

JW

MINUTES OF THE HOUSE APPROPRIATIONS SUBCOMMITTEE ON
INSTITUTIONS
February 14, 1983

Side 62 The meeting was called to order at 8:10 a.m. in Room 108 of the Capitol Building.

Members present were Sen. Mark Etchart, Sen. Bill Thomas, Rep. Bob Thoft, Sen. Donald Ochsner, Rep. Steve Waldron, and Rep. Glenn Roush.

Also present were Norm Rostocki of the Legislative Fiscal Analyst's Office (LFA), Bill Gosnell of the Governor's Office of Budget and Program Planning (OBPP), Carroll South, director of the Department of Institutions, Dan Russell, administrator of the Corrections Division, Jerry Hoover, administrator of the Mental Health and Residential Services Division, and Jim Pomroy, chief of the Corrections Support Bureau.

CORRECTIONS DIVISION

(011) Mr. South gave an overview of the adult corrections program.

(032) Mr. Rostocki addressed the differences between the LFA budget and the OBPP budget. In the area of Contracted Services, the major difference was in the rate per day calculated for inmates to be housed in the pre-release centers.

The LFA included funding to purchase replacement vehicles. The OBPP did not include these funds due to an Executive proposal to close the Highway Department Motor Pool and distribute vehicles from that closure to state agencies.

In the area of Other Expenses, the OBPP allowed for an increase in allowances for inmates.

(094) Mr. South responded to the LFA's presentation. The major topic for discussion was the pre-release centers and the start up costs. Mr. South suggested a line item on the new pre-release centers so that money not expended will revert to the General Fund. Also, he suggested a transfer clause so that, if the centers are not operational by July 1, some of the funding can be used to house inmates in the Prison. Those funds would be used for food and clothing for the inmates until they can be housed in the new pre-release centers. Mr. South stressed that the Department needs this flexibility because the cost incurred when opening a pre-release center is unpredictable.

One of the problems with establishing a pre-release center is the requirement for public hearings. There has been a lot of opposition to putting correctional facilities in residential areas. There has also been a problem with zoning laws.

(286) Mr. South went over the projected start up costs for pre-release centers (see Attachment 1). Mr. South would like to see committee intent that the Department can use \$75,547 for these start up costs. This would not require a new appropriation of that amount, just the authority to spend a portion of the funds appropriated during Special Session 2 which have not been spent.

Rep. Thoft addressed the equipment request for the proposed start up costs. This equipment does not remain the property of the state but becomes the property of the contracted pre-release center. Mr. South stated that the committee can appropriate funds in the beginning of a center to purchase the equipment or the cost of equipment can become part of the rates. Mr. South noted that the Alpha House was established without knowing what kinds of things were necessary for correctional facilities and they had quite an uphill struggle. Mr. South would like the new pre-release centers to reap the benefit of knowing just what is necessary to start up a pre-release center.

The committee discussed these start up costs and the necessity of providing the funding up front.

In the area of Supplies and Materials and Repairs and Maintenance, the LFA did not provide for supplies for the word processing equipment and three Xerox machines.

The committee discussed the equipment request (see Attachment 2). Mr. Russell went over the equipment list and noted the justification for each request.

Side 63

(030) Mr. South explained that the Department requested \$15,000 to remodel the Alpha House. The OBPP cut this request in order to keep the OBPP budget request at a minimum. Rep. Toni Bergene, House District #36, was present to address this request.

(040) Rep. Bergene presented the committee with a letter from David Armstrong, administrator of Alpha House, outlining the remodeling request (see Attachment 3). She asked that

Mr. Armstrong be permitted to explain the request in more detail.

(046) Mr. Armstrong explained to the committee that Alpha House was the first pre-release center in Montana and started with virtually nothing and worked their way up. He noted that the inmates have a shortage of showers and common areas. He also explained that, presently, the bookkeeper has a "cubbie hole" for an office that does not have a door. Mr. Armstrong felt the accountant should have a private area for reasons of confidentiality.

Mr. Armstrong noted that the center is also soliciting support from private organizations such as the United Way, church groups, and foundations.

(100) Mr. South addressed a letter from Attorney General Mike Greely which outlined fees to be charged for drug testing at the Criminal Justice Lab (see Attachment 4). The Chairman suggested this topic be discussed during Executive Action on this division.

(161) Kent Elsworth, a former employee at the Missoula Life Skills Center, expressed some of his concerns regarding that center. Mr. Elsworth had ten years of experience in corrections and he felt he could speak from this experience.

Mr. Elsworth felt there was a real need for pre-release centers in Montana. However, he felt the Department threw these centers up without a central purpose or design. He noted that there was never any staff training, staff procedures manual, nor a complete program.

He suggested orientation for inmates and staff that would apply to all of the centers in Montana. He felt there should be a statewide manual which outlined what was expected from the centers in the way of goals and programming.

Mr. Elsworth stated that he felt there was an unhealthy mix of inmates. There are inmates with mental disorders and inmates on work furlough programs in the same pre-release center. He felt they should be separated so the mentally ill inmates could go through programming to help them adjust to society and the work furlough inmates could concentrate on becoming gainfully employed. He did not feel there should be protective custody inmates in the same facility as minimum security inmates.

Mr. Elsworth said the centers were suiting their purpose by reducing the Prison population but he noted that, in the Missoula Center, there is a large recidivism rate and many of the inmates are using drugs and alcohol. Mr. Elsworth felt a good screening program would help to ensure that only inmates that were serious about rehabilitating would be admitted into the pre-release centers.

Side 64

(017) Mr. Armstrong addressed some of the comments made by Mr. Elsworth. He noted that many of the inmates at Alpha House have had drug and alcohol problems but he felt the random drug testing had a deterrent effect on usage. He told the committee that about 25% of the inmates referred to Alpha House are returned to the Prison but he felt this does not show a flaw in the system; he felt it showed that the pre-release center was working to keep inmates that weren't ready to return to society incarcerated. Mr. Armstrong did want to note that Alpha House had almost a 100% employment rate and he felt Alpha House was accomplishing its goals by returning inmates to society as employable citizens. He stressed that having adequate start up funding is a necessity and would be a good investment.

(222) Mr. South addressed some of the comments made by previous testimony. He stated that there is now a person contracting to develop a training manual for pre-release centers and an orientation manual for inmates. Mr. South felt the issue of not allowing inmates who had drug or alcohol problems into these centers was unrealistic because at least 80% of the present Prison population does have or has had a drug or alcohol problem. He told the committee that the Department has had enough opposition to the concept of a pre-release center without having to deal with trying to establish a pre-release center for the mentally ill inmates. There would also be a problem with funding the centers if the inmates were not able to hold jobs.

(287) Mr. South explained the modified request (see Attachment 5). He introduced Jim Pomroy who detailed the reason for the modified request for 6 additional FTE.

(300) Mr. Pomroy presented the committee with a survey of the time required of a Probation and Parole officer (see Attachment 6) and explained the survey. The summary (see Attachment 7) showed that there is a need for 5 additional Probation and Parole officers. The modified request also included two .5 FTE

clerical positions as support for the additional workload. One of the requested officers would be located in Shelby. Presently, that area is supervised out of Great Falls which requires a great deal of travel. There has also been a large impact to the Billings area, probably due to the population growth in that area and the employability on oil fields. This request would provide for an office in Sidney with one Probation and Parole officer and a .5 secretary.

Mr. Pomroy handed out a report that detailed the needs of the probationers for the committee's information (see Attachment 8).

Chairman Waldron asked, if this modified is accepted, would there be a decrease in recidivism. Mr. Pomroy said he didn't know the answer to that question. He said there would possibly be more going back to prison but they felt, with the additional FTEs, the Probation and Parole officers could spend more time with probationers.

There is a one time Supreme Court decision that gave "good time" for probationers which resulted in a decrease in the workload but Mr. Pomroy stated that was a one time deal and the workload will most likely increase.

Chairman Waldron asked when the Prison population would start to taper off. Mr. Russell said there was a study done that projected 1985 but the projections are not holding true. He noted that there are a number of variables that should be considered like the economy which directly impacts those projections. In other words, there is no way of telling.

Side 65

There are also operational costs included in the modified request.

MONTANA YOUTH TREATMENT CENTER

(049) Mr. South gave an overview of the proposed Youth Treatment Center. One of the reasons for this center is to get the children off of the Warm Springs campus to a facility which is Medicaid certifiable. The City of Billings donated a block and a half free and clear for the center. There was a cost overrun due to the requirements of the Certificate of Need and to make the facility Medicaid certifiable. The bids were let eight months after the proposed time which caused eight additional months of inflation.

Institutions Subcommittee
February 14, 1983
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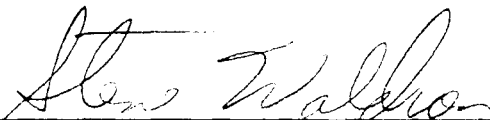
(136) Mr. Rostocki addressed the Youth Treatment Center budget request. The OBPP agreed to accept the LFA's figure for equipment. The Department does feel a need for a psychiatrist, whether it is a full time position or contracted services. Mr. South said they would like 1 FTE psychiatrist with a salary of \$71,000 authorized.

The Department would also like \$15,000 for recruitment. There is a real problem in recruiting Registered Nurses and this would alleviate the problem.

The Department would like to move the athletic equipment request into FY'85 that was originally proposed for FY'84.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted:



Steve Waldron, Chairman
Approved

SW/lt

VISITORS' REGISTER

HOUSE Institutions Sub- COMMITTEE

BILL _____

Date 2-14-83

SPONSOR _____

[illegible]

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR LONGER FORM.

PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.

PROJECTED START-UP COSTS FOR ONE PRE-RELEASE CENTER

Personal Services

Director (2 months prior to opening)	\$ 3,833
Staff (3 weeks prior to opening)	11,000
Benefits	<u>2,500</u>
Total Personal Services	\$ 17,333

Other

Training (Prior to opening)	\$ 800
Professional Insurance	1,700
Liability Bonds	400
Printing	25
Communications (hook-up, etc, prior to opening)	1,200
Travel	150
Utilities (Prior to opening)	314
Rent	2,538
Vehicle Insurance	666
Vehicle Licenses	212
Supplies (Office, laundry, etc.)	<u>468</u>
Total Other	\$ 8,473

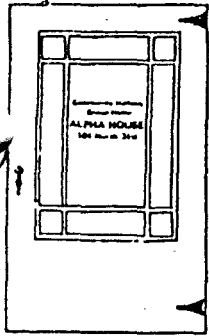
<u>Equipment (New)</u> 14,000	\$ 35,741
Additional \$10,000 for purchase of Van	<u>14,000</u>

Total Equipment	\$ 49,741
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TOTAL START-UP FUNDS	\$ 75,547
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Correction Division
Equipment Analysis
1984-85 Budget

	1984	1985
	LFA	LFA
	Exec	Exec
Purple Office Cane		
ETRY-9 G. 7528	47752	
Exor 40 9055		37220
Milo LSC		
Freezer 31X	525	954
Refrigerator 50	512	1908
Shower Carpet Cleaner		1877
Washer	355	976
Dryer	270	981
Microwave		977
Food Processor		977
Deep Fat Fryer		371
2- Five Bad Film (buds)		371
2- Chair		579
		319
Aluminum Group House		
2- Quack Birds -		265
2- Shores		900
2- Dishwashers		779
3- Underwater Clouds		398
1- Vacuum Cleaner		571
Regions		
12- Two-Way Radios		1347
4- Dictating Machine		2720
1- Typewriter		988
8- Typewriter Stands		557
YEP		
1- Color TV		949
1- Vacuum Cleaner		371
Central Office		
1- Secretariat Chair		141
2- File Cabinets		571



Community Halfway Group Home

ALPHA HOUSE104 North 31st Street
Box 657

Billings, Montana 59103

(406) 248-5851

February 11, 1983

State Representative Toni Bergene
Montana Legislative Session
Capitol Station
Helena, Montana 58620

Dear Toni:

I am sorry to have taken so long to respond to your request regarding the renovation funds. As usual, things are quite busy at the Alpha House; in this past week five residents have paroled in addition to the unfortunate individual who ended up in Great Falls on escape status the day before he was due for release. That individual is a good example of what is meant by institutionalization, in that he was simply more intimidated by release on his own than by return to Montana State Prison.

I truly appreciate your willingness to sponsor the "reintroduction of renovation funds into the Governor's budget", as Mr. South put it. I believe there is ample justification for these funds and certainly precedent for it in the form of the thirty-five thousand dollars in start-up funds offered to the applicants for additional pre-release centers. As concisely as possible, here are the reasons that I believe justify the request for \$15,000 as originally included in the Department of Institutions's budget.

Need

Enclosed is a floor plan of the Alpha House. With a current capacity of twenty-six residents, there are several obvious deficiencies:

1. There are only three full baths shared by the residents, one having a bathtub instead of a shower stall. Given the staggered schedules the residents have (employment, schooling, etc.) three baths were sufficient for 16-20 individuals. With twenty-six residents there is a lack of hot water, and routinely residents are forced to line up at the bathroom door. A portion of the renovation funds, totaling approximately \$4,000 would be used to install an additional bathroom, hot water heater, and to install a combination shower/bathtub in the bathroom that currently has only a tub. At the same time, the floors would be recovered so as to be leak-proof, as water leakage from the constant use of the bathrooms has resulted in ceiling damage to the floor space below us.

