



Division of Criminal Justice Services

**New York State
Division of Criminal Justice Services
Office of Probation and Correctional
Alternatives**

**2024-2025 Annual Probation State Aid Plan,
Certifications, and Application**
May 24, 2024

Submitted by:

Submission Date:

Web Site: If your department maintains a web site, please provide the URL:

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Annual Probation Plan, Certifications, and Application

Introduction

The NYS DCJS Office of Probation and Correctional Alternatives is pleased to share this Annual Probation Plan, Certifications, and Application, which was developed with the input of Probation Directors, and reflects the requirements of New York State Executive Law §246, “State aid for probation services” and Title 9 NYCRR Part 345 “Probation State Aid Block Grant”.

Per Part 345 of 9 NYCRR, the Probation state aid Block Grant rule, the Commissioner shall allocate block grant monies based upon a review of all approved plans and their respective budgets and pursuant to a plan prepared by the Commissioner and approved by the Director of the Division of the Budget. All state aid shall be granted by the Commissioner after consultation with the State Probation Commission and the Director. Part 345 further offers that probation state aid monies received by the Division shall be, to the greatest extent possible, distributed in a manner consistent with the prior year’s allocation, and thereafter as authorized by law.

As part of the application for probation state aid, Part 345 requires localities to provide a detailed plan with cost estimates covering probation services for the fiscal year or portion thereof for which aid is requested, and other pertinent information including an overview of probation program services relating to staff training, investigation, supervision, and intake. An approved plan and compliance with standards relating to the administration of probation services, promulgated by the Commissioner in consultation with the Director, shall be a prerequisite to eligibility for state aid. When available, localities may apply for additional state aid as part of a block grant award for enhanced program services with respect to specific populations.

Please note that NYS Executive Law §246 offers that an approved plan and compliance with standards relating to the administration of probation services promulgated by the Commissioner shall be a prerequisite to eligibility for state aid. Executive Law also authorizes the withholding of state aid to any locality, in the event that such locality, (a) fails to conform to standards of probation administration as formulated by the director pursuant to this section, (b) discontinues or fails to follow an approved plan, or (c) fails to enforce in a satisfactory manner rules promulgated pursuant to this section, or laws now in effect or hereafter adopted which relate in any manner to the administration of probation services.

All of the questions in this application must be answered in their entirety and submitted together along with any additional documents which may be required.

Annual Probation Plan and Application Instructions

- 1) **Plan Time Period** – The completed and approved Annual Probation Plan, Certifications, and Application will cover the time period July 1, 2024 - June 30, 2025.
- 2) **Probation Planning Structure**- The 2024-2025 Annual Probation Plan, Certifications, and Application is being provided directly to Probation Directors for completion and timely submission.
- 3) **Annual Probation State Aid Plan and Application** – The Annual Probation State Aid Plan application should be completed by the Probation Director. Probation Departments must follow any additional local review and approval protocols established prior to submission to DCJS/OPCA.
- 4) **Plan Submission** - For a plan submission to be considered complete, you must electronically submit the completed Annual Probation State Aid Plan, Certifications, and Application for 2024-2025 with an e-signature on the certification page, and any applicable appendices. The plan will be submitted electronically as an e-mail attachment to dcjsapplications@dcjs.ny.gov no later than close of business **July 1, 2024**. As a reminder, JRISC counties must complete and include Appendix A with their submission. If a service plan application is being submitted for continued allocation of Article 13-A/Classification funding in 2024- 2025 through the block grant, please complete Appendix B. Departments using Juvenile Substitute Contacts for permissible cases must complete Appendix C

