



**Plumas County Community Corrections Partnership  
AB109 Public Safety Re-Alignment**

**Chief Probation Officer – Keevin Allred  
Superior Court Judge Douglas Prouty - Designee Sue Selegean-Dostal  
District Attorney - David Hollister  
Sheriff - Todd Johns  
Public Defender – Craig Osborne  
Behavioral Health Director – Sharon Sousa**

**AGENDA FOR REGULAR COMMUNITY CORRECTIONS PARTNERSHIP MEETING  
HELD ON WEDNESDAY, MAY 21, 2025, AT 2:02 P.M. IN THE BOARD OF  
SUPERVISORS ROOM 308, PLUMAS COUNTY COURTHOUSE, QUINCY, CALIFORNIA  
[www.countyofplumas.com](http://www.countyofplumas.com)  
CONFERENCE PHONE NO. (530) 283-6585**



**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the committee secretary at (530) 283-6200. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

**Live Stream of Meeting**

Members of the public who wish to watch the meeting, are encouraged to view it live online.

**Public Comment Opportunity/Written Comment**

Members of the public may submit written comments on any matter within the Committee's jurisdiction, regardless of whether the matter is on the agenda for the Committee consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using email address [KeevinAllred@countyofplumas.com](mailto:KeevinAllred@countyofplumas.com).

**2:00 P.M. CALL TO ORDER/ROLL CALL**

**PRESENT:** David Hollister, Keevin Allred, Sharon Sousa, Craig Osborne

**ABSENT:** Todd Johns, Sue Selegean-Dostal

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

**None.**

**PUBLIC COMMENT OPPORTUNITY**

Members of the public are welcome to address the CCP on items not listed on the agenda, but within the jurisdiction of the CCP. The CCP is prohibited by law from taking action on matters not on the agenda. Individuals wishing to address the CCP under Public Expression are welcome to do so via email at [keevinallred@countyofplumas.com](mailto:keevinallred@countyofplumas.com). All correspondence received by 8:00 A.M. the day of the meeting will be attached to the item.

**No Public Comment. No correspondence received.**

## **INFORMATIONAL ANNOUNCEMENTS BY CCP EXECUTIVE MEMBERS**

Brief announcements by, or brief reports on their activities.

Chief Allred announces that Probation will have a new Probation Officer, Chandler Stout-Davies, on June 2<sup>nd</sup>, and will likely be assigned to both Juvenile and Adult duties. District Attorney David Hollister mentions that she will be a great hire.

## **ACTION AGENDA**

### **1. EXECUTIVE COMMITTEE**

A. Approve minutes from April 16, 2025; discussion and possible action.

- a. *Attachment(s): Minutes from April 16, 2025*
- b. *Recommended action: Approve minutes from April 16, 2025, CCP meeting.*

**MOTION:** Approve minutes from April 16, 2025.

**MOVED:** Craig Osborne

**SECOND:** David Hollister

**AYES:** David Hollister, Keevin Allred, Sharon Sousa, Craig Osborne

**NOES:** None.

**ABSTAIN:** None.

**MOTION PASSES.**

B. Review the Quarter 3 expenditure reports; discussion and possible action.

- a. *Attachment(s): Quarter 3 expenditure reports.*
- b. *Recommended action: Approve Quarter 3 expenditure reports*

**MOTION:** Approve Quarter 3 expenditure reports.

**MOVED:** David Hollister

**SECOND:** Sharon Sousa

**AYES:** David Hollister, Keevin Allred, Sharon Sousa, Craig Osborne

**NOES:** None.

**ABSTAIN:** None.

**MOTION PASSES.**

C. Present Progress Report from Plumas Crisis Intervention and Resource Center (PCIRC) related to Navigation Center Program; discussion.

- a. *Attachment(s): PCIRC Progress Report*

PCIRC was asked to provide a progress report on the Northstar Navigation Center, included in the packet that was sent to CCP Members. Probation has made multiple referrals and has a client who saw great success, due in part to the navigation center services.

Cathy Rahmeyer of PCIRC mentions that the report should have denoted it was for Q3, not Q2 as listed, and that two clients referred to the program were unsuccessful.

David Hollister inquires as to whether the clients are PRCS or Formal Probation clients, to which Chief Allred replies that the clients referred are a mix of both.

Cathy Rahmeyer mentions that since the program had a late start, there will be cost savings in their CCP budget.

D. FY 2025-2026 Request for Funding Proposals – Review and Possible Adoption of Funding Requests: discussion and possible action.

- a. *Attachment(s): Attachment(s): RFP Applications are unavailable until May 19, 2025, at which time they will be posted and provided to the committee.*

*2025-2026 Request for Community Corrections Funding – Probation Department (Received May 16, 2025)*

*2025-2026 Request for Community Corrections Funding – Behavioral Health Dept. (Received May 13, 2025)*

*2025-2026 Request for Community Corrections Funding – Sheriff's Department (Received May 15, 2025)*

2025-2026 Request for Community Corrections Funding – District Attorney’s Office (Received May 15, 2025)  
(Additional applications may be received after the posting of this Agenda)

David Hollister mentions that the copy of the agenda he has states there were 4 RFP received. Miguel Herrera of Probation acknowledges that it may have been a previous revision of the agenda that was printed out, and that 5 RFPs were received. A motion to accept them is presented.

**MOTION:** Receive FY25.26 CCP RFPs submitted by the following agencies: Plumas County Alternative Sentencing Program, Plumas County Sheriff’s Office, Plumas County Behavioral Health, Plumas Crisis Intervention and Resource Center, and Plumas County Probation Department.

**AYES:** David Hollister, Keevin Allred, Sharon Sousa, Craig Osborne.

**NOES:** None.

**ABSTAIN:** None.

**MOTION PASSES.**

E. Development of a Proposed CCP Budget for Fiscal Year 2025-2026; discussion and possible action.

a. *Attachment(s): See Requests for Funding*

Chief Allred states that at the start of FY24.25, a carry-over budget was implemented as a measure to ensure continuity of service while further information on funding was received from the state. Miguel Herrera mentions that current trends show that base funds should remain close to what was received for FY24.25, and that minimal growth will be received for FY24.25, which is still an improvement over the lack of growth funds for FY23.24.

Chief Allred asks the committee if they should wait until further information from the state is received before making budget decisions. Fund balance figures for the start of FY25.26 will depend on how much funding is returned at the end of the year. David Hollister asks about the CCP Bylaws, namely in regard to requirements surrounding a 4/5ths vote to approve certain things, such as the budget. If a supermajority is required, the budget would need to be approved before the current Sheriff retires. Chief Allred mentions he will look into the requirements.

David Hollister suggests that another meeting be held regarding the budget, given the base award for Plumas is around 1,086,000.00, and at some point, talks will need to be held about the Sheriff’s office having to justify having 60% of that base awarded to them annually, which may not be in line with what the CCP was created for. Chief Allred states that he does not disagree, and that such a small budget leaves little room for other opportunities.

Sharon Sousa brings up a topic, stating that the Behavioral Health agency had not received prior CCP funds, due to an error. Sharon Sousa states that this affects the rollover funds, to which David Hollister replies that a discussion should be held regarding the funds given and that unspent monies are typically rolled back into the county CCP fund and are then budgeted for in the upcoming year. Chief Allred questions: Should the correction proceed as planned, or should the CCP act on the matter? Chief Allred states he is unsure whether intervention is appropriate or not.

Sharon Sousa mentions that it should be discussed, as it might affect the way the budget is thought about. After further conversation, it was agreed by all that the matter should be agendized for a future meeting.

**MEETING AJOURNED 2:43PM TO JUNE 18, 2025, AT 2:00 P.M., IN THE BOARD OF SUPERVISORS ROOM  
308, PLUMAS COUNTY COURTHOUSE, QUINCY, CA**

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# PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, #109 Quincy, CA 95971 (530) 283-6307 FAX (530) 283-6045

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Sharon Sousa, LMFT Director



## MEMO

**To:** Community Corrections Partnership Executive Committee

**From:** Plumas County Behavioral Health

**Date:** June 16, 2025

**Re:** Transfer of CCP funds not received in prior fiscal years – FY 21/22 & 23/24

**During the latest CCP application process, it was discovered that Behavioral Health had neglected to prepare an invoice and journal entry to transfer CCP funds for the entire 21/22 fiscal year (\$37,318.05) as well as the entire 23/24 fiscal year (\$71,614.15) for a total of \$108,932.20.**

A meeting was held with the Auditor, Probation Fiscal Officer, and Behavioral Health Fiscal Officer to discuss if it could be corrected and Behavioral Health could transfer the CCP funds now. The Auditor said that it could be done and to go ahead and prepare the invoice and journal and submit.

An invoice and journal entry were completed by the Behavioral Health Fiscal Officer, checked by the Probation Fiscal Officer, and submitted to the Auditor's Office on May 19, 2025.

Thank You,

A handwritten signature in blue ink that appears to read "Lisa Beck".

Lisa Beck

**Application for CCP Funds**  
**Face Page**

**Fiscal Year 2025-2026**

Information Requested	Response
Name of Agency	Plumas County District Attorney's Office Alternative Sentencing Program
Agency Contact Information (operational) (name, address, telephone and e-mail)	Stephanie Tanaka 520 Main St. Rm 408 530.283.6327 <a href="mailto:Stephanietaanaka@countyofplumas.com">Stephanietaanaka@countyofplumas.com</a>
Agency Contact Information (Fiscal) (name, address, phone and e-mail)	Sheri Johns 520 Main Street. Room 404 530.283.6303
Name of Program	Alternative Sentencing
Is this a new or continuing program?	Continuing
Funding Requested from CCP	<b>365,754</b>
Funding received from CCP in prior years (specify year and amounts)	FY 12/13 \$28,609 (not spent) FY 13/14 \$72,360 FY 14/15 \$130,000 FY 15/16 \$169,500 FY 16/17 \$185,839 FY 17/18 \$65,097 FY 18/19 \$134,008 FY 19/20 \$149,530 FY 20/21 \$144,252 FY 21/22 \$189,252 FY 22/23 \$266,052 FY 23/24 \$317,753 FY 24/23 \$376,753
Program Capacity (maximum number of participants program can serve)	75
Current Program Caseload (if applicable)	43
Program Cost per Unit:	Cost per person served during this project is expected to be \$410.60 per participant for this project and the requested funding.

## Program Narrative

Description of Applicant Agency: Briefly describe the agency's mission, the type of services provided, and the relationship of the proposed project to other projects operated by the agency. Please attach an organizational chart, which may be used to provide part of the requested information.

The Plumas County Alternative Sentencing Program (ASP) Office exists to assist offenders in the journey of becoming clean and sober, stop drug-related crime, reduce impaired driving and reunite broken families.

The Alternative Sentencing Program Office is located within the District Attorney's Office and works with the Courts throughout Plumas County, ancillary service providers, non-profits as well as law enforcement to ensure a quality, evidence-based re-entry and reintegration program is being offered in Plumas County.

When an individual is sentenced or referred by the Court to any track in the Community Justice Court (AB1810, Drug Court), ASP staff will interview the offender and refer them to the appropriate treatment, education, or counseling program by conducting an interview and utilizing the RNR tool and CST assessment tools. By utilizing the Alternative Sentencing program, clients are ensured safe, monitored, evidence-based assessments, referrals, and services. Additionally, clients have complete and certified documentation of program enrollment and completion. By helping qualified and court-referred defendants the opportunity to retain employment and housing as well as limited time spent in custody, the ASP provides high-cost savings to taxpayers. Alternative Sentencing is proud to provide evidence-based and effective services that benefit clients and the community at large.

ASP will also be working with the Plumas County Sheriff's Office to implement the BRIDGE (Blending Reentry Integration with Diversion and Growth for Excellence) Project, which combines reentry and diversion programs for individuals who have been arrested, charged with, or convicted of a criminal offense, and have a history of struggling with mental illness, substance use disorders, or homelessness. Additional activities include the development and implementation of a comprehensive Plumas County Day Reporting Center (DRC) model to address service gaps while increasing community partner services and functionality through one coordinated and inclusive site, opening in which will be readily accessible to transitioning offenders, probationers and parolees. This project incorporates the principles of restorative justice, trauma-informed care and recidivism reduction while providing early identification and engagement through intensive, wraparound case management related to community-based supportive services. Comprehensive program components address physical and mental health, alcohol and drug services, bridge housing as well as job and life skills training. A multi-disciplinary team (MDT) approach is embedded in all services. The addition of an emergency response team utilizing a five-day, tiered housing plan assures that transitioning offenders are assessed and assigned immediate and appropriate housing placements to reduce trauma and homelessness.

The ASP is available on all arrests that take place in Plumas County with the goal to assist the Courts, prosecutors and defense bar in the identification of safe, effective programs, and treatment that will address the offenders' criminogenic needs and at the same time help advance public safety.

The ASP will provide the following resources for offenders referred to the CJC or BRIDGE programs based on their need and willingness and as needed.

- Referrals and monitoring of drug and alcohol testing and treatment
- Referrals and monitoring of mental health treatment
- Referrals for medical and dental treatments
- Employment training services
- Notification of upcoming court dates, and when necessary, assistance in attending court

Other services of the ASP may include:

- Assisting in collecting, compiling, verifying, and evaluating information regarding defendant's criminal history.
- Evaluate defendant's eligibility for alternative sentencing programs and services.

- Determine when a specialized program referral is appropriate and/or necessary.
- Assist in coordinating intensive case management services for assigned defendants.
- Assist with and coordinate placement of defendants into transitional housing, substance abuse, mental health, and related treatment programs.
- Serve as a resource regarding the effectiveness of specific reentry programs.
- Work with the local Corrections facility in the implementation and oversight of evidence-based programs in the jail as well as transition planning upon release.
- Oversee and manage all evidence-based services offered to offenders through the Day Reporting Center as well as through other service providers.

The ASP is responsible for the creation, implementation and oversight of the Day Reporting Center (DRC), where released participants report and receive services. The DRC services were reinstated in the fall of 2024 with the new correctional facility.

**Problem Statement:** Describe the nature and scope of the problem the proposed project will address. Include relevant data and facts and statistics specific to the service area and/or target population to support the need for this type of service.

The 2011 Public Safety Realignment encompassed in AB109 (and subsequent clarifying legislation) stood to substantially impact local criminal justice systems and communities. If left unmanaged, the shift of the population and associated release of offenders could have had a negative impact on local public safety. On the other hand, this reform effort offered Plumas County a unique opportunity to address issues related to the implementation of services to offenders within the criminal justice system.

By necessity, Plumas County Criminal Justice Partners have developed and implemented an effective and much needed Community Justice Court Program and policies that are consistent with legal and evidence-based practices, constitutional principles, and California state law to stay ahead of the ever-changing incarceration patterns brought on by legislative change within the state.

Plumas County went the entire first year of the Public Safety Realignment implementation period with absolutely no services or oversight of the affected populations other than minimal probation supervision. With the second year of the Legislation implementation coming, it became apparent that Realignment was here to stay. Plumas County District Attorney, David Hollister was seeing an increase of cases and a “revolving door” of criminals, so he approached the CCP about the creation and implementation of an Alternative Sentencing Coordinator to implement, oversee and begin Plumas County’s response to Realignment.

