

HOGANSVILLE POLICE DEPARTMENT

117 Lincoln Street, Hogansville, Georgia 30230

Brian V. Harr, Chief of Police



MEMORANDUM FOR RECORD

TO: David Milliron,
City Manager

FROM: Brian V. Harr,
Chief of Police

DATE: December 17, 2018

SUBJECT: Probation Services

The City of Hogansville was recently notified that effective January, 2019 Hamil and Associates Inc. would cease operations for Probation services.

Based on this information, the City of Hogansville is presented with two (2) options for probation services, which are:

Option # 1 – Provide probation services as part of the Municipal Court function, or

Option # 2 – Have probation services provided for by a private vendor.

I. Current Information for Consideration

The current contract between Hamil and Associates and the historical information has been reviewed which reflects the below data and information:

- The City of Hogansville receives 15% of all probation fees from Hamil to cover the costs office space rental and expenses.
- The staffing salary (paid by Hamil & Assoc.) for the Probation Officer is approximately \$31,400.00 (without benefits).
- All testing materials (Alcohol, drugs and other materials) are supplied by Hamil & Associates.

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A State of Georgia Certified Agency

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1. As of November, 2018 there were 108 active probation cases, which equates to approximately \$2,767.50 in revenue to the city from Hamil and Associates. In 2017, based a total of 113 probation cases the city received \$4,675.65 from Hamil and Associates.
2. The assigned Probation Officer receives an estimated salary of approximately \$31,400.00 annually (Benefits not included).

II. Consideration for: City Managed Probations

The City of Hogansville could establish and operate Probation functions as a part of the Municipal Court function. Based on a standard SWOT (Strengths, Weakness Opportunity and Threat) analysis conducted, there are identifiable factors to consider:

1. **Strengths:** Probations would be managed by the Municipal Court.
Potential to increase revenue for the city.
Employee current probation officer that knows the community.
2. **Weaknesses:** City would be responsible for all operations, training and liability.
Impact to current 2018-19 and future budget(s) for staffing and expenses.
3. **Opportunities:** City of be able to adjust future fees and services based on community needs.
4. **Threats:** Operational cost exceeds revenue generated
Liability if operations deviating from State law
Presents an opportunity to generate revenue for city operations

Estimated Cost for Implementation (2018-19 budget): Approximately \$40,000.00 (remaining 6 months)

Estimated Cost for 2019-2020 budget:

Salary:	\$31,400.00
Benefits:	\$14,697.00
Operational expenses:	<u>\$20,000.00</u>
Total:	\$66,097.00

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II. Consideration for: Private Probations

The Private Probations vendor could establish and operate Probation functions as a part of the Municipal Court function. Based on a standard SWOT (Strengths, Weakness Opportunity and Threat) analysis conducted, there are identifiable factors to consider:

1. Strengths: Professional licensed Probation services
Functions / guidelines in accordance with State law
2. Weaknesses: No over site from city relating to operations / fees / guidelines
Loss of potential revenue for the city
3. Opportunities: Revenue from non staffing used for other projects
4. Threats: Potential for mismanagement of company operations and impact to city image.

III. Summary

The prediction of future potential revenue solely based on previous years relating to probation fees is unrealistic when evaluating this proposal. The recent reform and change in state law and probation guidelines has focused on changing probation operations from a focus of punishment to a corrective / community management mind set.

With the focus for the Police Department on community programs and the city 's push to attract businesses and communities, it is an opportunity to enhance the Municipal Court operations by adding a progressive community probation aspect that "works with people" to correct issues.

It is the recommendation to focus on establishing the City of Hogansville Probation under the Municipal Court function of City of Hogansville. It is also recommended that we consult with our present Probation Officer Ameia Cotton regarding becoming a full time employee for the city. Ms Cotton is a certified Probation Officer and is well known in the community and LaGrange.

Additional areas for consideration:

1. Notice to Hamil & Associates that all active probation cases will be transferred to the City of Hogansville along with any outstanding fees effective January 1, 2019.

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2. Working with the Court Clerk, Probation Officer and within State of Georgia guidelines formulate a Probation fees schedule for council approval / consideration.
3. Determine organizational chart for supervision of Municipal Court as a separate entity or a part of the police department.

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