Annual Plan Components and Agency Contact	
Part 1: Certification	<p>Agency Contact: Frank Cangiano (518) 485-5153 Frank.Cangiano@dcjs.ny.gov</p> <p>This document provides for signed certification as to the department's compliance with six major areas. A signed copy must be sent electronically to OPCA to complete the package.</p>
Part 2: State Application	<p>Agency Contact: Kimberly Schiavone (518) 457-7287 Kimberly.Schiavone@dcjs.ny.gov</p> <p>1. 2024 Department Position Summary Chart (in plan) and 2. Expenditure Summary document for 2023 (<i>in plan</i>)</p>
Part 3: Staffing Patterns	<p>Agency Contact: Frank Cangiano (518) 485-5153 Frank.Cangiano@dcjs.ny.gov</p> <p>This information is to capture how caseload-bearing personnel are utilized by reporting staff assignment to the generic probation functions in terms of Full Time Equivalents (FTEs).</p> <p>Additionally, there are questions related to activities undertaken during the professional staff hiring process for both firearms- bearing and non-firearms bearing staff.</p>
Part 4: Staff Training	<p>Agency Contact: Patricia Clements (518) 485-0905 Patricia.Clements@dcjs.ny.gov</p>
Part 5: Local Program Inventory	<p>Agency Contact: Teresa Scanu-Hansen (518) 485-5166 Teresa.ScanuHansen@dcjs.ny.gov</p>
Part 6: Crime Victim Services	<p>Agency Contact: Kelly Palmateer (518) 485-2398 Kelly.Palmateer@dcjs.ny.gov</p>
Part 7: Focal Issues	<p>Agency Contact: Frank Cangiano- (518) 485-5153 Frank.Cangiano@dcjs.ny.gov</p>
Part 8: Probation Department Contacts	<p>Agency Contact: Kelly Palmateer (518) 485-2398 Kelly.Palmateer@dcjs.ny.gov</p> <p>A probation staff contact list is included to indicate the various points of contact within the probation department.</p>

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Appendix A: JRISC	Agency Contact: Teresa Scanu-Hansen (518) 485-5166 Teresa.ScanuHansen@dcjs.ny.gov This information is to be completed only by those seven (7) departments for which an allocation for providing JRISC services was included in the SFY 2023-2024 Block Grant.
Appendix B: 13-AATI Service Plan Application	Agency Contact: Nicole Aldi (518) 485-8457 Nicole.Aldi@dcjs.ny.gov For Probation Department run Article 13-A/Classification programs ONLY--If a service plan application is being submitted for continued allocation of Article 13-A/Classification funding in 2024- 2025, please complete Appendix B. If your county contracted with another municipal agency or not-for-profit entity in 2023-2024 for Article 13-A/Classification programming, a separate application will be sent to that agency for completion.
Appendix C: Juvenile Substitute Contact	Agency Contact: Teresa Scanu-Hansen (518) 485-5166 Teresa.ScanuHansen@dcjs.ny.gov This information is to be completed by departments using Juvenile Substitute Contracts for permissible cases.

Part 1: CERTIFICATIONS

I, _____, as the Director of Probation for the jurisdiction of _____, do submit this Probation Plan, Certifications, and Application. By my signature below, I certify compliance with the following DCJS Regulations and provisions that are subject to review and/or audit.

***If the Rule part is not applicable to your county (i.e., Part 357 and Part 361 – 364), please check NA.**

1. Rule Compliance

To the best of my knowledge the department is in complete compliance with 9 NYCRR:

Part 345 Probation State Aid Block Grant

Part 346 Staff Development

Part 347 Probation Management

Part 348 Case Record Management

Part 349 Interstate and Intrastate

Part 350 Investigations and Reports

Part 351 Supervision

Part 352 Graduated Responses

Part 353 Financial Obligations

Part 354 Intake

Part 355 Probation Officers as Peace Officers

Part 356 Probation Services for Article 3 JD

*Part 357 Intake for Article 7 PINS

Part 358 Ignition Interlock

Part 359 Role of Probation in Youth Part of the Superior Court

Part 360 Waivers

*Part 361 Supervision of Conditional Release

*Part 362 Violation of Conditional Release

*Part 363 Conditional Release Supplemental Investigations

*Part 364 Conditional Release Conditions

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Part 365 Sex Offender Housing

Part 367 AIDS/HIV confidentiality of information

9 NYCRR - Appendix H-10 Specifications for Professional Probation Positions**

*Applies only to those departments providing these services. If the department does not provide these services, select "NA".

**Included in the specifications, probation supervisors perform probation work at a supervisory level involving the direction and supervision of 4 to 7 probation officers.

If any of the above are checked **NO** indicating non-compliance, please identify the specific area of the rule that your department is out of compliance with and provide a timeline and remediation plan below:

Part 1A. Block Grant Compliance

A. Monthly Probation Workload Reports

All OPCA-30 and OPCA-30A reports for Calendar Year 2023 have been submitted through the Integrated Justice Portal interface and this department will submit future Monthly Caseload Reports in a timely manner (within 30 days after the end of the month being reported) in the formats required by OPCA.

