

Title: Adult Probation's Climate Action Plan

Data Year: Fiscal Year 2012-2013

Author: Carla Collins

Date: April 23, 2013

Table of Contents:

1. Introduction 1

2. Departmental Profile..... 1

3. Carbon Footprint 3

 3a. Building Energy..... 3

 3a1. Energy Efficiency 3

 3a2. Renewable Energy 3

 3a3. Green Building..... 3

 3b. Water 4

 3c. Transportation & Fuel 4

 3c1. HACTO 4

 3c2. Transportation Survey 4

4. Other Sustainable Practices 4

 4a. Zero Waste 4

 4b. Green Purchasing 4

 4c. Carbon Sequestration / Urban Forest..... 5

5. Community Wide Impact..... 5

Appendices 5

1. Introduction

The San Francisco Adult Probation Department is committed to reducing its carbon footprint through decreased energy use. We have recently taken affirmative steps towards improving our recycle and composting of materials. Over the past year we have continued to update our fleet with more fuel efficient vehicles. To ensure that we achieve our goals, we plan to educate our staff about the different ways to reduce our carbon output through ways of presentations, posters, and email reminders.

2. Departmental Profile

Departmental Mission:

Mission

Protecting the Community, Serving Justice, and Changing Lives

Vision

The San Francisco Adult Probation Department achieves excellence in community corrections, public safety, and public service through the integration of evidence-based practices and family-focused, victim-centered supervision strategies. We collaborate with law enforcement, Courts, City and County agencies, victim groups,

and community-based organizations to provide a unique blend of enforcement, supervision, and treatment. We are leaders in our profession, exemplifying the highest standards. We offer a continuum of integrated services to address our clients' criminogenic needs and empower them to become productive, law-abiding citizens.

Our Values

P.R.O.T.E.C.T. Our Community

Protect: We value protection of the residents of the City and County of San Francisco.

Respect: We value respect and personal wellness for ourselves, each other, and all members of the community.

Opportunities: We value providing opportunities for client rehabilitation, improved public safety, family well-being, victim restoration, and maximizing officer and employee potential.

Teamwork: We value teamwork and cooperation through partnerships with all justice and community stakeholders.

Ethics: We value impartiality, accountability, diversity, professionalism, and a strong work ethic.

Commitment: We value our commitment to public safety and public service.

Trust: We value the trust placed in us by the public we serve to perform our duties with integrity, to possess skills unique to our profession, and to systematically integrate evidence-based practices.

-Departmental Budget

Fiscal Year 2012-2013 departmental = \$23 million

-Number of Employees

Number of FTE Budgeted = 153

-Facilities

The Adult Probation Department is housed in three separate locations. We occupy the 2nd Floor of the Hall of Justice at 850 Bryant Street, a suite on the 3rd floor at 1650 Mission Street, and there is a satellite office located at 1319 Evans Street. The HOJ offices are run by the Real Estate Division, the 1650 Mission location is rented from Human Services and the 1319 Evans Street office is rented from Child Support Services. The spaces that we occupy function as office space with some conference rooms and rooms for IT equipment. Our staff shares offices therefore using space efficiently.

-Vehicles

Our fleet of vehicles is used primarily for field work which includes client visits and community outreach. We currently have 16 vehicles, 11 use gas, 5 are Hybrid. We keep track of the vehicles that are older than 2001 and turn them in as needed.