Need - continued

2. Currently, only one common area of any size exists in the Alpha House, this being the dining room area. As a consequence, residents congregate in the offices, causing congestion in these areas, and interrupting individual counseling sessions. Using donated materials and labor, partial support from our landlord, funds raised through the community (see newspaper article), and 7,000- 8,000 dollars of the renovation funds, a recreation room can be added and additional space renovated to add two more bedrooms to the Alpha House. This includes the cost of all plumbing and electrical fixtures, and as the floor space is already under lease, it will not result in additional rental costs. A pingpong table, pool table and pinball machine have already been donated to the Alpha House and this room addition would permit us a place to utilize them. Those visiting the Alpha House are aware of the current lack of private areas. It does not take a great deal of imagination to visualize how additional space, allowing for the segregation of residents, can reduce tensions.
3. The financial management of the Alpha House can be quite complex. In addition to the records of program funds, the bookkeeper must manage twenty-six individual resident accounts, and conduct banking services for these residents. This includes the maintenance of a resident cash box, which at times contains \$700 in resident funds prior to distribution. It is no longer appropriate for the bookkeeper to be without private office space. The offices at the Alpha House are 10 feet by 12 feet on the average and are each already occupied by two staff members. There is no possibility, therefore, of the bookkeeper and the accountant sharing current office space. The remaining portion of renovation funds would be used to create a bookkeeper's office to be shared by the part-time bookkeeper and part-time accounting staff members. This office would be renovated using a portion of an existing bedroom, which would be replaced by one of the two additional bedrooms described in point number (2).

Any remaining funds should they exist, would be used as matching funds to community donations toward the cost of installing a more functional fire alarm system and to waterproof the floor in the laundry room. I would like to emphasize that maximum use will be made of volunteer labor, resident labor, and donated building materials to supplement state funds.

Precedent

The Missoula Life Skills Center was recently moved from its location at Ft. Missoula on the University of Montana campus to its present location in the second and third floors of the newly renovated Lennox Hotel. This was done with funds appropriated by the Legislature, and the landlord was provided partial financial support for the renovation of the building. In budgeting for the additional pre-release centers to be established, this

Precedent - continued

fiscal year, \$70,000 in total start-up funds were appropriated. It appears that even this may be insufficient to meet the initial costs of building renovation and staff training. In contrast, however, the Alpha House in Billings received no financial support for start-up from the Department of Institutions. While the Board of the Community Halfway Group Home, Inc. is justifiably proud of this accomplishment (i.e. establishing a program without significant subsidy from the contracting agent), these requested funds would greatly enhance program operations and improve the living environment for the residents.

Additional Supporting Information

The Alpha House is located in the former Alexandra Hotel. At the time when renovations were undertaken in April of 1980, this facility was totally without electricity, plumbing, kitchen facilities or equipment of any type. The building having been vacant some 17 years and in need of re-roofing, had suffered considerable damage due to fire and water drainage. Nevertheless, the building was renovated in time to receive its first residents in June, 1980. The financial contribution of the landlord were considerable, as was the support offered in the form of donated materials and labor by the community. C.E.T.A. funds were also utilized through a grant from the Department of Labor and Industry to provide laborers. All furnishings and equipment were donated by the community, including beds, mattresses, desks, dressers, carpeting and kitchen equipment. On an ongoing basis, the Billings community has continued to support the Alpha House through donations of equipment and funds. The landlords have also assumed ongoing responsibility for improvements to the building, including the planned installation of new storm/screen combination windows, insulation in the roof and exterior walls and the provision of modern thermostatic controls for the hot water heating system.

Conclusion

The provision of the requested funds will not place the Legislature in the danger of having relieved the landlords of their responsibilities, nor will the provision of renovation funds remove the incentive of the C.H.G.H. Board to solicit community support. The landlord, Chapple Investors Inc. has made a considerable investment in the Alpha House. Additionally, the C.H.G.H. has a creditable record for attracting community support for the purpose of program operations. In fact, in the renovation projects detailed in this letter, partial financial support from the landlord and the community will be necessary to supplement the requested funds.

2-11-83

It may be asked by some whether or not the C.H.G.H. Board cannot raise these funds entirely from sources other than through State funds. In regards to this, it should be noted that during the first three years of operations, the C.H.G.H. has had to utilize the majority of funds raised through means other than reimbursement for services by the Department of Institutions to help support program operations and renovation needs have in a large part gone unmet or been quite restricted.

For example, in FY 81, out of a total operating budget of \$227,420.00, only \$136,908 was made available through the support of the per diem rate paid by the Department of Institutions (actually less than this, as Federal per diem payments are included in the \$136,908 figures). The additional funds were acquired through grants, contributions, and assessments made on resident earnings.

Again, I really appreciate your willingness to back this request, if granted, Toni, it will have considerable impact on the operations of the Alpha House. Through your involvement with the Great Falls pre-release center, I am certain that you can appreciate the difficulty caused by limited funds for renovation. This awareness on your part, however, is not necessarily shared by those who have not had direct involvement with community corrections. I will plan to be in Helena next week as the Corrections Division budget comes before the Finance Committee and hopefully will see you there.

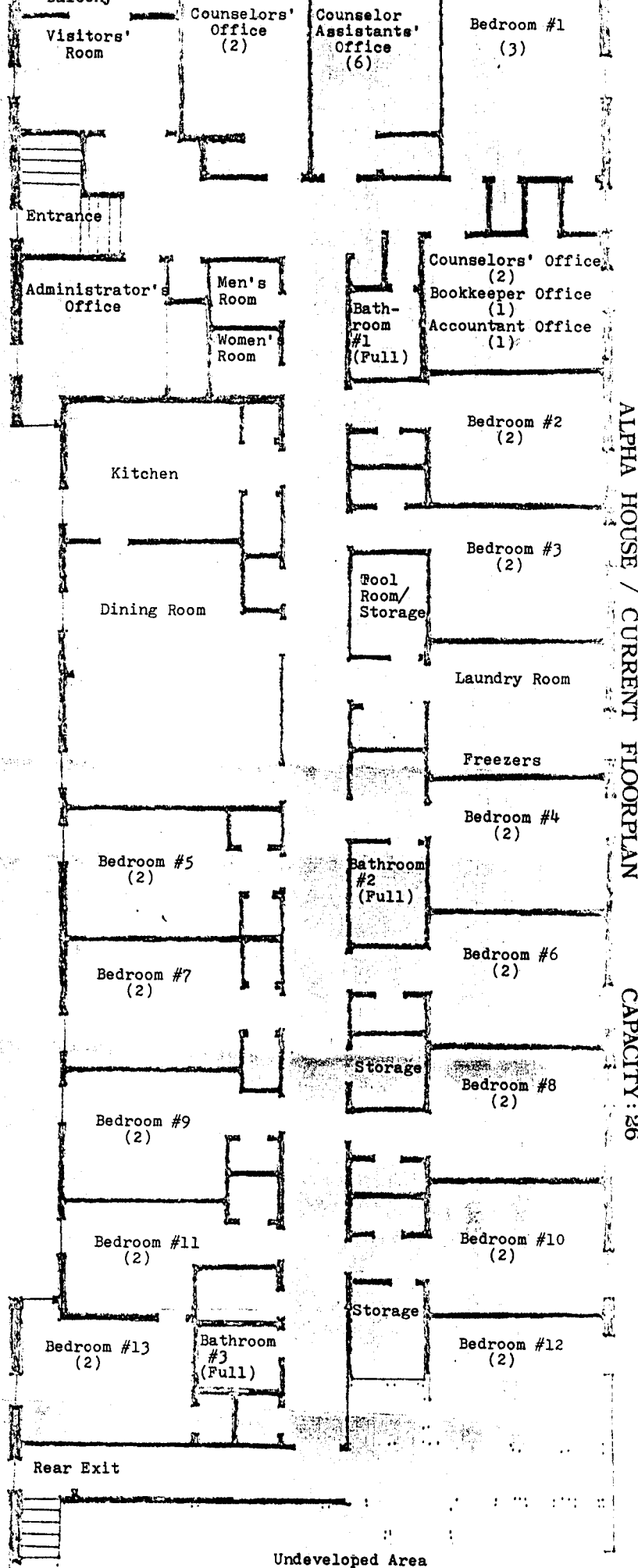
Sincerely,

David O. Armstrong

David O. Armstrong, Administrator
Community Halfway Group Home, Inc.

DOA/bt

Enc:



ALPHA HOUSE / PROPOSED RENOVATIONS

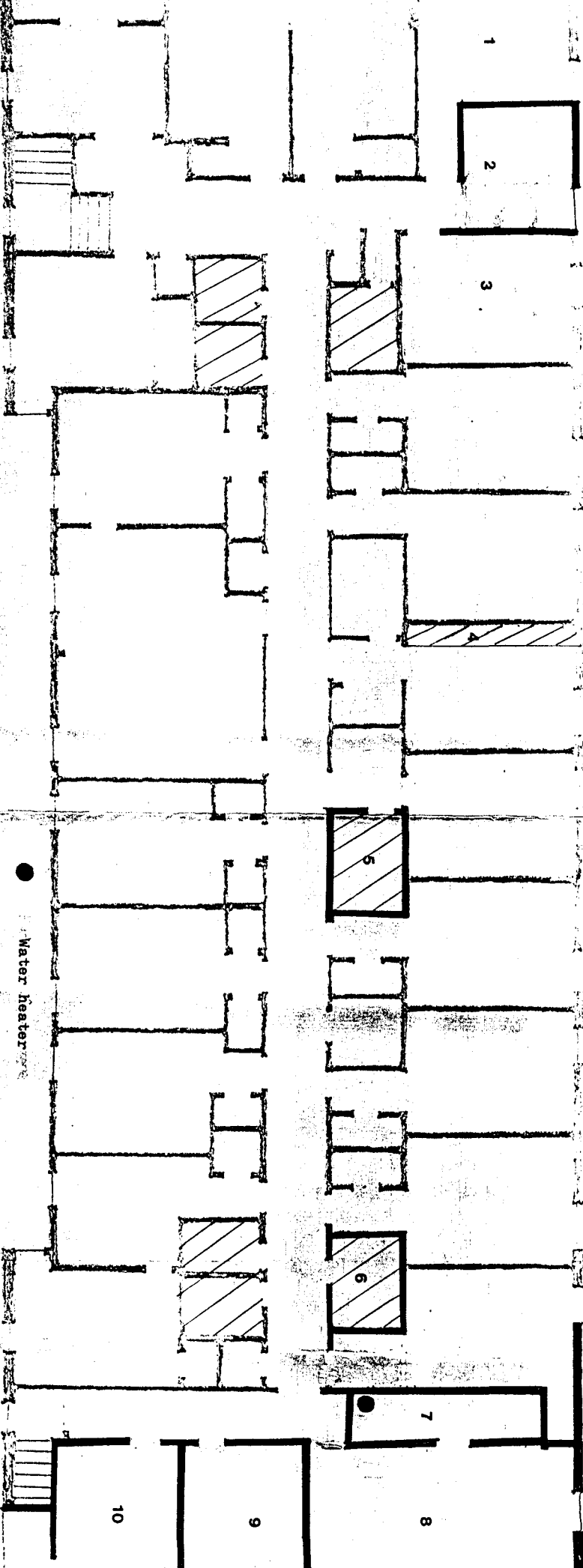
CAPACITY: 27-29

- 1 - Bedroom becomes Counselors' Office (2)
- 2 - Bookkeepers' Office (2)
- 3 - Office becomes bedroom (2) or Lounge/Conference Room
- 4 - Waterproofed Laundry Room
- 5 - Bathroom with tub converted to shower/tub combination
- 6 - New bathroom
- 7 - Storage Area replaces #6
- 8 - Recreation Room
- 9 - New Bedroom
- 10 - New Bedroom

● Water heater

— Renovation

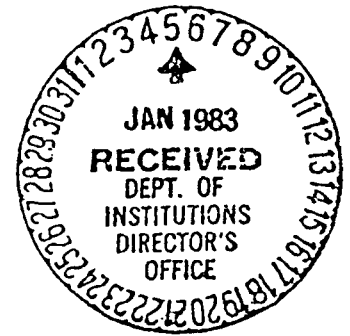
/// Waterproofing



STATE
OF
MONTANA
ATTORNEY GENERAL
MIKE GREELY

STATE CAPITOL, HELENA, MONTANA 59601 TELEPHONE (406) 449-3026

4 January 1983



Carroll South, Director
Montana Department of Institutions
1539 Eleventh Avenue
Helena, Montana 59601

Dear Carroll:

As you are aware, the Montana Criminal Investigation Laboratory, Department of Justice, performs drug screens in support of the Department of Institutions' drug treatment program under the auspices of the Corrections Support Bureau. The Laboratory also analyzes samples relating to coroners' cases and DUI cases, all of which must receive high priority. The continuing increase in caseload has reached a level of 40 coroners' cases per month and 300 DUI cases per month, limiting the Laboratory's capacity for analysis of Department of Institutions' drug screens to a maximum of 125 samples per month. Presently, the Laboratory receives more than 200 drug screens per month from the Department of Institutions, far surpassing its capacity in light of limited staff and increasing workload in its other areas of responsibility. The outlook, moreover, is not encouraging: Corrections Support Bureau Chief, Jim Pomroy, has informed the Laboratory that expansion of the drug treatment program will increase the caseload of Institutions' drug screens to an estimated 350-400 samples per month. In short, the Toxicology section of the Laboratory--with its 16 FTE--faces an avalanche of drug treatment program cases that it simply cannot handle with the resources presently available.