B. SORA Compliance and Reporting

All SORA Address Confirmation Reports for Calendar Year 2023 have been submitted through the Integrated Justice Portal interface and this department will submit future SORA Address Confirmation Reports in a timely manner (within 30 days after the end of the quarter being reported) in the formats required by OPCA. Ensure timely SORA compliance and reporting.

C. Integrated Probation Registrant System (I-PRS)

The Integrated Probation Registrant System information for calendar year 2024 will continue to be maintained in as timely and accurate a manner as possible. Further, the proportion of active but closable criminal supervision cases will be brought to and maintained at less than 5% of the total active caseload on the I-PERS.

D. DNA Collection

The department will routinely check the "DNA Owed" report on the Integrated Justice Portal and timely collect DNA from eligible probationers so as to maintain a minimum collection rate of 90%.

E. Integrated Justice Portal

The department will ensure that all probation officers have access to the Integrated Justice Portal. Enter the number of sworn officers in the department here _____ and enter the number of sworn officers with access to the Integrated Justice Portal here _____

F. Risk/Need Assessment

The department will use DCJS/OPCA-approved, fully validated Risk/Need Assessment instruments for juvenile and adult populations consistent with established statewide protocols and/or rule.

G. Automated Case Management System

The Department will maintain an automated case management system which supports probation operations to include, but not limited to pre-trial, intake, investigation, and supervision functions.

Part 1B. Additional Certifications

A. PSI Repository Access

The department acknowledges and accepts the requirements for accessing and using the PSI Repository as described in State Director’s Memorandum #2023-9 (available in the Integrated Justice Portal), and certifies that it will only access reports contained in the repository for statutorily authorized purposes, and shall not re-disclose any information accessed through the PSI Repository except where statutorily authorized.

B. Enhanced Services for Sex Offenders (ESSO)

The Department will utilize polygraph examinations for the management of certain sex offenders consistent with the goals of community safety.

Please indicate the number of polygraphs performed on sex offenders under the supervision of your department during calendar year 2023 (such exams may have been coordinated/conducted by a treatment provider, the probation department, or other source).

If polygraphs were not conducted on sex offenders under the supervision of your department in 2023, please describe your department’s timeline and remediation plan to ensure such in 2024?

C. Juvenile Substitute Contacts

The use of the Juvenile Substitute Contact is permissible for Juvenile Delinquent (JD) and Persons In Need of Supervision (PINS) cases placed on a period of probation supervision and during JD Adjustment services, pursuant to 9 NYCRR Section 351.6(b) and Section 356.8 respectively.

Is your department using Juvenile Substitute Contacts for permissible cases?

If yes, please complete Appendix C

SIGNATURE OF DIRECTOR:

DATE _____

Part 2: 2024-2025 Application for State Aid

The Application for state aid should include the following:

The Application for state aid consists of four parts: All parts must be submitted to complete the Annual Plan package.

1. 2024 Department Position Summary Chart (in plan) and
2. Expenditure and Revenue Summary document for 2023 (in plan)

Note: If the fringe benefits amount for the year is not included in the documents provided, please also include a statement with fringe dollar amount for both the current year budget and the prior year expenditures.

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Section I: DEPARTMENT POSITION SUMMARY CHART

Section I of the chart is to summarize staffing information by position title.

Probation Management Rule Appendix H-10 <https://www.criminaljustice.ny.gov/opca/pdfs/General-Group-Staffing-for-Probation-Positions.pdf>

TITLE	# Filled Positions	# Vacant Positions Currently Funded	TOTAL	Actual Salary or Range* (in dollars)	
				Salary or Minimum	Maximum
Probation Director (Group D)					
Deputy Probation Director (Group D)					
Assistant Probation Director (Group D)					
Probation Director (Group C)					
Deputy Probation Director (Group C)					
Probation Director (Group B)					
Deputy Probation Director (Group B)					
Probation Director (Group A)					
Probation Supervisor 2 / Principal Probation Officer					
Probation Supervisor 1					
Probation Officer 2 / Senior Probation Officer					
Probation Officer 1 – Community Liaison**					
Probation Officer 1 – Other Language**					
Probation Officer 1					
Probation Officer 1 Trainee					
Probation Assistant					
TOTAL					

*Provide a range only if there are two or more employees for a specific title; otherwise, please provide the current salary.