The Alternative Sentencing Coordinator was hired as an employee of the District Attorney’s Office as the District Attorney’s Office provided the best logistical fit within the County’s limited resources. The Alternative Sentencing Coordinator began work in November of 2012 and programs and services began in March of 2013 with the opening of the Day Reporting Center, resurgence of the Drug Court Program and Collaborative Court movement in Plumas County as well as a high level of program collaboration and accountability for all parties. Additionally, in early 2016 the Alternative Sentencing Program Manager was tasked with creating a Pretrial Release Program and that program was implemented September of that year, in July of 2022 that successful program was transferred to the Plumas County Probation Department. Upon the transfer of pretrial release, the ASP manager and staff have been tasked with creating and implementing a re-entry and reintegration program.

This request for funding is to continue the work and expand the CJC Program as well as create and implement the BRIDGE project as well oversee the Day Reporting Center.

These projects incorporate the principals of trauma-informed care and recidivism reduction while providing early identification and engagement through intensive wraparound case management related to community-

based supportive services including physical and mental health, alcohol and drug services and transitional, sober living and permanent housing and job skills training.

The path to successful participation, in both a CJC and re-entry are riddled with obstacles including poverty, substance use disorders, chronic medical conditions, mental health issues, homelessness and a lack of affordable housing. The needs of this project are identified by current gaps in services which serve as barriers to success. This Project will continue to build and expand on the successes of the Plumas County Alternative Sentencing Program.

The continuation of these programs under ASP will assist participants in maintaining housing and jobs; accessing early intervention to primary health care, mental health services, substance use disorder services and other civil legal supports. The homeless will be safely housed through a variety of emergency, transitional, sober and permanent housing option and participants will be matched with medical homes and intensive wraparound case management will assist in reducing county recidivism rates.

AB 109 represents the state's attempt to meet the mandated prison population reduction through increased local control supported by flexibility and fiscal appropriations. This was done with the Legislative Changes beginning on October 1, 2011, and affects the local jurisdictions as follows:

#### **Impact on Offender Populations**

- **Post Release Community Supervision (PRCS) Population**
  - Those being released from state prison after October 1, 2011, will fall under the authority of the locally determined PRCS entity, with the following exceptions who will be placed on CDCR Parole:
    - Individuals whose commitment offense is a serious felony
    - Individuals whose commitment offense is a violent felony
    - Third strikers
    - High-risk sex offenders
- Mentally Disordered Offenders
- Low Level Offender Population
  - No longer eligible for commitment to CDCR, with the following exceptions:
    - Those who have either a current or previous conviction for a serious or violent felony
    - Those who have either a current or previous conviction for a sex offense
    - Those whose commitment offense is on a list of 66 "excluded" crimes
- Parole Violators
  - All custody time for parole violations will be served in local jail
    - Exception: Those who have been previously committed to life may serve their violation terms in state prison.

In Real terms, AB109 has directly and indirectly impacted the sentencing of all criminal defendants. This impact is witnessed in our jail population as well as those being supervised in Plumas County

#### **Evidence-based Correctional Responses and Interventions**

Evidence-based correctional responses and programming other than incarceration alone or traditional routine probation supervision. Community-based options include but are not limited to the following:

- Cognitive Behavioral Therapy (CBT)
- Community-based programs targeting criminogenic needs
- Day Reporting Program
- Community service
- Substance abuse treatment
- Work, training, education furlough programs

The programs offered by the Alternative Sentencing Program meet and align with the goals, treatment modalities and Risk, Need, Responsivity model outlined as part of AB109 realignment. Consistent with

PC1230.1 ASP also meets the local needs and resources, outlined in the local plan that maximize the effective investment of criminal justice resources in evidence-based correctional sanctions and programs, by providing drug courts, residential housing, mental health treatment programs, counseling programs, community service programs, educational programs, and work training programs.

Project Overview: Briefly and concisely address the following areas in the order they are given. **Not to exceed 2 pages.**

- Goals and Deliverables: State the overall goal of this measurable project (an overarching statement about what the project hopes to achieve logically linked to a problem and its causes). This section should clearly communicate the intended results of the project. Briefly state what goods or services will be delivered to the target population and how this will help to achieve the goals of the agency.

The Plumas County Alternative Sentencing Program, CJC and BRIDGE programs will provide services to help eliminate the need for extended jail terms, while providing the necessary referrals and supports that will reduce recidivism.

The goals of the ASP programs are as follows:

- Improving strategies that will reduce recidivism, including improvements in criminal thinking.
- Promoting and increasing collaboration and communication among agencies and officials who work in probation, pretrial, law enforcement, treatment, reentry, and related community corrections fields.
- Developing and implementing strategies for the early identification and engagement for offenders who are released back into the community.
- To offer an alternative to traditional incarceration for offenders who meet criteria for the program.
- To offer programming for qualified defendants to reduce offender rearrests, assist offenders in successful reentry by providing needed services, and increase public safety by holding offenders accountable.
- To provide a variety of services and referrals such as substance abuse treatment, mental health therapy, Moral Reconation Therapy (MRT), and life skills so offenders can develop the tools to be successful in the community.
- To reduce the recidivism rate among the offenders whose unlawful acts are linked to a cycle of self-defeating behaviors that lead to criminal activities, unemployment, and substance abuse.
- To expand the continuum of corrections in Plumas County by increasing the sentencing options available to the judiciary so that treatment is a viable consideration.
- To work toward creating a long term strategic plan that will allow Plumas County Criminal Justice Partners a framework for response to needs within the community.

All ASP programs will assist participants in maintaining housing and jobs; accessing early intervention to primary health care, mental health services, substance use disorder services and other civil legal supports. The homeless will be safely housed through a variety of emergency, transitional and permanent housing option and participants will be matched with medical homes and intensive wraparound case management will assist in reducing county recidivism rates.

- Clients to be served by the Proposed Project and Associated Expenses: Describe the client group that will be served in the proposed project. State how many clients will be served, how often they will be served and how they will be recruited. Also, identify and explain the following program cost(s):

Clients of the Alternative Sentencing Program are men and women over the age of 18 who are engaged in the legal system by being arrested or cited by law enforcement in Plumas County, who may be serving time in County Jail, or who are participating in Drug Court, or any other specialty court programs or calendars. All programs will target offenders who are in need of employment and educational services, drug and alcohol counseling, assistance in re-entering the community, family support, life skills, etc. *As many* are homeless, most are without employment and their social support systems are often part of their offending problems. The number of individuals that will be served will be dependent on the number of referrals and arrests made in Plumas County during this project period.

- **Performance Measures:** Briefly describe what performance will be measured and how it will be measured to demonstrate the effectiveness of the program. Please include any definitions or explanations of formulas or instruments used.

Project Component / Activity	Expected Outcome (Measurable)	How Progress will be Tracked (i.e. data collection)
Improve strategies that will reduce recidivism including improvement in criminal thinking.	- 25% improvement in coordination and services in new cases and referrals	Data collection points include: all program participants, the activities they participate in, the length of time they are in the program and the amount of criminal activity they participate in before and after the program. Participant successes in seeking permanent housing, obtaining needed behavioral health services, securing employment, improving family relationships, attending to health issues and improved parenting practices also provide informational data for measurement. Local drug and/or alcohol arrest and criminal justice statistics will also be tracked accordingly.
Promote and increase collaboration among agencies and officials who work in probation, parole, pretrial, law enforcement, treatment, reentry and related corrections fields.	<ul style="list-style-type: none"> <li>- 55% less likely to be arrested for a new crime</li> <li>- 75% less likely to use alcohol/drugs</li> <li>- 65% less likely to skip appointments</li> <li>- 55% less likely to have their OR revoked</li> <li>- 75% improvement in completion rates</li> </ul>	
Develop and implement strategies for the early identification and engagement for offenders who are being released back into the community.	<ul style="list-style-type: none"> <li>- 20% reduction in recidivism rates</li> <li>- 100% improvement in collaborative partnerships</li> <li>- 75% improvement in quality of short and long-term data collection</li> </ul>	
Offer an alternative to traditional incarceration for offenders who meet criteria for the program.		
To offer programming for qualified defendants to reduce offender rearrests, assist offenders in successful reentry by providing needed services, and increase public safety		

- **Service Area:** Describe the specific geographic area (i.e. town) or location (i.e. school) where the proposed services will be delivered.

The Alternative Sentencing Program is located in Quincy and will serve all participants referred by the Criminal Justice System and its partners within Plumas County.

- **Proposed Project Staff:** Describe the staff needed for the proposed project including administrative, direct service, and support positions as well as volunteers to the extent possible. Include a summary of the major duties of each position involved in direct service.

The Alternative Sentencing Program currently operates with a staff of 1 and is in the process of hiring additional staff members.

The roles and positions in Alternative Sentencing are as follows:

Alternative Sentencing Manager: Under general direction administers, plans, organizes, and supervises the functions, services, and programs of Plumas County's collaborative justice programs, including the Plumas County Adult Drug Court and a variety of alternative sentencing programs under Criminal Justice Realignment as assigned; responsible for the administration of mandated treatment programs and the delivery of services; responsible for certain victim services related to AB109; provides Administrative leadership; represents these programs with state, local and community organizations and other government agencies; and does related work as required.

Community Case Manager x 2: Under general supervision, Plan, coordinate and monitor delivery of services to clients; to facilitate social skills development and socialization; to conduct planned therapeutic activities; to provide personal assistance for clients in securing housing, food, clothing, and basic services; to provide educational groups as needed; to monitor coordination of client services with other agencies and staff; and to do related work as required.

- Collaboration for the Proposed Project: Identify the collaborative efforts that are most critical to the success of your proposed project. List the collaborations and how it will improve the service to clients. Please note that letters of cooperative agreements may be required for partnering agencies listed if this proposal is selected for funding.

Key collaborative partnerships include: Plumas County Superior Court Judge, Plumas County District Attorney, Plumas County Courts, Plumas County Jail, Community Corrections Partnership, Plumas County Probation, Plumas County Sheriff, local Defense Attorneys, Plumas County Public Health, Plumas County Behavioral Health, Plumas County Community Development Commission, Plumas County Department of Social Services, Alliance For Workforce Development, Plumas Crisis Intervention and Resource Center.

**Plumas County District Attorneys Office Alternative Sentencing Program**  
**PLUMAS COUNTY COMMUNITY CORRECTIONS PARTNERSHIP**  
**PROPOSAL BUDGET DETAIL**

**Personnel Costs**

1. List each employee by job title or classification and salary rate. Use additional sheets as necessary.

<b>JOB TITLE/ CLASSIFICATION</b>	<b>HOURS PER WEEK</b>	<b>HOURLY SALARY</b>	<b>TOTAL SALARY REQUIRED THIS FISCAL YEAR</b>
Alternative Sentencing Manager	40	\$41.11	85,509.00
Community Case Manager	40	\$23.38	48,631.00
Community Case Manager	40	\$23.38	48,631.00

**TOTAL PERSONNEL COSTS \$ 182,771**

2. What are the job duties for each employee, if not apparent in the project overview (use additional sheets as necessary.)

<b>JOB TITLE/ CLASSIFICATION</b>	<b>JOB DUTIES</b>
Alternative Sentencing Manager	Under general direction administers, plans, organizes, and supervises the functions, services, and programs of Plumas County's collaborative justice programs, including the Plumas County Adult Drug Court and a variety of alternative sentencing programs under Criminal Justice Realignment as assigned; responsible for the administration of mandated treatment programs and the delivery of services; responsible for certain victim services related to AB109; provides Administrative leadership; represents these programs with state, local and community organizations and other government agencies; and does related work as required.
Community Case Manager	Under general supervision, Plan, coordinate and monitor delivery of services to clients; to facilitate social skills development and socialization; to conduct planned therapeutic activities; to provide personal assistance for clients in securing housing, food, clothing, and basic services; to provide educational groups as needed; to monitor coordination of client services with other agencies and staff; and to do related work as required.
Community Case Manager	Under general supervision, Plan, coordinate and monitor delivery of services to clients; to facilitate social skills development and socialization; to conduct planned therapeutic activities; to provide personal assistance for clients in securing housing, food, clothing, and basic services; to provide educational groups as needed; to monitor coordination of client services with other agencies and staff; and to do related work as required.

3. Show the actual rates and amounts for each of the following:

<b>RATE</b>	<b>ANNUAL AMOUNT</b>	<b>AMOUNT REQUIRED THIS FISCAL YEAR</b>
FICA	\$14,000	\$14,000
Retirement	\$ 51,000	\$51,000
Workman's Comp	\$ 3,500 estimate	\$3,500
Unemployment Insurance	\$2,000 estimate	\$2,000
Health Insurance	\$40,000	\$40,000
OPEB	\$7,135 estimate	\$7,135
Other Benefits – Cell Phone	\$1,440	\$1,440

**TOTAL EMPLOYEE RELATED BENEFITS \$ 119,583.00**

**Contract Services**

1. Will any contract services be used?  YES  NO

2. With whom will the applicant contract for services?

NAME OF CONTRACTOR	AMOUNT REQUIRED THIS FISCAL YEAR

**TOTAL CONTRACT SERVICES \$** \_\_\_\_\_

3. What are the contracted individuals or agencies specific duties and responsibilities with regard to the proposed plan?

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Include the specific level of involvement each contractor will have, by the number of hours/units and duration of services that will be provided. For example, contractor XYZ will conduct 25 group sessions of juvenile participants during the first year of operation.

*Provide a copy of the form of contract to be used by the applicant. Use additional sheets as necessary.*

**Non Personnel Costs**

1. Complete the following:

TRAVEL (Cannot exceed State Travel Costs)	AMOUNT REQUIRED THIS FISCAL YEAR
Auto Mileage: 165 miles at .67 /mile	110.55
Air Transportation	1200
Subsistence: 4 nights lodging for 2 employees and 2 rooms	1837.00
Other (describe) : 5 days Per Diem @ \$92 a day = \$460 * 2 empl.	920
Registration *2	900
Airport Parking	75.00

**TOTAL IN-STATE TRAVEL \$** \$3,732

1. Explain why the proposed travel is needed if not apparent from the project overview.

## CACC Conference

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### Operating Expenses

2. List anticipated expenses by category. Please be specific.

#### AMOUNT REQUIRED THIS CALENDAR YEAR

Liability Insurance	\$2,200
Copier Lease	\$5,000
Office Equipment	\$2,000
Internet Search Engine	\$11,368
Fuel	\$300
Client Service Expense	\$15,000
Office Supplies	\$2,000
Drug Testing Supplies	\$20,000
Lease/Rental - TSLE	\$16,800
Propane/Electric	\$5,000

TOTAL OPERATING EXPENSES \$ 59,668

#### Justification of Operating Expenses:

\* Liability Insurance is estimated at this time as the actual numbers have not been posted yet at \$1,663

Internet Search Engine = Allvest \$4,000 annually. Tyler Technology/CaseloadPro

150 \* 12 months = \$ 1,908, RIMS License/Maintenacne \$2,000, DUI Rant = \$1,500, Smartsheets = \$900, Dropbox \$600, Office 365 \$300 Adobe \$160

TOTAL PROPOSAL REQUEST  \$ 365,754.00

*The undersigned agrees to fully comply with all the provisions established in the Request for Proposal the Plumas County Community Corrections Partnership (CCP) for the acceptance of funding.*

PROJECT DIRECTOR

Signature:



Date:

5/15/25

Printed Name:

Stephanie Tanaka

Title:

ASP manager

PLUMAS COUNTY COMMUNITY CORRECTIONS PARTNERSHIP  
APPLICATION FOR FUNDING

**General Instructions**

Each application should include an Application Face Sheet for each project for which you are requesting funds.

Each application must:

- Be typewritten or computer generated on 8 1/2 X 11 white paper in portrait format.
- Have font size no smaller than 10 no larger than 12.
- Have all pages sequentially numbered.
- Have the name of applicant/organization at top of each page.
- Submit an original and two copies of the Application.