In searching for a solution to this dilemma I have kept in mind the laudable objectives and mandates of the Department of Institutions' drug treatment program. My intention is to maintain the Department of Justice's support of this program to the maximum extent practicable. I cannot, however, avoid the fact that the costs associated with the Laboratory's role in the program have never been addressed adequately, and that the Laboratory has absorbed those costs to the detriment of its other functions.

The Laboratory presently employs the thin layer chromatography (TLC) method in analyzing drug treatment program samples. The actual analysis cost per sample is:

Labor (based on Grade 12, step 1)	\$ 3.85
Supplies	6.50
Total	<u>\$10.35</u>

In an effort to speed up the analysis of Institutions' drug screens the Laboratory could employ a faster but more expensive method, the emit system testing method. The actual analysis cost per sample with this method is:

Labor (based on Grade 12, step 1)	\$ 2.69
Supplies	9.75
Total	<u>\$12.44</u>

Under the circumstances, the Department of Justice has no alternative but to establish the means of recovering the costs specified above in order to meet the increasing demands placed upon the Laboratory. Accordingly, the Laboratory will begin to charge \$10.35 per drug screen utilizing the TLC method, or, if the Department of Institutions prefers the faster emit system testing method, \$12.44 per drug screen. The charges will take effect on 1 February 1983. The Laboratory will bill for services rendered, and will seek a budget amendment to utilize the proceeds to bolster its supplies and personal services in order to dispose of the current backlog of cases and meet future demand.

In closing, Carroll, I must candidly admit my regret over the necessity to charge for the Laboratory's support of the drug treatment program. Though I plan to make clear the Laboratory's needs to the Legislature during the forthcoming appropriations process, I cannot in good conscience make representations on behalf of the drug treatment program, inasmuch as that program resides outside my purview. A better alternative, from my point of view, is to arrange for recovery of costs relating to the Laboratory's support of the drug treatment program as those costs occur, enabling the Department of Institutions to seek the necessary resources to provide for long-term cost coverage for services such as drug testing. I am certain that you will agree that this responsibility lies with the Department of Institutions and the constituencies it serves. Please don't hesitate to discuss this matter with me further if the need arises.

Carroll South
Page 3
4 January 1983

With best personal wishes, I am

Sincerely,



MIKE GREELY
Attorney General

cc: Ronald Rivers, M.D., Medical Examiner
Robert Kuchenbrod, CCD
John Vincent, Majority Leader
Montana House of Representatives
Al Goke, HTSD

REPORT EBSR100
DATE : 01/08/83
TIME : 16/26/30

OFFICE OF BUDGET & PROGRAM PLANNING
EXECUTIVE BUDGET SYSTEM
AGENCY/PROGRAM/CONTROL --- BUDGET WORKSHEET

PAGE 192

AGENCY : 6401 DEPARTMENT OF INSTITUTIONS
PROGRAM : 45 CORRECTIONS
CONTROL : 64451 P&P

DEPARTMENT OF INSTITUTIONS									
PROGRAM : 45 CORRECTIONS									
CONTROL : 61451 P&P									
MODIFIED LEVEL SERVICES ONLY									
AE/OE	DESCRIPTION	OBPP FY 84	LFA FY 84	DIFF. FY 84	SUB-CMT. FY 84	OBPP FY 85	LFA FY 85	DIFF. FY 85	SUB-CMT. FY 85
0000	FULL TIME EQUIVALENT (FTE)	6.00		-6.00	—, —, —	6.00		-6.00	—, —, —
1100	SALARIES	89,270		-89,270	—, —, —	95,279		-95,279	—, —, —
1400	EMPLOYEE BENEFITS	13,337		-13,337	—, —, —	14,397		-14,397	—, —, —
1500	HEALTH INSURANCE	5,760		-5,760	—, —, —	5,760		-5,760	—, —, —
	TOTAL LEVEL	108,367		-108,367	—, —, —	115,436		-115,436	—, —, —
2100	CONTRACTED SERVICES	139		-139	—, —, —	148		-148	—, —, —
2200	SUPPLIES & MATERIALS	7,940		-7,940	—, —, —	8,751		-8,751	—, —, —
2300	COMMUNICATIONS	16,144		-16,144	—, —, —	18,415		-18,415	—, —, —
2400	TRAVEL	3,540		-3,540	—, —, —	3,561		-3,561	—, —, —
2500	RENT	13,681		-13,681	—, —, —	14,502		-14,502	—, —, —
2700	REPAIR & MAINTENANCE	5,619		-5,619	—, —, —	5,004		-5,004	—, —, —
	TOTAL LEVEL	47,063		-47,063	—, —, —	50,381		-50,381	—, —, —
3100	EQUIPMENT	15,077		-15,077	—, —, —				—, —, —
	TOTAL LEVEL	15,077		-15,077	—, —, —				—, —, —
	TOTAL PROGRAM	170,507		-170,507	—, —, —	165,817		-165,817	—, —, —
01100	GENERAL FUND	170,507		-170,507	—, —, —	165,817		-165,817	—, —, —
	TOTAL PROGRAM	170,507		-170,507	—, —, —	165,817		-165,817	—, —, —

RT FOR JANUARY 1983 TRAVEL= ((MILES/40)/.53)*2

PAGE

LOCATION	SUPERVISING OFFICER	MAX TIME (7)	MED TIME (4)	MIN TIME (2)	NEW CASES (7)	AC	SHORT PSI (21)	LONG PSI (29)	PLACEMENT (8)	FURL OUGH (6)	OTHER	TRAVEL TIME	WORK POINTS	FTE REQNT
ISSOULA	MIKE MCCARTY	147	64	28	28	0	0	29	8	0	144	14.15	462.15	1.03
	FRANK FLEMING	238	84	32	14	0	0	87	0	0	0	60.81	524.81	1.17
	GENE GEMIGNANI	112	148	36	14	0	0	87	0	0	0	28.30	425.30	.95
	JOE SABANSKY	91	140	34	35	0	0	87	8	0	0	18.87	413.87	.92
	MAGGIE KOSENA	161	84	26	28	0	0	87	8	0	0	64.15	458.15	1.02
	JERRY COOLEY	315	40	28	35	0	42	0	5	0	0	28.30	496.30	1.10
	JEROLD DEVICH	250	56	16	14	0	21	0	0	0	0	23.87	410.87	.91
	RON ALSBURY	259	32	12	21	6	0	58	8	0	0	36.32	426.32	.95
	JAN ULLOM	273	36	20	21	0	0	58	8	0	0	33.40	449.40	1.00
	SALLY MCRAE	154	64	22	7	0	0	29	0	0	0	44.34	320.34	.71
	ALLEN EBB	196	132	70	49	0	0	145	8	0	0	141.04	741.04	1.65
PCP OFFICERS PERCENTAGES	11	2226	880	324	266	6	63	667	56	0	144	502.55	5128.5	11.40
		43.4	17.2	6.32	5.19		1.23	13.0	1.09	0.0	2.81	9.90		
ENA	MARK WIZNER-WELCH	238	108	58	21	3	42	0	16	0	0	55.39	533.39	1.20
	MCNEE CARRILLO	252	72	54	21	0	63	0	0	0	0	46.13	508.13	1.13
	CRAIG THOMAS	224	140	12	35	0	21	0	24	0	0	55.00	511.00	1.14
	JJ RILEY	273	108	12	77	0	21	0	8	0	0	105.19	604.19	1.24
	BERNIE DRISCOLL	147	120	42	26	0	42	0	0	8	0	40.54	427.04	.95
	EARL STRURECK	98	160	32	28	0	42	0	0	0	0	100.43	459.43	1.04
	SCOTT ERICKSON	224	28	12	21	0	126	0	8	0	24	102.17	545.17	1.21
	PCP OFFICERS PERCENTAGES	7	1456	736	222	231	3	357	0	56	8	24	514.25	3604.2
		40.4	20.4	6.16	6.41		9.90	0.0	1.55	.22	.67	14.27		
AT FALLS	RICK HOLZHEIMER	196	68	12	21	3	0	116	0	0	0	84.91	497.91	1.11
	PAT RYAN	175	100	24	28	0	0	87	24	0	0	52.65	490.65	1.09
	MARY FAY	238	104	24	21	0	0	87	14	0	0	42.40	533.40	1.10
	JERRY SKIPPA	182	112	8	0	0	0	87	0	0	0	159.31	543.31	1.22
	GAYLA HUNT	287	40	14	42	0	0	0	24	8	0	142.45	557.45	1.24
	RICK MATKIN	91	84	28	63	6	0	58	0	0	0	111.79	435.79	.97
	PCP OFFICERS PERCENTAGES	6	1169	508	110	175	9	0	435	64	8	0	594.91	3063.9
		38.2	16.6	3.59	5.71		0.0	14.2	2.09	.26	0.0	19.42		
LINGS	KEN GILLAM	210	164	52	42	0	0	87	32	0	19	86.70	692.70	1.54
	PHIL SANDERSON	320	108	58	14	0	0	58	8	0	0	51.40	626.40	1.39
	MARY HEIDEL	245	72	52	56	0	0	58	24	0	0	68.40	575.40	1.28

RT FOR JANUARY 1983 TRAVEL=((MILES/40)/.53)*2

PAGE

ON	SUPERVISING OFFICER	MAX TIME (7)	MED TIME (4)	MIN TIME (2)	NEW CASES (7)	AC	SHORT PSI (21)	LONG PSI (29)	PLACE MENT (8)	FURL OUGH (8)	OTHER	TRAVEL TIME	WORK POINTS	FTE REQMT
	RANDY GOWEN	322	80	36	21	0	0	58	3	0	0	82.64	607.64	1.35
	MIKE SCHMATING	301	80	38	28	0	0	58	24	0	0	65.94	594.94	1.32
	BRUCE WATTERS	152	96	84	0	0	0	29	16	0	0	105.66	512.66	1.14
	JIM BENNETT	245	116	16	98	0	0	116	8	0	0	149.53	748.53	1.66
	JEFF WALTER	98	84	16	14	0	0	0	0	0	0	103.91	321.91	.72
	TOM LOFLAND	231	103	14	14	0	0	58	8	0	0	199.62	632.62	1.41
		2163	908	366	287	0	0	522	128	0	19	920.19	5313.2	11.81
OFFICERS PERCENTAGES	9	40.7	17.1	6.89	5.40		0.0	9.82	2.41	0.0	.36	17.32		
		7014	3032	1022	959	18	420	1624	304	16	187	2531.9	17110	38.07
OFFICERS PERCENTAGES	33	41.0	17.7	5.97	5.60		2.45	9.49	1.78	.09	1.09	14.80		

Table 1

STATEWIDEAverage Caseload Breakdown

<u>Total Agent Time Available</u>	
52.2 weeks x 40 = 2088 hours/year	
(less vacation, military leave, sick leave, Comp. time, -306 holidays)	
	<u>1782</u>

Workpoints

Maximum - 2 visits per mo. - 114.36 minutes mo.	7
Medium - 1 visit per mo. - 70.89 minutes mo.	4
Minimum - 1 visit quarterly - 32 minutes mo.	2

	<u>Pct</u>	<u>#cases</u>	<u>Hrs.</u>
Maximum Supervision	45%	33	62.9
Medium Supervision	31%	22	26
Minimum Supervision	24%	17	<u>9</u>
			97.9

Investigations

Presentence - 7 hours, 48 minutes	29
Presentence (partial) - 5 hours, 37 minutes	21
Placement - 2 hours, 12 minutes	8
and Supervised Release	

Investigations

Presentence Investigations	1.67 per mo.	13
Presentence " " (Partial)	.63 per mo.	3
Placement Investigations	1.7 per mo.	3
		<u>20</u>

Total Supervision &
Investigation time
Required

118

1 Workload = 450 workpoints
373 workpoints
(if including
mileage)

EqualsTime Available to Supervise

Clients and Conduct

Investigations:

1187 hrs/yr - 12 = 99 hrs. mo.