**Only probation officers hired and occupying these specialized titles should be counted. For example, if a probation officer speaks another language, but was hired as a standard probation officer, the officer would not be counted in the *Probation Officer – Other language* row. Any probation officer counted under either the *Community Liaison* or the *Other Language* row would not also be counted in the *Probation Officer* row.

Section II: Expenditure and Revenue Summary

	2023 Expenditures	2024 Adopted Budget
Personnel Services		
Fringe Benefits		
Travel		
Contractual Services		
Supplies and Materials		
Equipment		
Interdepartmental Charges		
Total	<hr/> <hr/>	<hr/> <hr/>
	2023 Revenues	2024 Adopted Budget
Probation State Aid		
Other NYS Aid / Grants		
Federal Aid / Grants		
DWI Fees		
Other Revenue		
Interdepartmental Charges		
Total	<hr/> <hr/>	<hr/> <hr/>

All 2023 expenditure amounts and all 2024 budget amounts should be assigned to one of the Expenditure or Revenue categories.

All amounts for programs or services performed by probation staff should be included for both 2023 and 2024 whether in one or multiple accounts in the county budget/reporting. Among these programs would be Juvenile Services, DWI, or Alternative to Incarceration or other programs.

If fringe benefits are not included in the county budget or reports, please request a statement of 2023 expenditures and/or 2024 anticipated costs for all fringes from the county treasurer or other fiscal authority.

Part 3: Staffing Patterns

FULL TIME EQUIVALENT POSITIONS

The purpose of this chart is to summarize staffing information by position title and the cumulative proportion of all staff members' time allocated to a generic probation function as of **12/31/2023**.

For example, one full-time probation officer who spends approximately half of his/her time doing adult supervision and the other half doing juvenile supervision would be counted as .5 of a full-time position in Criminal Court – Supervision and .5 of a full-time position in Family Court – Supervision. The totals for each box are the totals for each title performing that particular function. Please do not list by individual position. The total FTE's, bottom row in the last column box, should equal filled positions on Part 2 Section 1 Department Position Summary Chart, which can be found on page 11.*

Full Time Equivalent (FTE) Staff Persons per Appendix H-10

For Supervisory positions the time box is split for each primary function with “SF” = Time Spent Supervising Performance of the Function and “PF” = Time Spent Actually Performing the Function.

Pos. Title	Family Court						Criminal Court						Non-Case Bearing/ Other Activities Function	Total Positions
	Intake		Investigation		Supervision		Pre-Trial		Investigation		Supervision			
Prob. Dir.	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Dep./ Assist.Dir.	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Princ. Prob. Officer	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Prob. Supervisor	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF	SF	PF		
Prob. Officer II/ Senior Prob.Officer														
Prob.Officer														
Prob. Officer Train.														
Prob. Assistant														
Total FTE														

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Armed Staff

For each of the following titles, please indicate (enter numbers) if your department authorizes personnel to carry firearms during the normal course of their duties, and if some/all persons in that title actually do carry during the normal course of their duties. Probation Staff Presently Carrying Firearms/Tasers: If no, does the department plan to pursue carrying firearms/Tasers in 2024:	Firearms		Tasers	
	# Authorized	# Carry	# Authorized	# Carry
Director				
Deputy / Assistant Director				
Principal Probation Officer				
Probation Supervisor				
Sr. Probation Officer / Probation Officer II				
Probation Officer				
Probation Officer Trainee				

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Employee Screening

	Comments/Clarifications
<p><u>Fingerprinting:</u></p> <p>All Probation Department Staff</p> <p>All Probation Peace Officers</p> <p>All Firearms Bearing Staff</p> <p>Other</p> <p>Please specify</p>	
<p><u>Background Checks:</u></p> <p>All Probation Department Staff</p> <p>All Probation Peace Officers</p> <p>All Firearms Bearing Staff</p> <p>Other</p> <p>Please specify</p>	
<p><u>Psychological Testing:</u></p> <p>All Probation Department Staff</p> <p>All Probation Peace Officers</p> <p>All Firearms Bearing Staff</p> <p>Other</p> <p>Please specify</p>	

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<p><u>Drug Testing:</u></p> <p>All Probation Department Staff</p> <p> If yes, when</p> <p>All Probation Peace Officers</p> <p> If yes, when</p> <p>All Firearms Bearing Staff</p> <p> If yes, when</p> <p>Other</p> <p>Please Specify</p> <p> If yes, when</p>	
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Part 4: Staff Training

Please answer the following questions about new probation officer training:

Please enter zero(s) where applicable.