**Please submit only the information requested.**

**Applications are due to the Plumas County Probation Department, 270 County Hospital Road, Suite 128, Quincy, CA 95971. Applications are due by the close of business May 16, 2025. Opening of applications will occur in the Probation Department Conference Room at 11:00 A.M. on May 19, 2025, for those who are interested in participating.**

If you have any questions please call Keevin Allred at (530) 283-6200 or email [Keevinallred@countyofplumas.com](mailto:Keevinallred@countyofplumas.com).

Application for CCP Funds  
Face Page

Fiscal Year 2025-2026

Information Requested	Response
Name of Agency	Plumas County Behavioral Health
Agency Contact Information (operational) (name, address, telephone and e-mail)	Sharon Sousa, LMFT, Director 270 County Hospital Rd STE 109 Quincy, CA 95971 (530) 283-6307 <a href="mailto:Ssousa@pcbh.services">Ssousa@pcbh.services</a>
Agency Contact Information (Fiscal) (name, address, phone and e-mail)	Lisa Beck – Department Fiscal Officer II 270 County Hospital Rd STE 109 Quincy, CA 95971 (530) 283-6307 <a href="mailto:lbeck@pcbh.services">lbeck@pcbh.services</a>
Name of Program	Behavioral Health – Jail Services and Tele-Medicine Program
Is this a new or continuing program?	Continuing
Funding Requested from CCP	\$115,961.28
Funding received from CCP in prior years (specify year and amounts)	2019-2020 -- \$48,885.00 2020-2021 -- \$74,499.53 2021-2022 -- \$76,253.66 2022-2023 -- \$78,058.41 2023-2024 -- \$91,773.50 2024-2025 -- \$81,456.29
Program Capacity (maximum number of participants program can serve)	8-10 weekly
Current Program Caseload (if applicable)	N/A
Program Cost per Unit (i.e. per bed, class, hour, etc.):	N/A

## Program Narrative

Description of Applicant Agency: Briefly describe the agency's mission, the type of services provided, and the relationship of the proposed project to other projects operated by the agency. Please attach an organizational chart, which may be used to provide part of the requested information.

The mission of Plumas County Behavioral Health is to provide quality, accessible, culturally and personally sensitive behavioral health services, supported by sound, ethical business practices, to enhance people's ability to function effectively within their community.

Plumas County Behavioral Health (PCBH) management is guided by the following principles:

1. Continuous learning and improvement in service delivery and administration
2. Quality mental health and substance use services for persons of all ages
3. Partnership at all levels and between all levels
4. Preventive and integrative approaches for behavioral and physical health
5. Dignity, respect, and compassion for all persons
6. Active involvement of consumers in their treatment and recovery process
7. Cooperation and support with county partners, community providers, and agencies

Efficient and effective use of resources and measurable outcome are underlying principles.

PCBH provides outpatient services for mental health and substance use disorders at the County Annex in Quincy and its Wellness Centers in Chester and Portola. Residential services for substance use treatment are funded by the Substance Abuse Prevention and Treatment/SAMSHA grants through contracted out-of-county facilities. PCBH's primary target for mental health services are Plumas County Medi-Cal beneficiaries as determined in the Mental Health Plan with the State. Services include outpatient individual and group counseling provided by PCBH staff. Inpatient mental health services are provided by hospitals and psychiatric health facilities located out of county. PCBH's electronic health record data system tracks these mental health services which are reimbursable for non-custody clients.

Problem Statement: Describe the nature and scope of the problem the proposed project will address. Include relevant data and facts and statistics specific to the service area and/or target population to support the need for this type of service.

AB 109 funding will support PCBH services provided at the County Jail. The department has been providing individual and group services at the jail using Realignment funding, Substance Use Block Grant (SUBG), and Mental Health Block Grant (MHBG) funds. This funding is used to support staff for criminal justice services including Prop 36, Deferred Judgement, and other drug related services. There was an increase to services in the jail beginning in the 17-18 Fiscal Year with the provision of Tele-med psychiatric and medication services. We are requesting funding to support the cost of the Tele-med services provided by our contract with Dr. Kwame Buabeng and related PCBH staffing costs for nursing and case management.

Project Overview: Briefly and concisely address the following areas in the order they are given. **Not to exceed 2 pages.**

- **Goals and Deliverables:** State the overall goal of this measurable project (an overarching statement about what the project hopes to achieve logically linked to a problem and its causes). This section should clearly communicate the intended results of the project. Briefly state what goods or services will be delivered to the target population and how this will help to achieve the goals of the agency.

AB 109 funds will ensure the ongoing, consistent provision of services provided by PCBH in the jail. PCBH is restricted in the use of its funding to provide in-jail services. Currently the department is using its SUBG and MHBG funding as well as Realignment allocation for justice involved and jail clients for individual and group counseling. The AB 109 funds will support the added cost of providing Tele-med services in the jail and the associated costs of nursing staff and case management screening and documentation.

- **Clients to be served by the Proposed Project and Associated Expenses:** Describe the client group that will be served in the proposed project. State how many clients and how often they will be served. Also, include how they will be recruited

The participants served will all be eligible justice involved clients referred to Behavioral Health to receive psychiatric services and medications. We expect to meet the current requirement of a half day of services every week in the jail.

Performance Measures: Briefly describe what performance will be measured and how it will be measured to demonstrate the effectiveness of the program. Please include any definitions or explanations of formulas or instruments used.

The primary and important performance measures will be client health, facility of ease, and efficiency of providing services to the incarcerated clients. There are cost savings and safety issues that are met by providing the services at the jail. An alternative to providing required medical services to incarcerated individuals would involve the transportation to the County Annex for Tele-med services.

- Service Area: Describe the specific geographic area (i.e. town) or location (i.e. school) where the proposed services will be delivered.

In person and Telehealth services will be provided at the jail in Quincy and via Telehealth in Portola and Chester.

- Proposed Project Staff: Describe the staff needed for the proposed project including administrative, direct service, and support positions as well as volunteers to the extent possible. Include a summary of the major duties of each position involved in direct service.

This program has three dedicated PCBH staff members; a licensed therapist, a licensed psychiatric nurse, and a case manager. These staff members will screen incarcerated individuals, complete an assessment, and complete related documentation. All other administration, budgeting, contracting, and support will be provided in-kind by the Behavioral Health Department. Tele-med services are currently being provided a half day (four hours) each week to incarcerated clients at the jail.

- Collaboration for the Proposed Project: Identify the collaborative efforts that are most critical to the success of your proposed project. List the collaborations and how it will improve the service to clients. Please note that letters of cooperative agreements may be required for partnering agencies listed if this proposal is selected for funding.

The primary collaborative efforts which are critical to the success of this program will be between Behavioral Health and the Jail staff. These departments have been working successfully for several years and we anticipate no changes.

**PLUMAS COUNTY COMMUNITY CORRECTIONS PARTNERSHIP  
PROPOSAL BUDGET DETAIL**

**Personnel Costs**

1. List each employee by job title or classification and salary rate. Use additional sheets as necessary.

<b>JOB TITLE/ CLASSIFICATION</b>	<b>HOURS PER WEEK</b>	<b>HOURLY SALARY</b>	<b>TOTAL SALARY REQUIRED THIS FISCAL YEAR</b>
BH Unit Supervisor – Nursing	4	\$ 48.62	\$ 10,112.96
BH Case Management Specialist – II	6	\$ 31.12	\$ 9,709.44
BH Therapist – Senior	3	\$ 44.97	\$ 7,015.32

**TOTAL PERSONNEL COSTS \$ 26,837.72**

2. What are the job duties for each employee, if not apparent in the project overview (use additional sheets as necessary.)

<b>JOB TITLE/ CLASSIFICATION</b>	<b>JOB DUTIES</b>
BH Unit Supervisor – Nursing	See attached Job Description
BH Case Management Specialist – II	See attached Job Description
BH Therapist – Senior	See attached Job Description

3. Show the actual rates and amounts for each of the following:

<b>RATE</b>	<b>ANNUAL AMOUNT</b>	<b>AMOUNT REQUIRED THIS FISCAL YEAR</b>
FICA	\$ 19,843.85	\$ 2,017.31
Retirement	\$ 91,022.35	\$ 9,253.24
Workman's Comp	\$ 44,540.00	\$ 8,908.00
Unemployment Insurance	NA	NA
Health Insurance	\$ 46,684.80	4,325.58
Other Insurance	NA	NA
Other Benefits (Overtime)	\$ 16,992.85	\$ 2,219.43

**TOTAL EMPLOYEE RELATED BENEFITS \$ 26,723.56**

## Plumas County Behavioral Health

**Contract Services**

1. Will any contract services be used?  YES  NO

2. With whom will the applicant contract for services?

NAME OF CONTRACTOR	AMOUNT REQUIRED THIS FISCAL YEAR
Dr. Kwame Buabeng	4 hours/week x \$300.00/hour x 52 weeks = \$62,400

**TOTAL CONTRACT SERVICES \$ 62,400**

3. What are the contracted individuals or agencies specific duties and responsibilities with regard to the proposed plan?

Dr. Buabeng will provide tele-psychiatric services via video-conferencing at the Behavioral Health Department at the County Annex in Quincy, four hours per week at the Plumas County Jail in Quincy, at the Portola Wellness Center, and the Chester

Wellness Center.

Include the specific level of involvement each contractor will have, by the number of hours/units and duration of services that will be provided. For example, contractor XYZ will conduct 25 group sessions of juvenile participants during the first year of operation.

***Provide a copy of the form of contract to be used by the applicant. Use additional sheets as necessary.***

**Non Personnel Costs**

1. Complete the following:

TRAVEL (Cannot exceed State Travel Costs)	AMOUNT REQUIRED THIS FISCAL YEAR
Auto Mileage:      miles at      /mile	
Air Transportation	
Subsistence	
Other (describe)	

**TOTAL IN-STATE TRAVEL \$ NA**

Plumas County Behavioral Health

2. Explain why the proposed travel is needed if not apparent from the project overview.

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Operating Expenses**

3. List anticipated expenses by category. Please be specific.

**AMOUNT REQUIRED THIS CALENDAR YEAR**

Postage	
Telephone	
Lease/Rental	
Printing	
Maintenance	
Consumable Supplies (specify) (i.e. workbooks)	
Other Costs: (Examples below, please specify) Daily Cost per Bed: Cost per Class/Session: Cost per GED Test: Cost per Work Training: Cost per Work Uniform:	

**TOTAL OPERATING EXPENSES \$ NA**

**JUSTIFICATION OF OPERATING EXPENSES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL PROPOSAL REQUEST \$ 115,964.28**

Plumas County Behavioral Health

*The undersigned agrees to fully comply with all the provisions established in the Request for Proposal the Plumas County Community Corrections Partnership (CCP) for the acceptance of funding.*

PROJECT DIRECTOR

Signature: Sharon R. Sousa, LMFT Date: 05/13/2025

Printed Name: Sharon Sousa, LMFT Title: Director

## Regular Wages Calculations

	<u>CCP Hours</u>		
	<u>per week</u>	<u>Wage</u>	<u>Total</u>
CM II	6	31.12	\$ 9,709.44
Nurse	4	48.62	\$ 10,112.96
BHT	3	44.97	\$ 7,015.32
	<b>Total</b>		<b>\$ 26,837.72</b>

Total wages were figured by taking the number of hours worked per week on CCP activities and multiplying by the wage\* and multiplying again by 52 weeks.

\*Wages include the 10% union negotiated increase

### FICA - Retirement - Insurance Calculations

	Wage	W + 10%	Total	Total Health		Total FICA	Total CCP	Total Health Ins CCP
				Retirement	Total FICA	Ins W/ 10%	Increase	
CM II	\$ 28.29	\$ 31.12	\$ 64,729.60	\$ 22,713.62	\$ 4,951.81	\$ 11,870.50	\$ 3,407.04	\$ 742.77 \$ 1,780.58
Nurse	\$ 44.20	\$ 48.62	\$ 101,129.60	\$ 35,486.38	\$ 7,736.41	\$ 3,600.00	\$ 3,548.64	\$ 773.64 \$ 360.00
BHT	\$ 40.88	\$ 44.97	\$ 93,537.60	\$ 32,822.34	\$ 7,155.63	\$ 31,214.30	\$ 2,297.56	\$ 500.89 \$ 2,185.00

\$ 9,253.24 \$ 2,017.31 \$ 4,325.58

Nurse works 4 hours per week doing CCP activities = 10% of total hours worked in a year

Case Manager II works 6 hours per week doing CCP activities = 15% of total hours worked in a year

BH Therapist Sr works 3 hours per week doing CCP activities = 7% of total hours worked in a year

Used these percentages and multiplied by each total for FICA, Retirement, and Insurance

## Workman's Comp Calculations

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Department	Amount
70570	\$ 40,443.00
70575	\$ 2,337.00
70579	\$ 26.00
70580	\$ 1,701.00
70630	\$ 33.00

Total                    \$ 44,540.00

Total sum of all Workman's Comp Insurance from all five departments/five

**TOTAL                    \$ 8,908.00**

Workman's Comp was figured by adding all the Workman's Comp costs across the five departments that each employee is allocated and paid from and dividing that number by the number of departments (5).

**Number of OT per pay period**

Pay Period	CM II	Nurse	BHT
1	5	0	0
2	8	0	3.5
3	6	0	0
4	8	0	0
5	5	0	1
6	1	0	0
7	6	0	6.2
8	11	0	3.5
9	3	0	5.75
10	6	2.25	6.5
11	7	0	3
12	12	0	9.25
13	5	0	2
14	3	1.5	2
15	11	0	3.25
16	5	5	11.5
17	8	7.5	5.5
18	14	10.5	10.5
19	11	10	6
20	9	12	7
21	9	12	8.5
22	14	5.25	13.5
23	12	6.25	5.5
Total	179	72.25	113.95
Average	8	3	5

**OT hours worked**

CM II	30
Nurse	8
BHT	9

Wage	OT Wage	Total	Total CCP
\$ 31.12	\$ 46.68	\$ 8,355.72	\$ 1,416.84
\$ 48.62	\$ 48.62	\$ 3,512.80	\$ 397.10
\$ 44.97	\$ 44.97	\$ 5,124.33	\$ 405.49
<b>Total</b>		<b>\$ 16,992.85</b>	<b>\$ 2,219.43</b>

OT wages were figured by using an average number of OT hours worked over the last 23 pay periods, multiplying that number by the percentage of time spent working on CCP activities, and multiplying that number by 26 pay period resulting in the number of hours work. Multiplied the hours by the OT wage rate.

\*\* Nurse and BHT do not have an OT wage as they are exempt employees

## **BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING**

### **DEFINITION**

Under general direction of the Behavioral Health Director, to direct the activities of the County's Behavioral Health Nursing Program Division, including personnel management, program planning and evaluation. Plan, organize, schedule, assign and supervise the work of Mental Health nursing staff, and other mental health support staff to this division; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a licensed single-position class, which oversees and directs the functions and activities of the Behavioral Health nursing division. Responsibilities include planning, organizing, directing, directly providing and supervising other nursing staff in providing and meeting essential medical duties to clients of the Behavioral Health Department.

### **REPORTS TO**

Psychiatrist/Medical Director, Behavioral Health Director or Deputy Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Psychiatric Nurse I/II, Psychiatric Technician, Physician Assistant, Registered Nurse I/II, Licensed Vocational Nurse I/II, and other staff as assigned.