MANPOWER NEEDS
ADULT PROBATION AND PAROLE

(Based on workload analysis from 7/1/82 through 12/1/82)

	Actual Number of Officers	Officers Needed to Meet Standards of Supervision*
REGION I (Missoula)	11	11
REGION II (Helena)	7	8
REGION III (Great Falls)	6	7
REGION IV (Billings)	9	12

Difference = 5 officers

* Standards of Supervision

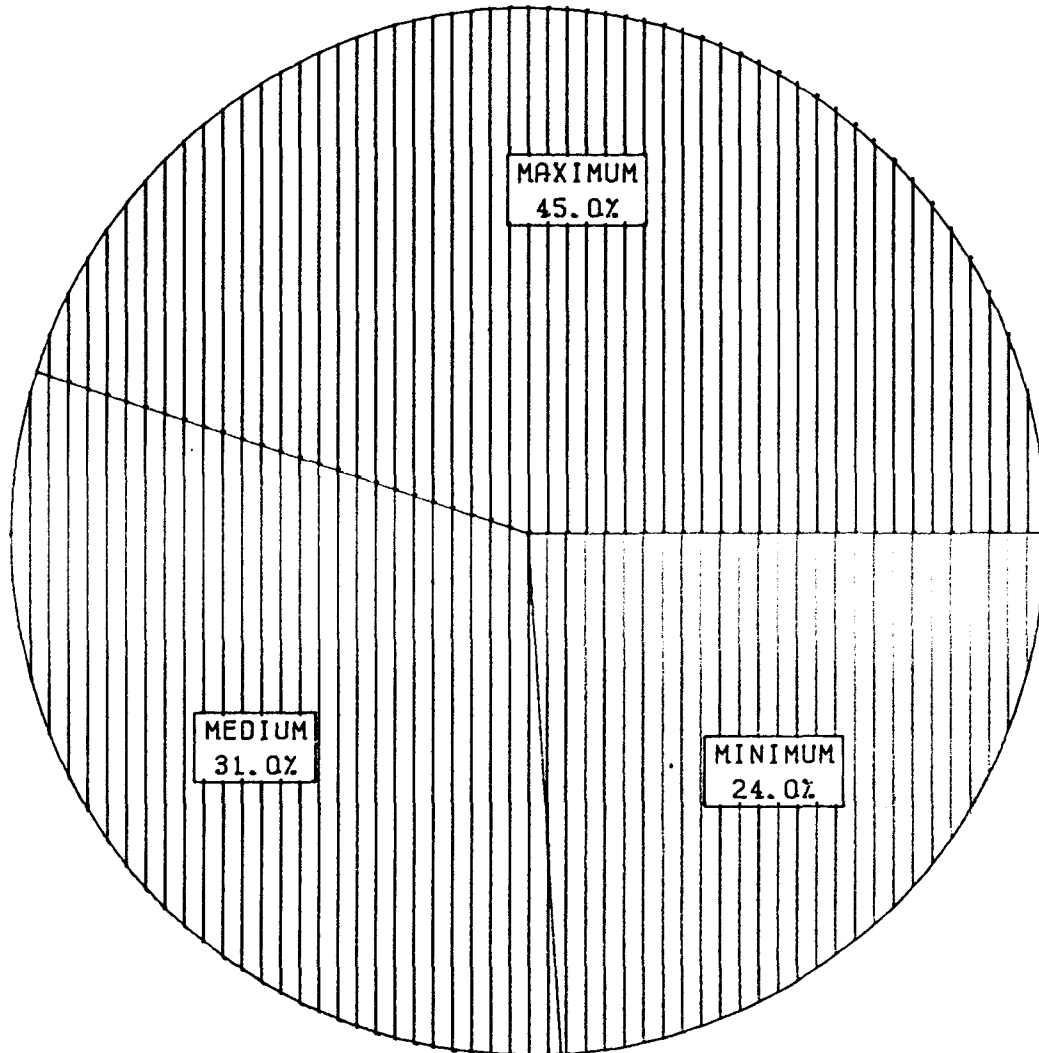
Maximum Supervision = 2 face-to-face contacts per month.

Medium Supervision = 1 face-to-face contact per month.

Minimum Supervision = 1 face-to-face contact every three months.

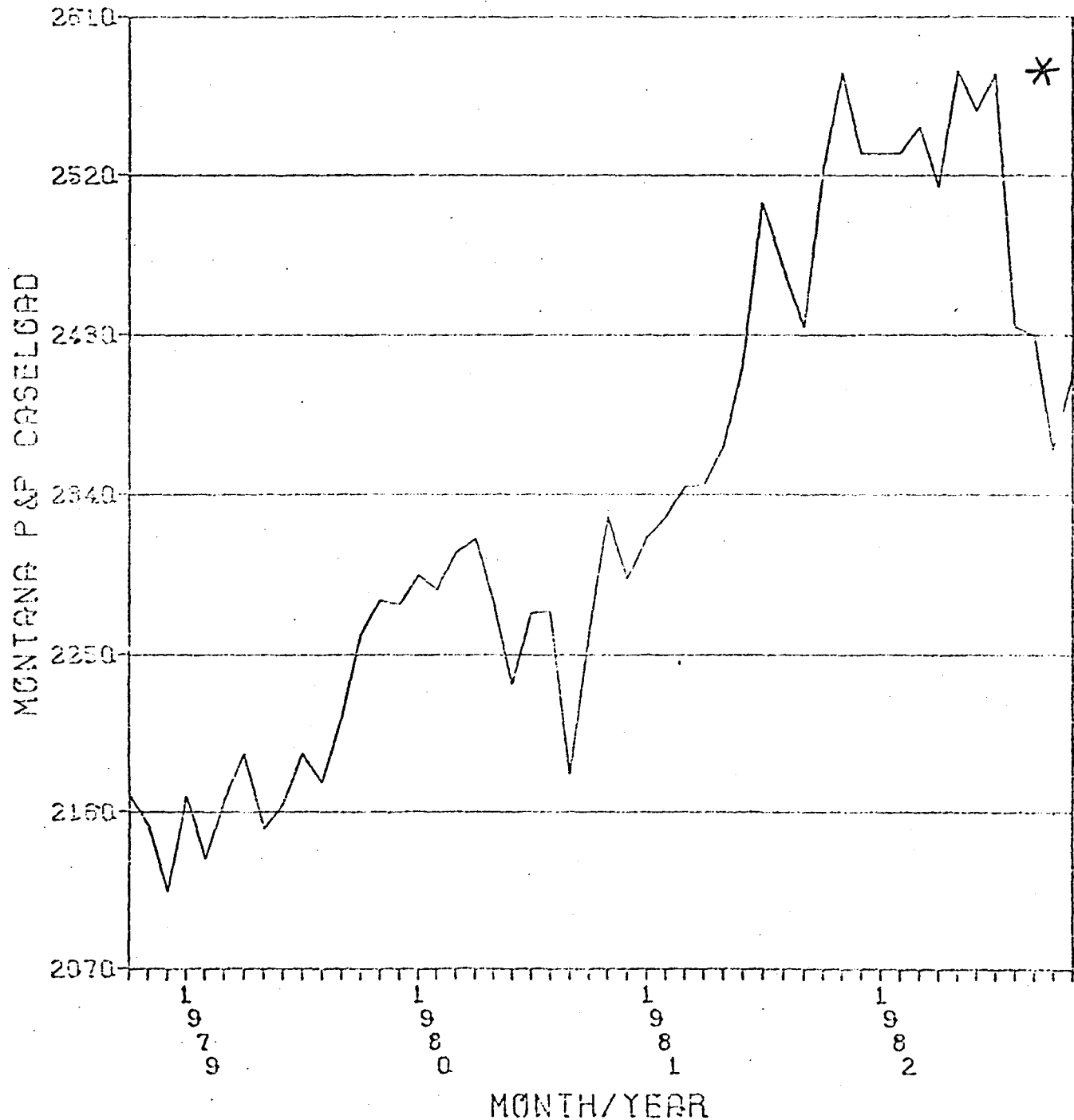
ADULT P&P SUPERVISION

STATEWIDE LEVELS OF SUPERVISION
FOR ADULT PROBATION AND PAROLE:
1982 AVERAGES.



TOTAL CASELOAD

OCT 1978-APR 1982



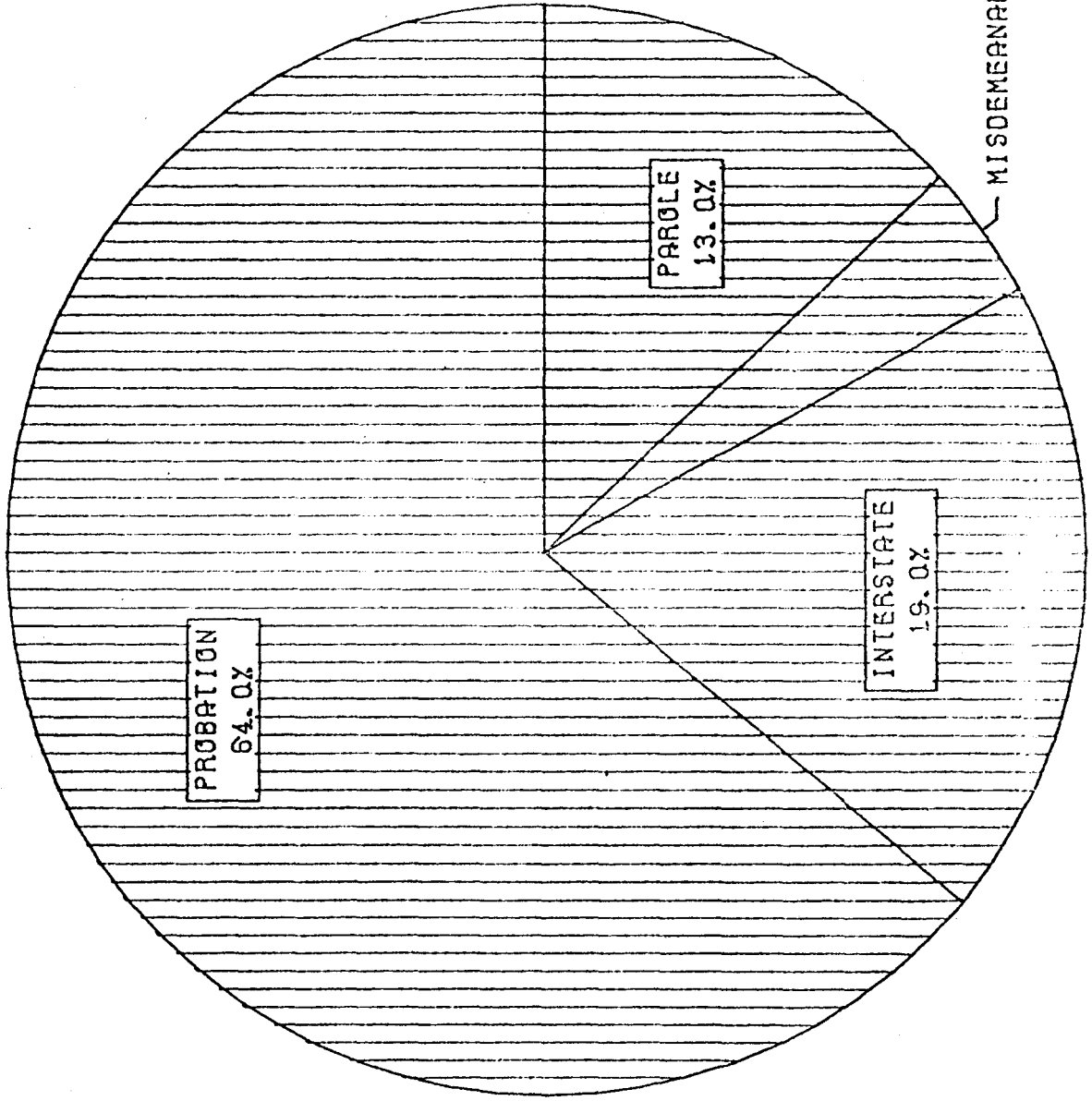
Projections of P/P Caseload

A straight trend line using monthly figures to total aggregate caseload supervised in Montana from June 1978 to November 1982 forecasts the following caseload.

December 1983	2,633
December 1984	2,730
June 1984	2,778

These figures are not to be confused with workload or workload projections but are used only to estimate the nature of the trend in the future. In this case, based on a history of 53 months, the forecast indicates a trend towards increasing caseload at a rate of about 8 clients per month or about 100 per year. As with all forecasts, its accuracy is less the further one projects and is based on all things remaining equal.