New PO/POT staff hired during 2023. Number:

1. Of the above number, how many have been registered with NYS Peace Officer Registry at time of hire? Number:

What is the estimated number that will need Peace Officer/Fundamentals of Probation Practice?

Number:

How many PO/POT staff are expected to need Firearms Training provided by OPCA including those hired in the prior year, in 2024? Number:

In the chart below, indicate the number of professional peace officer staff in the department, and of those, the number that completed the required 21-hour training requirement in 2023.

- Supervisory Management Staff includes supervisors and above.
- Line staff includes POs, POTs, Sr. Pos, and PO IIs.
- Please do not include Probation Assistants in this count.

Staff Type	Number of Staff	Number who have completed the 21 required hours of Training
Supervisory Management		
Line Staff		
Total Professional Staff		

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If 100% of the professional staff have not completed the required 21 hours of annual training, provide a plan to come into compliance during this calendar year:

Is there any staff in the department interested in instructing for the Fundamentals of Probation Practice Academy? (Qualifications generally are a General Topics certification while some lessons require additional certifications that can be provided by DCJS-OPCA.)

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Provide below the number of Probation staff that was trained in the last calendar year and the number of staff that will be requested to be trained locally or by OPCA. Enter 0 if none.

*Please note, an active trainer is one who has received a certification through a training for trainers' program and can certify others as end users or facilitators. An active facilitator or end user is one who has received a certification through a facilitator or end user training program and can facilitate groups or use the program or service trained in.

Training for Probation Departments	Number of Active Facilitators or End Users	Total Number of Active Trainers in the Probation Department	Total Number planned to be trained locally	Number requested to be trained by OPCA
Assessments				
DVSI-R – End User				
DVSI-R: Training for Trainers (TFT)				
MAYSI – 2 – End User				
COMPAS R End User				
COMPAS -R -TFT				
Static 99-R – End User				
Stable 2007 – End User				
Acute 2007 – End User				
J-SOAP-II Juvenile Sex Offender Assessment Protocol – End User				
YASI Casework – E Training				
WRNA – Women’s Risk Need Assessment – End User				
WRNA – TFT				
Other Assessments please indicate.				
Cognitive Behavioral Intervention				
Aggression Replacement Training (ART) - Facilitator				
Boys Council - Facilitator				
Brief Intervention Tool (BIT’s) - Facilitator				
Decision Points - Facilitator				
Decision Points (DUI) - Facilitator				

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Training for Probation Departments	Number of Active Facilitators or End Users	Total Number of Active Trainers in the Probation Department	Total Number planned to be trained locally	Number requested to be trained by OPCA
Girl's Circle - Facilitator				
Interactive Journaling (IJ): Courage to Change - Facilitator				
IJ: Courage to Change - TFT				
IJ: Forward Thinking - Facilitator				
IJ: Forward Thinking - TFT				
Moral Reconciliation Therapy (MRT) - Facilitator				
Strengthening Families - Facilitator				
Thinking for a Change (T4C) - Facilitator				
T4C: TFT				
Evidence-Based Practices				
Implicit Bias				
Motivational Interviewing (MI): Basic				
Motivational Interviewing (MI): Advanced				
Motivational Interviewing (MI) - TFT				
Workforce Development Specialist (WDS)				
WDS – Career University Supplement				
Ready, Set, Work! Supplement				
Ready, Set, Work! – Persons in Mental Health Recovery				
Ready, Set, Work! – Individuals Convicted of Sex Crimes				
Retention Counts				
YASI Assessment and Case Planning Specialized Training Course (CCW “Refresher”)				
Capacity Building				
Collaborative Case Work (CCW)-YASI Coach Training				
Executive Leadership				

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Training for Probation Departments	Number of Active Facilitators or End Users	Total Number of Active Trainers in the Probation Department	Total Number planned to be trained locally	Number requested to be trained by OPCA
FPP Anchor Training				
FPP Race & Equity Training				
FPP SOGIE Training				
FPP Inter/Intra State Training				
Instructor Development Course				
Other				
Ignition Interlock				
Officer Wellness				
Trauma Informed & Evidence Based Practice				
Other <input style="width: 150px; height: 20px;" type="text"/>				

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Do you have any interest in establishing either a Fundamentals of Probation Practice (FPP) Academy or a Basic Course for Peace Officers (BCPO) Academy locally?