## **BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 2**

### **EXAMPLES OF DUTIES**

- Plans, schedules, assigns, evaluates and directs the functions of the Behavioral Health Nursing Division.
- Administers the programs and the work of professional nursing staff and other behavioral health support staff.
- Provides direction and oversight of Behavioral Health nursing programs and activities to clients, including the provision of direct services to clients.
- Develop and implement short and long term goals, objectives, policies, procedures and work standards for the Behavioral Health nursing services function.
- Maintain standards of health nursing programs, including securing medical approval of nursing practices as necessary and assuring that services are provided according to County, State and department regulations and policies.
- Advises staff on the interpretation and application of agency policies and applicable State and Federal health laws and regulations.
- Develops programs and budgets for Behavioral Health Program needs.
- Develops information concerning community behavioral health needs, including the collection and interpretation of statistical data.
- Evaluates the effectiveness of current health policies and practices, and helps formulate new policies and practices.
- Performs program planning and development work, including MHSA programs.
- Assists with grant development, administration, and compliance.
- Schedules clinic sites, times, and staffing; reviews medical records for release to other agencies.
- Reviews the assignment and referral of clients to nursing staff.
- Prepares reports and correspondence relating to the nursing division.
- Acts as consultant to outside agencies.
- Represents the Department with other government agencies.
- Collaborates with Primary Care Practitioners and Substance Use Disorder Providers in an effort to utilize and implement integrated healthcare models.
- Facilitates all aspects of the delivery of Tele-Psychiatry and other telehealth services.
- Participates in quality improvement activities as directed.
- Understands and implements the principals of the Wellness and Recovery Model at various sites, including Wellness Centers and clinics and with Behavioral Health staff.
- Collaborates and works with other Behavioral Health Division Directors and other staff, consultants, and partners as assigned.
- Provides for methods to properly store, dispense, and manage medications and oversees other staff members in such matters.

## **BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 25 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office, clinic environment or at Board and Care Facility; exposure to communicable disease; continuous contact with staff and public; provides services at various physical sites across the county as needed.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and mental health nursing, including psychotropic medications and side effects.
- Community mental health problems and issues and their relationship to the development and operations of programs and services to meet these needs.
- Federal, State, and County laws and regulations applicable to health programs.
- Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS and tuberculosis.
- The sociological and cultural problems involved with providing services in a mental health nursing program.
- Program planning and development.
- Principles, techniques, and practices of business and health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.

#### **Ability to:**

- Plan, organize, supervise, and administer the functions and services of the Behavioral Health Nursing Program Division of the Plumas County Behavioral Health Department.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision and training for staff.
- Develop and administer a budget and control expenditures.
- Review the work of staff and resolve problems.

## **BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 4**

### **Ability to – continued:**

- Be responsible for the development, maintenance, and preparation of health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Behavioral Health Department in contacts with the public, community organizations, other government agencies, and other health care providers.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations, other government agencies, and primary care providers.
- Use computers and Electronic Health Records systems and software.

### **TRAINING AND EXPERIENCE**

Required qualifications for this position:

Five (5) years of professional experience in public or private health setting as a Registered Nurse, Psychiatric Nurse, Physician Assistant, Licensed Vocation Nurse; and two (2) years in an administrative or supervisory capacity.

Completion of sufficient nursing and public health studies to obtain requisite licenses and certificates from the State of California, or an equivalent combination of education, experience, and licensure as a Registered Nurse, Psychiatric Nurse, Physician Assistant, or Licensed Vocational Nurse.

### **SPECIAL REQUIREMENTS**

Possession and maintenance of a valid license as a Registered Nurse, Psychiatric Nurse, Physician Assistant, or Licensed Vocational Nurse in California and remain active with all annual licensing requirements.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II**

### **DEFINITION**

Under direct clinical supervision of a licensed professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, in various program settings; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the mid-level of the Behavioral Health Specialist series. It is distinguished from the Behavioral Health Specialist I classification in that incumbents have advanced work experience in a County Health and Human Services Department and/or education beyond that required of Behavioral Health Specialist I. Incumbents provide a range of services such as treatment plan adherence, evaluation, plan development, emergency intervention, placement services, assistance in daily living, access to health services, and client health and wellness advocacy.

### **REPORTS TO**

Behavioral Health Unit Supervisor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 2**

### **EXAMPLES OF DUTIES**

- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.
- Assists clients with the development of independent living skills.
- Performs services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities.

## BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 3

### **EXAMPLES OF DUTIES - CONTINUED**

- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Under the supervision of a licensed clinician, participates or assists with the following activities:
  - Intakes and Assessments
  - Treatment Planning
  - Chart Updates

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and techniques of case management interventions.
- Psychological and sociological aspects and characteristics of mentally and emotionally disturbed individuals.
- The needs, problems and attitudes of mentally or emotionally disturbed individuals; community resources and available rehabilitative services relevant to the needs of the client.
- Client's legal rights.
- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic support services for clients.
- Social aspects and characteristics of mental and emotional disturbances and substance use disorders.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 4**

### **Knowledge of - continued**

- Various activities useful in the treatment and rehabilitation of behavioral health clients.
- Recreational activities.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer Skills

### **Ability to:**

- Develop and maintain the confidence and cooperation of mentally and emotionally disturbed clients, their families and other significant care providers
- Analyze situations accurately, make decisions and take effective action
- Speak and write in a clear and accurate manner
- Work with socially or economically disadvantaged individuals.
- Coordinates or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant and accurate reports.
- Communicate effectively, both orally and in writing.
- Effectively represent the Behavioral Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Maintain electronic health records.

## **BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 5**

### **TRAINING AND EXPERIENCE**

Qualifications needed for this position:

Four (4) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting, at least two (2) of which were at the level of Behavioral Health Case Management Specialist I;

OR

Associate's Degree or equivalent coursework in Social Work, Social Sciences, Psychology, Human Development or related field plus two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting;

OR

Bachelor's degree in Social Work, Social Sciences, Psychology, Human Development or related field.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at time of application and a valid California Drive's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **BEHAVIORAL HEALTH THERAPIST SENIOR**

### **DEFINITION**

Under general direction of the Behavioral Health Unit Supervisor, organize and assist with clinical supervision for assigned staff and Behavioral Health programs; to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and alcohol and drug conditions. Assists with service development, and provides serves to higher acuity cases of a population of individuals that may be involved with the criminal justice system, experienced incarceration, or are at risk of incarceration; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is an advanced journey level Behavioral Health Therapist classification series. As a fully licensed Senior Behavioral Health Therapist position within the Behavioral Health Department, the incumbent will be responsible for assisting with the coordination and staff leadership of professional level staff, providing mental health and drug/alcohol counseling services. In addition, incumbent may be assigned to provide supervision of an Intern(s). Responsibilities may also include assisting in the development and administering programs and to supervise a satellite office. The incumbent will provide mental health and drug/alcohol services to emotionally disturbed children, adults and families. Incumbent will provide supervision and provision of crisis intervention services, which include 24/7 on call ability.

### **REPORTS TO**

Behavioral Health Unit Supervisor or Deputy Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Clinical Supervision of Behavioral Health Therapist I, and other clinical and/or administrative staff as assigned.

## BEHAVIORAL HEALTH THERAPIST SENIOR - 2

### **EXAMPLES OF DUTIES**

- Performs intake assessments and evaluation of individuals with mental health and alcohol and drug problems; and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis; and individuals with co-occurring disorders.
- Prepares case histories and maintains up to date patient records including session notes documented within the 72 hours requirement.
- Makes referrals to, and receive referrals from appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency “on-call” system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.
- Provide supervision to assigned staff.
- May supervise interns (academic and/or licensure) in professional training, in individual and/or group settings.
- Participates in, and/or actively provides behavioral health education programs, conferences and community programs.
- Actively participates in collaboration with community groups and agencies.
- Participates in the planning and implementation of MHSA (Mental Health Services Act) programs.
- May provide management functions and oversight of branch offices.
- May serve as a “specialty resource” in a number of specialty Mental Health or Behavioral Health areas, included but not limited to: Crisis Intervention; Trauma;

## **BEHAVIORAL HEALTH THERAPIST SENIOR – 3**

### **Examples of Duties - Continued:**

Special Populations; identified state programs; Criminal Justice; Juvenile Justice; MHSA program components; etc.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or community environment; continuous contact with staff and the public. Crisis intervention services may require working in a hospital setting or County jail. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards, including proper documentation as to treatment plans, medical necessity, note writing within 72 hours of service.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

## **BEHAVIORAL HEALTH THERAPIST SENIOR – 4**

### **Ability to:**

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling during individual and or group therapy sessions.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- May develop and present public presentations.
- May assist in enforcement of Quality Assurance standards.
- Assist in reviewing, implementing, and enforcing Quality Assurance standards.

### **TRAINING AND EXPERIENCE**

#### **Required qualifications for this position:**

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited graduate school or program;

AND

Must be Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

Two (2) years of post-licensure experience preferred in a mental or behavior health setting, to include experience in a Community Mental or Behavior Health Clinic and supervision of staff.

### **SPECIAL REQUIREMENTS**

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing, preferred.

## **BEHAVIORAL HEALTH THERAPIST SENIOR – 5**

### **Special Requirements – continued:**

Possession of a valid California Alcohol and Other Drug Counselor Certification from an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California, preferred.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY COMMUNITY CORRECTIONS PARTNERSHIP  
APPLICATION FOR FUNDING

**General Instructions**

Each application should include an Application Face Sheet for each project for which you are requesting funds.

Each application must:

- Be typewritten or computer generated on 8 ½ X 11 white paper in portrait format.
- Have font size no smaller than 10 no larger than 12.
- Have all pages sequentially numbered.
- Have the name of applicant/organization at top of each page.
- Submit an original and two copies of the Application.

**Please submit only the information requested.**

**Applications are due to the Plumas County Probation Department, 270 County Hospital Road, Suite 128, Quincy, CA 95971. Applications are due by the close of business May 16, 2025. Opening of applications will occur in the Probation Department Conference Room at 11:00 A.M. on May 19, 2025, for those who are interested in participating.**

If you have any questions please call Keevin Allred at (530) 283-6200 or email [Keevinallred@countyofplumas.com](mailto:Keevinallred@countyofplumas.com).

**Application for CCP Funds  
Face Page**

**Fiscal Year 2025-2026**

Information Requested	Response
Name of Agency	Plumas Crisis Intervention & Resource Center
Agency Contact Information (operational) (name, address, telephone and e-mail)	Kate Rahmeyer, Executive Director P. O. Box 3005, Quincy, CA 95971 530-283-5515 – kate@pcirc.com
Agency Contact Information (Fiscal) (name, address, phone and e-mail)	Cathy Rahmeyer, Director of Operations P. O. Box 3005, Quincy, CA 95971 530-283-5515 – highsieragrants@yahoo.com
Name of Program	North Star Navigation Center
Is this a new or continuing program?	Continuing
Funding Requested from CCP	\$124,470
Funding received from CCP in prior years (specify year and amounts)	\$124,450.00 2024-25 \$45,000.00 2020-21 \$50,000.00 2019-20 \$61,200.00 2018-19 \$45,000.00 2017-18
Program Capacity (maximum number of participants program can serve)	27
Current Program Caseload (if applicable)	N/A
Program Cost per Unit (i.e. per bed, class, hour, etc.):	\$135 per night

## Program Narrative

Description of Applicant Agency: Briefly describe the agency's mission, the type of services provided, and the relationship of the proposed project to other projects operated by the agency. Please attach an organizational chart, which may be used to provide part of the requested information.

Plumas Crisis Intervention & Resource Center (PCIRC) was incorporated in 1983, beginning as a grassroots organization to provide a crisis line for Plumas County, and is a private, non-profit organization. The mission of the organization is to function as a safety-net provider of county-wide services that offers individuals and families the opportunity to live to their own potential and be treated with dignity and respect. The agency is celebrating its 42<sup>nd</sup> year of services to vulnerable populations in Plumas County.

PCIRC currently provides direct service programs such as the 24/7 Plumas-Sierra Crisis Line; Housing & Homeless Services; Mac Homeless Prevention Program; Plumas CASA (Court Appointed Special Advocate Program); Plumas Adult Re-Entry/Warm Hand-Off Program; Plumas & Sierra SAFE: Sexual Assault-Freedom & Education Program; CalWorks Housing Support Program; Bringing Families Home; Home SAFE; Housing Disability Advocacy Program; and two Homeless Day Shelter sites offering access to showers, laundry and food supplies. PCIRC provides approximately 20,000 direct services across programs to individuals of all ages annually.

Funding requested herein will support the North Star Navigation Center and provide bed nights along with an array of comprehensive in-house services for homeless individuals and families. A current organizational chart is attached for reference.



For thousands of years the North Star has been a guiding light for navigators and travelers and an anchor in the northern sky. It glows brightly, building us toward a purposeful destination. Symbolically, it represents inspiration and hope, even during challenging times. Just as it remains fixed while other stars revolve around it, the North Star reminds us to stay steadfast in our pursuits.

**Problem Statement:** Describe the nature and scope of the problem the proposed project will address. Include relevant data and facts and statistics specific to the service area and/or target population to support the need for this type of service.

PCIRC has been the leader in homeless services for many years and the point of Coordinated Entry provider for the county for the past eight years through the NorCal Continuum of Care. The agency broke ground in 2022 on Plumas County's first Navigation Center under the State of California's Low-Barrier Housing Model pursuant to Government Code Section 65660-65668 (AB 101, Weiner, 2019).

A low-barrier Navigation Center means a Housing First approach, low-barrier, service-enriched shelter focused on moving individuals and families from homelessness onto the path toward permanent housing. This unique rural housing model provides temporary living facilities for residents while case managers and housing navigators work to connect individuals experiencing homelessness to income sources, public benefits, health and wellness services, crisis and trauma support, mental health and substance use services, peer and grief counseling, training and workforce development, and access to permanent housing.

The North Star Navigation Center provides low-barrier emergency shelter services to the area's most vulnerable populations including the homeless, transitioning offenders, parolees, seniors and/or disabled individuals, and those with mental health and/or substance use disorders. The center includes a 27-bed capacity shelter with congregate beds and private non-congregate bedrooms for families, bathroom and shower facilities, day use room and training/workshop areas, laundry facilities, a kitchen and dining area, outdoor patio space, administrative offices for staff, and walk-in refrigeration/freezer space and storage.

Intensive case management and supportive service staffing includes a Navigation Center Manager, Case Manager, Housing Navigator, Food & Kitchen Manager, Behavioral Health Counselor, Alcohol & Drug Counselor, HDAP Disability Advocate, and Grief Recovery Specialist with the primary purpose to bring all activities in-house and offered on-site. An array of part-time safety officer consultants will provide 24/7 coverage at the facility.

Educational and group workshop opportunities are provided to North Star residents and include budgeting and money management, life skills, Addiction Recovery skills, peer and grief counseling, art therapies, 24/7 Dad & Mom parenting classes, anger management courses, behavioral health services, journaling in trauma recovery, resume and job preparation, and workforce development skills. Access to GED completion and job internships in various career fields are also available. Program participants have access to a self-help Legal Clinic to access materials. The agency partners with Legal Services of Northern California for other housing and social security claims issues for clients. Participants may choose to join the culinary academy at the DragonFly Café.

The development of this project will eliminate the use of expensive and often inaccessible motel rooms which are no longer sustainable.

**Project Overview:** Briefly and concisely address the following areas in the order they are given. **Not to exceed 2 pages.**

- **Goals and Deliverables:** State the overall goal of this measurable project (an overarching statement about what the project hopes to achieve logically linked to a problem and its causes). This section should clearly communicate the intended results of the project. Briefly state what goods or services will be delivered to the target population and how this will help to achieve the goals of the agency.