CALENDAR YEAR 1982
OFFENDERS UNDER SUPERVISION
OF ADULT PAROLE AND PROBATION
OFFICERS BY TYPE OF SUPERVISION



PROBATION AND PAROLE CASELOAD*

Calendar Year 1982

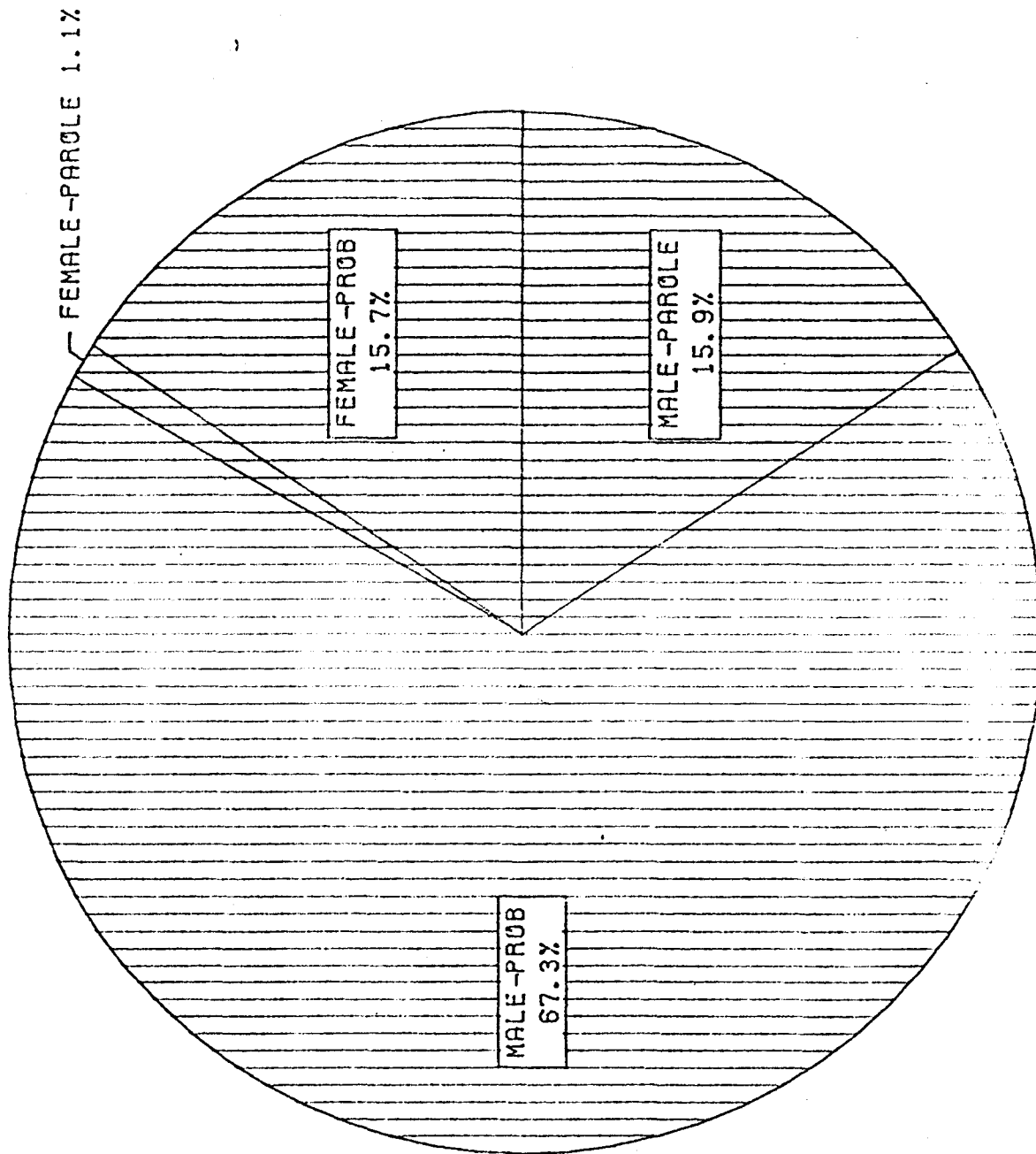
	<u>Parole</u>	<u>Probation</u>	<u>Misd.</u>	<u>Total</u>
January	424	2108		2532
February	424	2108		2532
March	436	2111		2618
April	402	2111		2513
May	389	2098	92	2579
June	395	2057	104	2556
July	406	2064	107	2577
August	391	1934	109	2434
September	392	1910	107	2429
October	381	1883	101	2365
November	396	1911	102	2409
December	395	1937	102	2434

* Aggregate caseload supervised in Montana.

PAROLE-PROBATION DISTRIBUTION

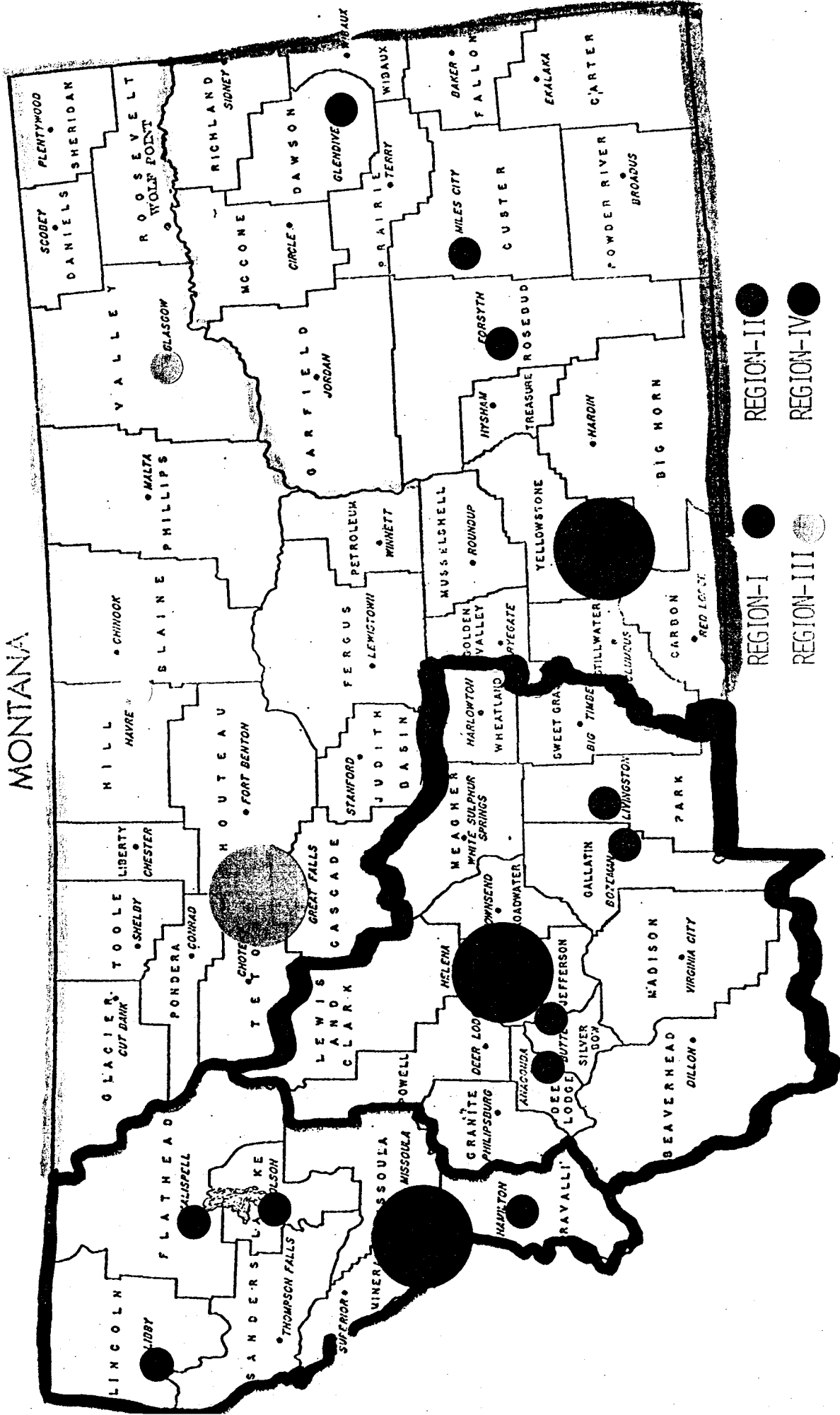
BY SEX

JANUARY 1, 1983



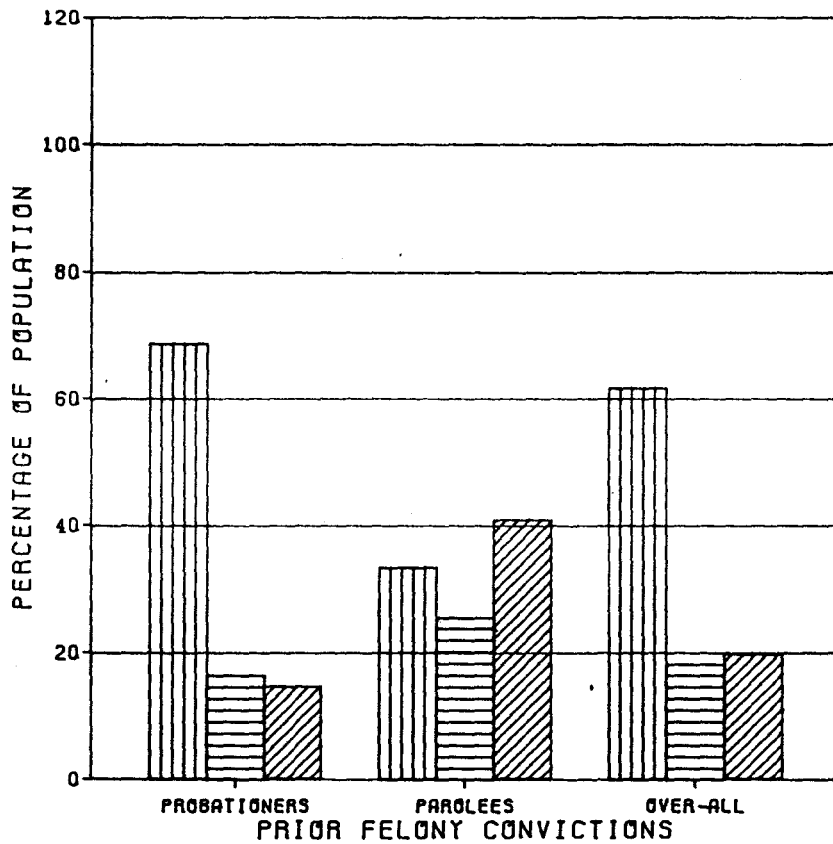
	19 - GOLDEN VALLEY	32 - MARY HEIDEL
	33 - MUSSELSHELL	33 - PHIL SANDERSON
	35 - PETROLEUM	34 - MIKE SCHEMAING
	48 - STILLWATER	48 - RANDY COWEN
	56 - YELLOWSTONE	90 - GENE KORBER
02 - BOZEMAN	16 - CALLATIN	11 - BERNIE ERISCOLL
03 - BUTTE	01 - BEAVERHEAD	25 - CRAIG THOMAS
	29 - MADISON	27 - JOHN RILEY
	47 - SILVER BOW	30 - JIM WRIGHT
04 - FORSYTH	02 - BIG HORN	37 - BRUCE WAITERS
	44 - ROSEBUD	
	52 - TREASURE	
05 - GLENDIVE	11 - DAWSON	36 - JIM BENNETT
	28 - McCONE	47 - JEFF WALTER
	42 - RICHLAND	
	55 - WIBAUX	
06 - GREAT FALLS	07 - CASCADE	13 - RICK HOLZHEIMER
	08 - CHOTEAU	14 - VACANT
	14 - FERGUS	06 - JERRY SKIBA
	18 - GLACIER	07 - MARY FAY
	23 - JUDITH BASIN	87 - MIKE GERSACK
	37 - PONDERA	
	50 - TETON	
	51 - TOOLE	
07 - HAVRE	03 - BLAINE	08 - RICK MATKIN
	21 - HILL	
	26 - LIBERTY	
08 - HELENA	04 - BROADWATER	09 - MONTE CARILLO
	25 - LEWIS AND CLARK	10 - MARK MIZNER-WELCH
	22 - JEFFERSON	29 - JOHN PARADIS
		88 - DON ANDERSON
09 - KALISPELL	15 - FLATHEAD	20 - JERRY COOLEY
		21 - JERRY DEVICH
10 - MILES CITY	06 - CARTER	35 - TOM LOFLAND
	09 - CUSTER	
	13 - FALLON	
	17 - GARFIELD	
	38 - POWDER RIVER	
	40 - PRAIRIE	
11 - MISSOULA	31 - MINERAL	18 - FRANK FLEMING
	32 - MISSOULA	16 - GENE GEMIGNANI
		17 - MIKE MCCARTHY
		19 - MAGGIE KOSENA
		44 - JOE SOBANSKY
		89 - RALPH FISHER
12 - POLSON	24 - LAKE	23 - RON ALSBURY
		24 - JAN ULLUM
13 - GLASGOW	10 - DANIELS	38 - GAYLA HUNT
	36 - PHILLIPS	
	43 - ROOSEVELT	
	46 - SHERIDAN	
	53 - VALLEY	
14 - LIBBY	27 - LINCOLN	22 - AL ERB
	45 - SANDERS	
15 - LIVINGSTON	30 - MEAGHER	12 - EARL STRUBECK
	34 - PARK	
	49 - SWEET GRASS	
	54 - WHEATLAND	
16 - ANACONDA	12 - DEER LODGE	28 - SCOTT ERICKSON
	20 - GRANITE	
	39 - POWELL	
17 - HAMILTON	41 - RAVALLI	15 - SALLY McCRAE