Yes

No

Probation department feedback regarding OPCA's training plans is essential. Please indicate if the probation department will be designating staff to attend quarterly Statewide Training Committee Meetings. Please provide their names and email addresses below:

If the probation department has a new probation director or new supervisor/management positions that will need Executive Leadership Training, please advise. Also indicate what types of information would be most helpful to new probation directors and administrators:

Please provide any other training comments or needs the probation department may have not specified elsewhere in the plan for OPCA's consideration:

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Part 5: Local Program Inventory

Utilize the form below to inventory the programs/services available and those that you wish to develop or expand in your jurisdiction. First identify the information for programs/services available during 2023 then identify what the jurisdiction's plan is for programs/services in 2024-2025.

	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>					Plan for 2024-25 <small>(select one from drop-down)</small>
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2024? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Probation Specialized Supervision/Caseloads									
Adult Pre-Trial Services									
Domestic Violence									
Driving While Intoxicated									
Individual Convicted of Drug Crimes or Drug Court									
Female									
Gangs									
Juvenile Risk Intervention Services Coordination									

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>				Operated in 2024? <small>(check if yes)</small>	Plan for 2024-25 <small>(select one from drop-down)</small>
	JD	PINS	Crim- inal	Probation	ATI	Provided by a Service Delivery Agency other than Probation or ATI?	Status <small>(Start, Maintain, Expand, Decrease, or End)</small>		
PINS Pre-Diversion Services									
PINS Intake/Diversion Services									
Emerging Adult 16-24 Years									
Mental Health									
Co-Occurring Disorders <small>(Mental Health and Substance Abuse)</small>									
Individuals convicted of Sex Crimes									
Veterans									
(other)									
(other)									

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>				Plan for 2024-25 <small>(select one from drop-down)</small>	
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2024? <small>(check if yes)</small>	Status <small>(Start, Maintain, Expand, Decrease, or End)</small>
Low Intensity									
Community Service									
Council for Boys & Young Men									
Evening / Afterschool Centers									
Girl's Circle									
Juvenile Community Accountability Board (JCAB)									
Juvenile Community Restoration (JCR)									
Juvenile Community Services (JCS)									
Mediation									
Mentoring									
Youth Court									

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>					Plan for 2024-25 <small>(select one from drop-down)</small>
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2024? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Cognitive-Behavioral Interventions Available									
Aggression Replacement Training (ART)									
Brief Intervention Tools (BITS)									
Brief Strategic Family Therapy (BSFT)									
Crossroads Offender Curricula (NCTI)									
Specify Module(s) used: (module1)								<input type="checkbox"/>	
(module2)									
(module3)									
Decision Points									
Dialectical Behavior Therapy (DBT)									
Family Solution Program (FSP)							<input type="checkbox"/>		
Functional Family Therapy (FFT)								<input type="checkbox"/>	
Interactive Journaling									

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>			Plan for 2024-25 <small>(select one from drop-down)</small>	
	JD	PINS	Crim- inal	Probation	ATI	Provided by a Service Delivery Agency other than Probation or ATI?		Operated in 2024? <small>(check if yes)</small>
Life Skills Training (LST)								
Moral Reconciliation Therapy (MRT)								
Multidimensional Family Therapy (MDFT)								
Multi-Dimensional Treatment Foster Care								
Multi-Systemic Therapy (MST)								
National Curriculum & Training Institute Youth Crossroads								
Parenting with Love and Limits (PLL)								
Peaceful Alternatives to Tough Situations (PATTS)								
Strengthening Families								
Thinking for a Change (NIC)								
(other)								
<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>								

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>				Plan for 2024-25 <small>(select one from drop-down)</small>
	JD	PINS	Crim- inal	Probation	ATI	Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2024? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Other Programs/Services								
Adolescent Diversion Project								
Career University (WDS)								
Computer Search and Monitoring								
Day Reporting								
Detention Services								
Domestic Violence Name of Program:								
Employment Services/Support								
GED Program								
Gang Intervention Name of Program:								
Group Counseling								
Individuals Convicted of Sex Crimes Treatment: Individual								