Historically, homeless individuals did not have access to a homeless shelter or navigation center within Plumas County and were referred to out-of-area shelters. With the limited number of affordable housing options available in the county, many struggle with securing permanent housing. The North Star Navigation Center offers PCIRC the opportunity of time to conduct intakes, identify needs, offer trauma-informed care and services, and help individuals and families begin their journey path toward healing, independence, and housing permanency. Expected outcomes include:

- Increasing access to emergency housing
- Delivery of a comprehensive array of support services
- Incorporate meals into daily schedule to reduce food insecurity
- Reducing the number of days of homelessness
- Increasing access to permanent housing and housing stability
- Developing a “systems change” in how Plumas County addresses homelessness for its most vulnerable populations

The North Star Navigation Center will integrate additional educational and career opportunities into programming as services grow. The site will support a large shade structure for extreme heat events with water features, cool pavement surfaces, and cool community gardens that provide food for farm to table cooking at the center. All residents will have input and participate in gardening with a focus on internal and external growth and healing. Engagement in community service is a core belief of PCIRC. Residents will be offered opportunities to give back throughout the year. Through intensive case management, staff will work with residents to identify each person’s passion and promote engagement in that line of study or work and in their future.

- **Clients to be served by the Proposed Project and Associated Expenses:** Describe the client group that will be served in the proposed project. State how many clients and how often they will be served. Also, include how they will be recruited.

Funding provided herein will support homeless individuals and/or families referred by Community Corrections partners. The number of participants will vary depending on shelter nights needed and the length of time required to secure permanent housing. The budget is based on 20 potential placements with an average stay of 46 nights.

- Performance Measures: Briefly describe what performance will be measured and how it will be measured to demonstrate the effectiveness of the program. Please include any definitions or explanations of formulas or instruments used.

PCIRC will track the delivery of services at the North Star Navigation Center by Community Corrections Partnership referrals; case management services; direct client assistances; participation and engagement of the number of workshops, group and individual trainings, counseling sessions or other support services; increased income from multiple resources; workforce development activities; job training certifications and internships; housing navigation; permanent housing placement; and sustainability. The Homeless Management Information System (HMIS) is utilized to capture client history, intake information, and program services as required by the Department of Housing & Urban Development (HUD). Program effectiveness is measured by the number days homelessness is reduced; the length of time program participant remains permanently housed over a three-six-twelve-month period as well as improvements in securing employment, increasing individual and/or family income, and recidivism reductions.

- Service Area: Describe the specific geographic area (i.e. town) or location (i.e. school) where the proposed services will be delivered.

The service area for this project is Plumas County.

- Proposed Project Staff: Describe the staff needed for the proposed project including administrative, direct service, and support positions as well as volunteers to the extent possible. Include a summary of the major duties of each position involved in direct service.

Staffing is included in the cost per-night rate. The site will support a Navigation Center Manager, Case Manager, part-time Housing Navigator and Food Manager. PCIRC will use safety officer consultants to cover 24/7-night supervision. Additional PCIRC employees will provide workshops, training, counseling services, and workforce development activities not included in this request. PCIRC utilizes volunteers on the 24/7 Plumas-Sierra Crisis Line.

- Collaboration for the Proposed Project: Identify the collaborative efforts that are most critical to the success of your proposed project. List the collaborations and how it will improve the service to clients. Please note that letters of cooperative agreements may be required for partnering agencies listed if this proposal is selected for funding.

Partners include multiple Plumas County agencies include Probation, Veterans Services, District Attorney, Development Commission & Community Action Agency, Public Health, Social Services, Behavioral Health, Sheriff's Department, Victim Witness and County Jail staff. Other agencies include Plumas Rural Services, Plumas County schools, California Department of Corrections and Rehabilitation, Plumas District Hospital, Roundhouse Council, and local area hospitals and emergency services providers.

**PLUMAS COUNTY COMMUNITY CORRECTIONS PARTNERSHIP  
PROPOSAL BUDGET DETAIL**

**Personnel Costs**

1. List each employee by job title or classification and salary rate. Use additional sheets as necessary.

JOB TITLE/ CLASSIFICATION	HOURS PER WEEK	HOURLY SALARY	TOTAL SALARY REQUIRED THIS FISCAL YEAR

**TOTAL PERSONNEL COSTS \$** \_\_\_\_\_

2. What are the job duties for each employee, if not apparent in the project overview (use additional sheets as necessary.)

JOB TITLE/ CLASSIFICATION	JOB DUTIES

3. Show the actual rates and amounts for each of the following:

RATE	ANNUAL AMOUNT	AMOUNT REQUIRED THIS FISCAL YEAR
FICA		
Retirement		
Workman's Comp		
Unemployment Insurance		
Health Insurance		
Other Insurance		
Other Benefits (specify)		

**TOTAL EMPLOYEE RELATED BENEFITS \$** \_\_\_\_\_

**Contract Services**

1. Will any contract services be used?  YES  NO

2. With whom will the applicant contract for services?

NAME OF CONTRACTOR	AMOUNT REQUIRED THIS FISCAL YEAR

**TOTAL CONTRACT SERVICES \$\_\_\_\_\_**

3. What are the contracted individuals or agencies specific duties and responsibilities with regard to the proposed plan?

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Include the specific level of involvement each contractor will have, by the number of hours/units and duration of services that will be provided. For example, contractor XYZ will conduct 25 group sessions of juvenile participants during the first year of operation.

***Provide a copy of the form of contract to be used by the applicant. Use additional sheets as necessary.***

**Non Personnel Costs**

1. Complete the following:

TRAVEL (Cannot exceed State Travel Costs)	AMOUNT REQUIRED THIS FISCAL YEAR
Auto Mileage:      miles at      /mile	
Air Transportation	
Subsistence	
Other (describe)	

**TOTAL IN-STATE TRAVEL \$\_\_\_\_\_**

2. Explain why the proposed travel is needed if not apparent from the project overview.

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### Operating Expenses

3. List anticipated expenses by category. Please be specific.

#### AMOUNT REQUIRED THIS CALENDAR YEAR

Postage	
Telephone	
Lease/Rental	
Printing	
Maintenance	
Consumable Supplies (specify) (i.e. workbooks)	
Other Costs: (Examples below, please specify) Daily Cost per Bed: Cost per Class/Session: Cost per GED Test: Cost per Work Training: Cost per Work Uniform:	Daily cost per bed - \$135 per night x 922 nights = \$124,470

**TOTAL OPERATING EXPENSES \$ 124,470**

#### JUSTIFICATION OF OPERATING EXPENSES:

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**TOTAL PROPOSAL REQUEST \$ 124,470**

PLUMAS CRISIS INTERVENTION & RESOURCE CENTER – 2025

*The undersigned agrees to fully comply with all the provisions established in the Request for Proposal the Plumas County Community Corrections Partnership (CCP) for the acceptance of funding.*

PROJECT DIRECTOR

Signature:



Date: 5-15-25

Printed Name: Kate Rahmeyer

Title: Executive Director

# PLUMAS COUNTY PROBATION DEPARTMENT



## FISCAL YEAR 25/26 APPLICATION FOR COMMUNITY CORRECTIONS PARTNERSHIP FUNDING

### SUPERVISION PROGRAM

## PLUMAS COUNTY PROBATION DEPARTMENT

### PLUMAS COUNTY COMMUNITY CORRECTIONS PARTNERSHIP APPLICATION FOR FUNDING

#### **General Instructions**

Each application should include an Application Face Sheet for each project for which you are requesting funds.

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- Have all pages sequentially numbered.
- Have the name of applicant/organization at top of each page.
- Submit an original and two copies of the Application.

**Please submit only the information requested.**

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If you have any questions please call Keevin Allred at (530) 283-6200 or email [Keevinallred@countyofplumas.com](mailto:Keevinallred@countyofplumas.com).

PLUMAS COUNTY PROBATION DEPARTMENT

Application for CCP Funds  
Face Page

Fiscal Year 2025-2026

Information Requested	Response
Name of Agency	Plumas County Probation Department
Agency Contact Information (operational) (name, address, telephone and e-mail)	Keevin Allred, Chief Probation Officer 270 County Hospital Rd, Ste. 128 Quincy, CA 95971. (530)283-6200 <a href="mailto:keevinalred@countyofplumas.com">keevinalred@countyofplumas.com</a>
Agency Contact Information (Fiscal) (name, address, phone and e-mail)	Miguel Herrera, Dept. Fiscal Officer 270 County Hospital Rd., Suite 128 Quincy, CA 95971 (530) 283-6529 <a href="mailto:miguelherrera@countyofplumas.com">miguelherrera@countyofplumas.com</a>
Name of Program	Probation
Is this a new or continuing program?	Continuing
Funding Requested from CCP	\$266,484 (Community Partner contracts to be added, if applicable)
Funding received from CCP in prior years (specify year and amounts)	FY 12/13 - 164,036 FY 13/14 - 201,845 FY 14/15 - 201,845 FY 15/16 - 201,845 FY 16/17 - 292,642 FY 17/18 - 339,909 FY 18/19 - 341,500 FY 19/20 - 354,484 FY 20/21 - 258,090 FY 21/22 - 261,484 FY 22/23 - 266,484 FY 23/24 – 266,484 FY 24/25 – 266,484
Program Capacity (maximum number of participants program can serve)	120
Current Program Caseload (if applicable)	91
Program Cost per Unit (i.e. per bed, class, hour, etc.):	

## PLUMAS COUNTY PROBATION DEPARTMENT

### Program Narrative

**Description of Applicant Agency:** Briefly describe the agency's mission, the type of services provided, and the relationship of the proposed project to other projects operated by the agency. Please attach an organizational chart, which may be used to provide part of the requested information.

The Plumas County Probation Department is committed to protecting our community and minimizing the impact of crimes by providing high-quality, professional services to the Courts, offenders, and victims.

Supervision and accountability are critical to protecting the community and rehabilitating offenders. Supervision of the Post-Release Community Supervision (PRCS), Mandatory Supervision (MS), and high/moderate risk populations is primarily performed between two Deputy Probation Officers (DPO). Caseloads are not currently capped at a maximum number of cases. One DPO has been partially assigned to the Community Justice Court and remains committed to assisting with this population and supporting this program.

The Probation Department supervises adult criminal offenders within the community, with an emphasis on rehabilitation, accountability, and enforcement. Applying evidence-based assessments and evidence-informed supervision strategies enables the Probation Department to; identify an offender's risk of re-offending, provide an appropriate level of supervision, hold offenders accountable, and address the client's criminogenic needs with the aim of preventing future victimization, reducing recidivism, and promoting a safe and healthy community.

The Probation Department plays a vital role in the implementation of community-based corrections programs through community-based punishment, evidence-based practices, and improved supervision strategies among adult felons resulting in improved public safety outcomes and ensuring appropriate outcomes for low-level offenders as outlined in Section 3450 and 17.5 of the California Penal Code. (PC3450(b)(6) & (9): (6) Community corrections programs require a partnership between local public safety entities and the county to provide and expand the use of community-based punishment for offenders paroled from state prison. Each county's local Community Corrections Partnership, as established in paragraph (2) of subdivision (b) of Section 1230, should play a critical role in developing programs and ensuring- appropriate outcomes for persons subject to postrelease community supervision. (9) Evidence-based practices refer to supervision policies, procedures, programs, and practices demonstrated by scientific research to reduce recidivism among individuals under probation, parole, and postrelease community supervision.)

## PLUMAS COUNTY PROBATION DEPARTMENT

Problem Statement: Describe the nature and scope of the problem the proposed project will address. Include relevant data, facts, and statistics specific to the service area and/or target population to support the need for this type of service.

To effectively implement AB109 legislation, DPOs must supervise manageable caseloads. Supervision and accountability must be a priority to protect the community and rehabilitate low-level offenders, which is the undercurrent and guiding philosophy of AB109. Objectives and goals related to realignment will be accomplished with the utilization of evidence-based practices. This includes programming, supervision, assessments, and case planning to change criminal thinking and behaviors and reduce recidivism.

DPOs require much ongoing training, including training for field work, legislative updates, and specialized caseloads. DPOs are required to complete 40 hours of STC training per year. Caseload numbers for Probation Departments range between approximately 35-50 cases per DPO. The Plumas County Probation Department currently stands at approximately 82 cases per adult DPO due to vacancies, which would decrease to 61.25 cases upon filling a DPO vacancy.

FY 25/26, to date, the Probation Department supervised Seventy-Seven adult formal felony offenders and twenty-seven PRCS clients. As of May 1, 2025, Probation supervises approximately seventy-one adult formal felony offenders, one Mandatory Supervision offender, sixteen PRCS clients, twenty-four adult formal misdemeanor offenders, and ten DEJ diversion clients. Two individuals are pending PRCS release, three PRCS clients are currently in revocation, ninety-four individuals on Formal/Supervised Probation, either felony or misdemeanor, are in revocation, and twelve defendants require pre-sentence reports. In addition, to date, as of May 1, 2025, the Probation Department has monitored or is monitoring one hundred ninety-five cases to disposition with ten of those cases being on Pretrial active supervision of some type. Finally, Probation provides community service work monitoring and reporting for twelve non-formal probation clients. Those officers responsible for supervision of PRCS, Mandatory Supervision, and high-risk must maintain their caseloads at appropriate levels to provide intensive supervision. Sufficient staffing, equipment, and training are required to complete this goal.

The Probation Department currently has twelve high-risk offenders in various stages of the Collaborative Offender Reentry Program (CORP). Probation is currently housing two high-risk/high-needs PRCS offenders and one felony formal probation sex offender in our transitional housing program with Environmental Alternatives Family Services and two clients in Plumas Crisis Intervention and Resource Center's Northstar Navigation Center program. Both programs have been shown to be excellent resources, offering housing and an array of services.

Domestic violence, Anger Management, Child Endangerment, and victim impact classes are currently available through the Probation Department. In addition, group cognitive-behavioral journaling classes are held weekly at the Probation Department. Lack of adequate transportation is an identified problem for many offenders, and for this reason, the Probation Department provides bus passes, and at times transportation. GPS electronic

## PLUMAS COUNTY PROBATION DEPARTMENT

monitoring, alcohol use monitoring, and drug testing programs will continue. In addition to formal probation clients, the Probation Department provides drug testing for Community Justice Court and assists with drug testing for Child Welfare Services clients. Overall, the Probation Department conducted approximately six hundred seventy-four drug tests in FY 24/25. Prerelease Video Conferencing (PRVC), and Courage to Change/Getting It Right (reentry) journaling programs continue in-house, with group meetings held one time per week, as well as in-custody. The Containment Model and Sex Offender Treatment programs continue for this specialized caseload. Although staffing shortages have impacted the frequency of fieldwork, the Probation Department has maintained a steady field presence and will continue this effort, as well as providing intensive supervision for the PRCS, MS, and high-risk probation offenders.

Administratively, the Probation Department's Management Analyst and Fiscal Officer will continue to assist with the gathering and reporting of data collection and program evaluations which allow the Probation Department and Community Corrections Partnership (CCP) ample data to evaluate program sustainability, assist with short and long-term planning, oversee administration of contracts, and make critical fiscal decisions.

## PLUMAS COUNTY PROBATION DEPARTMENT

Project Overview: Briefly and concisely address the following areas in the order they are given. Not to exceed 2 pages.

- Goals and Deliverables: State the overall goal of this measurable project (an overarching statement about what the project hopes to achieve logically linked to a problem and its causes). This section should clearly communicate the intended results of the project. Briefly state what goods or services will be delivered to the target population and how this will help to achieve the goals of the agency.