MONTANA



- REGION-I ●
- REGION-II ●
- REGION-III ●
- REGION-IV ●

FELONY CONVICTIONS
NUMBER OF PREVIOUS FELONY CONVICTIONS
REASSESSMENT RISK INFORMATION

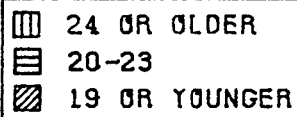
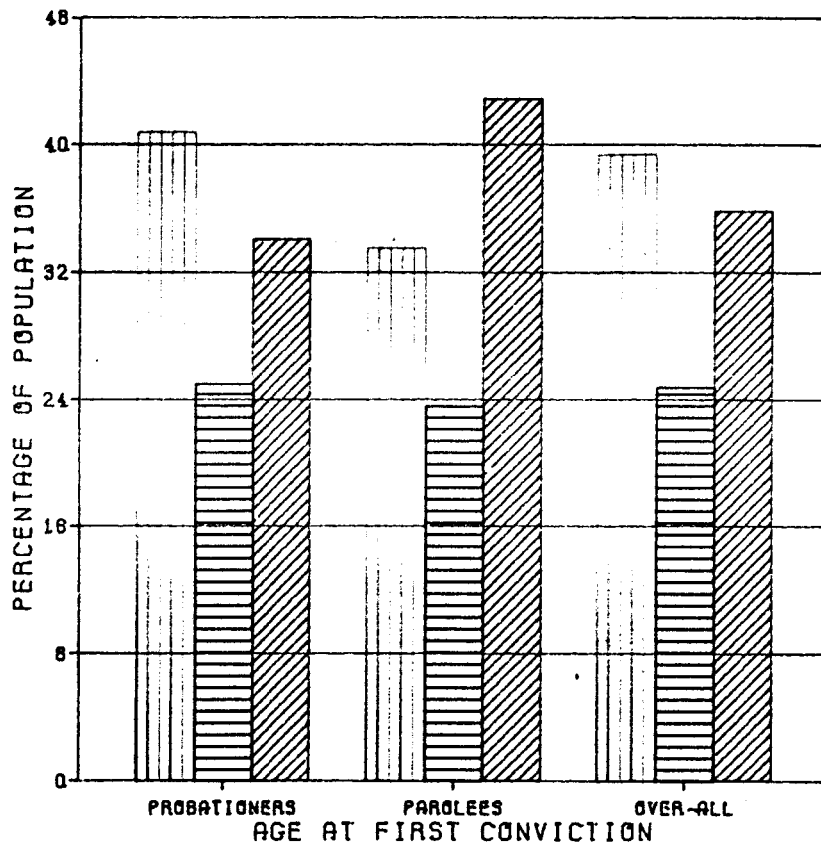