-Departmental Contact Information

Diane Lim, Director of Finance and Administration/ Fleet Administration

Adult Probation Department

415.553.1058

Diane.Lim@sfgov.org

Carla Collins, Mgmt Assistant/Climate Liaison

Adult Probation Department

415.734.3657

Carla.Collins@sfgov.org

Sylvia Selinger, Chief Clerk/Climate Liaison

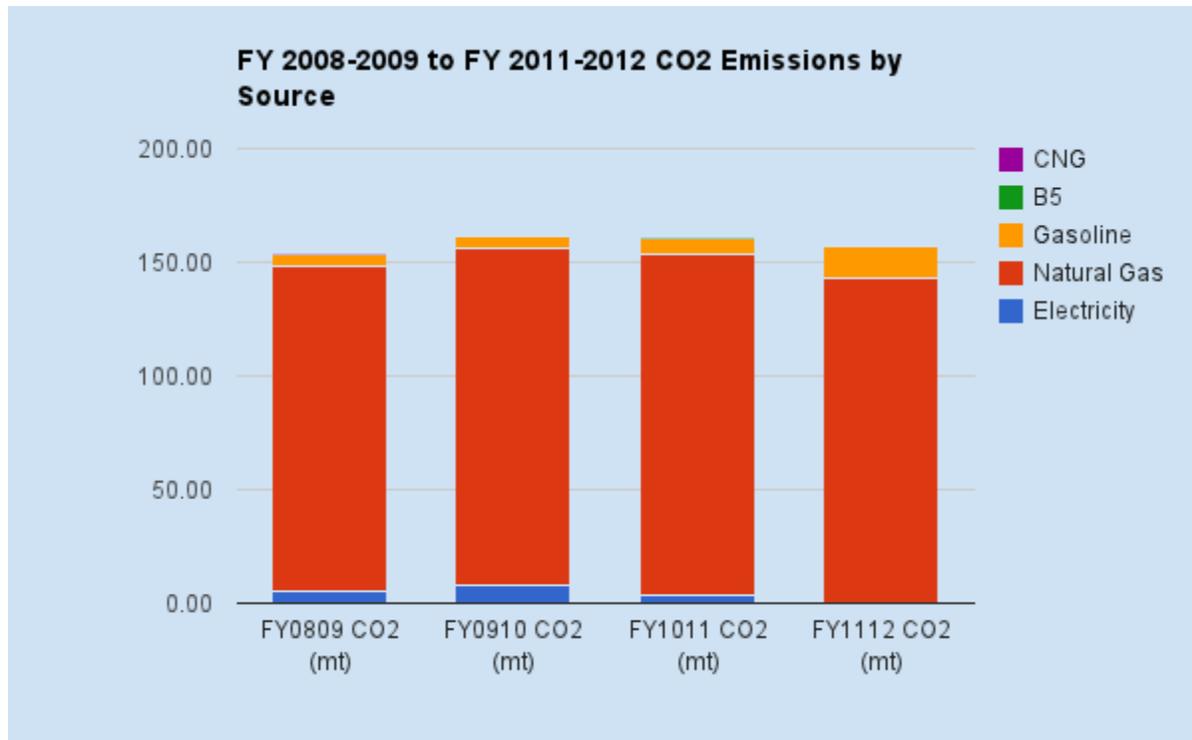
Adult Probation Department

415.575.8855

Sylvia.Selinger@sfgov.org

3. Carbon Footprint

The facilities listed in Google Docs have been verified. Add 14 parking spots at 6th/Morris.



3a. Building Energy

The Building energy calculated on the Carbon Footprint FY 2011-2012 has been verified.

3a1. Energy Efficiency

The summary of our energy use and carbon emissions for FY 2011-2012 is as follows:

Total electricity: 433,619 kWh, natural gas: 27,019 th

Our GHG emissions were 143.36mt for natural gas, 0 for electricity. (Metric tons of CO₂e)

3a2. Renewable Energy

We do not have any renewable energy projects outside of those that would be initiated by the Department of Real Estate, the landlord of the Hall of Justice.

3a3. Green Building

We do not own any of our buildings. At the Hall of Justice, the Department of Real Estate would submit reports on these efforts. The following agencies would submit reports on these efforts regarding our other facilities:

1650 Mission Street, SF – Landlord, Human Services Agency

1319 Evans Street, SF – Landlord, Department of Child Support Services

3b. Water

The Adult Probation Departments FY 2011-2012 Water Consumption: 1,131,319 gallons. This is a reduction from FY 2009-2010 when it was 1,270,673 gallons.

3c. Transportation & Fuel

The list of vehicles and Adult Probation's fuel totals used by SF Environment to calculate the FY 2011-2012 Departmental carbon footprint has been verified.

3c1. HACTO

We are a department that uses vehicles and has submitted our HACTO plan on January 13, 2013.

3c2. Transportation Survey

This year, the City conducted its biannual survey of City employee commuting and at-work travel behavior. The 2012 CCSF Transportation Survey was administered through the Department of Environment's CommuteSmart team and distributed through Climate Liaisons and others to each department and division. An interesting observation that was made is that 88% of the employees here utilize public transportation. This means that there is opportunity for education, and that the more people know about the programs offered the more they will participate.

The Adult Probation Department ran the survey from December 1 through December 31, 2012. Out of our 150 employees 10 employees filled out the survey – a 6.66% response rate. To increase awareness and education, we will send out an email communication to the entire department explaining how commuters can save up to 40% on their commute through the Pre-Tax Commuter Benefits.

4. Other Sustainable Practices

4a. Zero Waste

Facility Name	Address	#1 Trash item	Action to eliminate it from landfill
Hall Of Justice	850 Bryant Street, Room 200	Disposable utensils	Asking staff to bring in reusable utensils

4b. Green Purchasing

San Francisco Environment Code Chapter 2 requires all City departments to buy green products listed at SF Approved, at <http://www.sfapproved.org>.

In the calendar year 2011, the Adult Probation Department has the following record:

Percent of Green Products*
No records of items bought in the following categories: -batteries -cleaners -computers/servers -light bulbs"

We will remind all staff about City purchasing requirements by including the following message in newsletters, purchasing form, and staff handbook: "City staff must purchase only approved green, less-toxic products to comply with City ordinances (Env.Code, Chapt. 2). Visit <http://www.sfapproved.org/citystaff> for products tested by City staff in City term contracts."

4c. Carbon Sequestration / Urban Forest

We do not maintain trees at any of our facilities.

5. Community Wide Impact

We have reduced our overall carbon footprint by participating in the Zero Waste program at all 3 of our facilities, and purchasing more energy efficient vehicles and IT equipment. We will continue to encourage our staff to utilize public transportation, bicycles and carpool as well as to participate in ePayroll.