The overall goal is to successfully implement AB 109 realignment legislation goals. The Probation Department will provide intensive supervision, home visits, home searches, case planning, programs and services, victim contacts, and collateral contacts. The Probation Department will provide evidence-based assessments, graduated sanctions, interventions, drug testing, electronic monitoring, apprehension of offenders who violate the terms and conditions of their supervision, positive incentives, reentry services, and reporting to the Court. The Probation Department will provide these services to reduce recidivism and promote a safe and healthy community.

- Clients to be served by the Proposed Project and Associated Expenses: Describe the client group that will be served in the proposed project. State how many clients and how often they will be served. Also, include how they will be recruited

Two Deputy Probation Officers, one partially funded and one fully funded through AB 109 funds, will work directly with the PRCS, Mandatory Supervision, high-risk, and moderate-risk offender populations. Currently, these caseloads include approximately sixteen PRCS clients, one Mandatory Supervision client, twenty-seven high-risk and twenty-seven moderate-risk clients. It should be noted, that these Officers supervise an additional seventeen low-risk clients within the DUI, DV, and Sex Offender caseloads. An additional Deputy Probation Officer, AB109 funded at 10%, assists with Community Justice Court. Officers will continue to conduct a minimum of two monthly in-person contacts and one required field contact every quarter for high-risk clients. Clients qualify for AB109 caseloads and the intensive supervision program based upon Static Risk and Needs Assessments (SRNA), the nature of the charges, case plans, and supervision terms aimed at reducing recidivism at the local level.

- Performance Measures: Briefly describe what performance will be measured and how it will be measured to demonstrate the effectiveness of the program. Please include any definitions or explanations of formulas or instruments used.

Increase public safety by decreasing the number of repeat offenders. This will be measured by the number of new convictions for an offender who falls under the Probation Department's jurisdiction for supervision. Historically, and currently, the Plumas County Probation Department has maintained recidivism rates that compare favorably to the state average; however, data analysis has been hampered by unreliable data collection methods. Currently, the Probation Department is undergoing an extensive recidivism analysis for PRCS clients. The Probation Department submits quarterly and annual reports to the Judicial Council that include new conviction rates.

- Service Area: Describe the specific geographic area (i.e. town) or location (i.e. school) where the proposed services will be delivered.

Plumas County is located near the northeast corner of California. Quincy, the unincorporated county seat, is about 80 miles northeast of Oroville, California, and about 85 miles from Lake Tahoe and Reno, Nevada. State highways 70 and 89 traverse the county. Plumas County is 2,553 square miles. The population is approximately 20,000.

## PLUMAS COUNTY PROBATION DEPARTMENT

**Proposed Project Staff:** Describe the staff needed for the proposed project including administrative, direct service, and support positions as well as volunteers to the extent possible. Include a summary of the major duties of each position involved in direct service.

All Adult Division staff within the Probation Department play a critical role in the implementation of this program. DPOs are required for supervision and enforcement. Support positions are required for the completion of paperwork, referrals, drug testing, and assistance to the DPO to ensure workflow. Administrative staff handle all budget, financial, evaluation, and reporting needed to maintain operations and programming and oversee the administration of grants, contracts, and procurements.

- **Collaboration for the Proposed Project:** Identify the collaborative efforts that are most critical to the success of your proposed project. List the collaborations and how it will improve the service to clients. Please note that letters of cooperative agreements may be required for partnering agencies listed if this proposal is selected for funding.

The Probation Department believes in a balanced approach to managing offenders, and as such collaborates with local community-based organizations and other county departments. Preparing inmates for reentry is an essential component of ensuring clients' success and reducing recidivism in Plumas County.

The Collaborative Offender Reentry Program (CORP) utilizes a multi-disciplinary approach to assist incarcerated individuals in making a successful transition to the community by streamlining the release process, improving collaboration between essential service providers, linking inmates to effective in-custody and post-release evidence-based programming, providing housing to the extent funding allows, and providing general support for the probation population. This population includes high- and moderate-risk formal probation, Post-release Community Supervision, and Mandatory Supervision clients. Program goals include, but are not limited to, assisting clients with the following: Obtaining stable housing, obtaining stable employment and/or vocational training, education services, accessing appropriate mental health services, and accessing appropriate evidence-based programming.

The CORP team will consist of the following partners: Probation Department, CDCR, Plumas County Correctional Facility, Plumas County Sheriff's Office, and the Behavioral Health Department. Community partners such as; the Plumas County Crisis Intervention & Resource Center (PCIRC), the Alliance for Workforce Development (AFWD), Plumas Rural Services, Environmental Alternatives, Feather River College, and the Adult Learning Center may also play an integral role in each offender's successful reentry case plan.

Appropriate high and moderate-risk clients will be identified by the CORP team ninety days before release from custody, at which time development of a release plan will commence, including the provision of a Static Risk Assessment, probation orders, officer assignment, and journaling curriculum. Approximately sixty days before release, the assigned DPO will have met with the client and completed a needs assessment(s). Approximately thirty days before release, a reentry case plan, specifically addressing each client's needs as identified by the appropriate evidence-based risk and need assessments, will be created, alongside initiating the appropriate referrals for supervision, services, and programming. The DPO will work with the client, CORP team, and correctional facility reentry representative to confirm the date of release, review the client's reentry case plan, and ensure the appropriate referrals and services are in place. Upon the day of reentry, the DPO will accompany the client to Probation or the appropriate receiving agency for check-in, whenever possible. This process will include a Pre-release Video Conference for Post-release Community Supervision clients exiting prison.

PLUMAS COUNTY PROBATION DEPARTMENT

PLUMAS COUNTY COMMUNITY CORRECTIONS PARTNERSHIP  
PROPOSAL BUDGET DETAIL

**Personnel Costs**

1. List each employee by job title or classification and salary rate. Use additional sheets as necessary.

JOB TITLE/ CLASSIFICATION	HOURS PER WEEK	HOURLY SALARY	TOTAL SALARY REQUIRED THIS FISCAL YEAR
Deputy Probation Officer II	40	30.61	63,675.04
Deputy Probation Officer II	16	29.15	26,678.08
Deputy Probation Officer III	4	33.69	6,914.07
Dept. Fiscal Officer II	2	34.52	3,589.87
Management Analyst II	4	35.33	7,063.88

**TOTAL PERSONNEL COSTS \$** 107,920.94

2. What are the job duties for each employee, if not apparent in the project overview (use additional sheets as necessary.)

JOB TITLE/ CLASSIFICATION	JOB DUTIES
Deputy Probation Officer II	See attached job description
Deputy Probation Officer III	See attached job description
Dept. Fiscal Officer II	See attached job description
Management Analyst II	See attached job description

3. Show the actual rates and amounts for each of the following:

RATE	ANNUAL AMOUNT	AMOUNT REQUIRED THIS FISCAL YEAR
FICA		\$8,255.95
Retirement		\$33,876.38
Workman's Comp		
Unemployment Insurance		
Health Insurance		\$8,313.16
Other Insurance		
Other Benefits (specify) - Overtime		\$4,400.00

**TOTAL EMPLOYEE RELATED BENEFITS \$** 54,845.50

PLUMAS COUNTY PROBATION DEPARTMENT

**Contract Services**

1. Will any contract services be used?  YES  NO

2. With whom will the applicant contract for services?

NAME OF CONTRACTOR	AMOUNT REQUIRED THIS FISCAL YEAR
EA Family Services	\$42,000

**TOTAL CONTRACT SERVICES \$42,000**

3. What are the contracted individuals or agencies specific duties and responsibilities with regard to the proposed plan?

Transitional housing and intensive case management for formal probation, PRCS, and Mandatory Supervision.

Currently, one housing unit is supported by AB 109 funding. Case management services are comprehensive,

Including, but not limited to; housing, food, utilities, medical, employment, transportation, financial, clothing,

Mentoring, coordination of services, education, and crisis response.

Include the specific level of involvement each contractor will have, by the number of hours/units and duration of services that will be provided. For example, contractor XYZ will conduct 25 group sessions of juvenile participants during the first year of operation.

***Provide a copy of the form of contract to be used by the applicant. Use additional sheets as necessary.***

**Non-Personnel Costs**

1. Complete the following:

TRAVEL (Cannot exceed State Travel Costs)	AMOUNT REQUIRED THIS FISCAL YEAR
Auto Mileage: miles at /mile	
Air Transportation	
Subsistence	
Other (describe)	

**TOTAL IN-STATE TRAVEL \$** \_\_\_\_\_

PLUMAS COUNTY PROBATION DEPARTMENT

2. Explain why the proposed travel is needed if not apparent from the project overview.

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**Operating Expenses**

3. List anticipated expenses by category. Please be specific.

**AMOUNT REQUIRED THIS CALENDAR YEAR**

Phone - Cellular Service	\$2,000
Phone - Land Lines	\$250
Software License	\$5,000
Safety Equipment	\$1,000
Computers	\$1,000
Office Expense	\$1,067.56
Professional Services	\$50,000.00 (Includes requested \$42k EA contract)
Electronic Monitoring	\$8,000
Professional Services - Community Partners	(Community Partner contracts to be added if applicable)
Reference Manual/Law, Code Books	\$200
Non-employee Incentives	\$500
Drug Testing	\$11,700 (\$2,700 designated for CJC)
Drug Testing Supplies	\$ 7,000 (\$2,300 designated for CJC)
Travel - In-County	\$1,500
Travel - Out-Of-County	\$5,000
Emergency Shelter	\$3,000
Training	\$3,500
Program Expenses	\$3,000

**TOTAL OPERATING EXPENSES \$ 103,717.56**

PLUMAS COUNTY PROBATION DEPARTMENT

**JUSTIFICATION OF OPERATING EXPENSES:**

Programs, services, incentives, supervision, and housing must be provided to clients for public safety, rehabilitation, and recidivism reduction. DPOs must be provided with equipment, software, supplies, and training to perform the required duties. Other expenses required include, but are not limited to; paper, supplies, media, and other costs related to CCP operations and oversight.

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**TOTAL PROPOSAL REQUEST \$ 266,484**

*The undersigned agrees to fully comply with all the provisions established in the Request for Proposal the Plumas County Community Corrections Partnership (CCP) for the acceptance of funding.*

PROJECT DIRECTOR

Signature:



Date: 5.16.25

Printed Name:

Kevin Alfred

Title: Chief Probation Officer

Revised 3/2025

**PLUMAS COUNTY**

**DEPUTY PROBATION OFFICER II**

**DEFINITION**

Under close or general supervision or direction, performs a variety of probation officer duties in the field of adult and juvenile community corrections and juvenile residential corrections; conducts investigations and monitors adult or juvenile offenders in a community setting; provides pre-trial, pre-sentence and post-sentence recommendations to the court; caseload management, support, and guidance to alleged and convicted offenders; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives close or general supervision or direction from an assigned Probation Officer Supervisor or Deputy Probation Officer III. Exercises no direct supervision over staff.

**DISTINGUISHING CHARACTERISTICS**

This is the fully qualified journey-level classification in the Deputy Probation Officer series. Positions at this level are fully qualified to independently perform the full range of duties and exercise considerable independent judgement in providing supervision and services to a caseload of probationers, conducting pre-court investigations, and recommending sentencing to Courts. These positions are in Intake, Supervision, Investigations, Pretrial and Placement Programs. Duties are performed with minimal guidance and supervision.

**REPORTS TO**

Supervising Probation Officer, Chief Probation Officer

**CLASSIFICATIONS SUPERVISED**

None

### **EXAMPLES OF DUTIES**

- Receives adult and juvenile cases assigned by supervisor.
- Carries an assigned caseload in the investigation and supervision of adult or juvenile offenders.
- May serve as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews adults or juveniles, their families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Performs crisis intervention as required.
- Conducts pre-sentence investigations.
- Formulates plans of probation and presents written or oral recommendations to the court.
- Monitors behavior to determine compliance with conditions of probation.
- Prepares Affidavits of Probation violations.
- Records contact and activities in the case management system.
- Investigates and makes recommendations to Superior and Juvenile Courts.
- Conducts search and seizure of person, property and vehicles.
- May prepare civil cases; prepares reports regarding adoptions, guardianships, conservatorships, underage marriages, and/or custody “battles” of minors.
- Advise clients of available community resources.
- Cooperates with State and local representatives from welfare, mental health, social service and law-enforcement agencies in cases of mutual interest.
- May serve as placement officer, by scheduling placement visits and evaluations of psychological reports and making assessments for appropriate placement of minors.
- Completes assessments and case plans on clients and provides referrals and evidence-based programming based upon results.
- May work with placement agency and conduct follow-up on final results.
- May serve as on-call officer for juvenile or adult problems during non-business hours.
- May transport individuals in custody when necessary, including juveniles to/from court.
- Composes and dictates petitions, correspondence, and case histories.
- Prepares and maintains court records and reports.
- May be assigned to coordinate and supervise specialized programs such as Drug Court, Pretrial Services, and evidence-based programming.
- May provide training and direction for support staff.
- Conducts drug testing of clients.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and in the field environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Principles of adult and juvenile probation work, including related court procedures.
- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior, and evidence-based services
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

#### Ability to:

- Apply the principles of adult and juvenile probation work and of related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.

## Deputy Probation Officer II - 4

- Exercise sound independent judgment within general policy and guidelines.
- Operate various equipment, using computer technology and applications in the performance of daily activities.
- Make oral presentations and training before groups.

### **Education and Experience:**

Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and one year of professional probation work experience equivalent to that of a Deputy Probation Officer I with Plumas County

*A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one year of experience for each year of education requirement.*

### **Preferred Qualifications**

Equivalent to a Bachelor's degree in criminology, sociology, psychology, social work or closely related field.

Previous work experience in a probation related field.

### **Licenses and Certifications:**

Completion of the educational training outlined in California Codes for Probation Officers Specifically:

- 832 P.C.
- Successful completion of the Basic Probation Officer Core Course as certified by the Board of State and Community Corrections (BSCC).
- Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate within 90 days
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- Ability to qualify for training and background which will meet the requirements of California
- Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County

## Deputy Probation Officer II - 5

requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Revised 3/2025

## **PLUMAS COUNTY**

### **DEPUTY PROBATION OFFICER III**

#### **DEFINITION**

Under close or general supervision or direction, performs a variety of probation officer duties in the field of adult and juvenile community corrections and juvenile residential corrections; conducts investigations and monitors adult or juvenile offenders in a community setting; provides pre-trial, pre-sentence and post-sentence recommendations to the court; caseload management, support, and guidance to alleged and convicted offenders; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives close or general supervision or direction from an assigned Probation Officer Supervisor or Chief Probation Officer. May supervise Probation Assistant.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level classification in the Deputy Probation Officer series. Incumbents are distinguished from those in the Deputy Probation Officer II class in that they are generally given the difficult assignments and may attain high levels of knowledge and proficiency in particularly difficult areas of probation work and act as a specialist or consultant in these fields. These positions are in Intake, Supervision, Investigations, Pretrial and Placement Programs.

Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgement, with minimal guidance and supervision. Positions in the classification rely on experience and judgement to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements.