▤ NO PRIOR FELONY CONVICTIONS
▥ ONE PREVIOUS CONVICTION
▧ TWO OR MORE

AGE AT FIRST CONVICTION

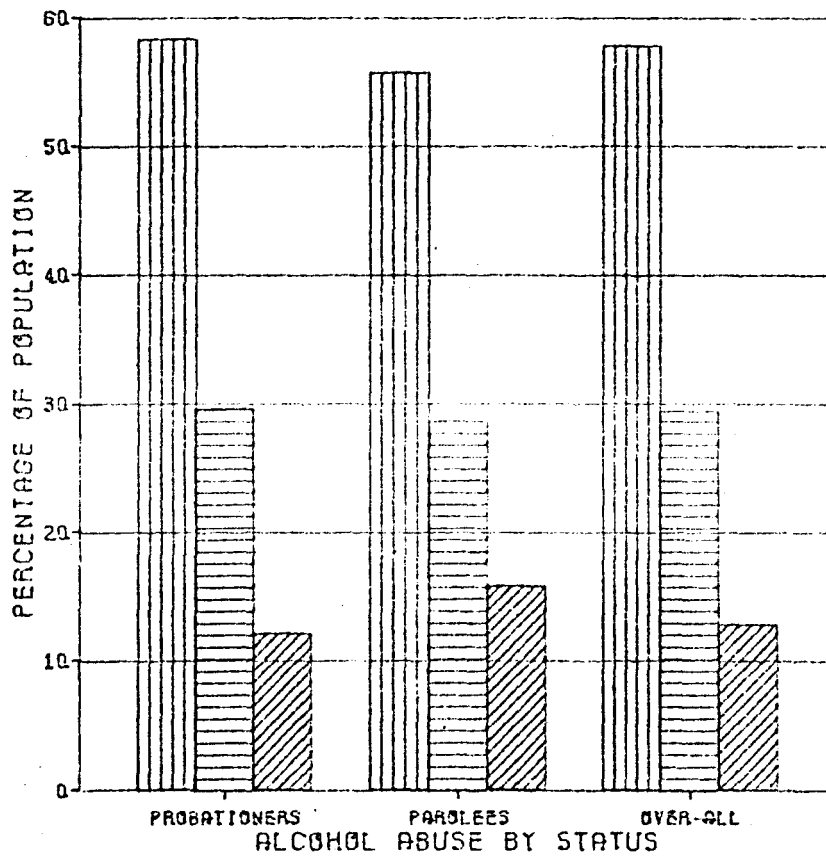
REASSESSMENT RISK INFORMATION

N = 1098



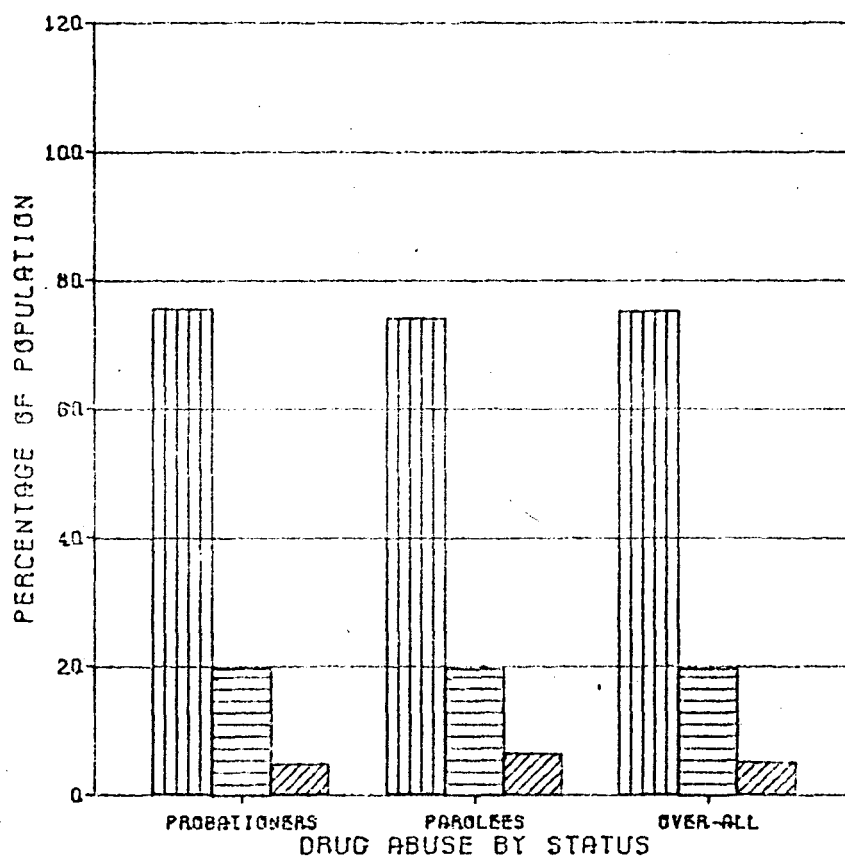
ALCOHOL ABUSE

ALCOHOL ABUSE AT REASSESSMENT
REASSESSMENT RISK INFORMATION



- NO ALCOHOL PROBLEMS REPORTED
- MODERATE ALCOHOL PROBLEMS
- SERIOUS ALCOHOL ABUSE PROBLEMS

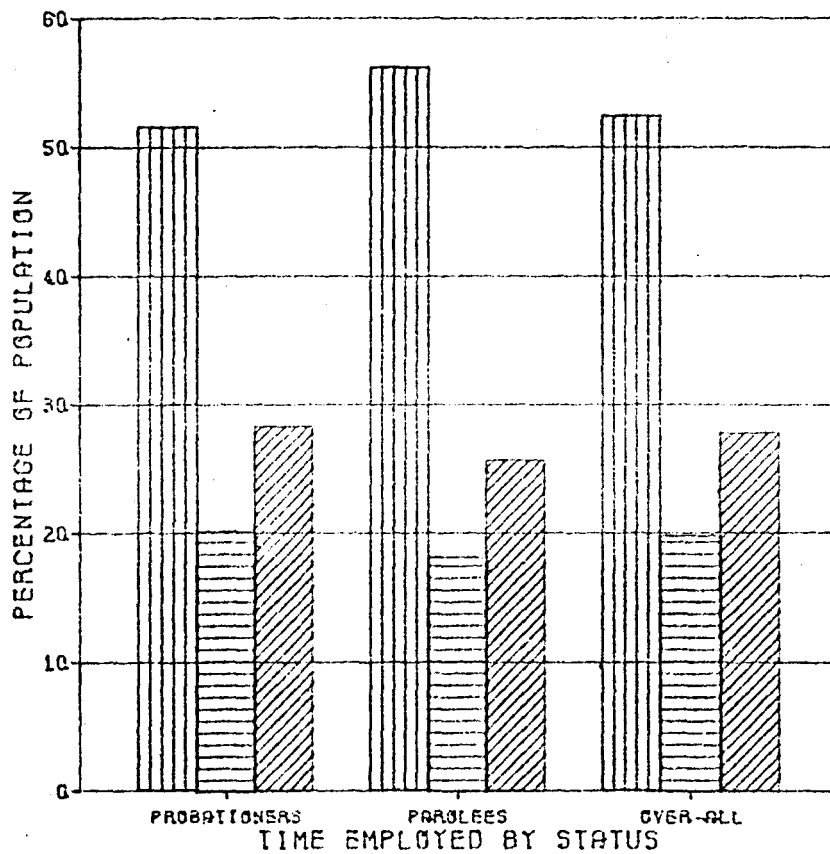
DRUG ABUSE PERCENTAGE AT REASSESSMENT RISK INFORMATION



- NO DRUG PROBLEM REPORTED
- MODERATE DRUG ABUSE PROBLEM
- SERIOUS DRUG ABUSE PROBLEM

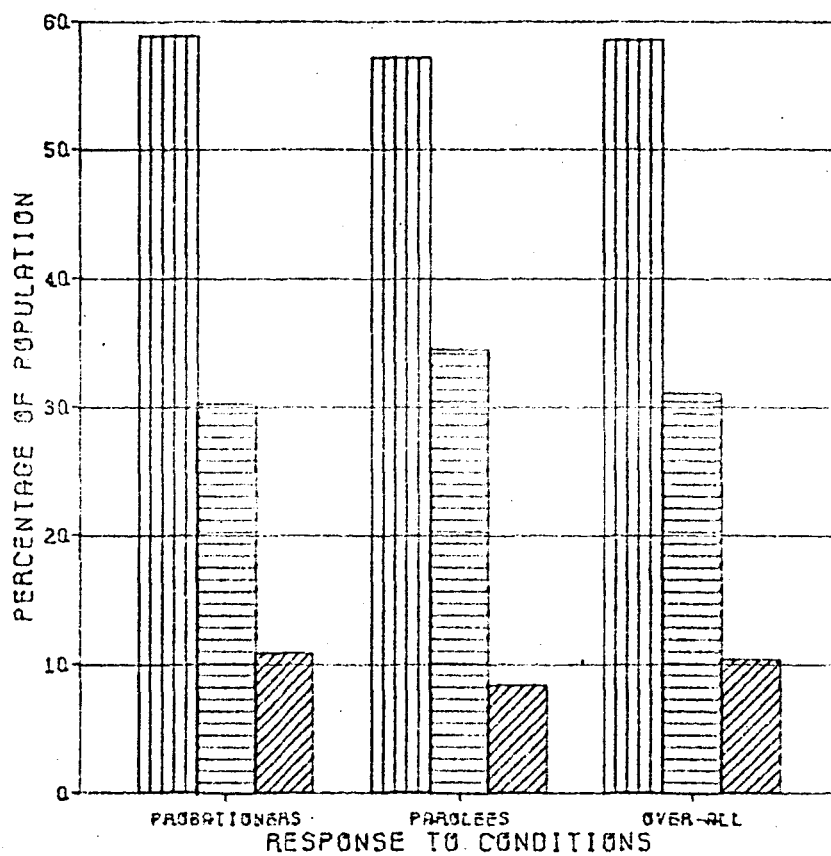
TIME EMPLOYED




EMPLOYMENT IN PAST SIX MONTHS
REASSESSMENT RISK INFORMATION



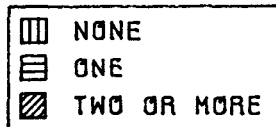
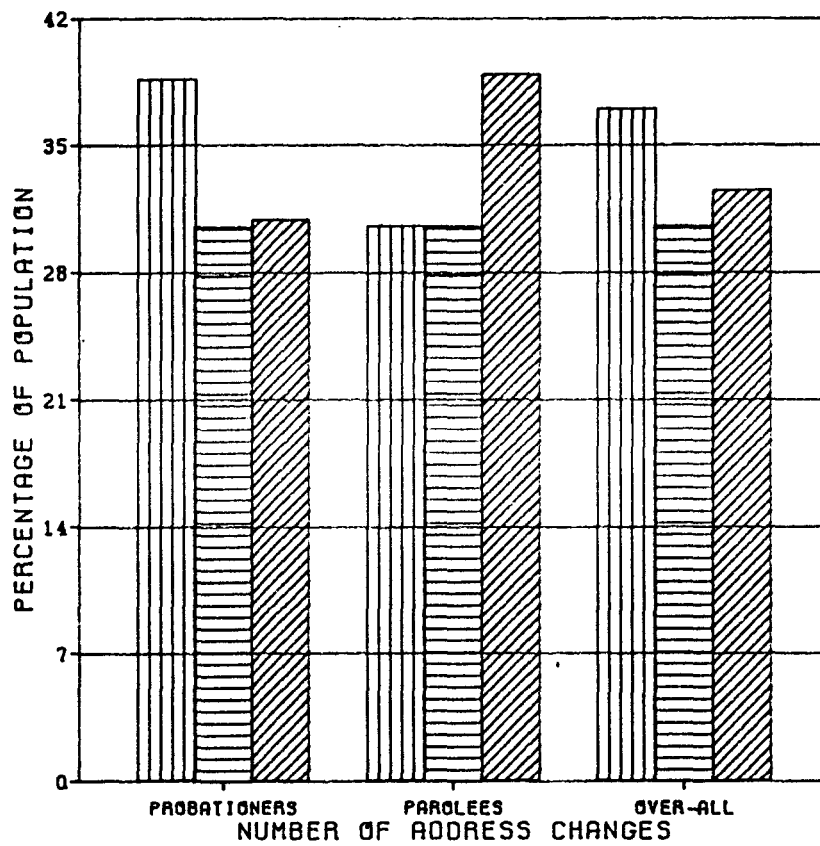
▨ 60%+ OR NA
 ▤ 40 - 59%
 ▧ LESS THAN 40%

RESPONSE TO CONDITIONS
RESPONSE TO BUREAU OR COURT IMPOSED CONDITIONS
REASSESSMENT RISK INFORMATION



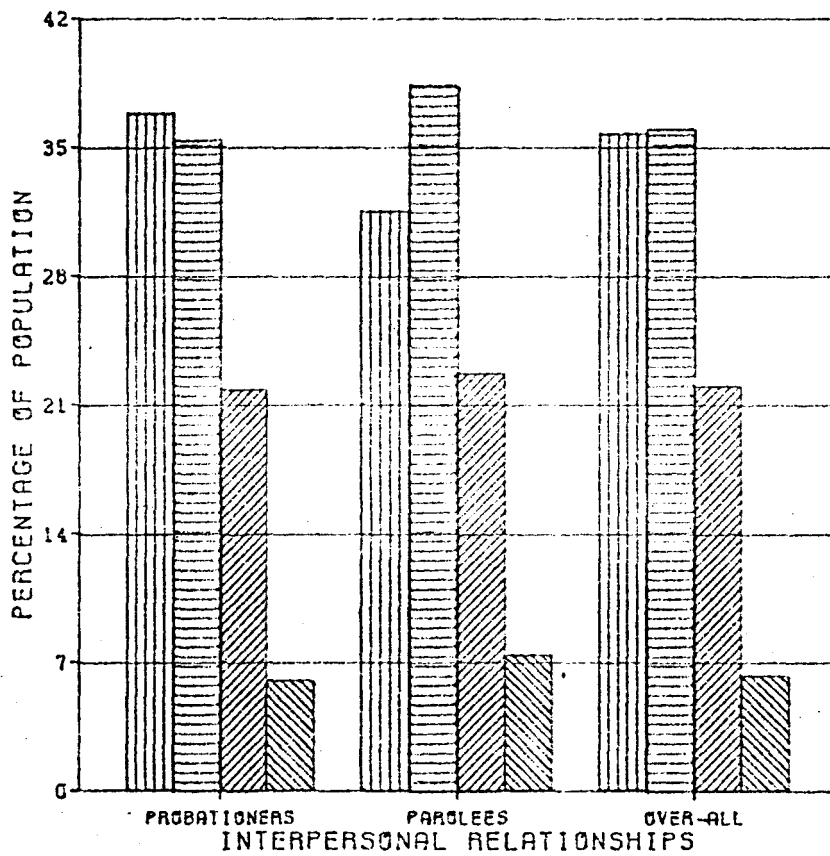
-  NO PROBLEMS OF CONSEQUENCE, 1
-  MODERATE COMPLIANCE PROBLEMS
-  UNWILLING TO COMPLY

