol and traffic officers on a monthly basis.
6. To work with court officials and the prosecutor's office throughout the grant period to ensure the court establishes probation orders necessary to conduct and sustain intensive supervision of DUI probationers.
7. To track the number of attempted field contacts (anywhere other than in the office, including all "door knocks") with or without search, of high-risk DUI probationers.
8. To track and report SCRAM usage, and resulting SCRAM violations of high-risk DUI probationers.
9. To track and report probation violations and probation revocation proceedings for program participants who fail to abide by the terms and conditions of probation throughout the grant period.
10. To make 1020 unannounced field contacts (anywhere other than in the office) with search of DUI probationers body/property. *Note: Surprise home contacts with search are the preferred method for ensuring compliance with court-ordered terms of probation.*
11. To make 1020 office contacts with DUI probationers.
12. To conduct 1200 alcohol and other drug tests of DUI probationers.
13. To conduct 20 warrant service operation(s) targeting informal and/or formal DUI probationers who fail to comply with the terms and conditions of probation and/or other DUI suspects who fail to appear in court.
14. To send new probation officers to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hour) POST-certified training.
15. To send 1 probation officer to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.

**3. METHOD OF PROCEDURE**

**A. Phase 1 - Program Preparation, Training and Implementation (1<sup>st</sup> Quarter of Grant Year)**

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- The Probation Department will ensure grant-funded staff positions responsible for conducting supervision and other related duties are fully staffed
- Grant-related purchases of equipment and/or minor equipment, if any, will be initiated and other necessary equipment and supplies will be acquired.
- New staff and staff not previously trained, will be trained in the use and calibration of Portable Alcohol Screening (PAS) devices and on relevant statutes pertaining to DUI offenders.
- The Risk Assessment tool will be purchased or developed, and staff will be trained on the use of the tool and the policies and procedures for identifying risk-levels and making caseload assignments.
- Staff who have not already received training will receive training and orientation related to the Department's SCRAM program (if applicable) and will begin working closely with the SCRAM vendor to ensure a timely response to any violations by DUI offenders.
- A written operational plan will be developed and submitted. The plan will outline the Department's policies and procedures related to the DUI Probationer Intensive Supervision Program including participant criteria, how individuals are identified and selected for inclusion on the caseload, how risk assessment is conducted, how and why offenders are moved on and off the caseload, policies and procedures for office visits, drug/alcohol testing, field contacts, home searches, and court monitoring. The operational plan should include contact information for referrals to resources such as county mental health, treatment, Alcoholics Anonymous, vocational training, job search and placement. The operational plan should be written in a manner that allows it to serve as a manual for new or additional program staff working with the DUI supervision program.

**Media Requirements**

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

**B. Phase 2 - Program Operations (Throughout Grant Year)**

- News releases highlighting program successes and high visibility programs, such as warrant service operations, will be developed, approved by OTS and issued to the media throughout the grant period.
- To ensure compliance with all court ordered conditions of probation, the Probation Department will conduct the intensive supervision activities specified in the grant objectives. Activities include: risk assessment and assignment; initial home evaluation; office visits; field contacts; warrant sweeps; surveillance; alcohol and drug tests; home searches; monitoring of treatment and other program

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participation; review and monitoring of SCRAM alerts (if applicable); and Ignition Interlock compliance.

- Staff should work with the court and District or City Attorney’s office to ensure appropriate terms of probation are ordered.
- Probation should maintain and distribute a “Hot Sheet” to local law enforcement and will perform necessary record keeping and reporting.
- Probation should respond to all known probation violations and initiate appropriate interventions up to and including court action.

**Media Requirements**

- Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at [pio@ots.ca.gov](mailto:pio@ots.ca.gov), with a copy to your OTS Coordinator.
  - a) If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
  - b) Press releases reporting the results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
  - c) Activities such as warrant service operations and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval 14 days prior to the production or duplication.

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- Include the OTS logo, space permitting, on grant-funded print materials; consult your OTS Coordinator for specifics.

**C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

- Agencies are required to collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Statistical data relating to the grant goals and objectives will be collected, analyzed, and incorporated in Quarterly Performance Reports (QPRs). QPRs for the quarter ending September 30 will include year-to-date comparisons of goals and objectives. If required, a separate quarterly data reporting form will be completed each quarter and submitted as part of the QPR.
- Reports will compare actual grant accomplishments with the planned accomplishments. They will include information concerning changes made by the Grant Director in planning and guiding the grant efforts.
- Reports shall be completed and submitted in accordance with OTS requirements as specified in the Grant Program Manual.

**4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

**5. ADMINISTRATIVE SUPPORT**

This program has full support of the County of San Bernardino. Every effort will be made to continue the activities after the grant conclusion.