#### **REPORTS TO**

Supervising Probation Officer, Chief Probation Officer

#### **CLASSIFICATIONS SUPERVISED**

Probation Assistant

### **EXAMPLES OF DUTIES**

- Receives adult and juvenile cases assigned by supervisor.
- Carries an assigned caseload in the investigation and supervision of adult or juvenile offenders.
- May serve as intake officer in determining if a juvenile petition should be filed.
- Determines whether court action is necessary.
- Interviews clients regarding the charges against them and develops family history and background information.
- Interviews adults or juveniles, their families and interested individuals to determine the nature of their environmental, employment, financial or marital difficulties.
- Performs crisis intervention as required.
- Conducts pre-sentence investigations.
- Formulates plans of probation and presents written or oral recommendations to the court.
- Monitors behavior to determine compliance with conditions of probation.
- Prepares Affidavits of Probation violations.
- Records contact and activities in the case management system.
- Investigates and makes recommendations to Superior and Juvenile Courts.
- Conducts search and seizure of person, property and vehicles.
- May prepare civil cases; prepares reports regarding adoptions, guardianships, conservatorships, underage marriages, and/or custody “battles” of minors.
- Advise clients of available community resources.
- Cooperates with State and local representatives from welfare, mental health, social service and law-enforcement agencies in cases of mutual interest.
- May serve as placement officer, by scheduling placement visits and evaluations of psychological reports and making assessments for appropriate placement of minors.
- Completes assessments and case plans on clients and provides referrals and evidence-based programming based upon results.
- May work with placement agency and conduct follow-up on final results.
- May serve as on-call officer for juvenile or adult problems during non-business hours.
- May transport individuals in custody when necessary, including juveniles to/from court.
- Composes and dictates petitions, correspondence, and case histories.
- Prepares and maintains court records and reports.
- May be assigned to coordinate and supervise specialized programs such as Drug Court, Pretrial Services, and evidence-based programming.
- May provide training and direction for support staff.
- Conducts drug testing of clients.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and in the field environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Principles of adult and juvenile probation work, including related court procedures.
- Federal and State laws relating to probation work.
- Modern probation casework. Objectives, principles, and methods including individual and group behavior, and evidence-based services
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Proficient writing techniques.

#### Ability to:

- Apply the principles of adult and juvenile probation work and of related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, Business and Profession, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relationships with probationers and others.
- Learn arrest, search and seizure procedures.
- Recognize health and behavior problems in juveniles and adults.
- Effectively interact with people from a variety of socio-economic, cultural and ethnic backgrounds
- Effectively represent the Probation Department in contacts with the public and other County and law enforcement agencies.

- Exercise sound independent judgment within general policy and guidelines.
- Operate various equipment, using computer technology and applications in the performance of daily activities.
- Make oral presentations and training before groups.

**Education and Experience:**

Associate degree from an accredited college or university in criminal justice, behavioral science, or a related field, and two (2) years of professional probation work experience comparable to that of a Deputy Probation Officer II.

*A combination of related education, training, and experience performing duties such as custodial care, treatment counseling, probation, parole, corrections, criminal investigation, or other related law enforcement or counseling work may be substituted for the education at a rate of one year of experience for each year of education requirement.*

**Preferred Qualifications**

Equivalent to a Bachelor's degree in criminology, sociology, psychology, social work or closely related field.

**Licenses and Certifications:**

Completion of the educational training outlined in California Codes for Probation Officers Specifically:

- 832 P.C.
- Successful completion of the Basic Probation Officer Core Course as certified by the Board of State and Community Corrections (BSCC).
- Evidence of continued compliance with annual training requirements.
- Possession of CPR /First Aid Certificate within 90 days.
- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- Ability to qualify for training and background which will meet the requirements of California
- Government Code Sections 1029 and 1031. Individuals with a felony conviction may not apply for positions as peace officers.
- Must be able to meet physical and psychological standards and pass a detailed background investigation.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered

**Deputy Probation Officer III - 5**

in the event of an emergency.

## DEPARTMENT FISCAL OFFICER II

### **DEFINITION**

Under direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Department fiscal records and information in one of the County's larger departments such as Social Services, Public Works, Mental Health, and Public Health or departments having several complex diversified budget units. Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Department Head. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

### **REPORTS TO**

A County Department Head

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

## **DEPARTMENT FISCAL OFFICER II – 2**

### **EXAMPLES OF DUTIES**

- Serves as primary fiscal and staff support person for a larger County Department.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Hires, trains, supervises, and evaluates assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Operates office equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephone, calculators, copies, and FAX.

## **DEPARTMENT FISCAL OFFICER II – 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department where assigned.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

#### **Ability to:**

- Perform a wide variety of complex and specialized fiscal administration and support work for an assigned Departments.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department and unit budgets.
- Prepare and maintain grant funding records and reports.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

## **DEPARTMENT FISCAL OFFICER II – 4**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least one (1) year equivalent to Department Fiscal Officer I or equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university.

**Special Requirements:** Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

## **MANAGEMENT ANALYST II**

### **DEFINITION**

Under supervision, to perform surveys, studies and analysis of budgetary, administrative organizational and operational matters of a department(s) or the County government; to develop, implement and evaluate policies, plans and programs and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the experienced to advanced experienced level in the management analyst class series. Incumbents are expected to perform increasingly difficult and complex management analyst tasks and conduct management studies for County departments. Incumbents are expected to carry out assigned risk management, purchasing, and other specialized functions.

### **REPORTS TO**

Department Head.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **MANAGEMENT ANALYST II – 2**

### **EXAMPLES OF DUTIES**

- Performs general and specialized studies, surveys, and analyst relating matters of county government operation.
- Reviews revenues and expeditors requests of county departments and makes recommendations based on program objectives and requirements.
- Assists in compiling and analyzing.
- Monitors revenues and expeditors of various County departments.
- Makes periodic reports on budget status.
- Studies and makes recommendations related to administrative and operational policies and procedures.
- Monitors department compliance with federal and state regulations.
- Gathers, tabulates and analyses data and information.
- Develops recommendations and prepares reports.
- May assists in developing grant applications and administering grants.
- Makes oral and written presentations to various commissions and boards.
- May coordinate the development bids and specification for major purchases.
- Will administer or negotiate leases and service contracts.
- May represent the County at meetings and conferences.
- May coordinate part of the county risk management, Health Insurance Portability and Accountability Act (HIPPA), and MediCal Administrative Activity programs.
- Performs a variety of staff support duties and other specialized functions as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment with continuous contact with staff and public. Some field trips will be necessary to attend training/meetings, visit out-station county departments, staff, programs and operations.

## **MANAGEMENT ANALYST II – 3**

### **DESIRABLE QUALIFICATIONS**

#### **KNOWLEDGE OF**

- Local government origination, operation and legislative process.
- Sadistically methods and practices of financial administration including governmental accounting
- Functions originations and programs of local government in California
- Basic research methods and techniques
- Effective oral and communication styles
- Organization functions programs and policies of Plumas County Government

#### **ABILITY TO**

- Perform a variety of specialized analytical studies
- Effectively present ideas and recommendations orally and in writing
- Analyze and evaluate a variety of information researching and gathering appropriate data to resolve problems
- Develop and administer grants
- Prepare a variety of comprehensive reports
- Effetely represent the programs and functions of the county with public, community organizations, other county staff, and other government agencies
- Establish and maintain effective working relationships

## **MANAGEMENT ANALYST II – 4**

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a bachelor's degree in public or business administration or a related field. Two (2) years of experience in performing the duties and responsibilities reverent to that of a Management Analyst I with Plumas County.

Job related experience might be substituted for education requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

### **Special Requirements:**

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.

Plumas County Sheriff's Office

**Application for CCP Funds  
Face Page**

**Fiscal Year 2025-2026**

Information Requested	Response
Name of Agency	<b>Plumas County Sheriff's Office</b>
Agency Contact Information (operational) (name, address, telephone and e-mail)	<b>Todd Johns, Sheriff 1400 E. Main Street Quincy, CA 95971 530-283-6389 tjohns@pcso.net</b>
Agency Contact Information (Fiscal) (name, address, phone and e-mail)	<b>Roni Towery, Sheriff's Fiscal Officer 1400 E. Main Street Quincy, CA 95971 530-283-6396 ronitowery@countyofplumas.com</b>
Name of Program	<b>Sheriff AB109</b>
Is this a new or continuing program?	<b>Continuing</b>
Funding Requested from CCP	<b>\$632,715.06</b>
Funding received from CCP in prior years (specify year and amounts)	<b>FY 18/19 - \$469,678.00 FY 19/20 - \$484,185.00 FY 20/21 - \$460,976.00 FY 21/22 - \$485,792.00 FY 22/23 - \$534,685.43 FY 23/24 - \$568,116.80 FY 25/26 - \$632,307.48</b>
Program Capacity (maximum number of participants program can serve)	<b>Varies – based on AB109 population in the county &amp; Jail</b>
Current Program Caseload (if applicable)	<b>Varies – based on AB109 population in the county &amp; Jail</b>
Program Cost per Unit: Daily Cost per Bed: Cost per Class/Session: Cost per GED Test: Cost per FRC Application: Cost per Work Training: Cost per Work Uniform:	<b>Average Daily Cost to house an inmate is \$357.68</b>

## Program Narrative

Description of Applicant Agency: Briefly describe the agency's mission, the type of services provided, and the relationship of the proposed project to other projects operated by the agency. Please attach an organizational chart, which may be used to provide part of the requested information.

**It is the mission of the Plumas County Sheriff's Office to serve our community by delivering fair and ethical law enforcement, protecting the innocent, apprehending criminals, maintaining public order, providing for the care and custody of prisoners, and by establishing the cause, manner, and mechanism of death in Coroner's cases. This mission is accomplished through commitment, dedication, and provision of excellent services to the residents and visitors of our community.**

The Sheriff is the chief law enforcement officer of the county. The office of Sheriff is established by the California Constitution (Article XI, Section 1, Subdivision (b)) and by statute (Government Code Section 24000). The Sheriff is elected to a non-partisan office for a four-year term. The jurisdiction of the Sheriff extends throughout the county, including the City of Portola and state and federal owned property.

The Sheriff is generally charged with preserving the peace, enforcing criminal statutes, and investigating known or suspected criminal activity. The Sheriff is specifically charged by statute with the duty to serve various forms of civil process and to operate the county correctional facility. The Sheriff is the coordinator for law enforcement, mutual aid, and is responsible for search and rescue. In Plumas County, the offices of Sheriff and Coroner are combined. Coroners' duties are defined in the California Government Code, commencing with Section 27400.

The Sheriff has the specific statutory duty to operate the county correctional facility. The purpose of the correctional facility is fourfold: detain persons committed in order to secure their attendance as witnesses in criminal cases; detain persons charged with crimes and committed for trial; for the confinement of persons committed for contempt or by other authority of law; and for the confinement of persons sentenced to imprisonment upon conviction for a crime (Penal Code Section 4000).

Title 4 of Part 3 of the California Penal Code governs various aspects of county correctional facility operations. Minimum standards for the operation of local detention facilities are codified in the California Code of Regulations (CCR), Title 15, Division 1, Chapter 1, Subchapter 4, commencing with Section 1004.

The newly opened Plumas County Sheriff's Correctional Center safely houses a maximum of 62 inmates at all levels. Based on fluctuations in the male and female population, inmates requiring segregation and proper classification of inmates, the jail capacity can rapidly increase and decrease throughout the facility or in specific cells.

The correctional facility is staffed 24 hours a day, 365 days a year by the Sheriff's Corrections Division, which consists of one Jail Commander, five Sergeants, and eighteen Correctional Officers. In addition to booking and overseeing the inmate population housed at the jail, the staff also provides additional court security when requested by the courts, and transports

prisoners as needed for court appearances, medical or dental appointments, and to or from other detention facilities, including extradition transportation when needed.

During this upcoming fiscal year, the new correctional facility with the attached daily reporting center is in full operation and will continue to evolve into a more cohesive flow pattern. The new facility will house 62 inmates housed in six varied classification housing units. There are three inmate classrooms to promote educational services and inmate training programs. A designated medical observation cell in the medical room will be utilized for tele-psych visits for inmates needing services. Video court appearances will still be an option in the new facility and can be conducted in any of the program rooms or in intake as needed. The facility has an in-house family reunification room which allows inmates to have direct contact visits with family members when ordered by the courts. The daily reporting center has four offices along with a small and large conference room to meet with clients or to do team treatment meetings. Two offices are for Alternative Sentencing program (ASP), one office for Behavior Health and a fourth for Probation if they desire to utilize it. There are video visitation kiosks located in the DRC to allow visitation between inmates and family or friends.

We are currently working with the Alternative Sentencing Program to implement additional programming inside the jail and have developed and implemented a reentry planning which will tie in directly with the DRC. This reentry program will continue to evolve over the coming years.

Problem Statement: Describe the nature and scope of the problem the proposed project will address. Include relevant data and facts and statistics specific to the service area and/or target population to support the need for this type of service.

In 2011, the California Legislature passed and the Governor signed into law the Public Safety Realignment Act (Assembly Bill 109), which transfers responsibility for supervising specific low-level inmates and parolees from the California Department of Corrections and Rehabilitation (CDCR) to counties. AB109 took effect on October 1, 2011 and realigns three major areas of the criminal justice system. On a prospective basis, the legislation:

1. Transfers the location of incarceration for lower-level offenders (specified non-violent, non-serious, non sex offenders) from state prison to local county jail and provides for an expanded role for post-release supervision for these offenders;
2. Transfers responsibility for post-release supervision of lower-level offenders (those released from prison after having served a sentence for a non-violent, non-serious, and non-sex offense) from the state to the county level by creating a new category of supervision called Post-Release Community Supervision (PRCS);
3. Transfers the housing responsibility for parole and PRCS revocations to local jail custody.

The realignment of state prisoners and the shifting of parole violators being housed in the county correctional facility have substantially increased Plumas County Sheriff's Office costs associated with housing, processing, feeding, inmate health care and out-of-custody supervision.

As a result of AB109 and the possible overcrowding and additional expenses in the county correctional facility, alternative measures of incarceration have been implemented.

## Plumas County Sheriff's Office

Electronic monitoring, work release, etc are available and only those that do not present a risk to public safety will be considered for the programs. Work and educational programs for sentenced inmates are offered; as well as house arrest electronic monitoring programs.

In addition to the current patrol and correctional staff, the Sheriff's Office will provide two full-time deputy sheriffs and two correctional officers to monitor the inmates enrolled in these programs. These deputy sheriffs will also assist the Probation Department and ASP with its offender monitoring programs and needs, work both patrol and corrections, and serve as a liaison between the Courts, District Attorney's Office, Probation and ASP.

Currently, Behavioral Health is scheduled to provide routine service to the correctional facility five days per week for two hours per day to meet with inmates on an "as needed or requested basis". Those who need additional services are referred by a Behavioral Health professional to a tele-psych counselling session. The tele-psych system is utilized at the correctional facility in order to enhance behavioral health services. The tele-psych physician will also prescribe medication for the inmates when needed.

Behavior Health has an instructor providing group classes and well as individual. Substance Use Disorder (SUD) counseling for inmates is a weekly program, on an as requested basis for two hours every Thursday. The above listed services are available to any inmate who requests to be seen by the service provider.

Each week we provide a 3-hour block of time where inmates can participate with Feather River Adult Education, to work on obtaining a General Education Diploma, learn skills in creating job resumes and also financial planning. They can also start the intake process for college course and then complete the courses with the assistance of Feather River College.

Behavioral Health provides three one-hour group sessions for the varying populations housed at the facility on multiple times per week.

Bible study is ongoing for one-hour blocks on Monday and Tuesday.

A.A. is starting again as we do have new instructors.

There are plans for ASP to start similar classes as "How to escape your prison" in the near future.