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>				Plan for 2024-25 <small>(select one from drop-down)</small>	
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2024? (check if yes)	Status (Start, Maintain, Expand, Decrease, or End)
Individuals Convicted of Sex Crimes Treatment: Group									
Mental Health Crisis Intervention									
Parenting Skills		<input type="checkbox"/>							
Problematic Sexual Behavior		<input type="checkbox"/>		<input type="checkbox"/>					
Ready, Set, Work!				<input type="checkbox"/>					
Restorative Justice Practices (i.e., community accountability boards, mediation, victim-offender reconciliation)		<input type="checkbox"/>							
School-Based Probation Officers				<input type="checkbox"/>					
Specialized Assessments: Mental Health/Substance Abuse									
Substance Abuse Treatment									
Victim Awareness									
Victim Impact Panels		<input type="checkbox"/>		<input type="checkbox"/>					

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>					Plan for 2024-25 <small>(select one from drop-down)</small>
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2024? <small>(check if yes)</small>	Status <small>(Start, Maintain, Expand, Decrease, or End)</small>
Why Try									
(Other)									
Specialty Courts									
Domestic Violence									
Driving While Intoxicated									
Drug Treatment (Criminal Court)									
Family Treatment (Family Court)									
Specialized Juvenile Delinquency									
Mental Health									

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>					Plan for 2024-25 <small>(select one from drop-down)</small>
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2024? <small>(check if yes)</small>	Status <small>(Start, Maintain, Expand, Decrease, or End)</small>
Specialized Probation Violations									
Veterans									
Adolescent Diversion									
Individuals Convicted of Sex Crimes									
(other)									
(other)									

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>					Plan for 2024-25 <small>(select one from drop-down)</small>
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2024? <small>(check if yes)</small>	Status <small>(Start, Maintain, Expand, Decrease, or End)</small>
Supervision Technologies									
Radio Frequency (RF) Electronic Monitoring									
Electronic Monitoring: GPS Passive									
Electronic Monitoring: GPS Active									
SCRAM									
Other Remote Alcohol Monitoring									
CE Check-in									
Mobile Phone Supervision Monitoring Apps									
Kiosk Reporting									
Real Time Video Reporting									
Other Supervision Technology									

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	Target Population <small>(Please check all applicable boxes)</small>			Service Delivery Agency <small>(please check, if yes)</small>					Plan for 2024-25 <small>(select one from drop-down)</small>
	JD	PINS	Crim- inal	Probation	ATI		Provided by a Service Delivery Agency other than Probation or ATI?	Operated in 2024? <small>(check if yes)</small>	Status <small>(Start, Maintain, Expand, Decrease, or End)</small>
Miscellaneous									
Warrant Execution									
Drug Testing: Hair Analysis									
Drug Testing: Urinalysis									
Drug Testing: Saliva									
Drug Testing: Other									
Pre-Dispositional Supervision									
Polygraph									
Home Confinement (Non-EM)									
Field Intelligence Probation Officer									
Gender-Responsive Strategies									
Respite									

Part 6: Crime Victim Services

1) Does the department have a written Victim's Policy?

1A) What is the date it was last revised?

2) Does the department have a written domestic violence policy?

2A) What is the date it was last revised?

3) As of 12/31/23, please report the number of individuals under supervision for a domestic violence related offense.

Family Court

Criminal Court

Please note the following:

NYS CPL §140.10 (5) requires that where the subject of a domestic incident report is known by law enforcement to be under probation or parole supervision, that law enforcement agency shall transmit a copy of the report as soon as practicable to the supervising probation department or the department of corrections and community supervision. Should your department not be regularly, and promptly receiving DIRs regarding probationers, it is strongly recommended that you reach out to the appropriate law enforcement agencies in your jurisdiction for further discussion as necessary. For your reference, a directory of law enforcement agencies in New York State is available at: <https://www.criminaljustice.ny.gov/ops/accred/accredited-agencies.htm>

Probation departments are also reminded to routinely utilize the Domestic Incident Repository, accessible through the Integrated Justice Portal, when completing investigations, supervision, and other probation services

Part 7: Focal Issues

Sexual Orientation, Gender Identity, Gender Expression (SOGIE):

Please indicate if your department has an updated Non-discrimination and Confidentiality Policy that includes protections for Sexual Orientation, Gender Identity, and Gender Expression (aligning with the 2002 SONDA and 2019 Gender Expression Non-Discrimination Act).

