

# Progressive Sanctions JPO

F-2008-09 Biennium

Effective date 09/01/2007

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## I. GRANT DESCRIPTION.

- A. The Progressive Sanctions Juvenile Probation Officer grant provides funding for JPO(s) for the provision of juvenile probation services and juvenile justice programs to offenders who are assigned to Levels 1, 2 and 3 of the Progressive Sanctions Model. The legislature provided funds for 408 juvenile probation officers beginning in fiscal year 1996 and an additional 185 officers were funded beginning in fiscal year 1998.

## II. GRANT SPECIFIC DEFINITIONS.

- A. **Juvenile Probation Officer (JPO).** A juvenile probation officer that provides juvenile probation services and/or juvenile justice programs for juveniles assigned to Progressive Sanctions Levels 1, 2 and 3.
- B. **Progressive Sanctions Level 1.** Sanction Level 1 describes programs and services associated with a disposition of supervisory caution.
- C. **Progressive Sanctions Level 2.** Sanction Level 2 describes supervision and programs that are associated with a disposition of deferred prosecution.
- D. **Progressive Sanctions Level 3.** Sanction Level 3 describes supervision and programs associated with court-ordered probation not involving intensive supervision probation or confinement in a secure post-adjudication facility.

## III. PERFORMANCE MEASURES.

- A. **Goal.** The goal of the Progressive Sanctions JPO grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system.
- B. **Program Objective.** The objective of the Progressive Sanctions JPO grant is to increase juvenile probation officer staffing levels and decrease supervision caseloads.
- C. **Program Performance.** Grantee performance under the grant shall be determined using the following measures:
1. Average caseload size for Progressive Sanctions Level 2 (deferred prosecution); and
  2. Average caseload size for Progressive Sanctions Level 3 (probation supervision).

## IV. PROGRAMMATIC COMPONENTS.

- A. **Progressive Sanctions Juvenile Probation Officer Funds (Originating in the 1998-1999 Biennium).**
1. **Employment of Officers.** The Grantee shall employ the applicable number of full-time JPO(s) as detailed in the State Financial Assistance Contract, Paragraph 4.1.1.4.
  2. **Salary of Officers.** The salary paid to a JPO hired with grant funds under Subsection IV (A) shall not be less than the entry level salary for JPO(s) in the Grantee's juvenile probation department. If the entry level salary for a new JPO in Grantee's juvenile probation department is less than \$27,567.00 annually, the difference between the entry level starting salary and the \$27,567.00 figure may be expended for employee fringe benefits.
  3. **Duties of Officers.** The primary job function (i.e., greater than 50% of job duties) of JPO(s) funded with this grant shall be the provision of services and/or supervision of juveniles on Levels 1, 2 and 3 of the Progressive Sanctions Model.

### Summary of Grant Requirements

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**B. Progressive Sanctions Juvenile Probation Officer Funds (Originating in the 1996-1997 Biennium).**

1. **Employment of Officers.** The Grantee shall employ the applicable number of full-time JPO(s) as detailed in the State Financial Assistance Contract, Paragraph 4.1.1.4.
2. **Salary of Officers.** The salary paid to a JPO hired with grant funds under Subsection IV (B) shall not be less than the entry level salary for JPO(s) in the Grantee's juvenile probation department. If the entry level salary for a new JPO in the Grantee's juvenile probation department is less than \$22,179.00 annually, the difference between the entry level starting salary and the \$22,179.00 figure may be expended for employee fringe benefits.
3. **Duties of Officers.** The primary job function (i.e., greater than 50% of job duties) of JPO(s) funded with this grant shall be the provision of services and/or supervision of juveniles on Levels 1, 2 and 3 of the Progressive Sanctions Model.

**V. PROGRAMMATIC REPORTING.**

- A. **Annual Reports.** None.
- B. **Quarterly Reports.** None.
- C. **Monthly Reports.** None.
- D. **Other Periodic Reports.** See General Grant Requirements.

**VI. PROGRAMMATIC MONITORING.**

- A. **On-Site Monitoring Visits.** See General Grant Requirements.
- B. **Unannounced On-Site Monitoring Visits.** See General Grant Requirements.
- C. **Desk Audits.** See General Grant Requirements.
- D. **Other.** None.

