



Executive Briefing Memo

Date: January 10, 2008

Department/Division/Project: Department of Justice Services

Department Overview: The Department of Justice Services provides high quality services to youths and adults which offer a genuine opportunity for reform and life improvement. The goals of the department are:

- To hold offenders accountable for criminal behavior with appropriate sanctions that fit the severity of the offense;
- To meet assessed needs of at risk youth and families by providing a diverse range of services;
- To retain offenders in the community by providing them with community based services while simultaneously increasing community safety and education.

Current Operations: Justice Services is staffed by 161 positions, including:

General Fund Positions

3 Administrative Program Support Assistant
1 Administrative Project Analyst
1 Administrative Services Manager
1 Assistant Superintendent II
1 Classification Specialist
1 Community Services Representative
1 Deputy Director I
1 Detention Home Superintendent
1 Director
1 Executive Assistant III
1 Food Service Manager
6 Food Service Workers II
5 Human Services Coordinator II
1 Intake Clerk-Pretrial Probation
2 Juvenile Home Registered Nurse
1 Maintenance Worker I
4 Office Support Specialists II
16 Outreach Case Manager II
9 Outreach Counselor/Juvenile Detention

5 Pretrial Probation Officers
2 Program Managers
1 Project Management Analyst
3 Security Control Specialists
8 Social Services Case Manager
3 Social Work Specialists
1 Senior Pretrial Probation Officer
1 Systems Operations Analyst I
45 Youth Counselor
5 Youth Counselor Supervisor I
2 Youth Counselor Supervisor II

Grant Positions

2 Admin Assistants-Pretrial Probation
1 Human Services Coordinator I
1 Intake Clerk-Pretrial Probation
2 Pretrial Probation Managers
16 Pretrial Probation Officers
1 Senior Services Coordinator
2 Social Services Case Manager
1 Senior Pre-trial Probation Officer
2 Youth Assistant

Temporary Positions

3 Senior Services Coordinator

Managers Responsible for Data Reported:

GILS data - Doris Moseley
Truancy data - Sandra Martin
Adult Services data – Rhonda Gilmer
Detention Center data – Michelle Jenkins

Issues for Discussion

Presentation by Justice Services

This is the initial presentation to the RichmondWorks panel by Justice Services.

Justice Services will present an overview of the department, including organizational structure, descriptions of services provided, funding levels and sources, and performance measures.

Questions and discussion as needed.

Measures & Data Reported

RichmondWorks staff recommends that the International City/County Manager Association (ICMA) measures for youth services be adopted by Justice Services as appropriate. Collecting and reporting data on these measures, particularly the “core”

measures, will augment the RichmondWorks effort by permitting benchmarking of Justice Services performance against a number of localities across the country. In addition, adopting appropriate ICMA measures will address concerns expressed by Justice Services over multiple performance measurement reporting formats. RichmondWorks and Budget & Strategic Planning staff will assist in identifying the appropriate measures. (The cooperation of the Court Service Unit will be needed to collect probation information.)

Justice Services has a substantial amount of descriptive and qualitative data available, so much so that the challenge for this presentation was selection of the most important and appropriate data. The measures available are quite sufficient for the purposes of managing DJS and reporting to RichmondWorks. Certain measures need to be refined for clarity, and as in all cases, the current measures and targets can be expected to evolve over time. Specific comments and questions on the data and measures include:

Questions:

- 1) The overview of referrals to DJS (slide 6) indicates that the number of unduplicated youth served was 1,630 in FY05, 10, 193 in FY06 and 14,150. Total service referrals processed by GILS also showed large increases over the same period. What accounts for these increases in workload?*
- 2) Adult Services has a measure (slide 13) that tracks the successful closure rate for probation misdemeanants, with a target of 60% or higher. The last three years averaged 56%. FY 08 Quarter 1 results are 40%. What factors have contributed to these results and what steps will be taken to improve upon them?*
- 3) Outreach Phase II Monitoring has a measure (slide16) that seeks to have 72% of youth successfully complete their Outreach Monitoring Program. During the first quarter of FY 08, 59% completed the program successfully. What factors have contributed to the completion rate and what steps will be taken to improve upon the completion rate?*
- 4) Secure Confinement has a measure (slide16) that seeks to maintain the average daily population (ADP) of Richmond Detention Center at 60 or less. For FY 07, the ADP was 47.5; slide 18 indicates that through the first 5 months of FY 08, the ADP ranged from 63 to 67. What factors contributed to the increase in the ADP and is the trend expected to continue?*

Questions/Follow-up Issues

- The next presentation by Justice Services is scheduled for April 3, 2008.