Please indicate how your department staff have been trained in working with clients who have diverse SOGIE identities.

Please indicate if your department has turned on functionality for the expanded SOGIE data in Caseload Explorer, and is collecting SOGIE demographic information including Gender Expression, Sexual Orientation, Gender Attraction, and Gender.

If SOGIE demographic data is being collected, please explain for which probation client groups it is collected.

Please provide any other specific details you wish to share or questions you may have.

Probation Department Cars
<p>Does your department own vehicles?</p> <p>If so, how are they equipped? (i.e. cage, flashing lights, or sirens) N/A if no equipment</p>

Specialized Risk/Need Assessment	
<p>If the department utilizes any <u>specialized</u> risk/need assessment or screening for a special population such as Domestic Violence, DWI, Mental Health, Gender Specific, Sex offender and/or other specialized assessment please indicate the name of the specialized assessment in this section. (Not COMPAS, YASI, YLSI, or LSI)</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p>

Probation Department Quality Assurance Effort
<p>Please submit a copy of your department's written Quality Assurance Policy, if available. If your department does not have a written policy, please describe the quality assurance process implemented by your department to ensure the quality of probation work and compliance with statute/regulation. This may include the random selection of cases that are reviewed on a consistent basis with notification of the results to the Probation Director.</p>

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Employable Adult Individuals Employment Status			
<p>The term 'employable adult individuals' means the total number of all individuals on probation having the ability to work at the time this information is collected for the probation plan. Please exclude the following: incarcerated individuals, physically disabled who are unable to work, retired individuals, full-time students, absconders, and any other individuals currently on probation who are not in the workforce for legitimate and verifiable reasons that currently prevent employment as determined by the probation officer.</p>			
	Number of Employable Individuals	Number of Employed Individuals	% Employable Who Are Employed
<p>As of December 31, 2023, how many of the department's adult probation cases are employable and how many of those employable individuals are actually employed (full- or part-time)? Probation Departments are requested to report the actual number of employable individuals as defined above.</p>			

Use of Vocational/Educational Resources
<p>Please advise if the department utilizes any vocational/educational resources for the juvenile and adult probation population (such as Student Advocacy/Legal Services, ACCES-VR, Educational Opportunity Centers (EOC), Attain Labs, Department of Labor Career Centers, apprenticeships/internships, BOCES career or trade courses) please indicate the name of the resource in this section.</p>

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Peer Support Program

Does your department have a Peer Support Program?

If no, is there a need or desire to implement a peer support program?

If yes, provide the year the department implemented the peer support program

If yes, provide the number of trained Peer Specialists

Were the Peer Specialists trained in the ICISF (International Critical Incident Stress Foundation) model?

Does your department have access to a county-wide Peer Support Program?

If yes, please list agencies that are part of this team

Does your department plan to implement a Peer Support team program during the 2024-25 year?

If yes, please provide the number of staff (including Administration, Supervisors and Probation Officers) your department proposes to have trained?

Probation Department Goals

Please list plans and goals below that have not been mentioned or addressed in the Annual Plan:

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Part 8: Probation Department Contacts

Please enter the contacts name(s) and email address(es) for each of the categories below. If the NYC DOP has a contact for each borough, please provide the borough name along within the contact information.

Contact Category	Contact Name(s)/Title	Email Address(es)	Phone Number(s)
Adult Interstate/Intrastate Transfer Designee(s)			
Juvenile Interstate/Intrastate Transfer Designee(s)			
Caseload Explorer Liaison			
Crime Victim Specialist			
COMPAS-R			
Domestic Violence Liaison			
DWI Liaison			
Field Intelligence Officer			
GIVE			
Health Home Liaison			
IID: Probation and CD Monitor			
Mental Health Liaison			
Probation Employment Liaison (PEL)			
Report/Data: Family Court			
Report: Ignition Interlock			
Report: OPCA 30 (Family)			
Report: OPCA 30A (Adult)			
Report: Restitution			
Report: SORA			
Staff Development Officer			
Terminal Agency Coordinator(s)			
Vocational/Education Liaison (VEL)			

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Warrants Liaison			
YASI/YLSI Liaison			

Satellite Offices (Not Reporting Stations)

Please list the addresses of any satellite probation offices:

Street Address	City	Zip Code	Phone	Fax