**VII. APPLICABLE LAW, POLICY AND PROCEDURE.** The Grantee shall comply with the following applicable state laws, federal laws, standards, policies and procedures as they currently exist or as amended, revised or enacted during the term of this Contract:

- A. **Applicable Standards.**
  1. **Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.**
    - a. Chapter 341 – Texas Juvenile Probation Commission.
    - b. Chapter 349 – General Administrative Standards.
- B. **General Statutes.**
  1. **Federal Law.** See General Grant Requirements.
  2. **State Law.**
    - a. **Texas Family Code, Title III, Juvenile Justice Code.**
      - i. Chapter 59 – Progressive Sanctions Model.
      - ii. Chapter 60 – Uniform Interstate Compact on Juveniles.

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- b. **Texas General Appropriations Act.**
- c. **Texas Government Code, Title 7, Uniform Grant and Contract Management.**
  - i. Chapter 783 - Uniform Grant and Contract Management Act.

**C. Policy and Procedure.**

- 1. **Texas Juvenile Probation Compliance Resource Manual (CRM), Volumes 1 - 2.**

**VIII. FINANCIAL COMPONENTS.****A. Allowable Expenditure of Funds.**

- 1. Grant funds shall be expended solely for the purpose of paying salaries and fringe benefits of JPO(s) hired under this grant in accordance with the approved *Annual Budget Application* submitted by the Grantee per fiscal year during the grant period.
  - a. The salary paid to a JPO hired with grant funds under Section IV (A) shall not be less than the entry level salary for JPO(s) in the Grantee's juvenile probation department. If the entry level salary for a new JPO in the Grantee's juvenile probation department is less than \$27,567.00 annually, the difference between the entry level starting salary and the \$27,567.00 figure may be expended for employee fringe benefits.
  - b. The salary paid to a JPO hired with grant funds under Section IV (B) shall not be less than the entry level salary for JPO(s) in the Grantee's juvenile probation department. If the entry level salary for a new JPO in the Grantee's juvenile probation department is less than \$22,179.00 annually, the difference between the entry level starting salary and the \$22,179.00 figure may be expended for employee fringe benefits.

**B. Unallowable Expenditure of Funds.**

- 1. All expenditures are unallowable with the exception of those identified in Section VIII (A).
- 2. Grant funds shall not be used to supplement the salary of the Chief Administrative Officer.

**C. Financial Match Requirements.** None.**D. Funding Adjustments.**

- 1. **Reduction of Grant Payments.** See General Grant Requirements.
- 2. **Unexpended Balances.** See General Grant Requirements.
- 3. **Overpayments.** See General Grant Requirements.
- 4. **Refunds Due.** See General Grant Requirements.

**E. Timely Expenditure of Grant Funds.** See General Grant Requirements.**F. Audits.** See General Grant Requirements.**G. Financial Assurances.** See Also General Grant Requirements.

- 1. Any funds identified as Progressive Sanctions JPO grant funds under the terms of Section IV (A) are expended for the sole purpose of funding the salaries and fringe benefits of those JPO(s) hired in fiscal years 1998 through the current grant period.

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2. Any funds identified as Progressive Sanctions JPO grant funds under the terms of Section IV (B) are expended for the sole purpose of funding the salaries and fringe benefits of those JPO(s) hired in fiscal years 1996 through the current grant period.

H. **Service Provider.** See General Grant Requirements.

## IX. FINANCIAL REPORTING.

### A. Annual Reports.

1. The Grantee shall submit a completed *Annual Budget Application* concurrent with the submission of the executed State Financial Assistance Contract for the Commission's approval. The *Annual Budget Application* shall be submitted electronically as specified by the Commission per fiscal year of the current grant period.
2. The Grantee shall submit an updated *Salary and Fringe Benefits Spreadsheet* included in the *Annual Budget Application* electronically in the format designated by the Commission within 45 calendar days after the end of each fiscal year (i.e. October 15) of the current grant period. The updated *Salary and Fringe Benefits Spreadsheet* will identify the salary and duration of time paid for each JPO under this grant. The Commission may issue an NCCR if the *Salary and Fringe Benefits Spreadsheet* is not received by the due date.

B. **Quarterly Reports.** The Grantee shall report the expenditure of all funds received through this grant on the *Quarterly Expenditure Report*. Reports shall be received by the Commission no later than January 15, April 15, July 15 and October 15 of the current fiscal year of the biennium, respectively. Funds may be temporarily suspended if a *Quarterly Expenditure Report* is not received by the due date.

C. **Monthly Reports.** None.

D. **Other Periodic Reports.** See General Grant Requirements.

## X. FINANCIAL MONITORING.

A. **Annual Monitoring.** See General Grant Requirements.

B. **Periodic Monitoring.** See General Grant Requirements.