ADDRESS CHANGES
NUMBER OF CHANGES IN LAST TWELVE MONTHS
REASSESSMENT RISK INFORMATION



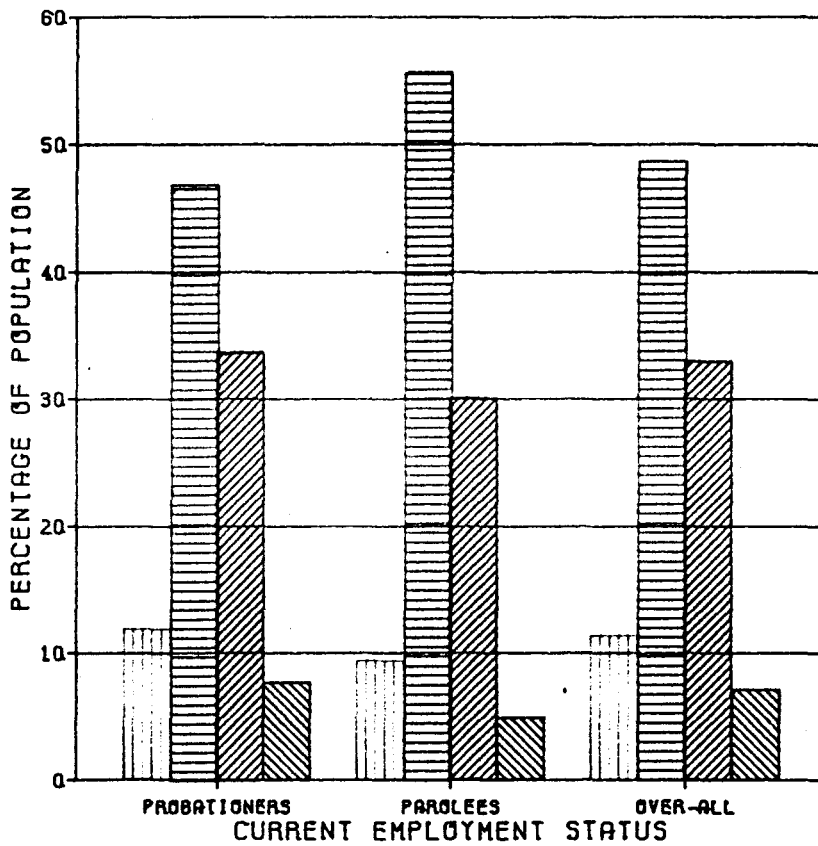
INTERPERSONAL RELATIONSHIPS

PERCENTAGE AT REASSESSMENT
RISK INFORMATION



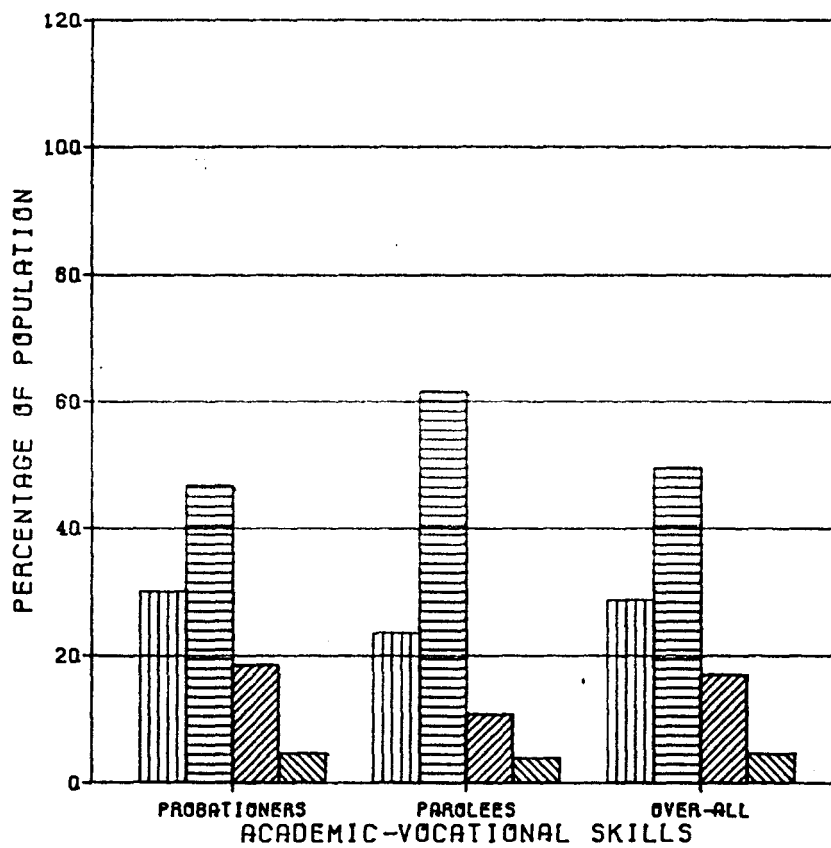
- NO PROBLEMS REPORTED
- FEW PROBLEMS
- MODERATE PROBLEMS
- SEVERE PROBLEMS





EMPLOYMENT STATUS CURRENT EMPLOYMENT STATUS REASSESSMENT NEEDS INFORMATION



- SATISFACTORY EMPLOYMENT
- NO DIFFICULTIES REPORTED
- UNSATISFACTORY EMPLOYMENT
- VIRTUALLY UNEMPLOYABLE

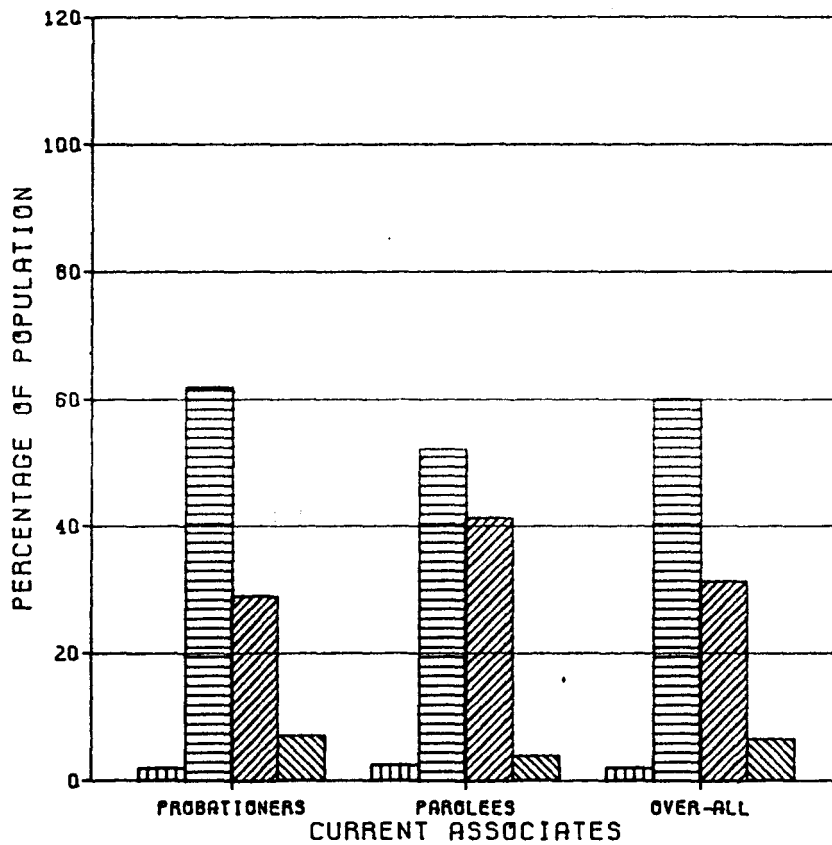
ACADEMIC-VOCATIONAL
PERCENTAGE AT REASSESSMENT
REASSESSMENT NEEDS INFORMATION



-  HIGH SCHOOL OR ABOVE
-  ADEQUATE SKILLS
-  LOW SKILL LEVEL
-  MINIMAL SKILL LEVEL

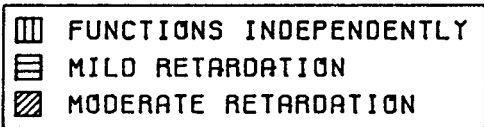
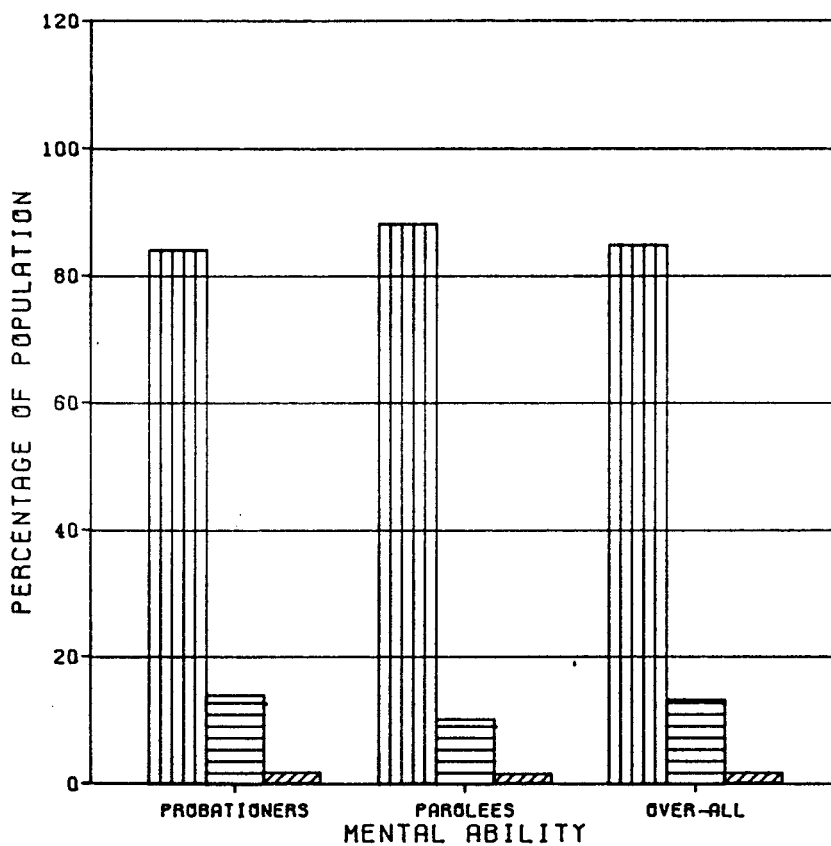
ASSOCIATES

*CURRENT ASSOCIATES IN THE COMMUNITY
REASSESSMENT NEEDS INFORMATION*



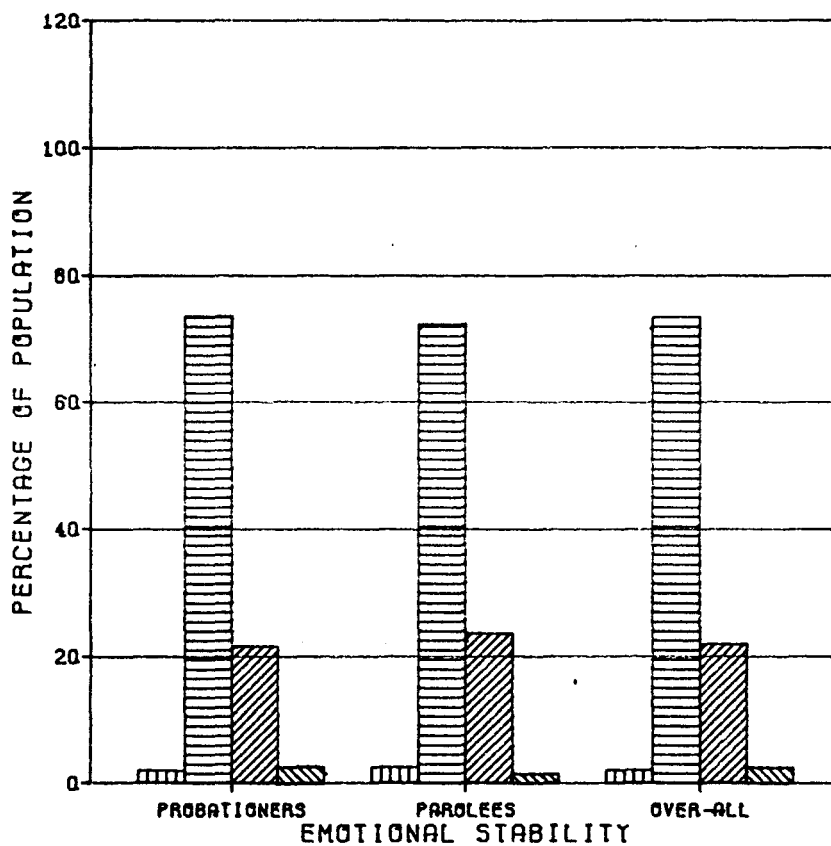
- GOOD SUPPORT AND INFLUENCE
- NO ADVERSE RELATIONSHIPS
- OCCASIONAL NEGATIVE ASSOCIATIONS
- ALMOST COMPLETELY NEGATIVE

MENTAL ABILITY
*ABILITY TO FUNCTION INDEPENDENTLY
 REASSESSMENT NEEDS INFORMATION*



EMOTIONAL STABILITY

CURRENT EMOTIONAL SITUATION
REASSESSMENT NEEDS INFORMATION



- EXCEPTIONALLY WELL ADJUSTED
- APPROPRIATE EMOTIONAL RESPONSES
- LIMITING SYMPTOMS
- SYMPTOMS PROHIBIT ADEQUATE FUNCTIONING

**ADMISSION
ADULT FIELD CASELOAD**

Admission: ☐ Parole
☐ Probation
☐ Interstate

ORSCIS No.					
SS No.					
Client Name: Last		First		Middle	
POB:	Co.	City	State	Zip	DOB: mm / dd / yy
Current Address:			Co.	City	State Zip
Date/Time of Admission:			Supervising Officer's No.:		Client Telephone:

Select the appropriate answer and enter the associated weight in the score column. Total all scores to arrive at the risk assessment score.

Risk Score

Number of Address Changes in Last 12 Months (Prior to incarceration for parolees)	0 None 2 One 3 Two or more	_____ _____ _____
Percentage of Time Employed in Last 12 Months (Prior to incarceration for parolees)	0 60% or more 1 40% - 59% 2 Under 40% 0 Not applicable	_____ _____ _____
Alcohol Usage Problems (Prior to incarceration for parolees)	0 No interference with functioning 2 Occasional abuse: some disruption of functioning 4 Frequent abuse: serious disruption: needs treatment	_____ _____ _____
Other Drug Usage Problems (Prior to incarceration for parolees)	0 No interference with functioning 2 Occasional abuse: some disruption of functioning 4 Frequent abuse: serious disruption: needs treatment	_____ _____ _____
Attitude	0 Motivated to change; receptive to assistance 3 Dependent or unwilling to accept responsibility, passive 5 Rationalizes behavior, negative; not motivated to change, defensive, hostile, belligerent, aggressive	_____ _____ _____
Age at First Adjudication (Or Juvenile Adjudication, YINS, or Delinquent)	0 24 or older 2 20 - 23 4 19 or younger	_____ _____ _____
Number of Prior Periods of Probation/Parole Supervision (Adult or Juvenile)	0 None 4 One or more	_____ _____
Number of Prior Probation/Parole Revocations (Adult or Juvenile)	0 None 4 One or more	_____ _____
Number of Prior Felony Convictions (or Juvenile Adjudications) (Juvenile adjudication equal to felony if tried as adult)	0 None 2 One 4 Two or more	_____ _____ _____
Conviction or Juvenile Adjudications for (Select applicable and add for score. Do not exceed a total of 5. Include current offense.)	2 Burglary, theft, auto theft, or robbery 3 Worthless checks or forgery	_____ _____
Conviction or Juvenile Adjudication for Assaultive Offense within Last Five Years (An offense which involves the use of a weapon, physical force or the threat of force.)	15 Yes 0 No	_____ _____

TOTAL _____

NEED

Select the appropriate answer and enter the associated weight in the score column. Higher numbers indicate more severe problems. Total all scores. If client is to be referred to a community resource or to clinical services, check appropriate referral box.

Referral Need Score

ACADEMIC/VOCATIONAL SKILLS

- | | | | | | |
|-------------------------------------|--|--|--|--------------------------|-------|
| -1 High school or above skill level | 0 Adequate skills; able to handle every-day requirements | +2 Low skill level causing minor adjustment problems | +4 Minimal skill level causing serious adjustment problems | <input type="checkbox"/> | _____ |
|-------------------------------------|--|--|--|--------------------------|-------|

EMPLOYMENT

- | | | | | | |
|---|---|---|--|--------------------------|-------|
| -1 Satisfactory employment for one year or longer | 0 Secure employment; no difficulties reported; or homemaker, student or retired | +3 Unsatisfactory employment; or unemployed but has adequate job skills | -6 Unemployed and virtually unemployable; needs training | <input type="checkbox"/> | _____ |
|---|---|---|--|--------------------------|-------|

FINANCIAL MANAGEMENT

- | | | | | | |
|--|---------------------------|--------------------------------------|---|--------------------------|-------|
| -1 Long-standing pattern of self-sufficiency, e.g., good credit rating | 0 No current difficulties | +3 Situational or minor difficulties | +5 Severe difficulties; may include garnishment, bad checks or bankruptcy | <input type="checkbox"/> | _____ |
|--|---------------------------|--------------------------------------|---|--------------------------|-------|

MARITAL/FAMILY RELATIONSHIPS

- | | | | | | |
|--|-----------------------------------|---|------------------------------------|--------------------------|-------|
| Relationships and support exceptionally strong | 0 Relatively stable relationships | +3 Some disorganization or stress but potential for improvement | +5 Major disorganization or stress | <input type="checkbox"/> | _____ |
|--|-----------------------------------|---|------------------------------------|--------------------------|-------|

COMPANIONS

- | | | | | | |
|-------------------------------|----------------------------|--|--|--------------------------|-------|
| -1 Good support and influence | 0 No adverse relationships | +2 Associations with occasional negative results | +4 Associations almost completely negative | <input type="checkbox"/> | _____ |
|-------------------------------|----------------------------|--|--|--------------------------|-------|

EMOTIONAL STABILITY

- | | | | | | |
|--|---|---|---|--------------------------|-------|
| -2 Exceptionally well adjusted; accepts responsibility for actions | 0 No symptoms of emotional instability; appropriate emotional responses | +4 Symptoms limit but do not prohibit adequate functioning, e.g., excessive anxiety | +7 Symptoms prohibit adequate functioning; e.g., lashes out or retreats into self | <input type="checkbox"/> | _____ |
|--|---|---|---|--------------------------|-------|

ALCOHOL USAGE

- | | | | | | |
|--|------------------------------------|---|--|--------------------------|-------|
| | 0 No interference with functioning | +3 Occasional abuse; some disruption of functioning | +6 Frequent abuse; serious disruption; needs treatment | <input type="checkbox"/> | _____ |
|--|------------------------------------|---|--|--------------------------|-------|

OTHER DRUG USAGE

- | | | | | | |
|--|------------------------------------|---|--|--------------------------|-------|
| | 0 No interference with functioning | +3 Occasional substance abuse; some disruption of functioning | +6 Frequent substance abuse; serious disruption; needs treatment | <input type="checkbox"/> | _____ |
|--|------------------------------------|---|--|--------------------------|-------|

MENTAL ABILITY

- | | | | | | |
|--|----------------------------------|--|--|--------------------------|-------|
| | 0 Able to function independently | +3 Some need for assistance; potential for adequate adjustment; mild retardation | +6 Deficiencies severely limit independent functioning; moderate retardation | <input type="checkbox"/> | _____ |
|--|----------------------------------|--|--|--------------------------|-------|

HEALTH

- | | | | | | |
|--|-------------------------------------|---|---|--------------------------|-------|
| | 0 Sound physical health; seldom ill | +1 Handicap or illness interferes with functioning on a recurring basis | +2 Serious handicap or chronic illness; needs frequent medical care | <input type="checkbox"/> | _____ |
|--|-------------------------------------|---|---|--------------------------|-------|

SEXUAL BEHAVIOR

- | | | | | | |
|--|---------------------------|--|---|--------------------------|-------|
| | 0 No apparent dysfunction | +3 Real or perceived situational or minor problems | +5 Real or perceived chronic or severe problems | <input type="checkbox"/> | _____ |
|--|---------------------------|--|---|--------------------------|-------|

CLIENT'S IMPRESSION OF CLIENT'S NEEDS

- | | | | | | |
|------------|-------|-----------|------------|--|-------|
| -1 Minimum | 0 Low | +3 Medium | +5 Maximum | | _____ |
|------------|-------|-----------|------------|--|-------|

TOTAL

OVER-RIDE

- | | | | | |
|-----------|----------|-----------|--|-------|
| 1 Minimum | 2 Medium | 3 Maximum | | _____ |
|-----------|----------|-----------|--|-------|