Appendices

Adult Probation DepartmentSubmitted By: Carla Collins, Carla.collins@sfgov.orgDepartment Head: Wendy Still, wendy.still@sfgov.org

(2012-11-06 11:31:12)

Transit-First Policy	The Adult Probation Department currently promotes public transportation for employees and probationers and will continue to encourage the use of public transportation. The Department offers flex time to accommodate staff commute hours, provides information regarding commuter benefits, provides bike parking stalls within the department, has a caseload where Probation Officers conduct field visits on bikes and we offer bus tokens to probationers to enable them to attend treatment programs and office visits.
Success	The Department has caseloads where Probation Officers conduct field visits in motor vehicles as a group. In additions to bike visits in the field as well as treatment programs and residential housing.
Manage Own Fleet?	Yes
Originally, How many were subject to HACTO?	2
Originally, How many were planned for removal?	1
Actual amount removed	1
	The number of vehicles actually removed from the fleet equaled the planned number
Explain difference	There was a difference of just one vehicle less than planned; however, combined with previous years vehicle turned in, the Department is compliant.
Meet compliance? (5% decrease)	Yes
Explain reason for non-compliance	
Was there an increase in workload?	Yes

HACTO Annual Plan

#39

Department * Adult Probation Department

Name of Person Preparing Report * Carla Collins

Title of Person Preparing Report * Management Assistant

Email of Person Preparing Report * carla.collins@sfgov.org

Name of Department Head * Wendy Still

Does your department promote or plan to promote employees to use public transit for work-related travel? *

Yes

What resources will your department offer? *

• Other

Other: *

We promote our Officers to participate in Bart free transportation for Law Enforcement.

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *

• Department Newsletter
• E-mail Blast

Other: *

If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:

Does your department offer or plan to offer employees access to a bicycle for work-related travels? *

Yes

Is it / will it be a CityCycle bike? *

No

How many bicycles will be available? *

4

Would your department like to make a request for more bikes? *

No

What forms of communications will you use to promote employees to use BICYCLES for work-related trips? *

• Department Newsletter
• E-mail Blast

Other: *

If applicable, please use this space to describe in greater detail your department's BICYCLE program for work-related travels:

The Department has a caseload where Probation Officers conduct field visits on bicycles.

Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *

No

Is your department able or have plans to host a tele-conference call? *

Yes

Is your department able or have plans be able to host a video-conference call? *

No

In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? *

Excel spreadsheet

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel:

A. Does your department promote or have plans to promote the use of public transit for commuting to/from work? *

Yes

How will you promote public transit? *

- Encourage participation in the Pre-Tax Commuter Benefits program

Other: *

What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? *

- Department Newsletter
- E-mail Blast

Other: *

B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? *

No

How will you promote bike-commuting? *

Other: *

What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? *

Other: *

C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? *

No

How will you promote Carpool and/or Vanpool? *

Other: *

What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? *

Other: *

D. Does your department offer or plan to offer tele-commuting? *

No

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work:

The department offers flex time to accommodate staff commute hours, provides information regarding commuter benefits, provides bike parking stalls within the department. In addition, the department promotes the use of free BART use for law enforcement officers.

Bonus: How will you promote the Great Race for Clean Air?

- Department Newsletter
- E-mail blast

Other: *

Does your department manage any of its own vehicles? *

Yes

Measurement for fleet reduction will be based on fleet inventory as of June 30, 2010. On June 30, 2010 how many vehicles from your department's fleet were subject to HACTO? This number is your "Baseline." *

5

Your 5% fleet reduction is calculated from the Baseline fleet size you supplied in the answer above. What is 5% of the Baseline fleet?

0.25

Note: this is the average number that must be removed annually through July 1, 2015. *

How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June

1

30, 2012)? *

In FY12-13 (July 1, 2012-June 30, 2013), how many vehicles must be removed from service to be compliant with HACTO's reduction mandate? *

1

How many vehicles is your department planning to remove from service in FY12-13 (July 1, 2012-June 30, 2013)? *

1

The number of vehicles your department plans to remove is: *

More than the number needed to be compliant.

If your department feels it cannot comply with the fleet reduction requirement, you will be able to apply for a waiver (HACTO Section 403(c) details waiver qualifications). To apply, a waiver request must be sent from your department director to the director of SF Environment. As part of the justification, this request must include a description of your Transit First programs for reducing reliance on department vehicles, and an explanation of why these programs are not sufficient to enable your fleet to be reduced as required by the Ordinance. Additional information about the process for submission and evaluation of waiver requests, and about alternative steps for reducing Greenhouse Gas emissions that may be required, will be available after the first of the New Year.* *

The CommuteSmart Team and Clean Vehicle staff have a wide assortment of resources available to you. Please check all of the resources that you would like and we will do our best to accommodate: *

- CommuteSmart brochures specific to CCSF employees
- Pre-Tax Commuter Benefits flyers & guides

<p>Created 10 Jan 2013 2:33:27 PM</p>	<p>208.121.64.2 IP Address</p>
<p>PUBLIC</p>	