The Mise En Place which includes a culinary arts program that allows inmates the opportunity to earn a safe serve certificate, teaches basic culinary and baking skills as well as kitchen operation. The adult education classes have been streamed through Feather River College, I.S.P., (Incarcerated Student Program) and inmates can gain college credits while in custody. This program operates on Wednesday, Thursday and Friday.

The Alternative Sentencing Program is offering assessments. This assessment helps determine an inmate's needs and services. This allows inmates to be placed in proper courses and services to best serve their rehabilitative needs and to start the reentry process.

Some inmate workers are also selected to participate in work programs off the facility grounds. This allows the inmate to gain work experience and better their chances for future employment upon release. We believe this is an important component of making inmates self- sufficient prior to release from our facility in order to reduce recidivism rates.

We are currently providing help with job applications and making sure we can facilitate any job interviews an inmate may have.

The old correctional facility had one room, the library that serves as the meeting room for courses and services. It can hold 10 inmates effectively, but there have been times where over 20 inmates have been in the library for services. We also utilized or recreation room if necessary. The additional rooms in our new facility are making it possible to run multiple services and course for longer durations of time. Additional staffing will make it easier, safer and quicker in moving inmates to program spaces and monitor inmates released on house arrest, work release and work furlough programs. Having and now utilizing these new updated program spaces will enhance the learning environment for inmates and will help reduce the recidivism rate.

We have continued to provide M.A.T., Medicated Assisted Treatment for inmates who use have a history of opioid use or abuse. This program was initiated in the medical field throughout the nation and pushed into the criminal justice system and corrections in an effort to reduce opioid overdose deaths. We have seen the participants in this program range from one inmate to ten inmates at any given time being treated inside the facility. This has caused significant increases in prescribed medication purchased, counselling and medical treatment; each having a financial impact.

Project Overview: Briefly and concisely address the following areas in the order they are given. Not to exceed 2 pages.

- Goals and Deliverables: State the overall goal of this measurable project (an over arching statement about what the project hopes to achieve logically linked to a problem and its causes). This section should clearly communicate the intended results of the project. Briefly state what goods or services will be delivered to the target population and how this will help to achieve the goals of the agency.

**Reduce recidivism through initiating and providing additional services and programming. The overall goal is to assist inmates in transitioning from criminal activity to law abiding citizens who contribute to the betterment of our communities.**

- Clients to be served by the Proposed Project and Associated Expenses: Describe the client group that will be served in the proposed project. State how many clients will be served, how often they will be served and how they will be recruited. Also, identify and explain the following program cost(s):
  - Daily Cost per Bed: **Average daily cost to house an inmate is \$357.68 and the average AB109 inmate population is 7. (7 x \$357.68 x 365) = \$913,872.40**
  - Cost per Class/Session:
  - Cost per GED Test:
  - Cost per FRC Application:
  - Cost per Work Training:
  - Cost per Work Uniform:
  - Other (please explain):

**AB109 inmates incarcerated at the correctional facility and individuals on post release community supervision.**

- **Performance Measures:** Briefly describe what performance will be measured and how it will be measured to demonstrate the effectiveness of the program. Please include any definitions or explanations of formulas or instruments used. **Recidivism rate are monitored by Alternative Sentencing.**
- **Service Area:** Describe the specific geographic area (i.e. town) or location (i.e. school) where the proposed services will be delivered. **Plumas County – the vast and varied terrain and scattered population of the county make providing law enforcement and supervision a challenge.**
- **Proposed Project Staff:** Describe the staff needed for the proposed project including administrative, direct service, and support positions as well as volunteers to the extent possible. Include a summary of the major duties of each position involved in direct service. **Currently we have two correctional officers who assist and oversee and move inmates to and from programming. Our staff tracks attendance by inmates, assists programs by reviewing lessons, assisting with teaching and mentoring inmates enrolled in classes. We monitor all alternative custody inmates as well.**
- **Collaboration for the Proposed Project:** Identify the collaborative efforts that are most critical to the success of your proposed project. List the collaborations and how it will improve the service to clients. Please note that letters of cooperative agreements may be required for partnering agencies listed if this proposal is selected for funding. **There is collaboration between the Correctional Staff and Alternative Sentencing/ discharge planning in dealing with inmates out on alternative custody and with those housed at the Plumas County Correctional Facility. We also work together with Probation on routine contacts with probationers and share information as needed. Additionally, Probation works with our patrol staff on probation checks, searches and arrests. Patrol also assists Alternative Custody with checks on their clients as well when requested by their staff.**

**PLUMAS COUNTY COMMUNITY CORRECTIONS PARTNERSHIP  
PROPOSAL BUDGET DETAIL**

**Personnel Costs**

1. List each employee by job title or classification and salary rate. Use additional sheets as necessary.

JOB TITLE/ CLASSIFICATION	HOURS PER WEEK	HOURLY SALARY	TOTAL SALARY REQUIRED THIS FISCAL YEAR
Deputy Sheriff II	40	32.94	68,515.20
Deputy Sheriff II	40	33.94	70,595.20
Correctional Officer II	40	25.10	52,208.00
Correctional Officer II	40	26.36	54,828.80
<b>TOTAL PERSONNEL COSTS \$</b>			<b><u>\$ 246,147.20</u></b>

Overtime Costs \$34,000.00

2. What are the job duties for each employee, if not apparent in the project overview (use additional sheets as necessary.)

JOB TITLE/ CLASSIFICATION	JOB DUTIES
Deputy Sheriff II	SEE ATTACHED
Deputy Sheriff II	SEE ATTACHED
Correctional Officer II	SEE ATTACHED
Correctional Officer II	SEE ATTACHED

3. Show the actual rates and amounts for each of the following:

RATE	ANNUAL AMOUNT	AMOUNT REQUIRED THIS FISCAL YEAR
FICA/OASDI	12,806.42	12,806.42
Retirement	53,172.44	53,172.44
Workman's Comp	3,715.00	3,715.00
Unemployment Insurance	218.00	218.00
Health Insurance	59,148.00	59,148.00
OPEB Liability	9,513.00	9,513.00
Liability Insurance	2,935.00	2,935.00
Clothing Allowance	3,700.00	3,700.00

**TOTAL EMPLOYEE RELATED BENEFITS \$ 145,207.86**

**Contract Services**1. Will any contract services be used?  YES  NO

2. With whom will the applicant contract for services?

NAME OF CONTRACTOR	AMOUNT REQUIRED THIS FISCAL YEAR
Northfork Family Medicine	13,000.00
Nursing Services	65,500.00
Joseph Schad – Medical Director	19,870.00

**TOTAL CONTRACT SERVICES \$ 98,370.00**

3. What are the contracted individuals or agencies specific duties and responsibilities with regard to the proposed plan?

Providing the AB109 inmate population with medical services as required by law. These amounts are less than the average AB109 inmate population of 24%. Service agreements for medical director, doctor and nursing services are approved by County Counsel and the Board of Supervisors.

Include the specific level of involvement each contractor will have, by the number of hours/units and duration of services that will be provided. For example, contractor XYZ will conduct 25 group sessions of juvenile participants during the first year of operation.

***Provide a copy of the form of contract to be used by the applicant. Use additional sheets as necessary.***

**Non Personnel Costs**

1. Complete the following:

TRAVEL (Cannot exceed State Travel Costs)	AMOUNT REQUIRED THIS FISCAL YEAR
Auto Mileage:      miles at      /mile	
Air Transportation	
Subsistence	
Training	

TOTAL TRAVEL \$ \_\_\_\_\_

2. Explain why the proposed travel is needed if not apparent from the project overview.

N/A \_\_\_\_\_

## Operating Expenses

3. List anticipated expenses by category

AMOUNT REQUIRED THIS CALENDAR YEAR

Inmate Food	35,000.00
Household Expenses	8,000.00
Refuse Disposal	
Inmate Clothing & Personal Supplies	1,200.00
Vehicle Fuel	
Prescriptions & Pharmaceuticals *	13,000.00
Medical & Dental Expenses *	25,000.00
Testing Supplies	2,000.00
Electric Charges	
Heating Oil	
Propane	
Water & Sewer Charges	
Electronic Monitoring Expenses	7,000.00
Overhead charges	17,790.00

TOTAL OPERATING EXPENSES \$ 108,990.00JUSTIFICATION OF OPERATING EXPENSES:

Estimated average daily inmate population at 30. Average AB109 inmate population is 7. Therefore, 24% of the inmate expenses are for AB109 inmates. The prescription, medical & dental expenses are based on the total actual

Plumas County Sheriff's Office

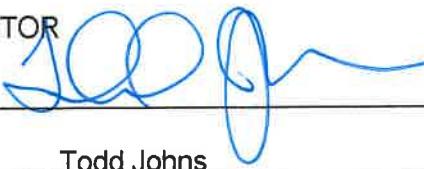
cost for AB109 inmates during FY 24/25. Electronic monitoring costs are incurred to help reduce the number of inmates incarcerated as a result of realignment. Overhead costs are the county's cost plan charges to this budget.

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**TOTAL PROPOSAL REQUEST \$ 632,715.06**

*The undersigned agrees to fully comply with all the provisions established in the Request for Proposal the Plumas County Community Corrections Partnership (CCP) for the acceptance of funding.*

PROJECT DIRECTOR

Signature: 

Date: 5/15/25

Printed Name: Todd Johns Title: Sheriff

## DEPUTY SHERIFF II

### **DEFINITION**

Under general supervision, to perform law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and perform identification work; to serve as deputy coroner; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a fully trained journey level classification for the performance of professional law enforcement work. Incumbents perform a wide range of law enforcement assignments. While an incumbent may be assigned to a specific area of law enforcement, he/she must be capable of performing assignments in other areas.

### **REPORTS TO**

Sheriff Sergeant.

### **CLASSIFICATIONS SUPERVISED**

None.

## **EXAMPLES OF DUTIES**

- Patrols assigned areas and answers calls for protection of life and property.
- Conducts preliminary investigations.
- Interrogates witnesses.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Substantiates findings of fact in court.
- Serves warrants/civil papers and makes arrests.
- Investigates accidents.
- Assists and cooperates with other law enforcement agencies, responding to incidents, conducting investigations and making arrests.
- Dispatches law enforcement personnel.
- May transport mental health clients.
- May be assigned to assist with fingerprinting or fingerprint classification work.
- Takes pictures or makes sketches at crime scenes.
- May lift latent prints and takes plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.
- Keeps firearms and other equipment in good working condition.
- Prepares detailed reports of all activities and incidents.
- Functions as a Deputy Coroner.
- May be assigned to facilitate communications with other law enforcement agencies.
- May perform staff administrative duties such as training, background investigations, crime prevention, public relations, and school liaison work.
- May be assigned to assist with follow-up, in-depth investigations for the preparation of charges in criminal cases.
- May secure search warrants and criminal complaints, preparing detailed reports.
- May make public speaking engagements at schools, fairs, official meetings and service clubs, serving as a Department spokesperson.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- May perform special law enforcement assignments such as Field Training Officer, Search and Rescue, SWAT, Canine, and other areas.
- As needed, act as the OES Duty Officer.
- Performs related duties as assigned.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing up to 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is performed in office, detention facility, courtroom, and outdoor environments; unusual exposure to life-threatening situations; continuous contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- The general geography and topography of Plumas County.
- Use and care of Department authorized fire arms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.

### **Ability to:**

- Perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate technical and tactical proficiency in the use and care for firearms.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of previous law enforcement experience equivalent to Deputy Sheriff I with Plumas County.

Special Requirements: Graduation from a Peace Officer Standards and Training Commission (P.O.S.T) certified academy.

Possession of First Aid and CPR certificates.

Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.

## **CORRECTIONAL OFFICER II**

### **DEFINITION**

Under general supervision, to supervise inmates at the County Correctional Facility, according to laws, regulations, and policies of the State of California and Plumas County; to enforce Facility rules and maintain Facility security; to be responsible for the security of the facility and safety, care, custody, and confinement of inmates during an assigned shift; to oversee work details and leisure activities; to perform bailiff duties during court sessions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the fully qualified journey level in the Correctional Officer series. Incumbents are expected to perform a variety of corrections and bailiff work and to work independently in applying the rules, regulations, practices and procedures of the Correctional Facility. Transports inmates to and from courts and other correctional facilities. Incumbents may also perform bailiff duties, maintaining the security of the courtroom and jury panels.

### **REPORTS TO**

Correctional Corporal

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **CORRECTIONAL OFFICER II - 2**

### **EXAMPLES OF DUTIES**

- Conducts roll call of inmates.
- Supervises inmates during leisure time activities and on work details.
- Checks work areas to insure that inmates are working on assigned projects.
- Sees that cells, facilities, and grounds are kept sanitary.
- Supervises periodic block security checks.
- Physically restrains hostile inmates.
- Performs strip searches of inmates.
- Performs searches of cells and other areas for contraband.
- Maintains discipline among inmates.
- Opens and censors incoming mail.
- Maintains and updates inmate and Correctional Facility records.
- Responds to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations.
- Receives and books inmates.
- Performs searches upon intake.
- Performs fingerprinting and takes photographs.
- Classifies inmates for housing in accordance with law and the safety of inmates, staff, and the public.
- Evaluate the need for medical and/or mental health care.
- Releases prisoners from the Correctional Facility on proper authorization.
- Returns articles of clothing.
- Receives and reviews surety bonds for correctness, legality, and appropriate costs before releasing prisoners to the custody of bond makers.
- Makes felony arrests.
- Testifies in court and before disciplinary boards.
- Dispenses insulin and other pre-packaged medications.
- Investigates crimes and incidents within the Facility.
- Collects and secures evidence.
- Perform transport of inmates to and from court, medical appointments, and other institutions.
- Picks up inmates from other counties on Plumas County warrants.
- Transports inmates to State Prisons.
- Supervises inmates and visitors during visiting hours.
- Supervises, guards, and protects inmates in the courtroom.
- Maintains safety and security in the courtroom and the courthouse.
- Follows directives of the presiding judge in carrying out court orders.
- Calculates and prepares good time and work time credit reports for the courts.
- Operates courtroom recording equipment.
- Assists with preparing court documents.
- Inspects courtrooms for maintenance problems.
- Provides security and privacy for juries during deliberations.
- Assists Judges during court proceedings.
- Supervises inmates when in court.

## **CORRECTIONAL OFFICER II - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, walk, climb stairs, and ladders; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, court, detention facility and outdoor environments; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern law enforcement methods and procedures including Title 15 & 24 of the California Penal Code.
- Plumas County correctional procedures, policies, and regulations.
- Problems related to the care and custody of inmates.
- State and Federal laws and regulations related to jail operations, booking procedures, and custody of inmates.
- Duties and responsibilities of a bailiff.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Development of police records and reports.
- First aid and cardio-pulmonary resuscitation techniques.

## CORRECTIONAL OFFICER II - 4

### Ability to:

- Be responsible for the care custody, and safety of inmates at the Plumas County Correctional Facility during an assigned shift.
- Perform a wide variety of corrections work.
- Perform bailiff duties.
- Understand and interpret laws and regulations relating to arrest, booking, and the retention and treatment of prisoners and correctional facility operations.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate proficiency in the use and care of firearms.
- Be fair and impartial.
- Train new staff as required.
- Perform daily evaluations.
- Act as officer in charge of a shift as needed.
- Effectively represent the Sheriff Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** One (1) year experience equivalent to Correctional Officer I with Plumas County.

**Special Requirements:** Completion of a Basic Jail Operations Course approved by S.T.C.

Completion of P.C. 832 and weapons training.

Possession of First Aid and Cardio-pulmonary resuscitation (CPR) certificates.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.