



AGENDA

IMPERIAL COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)

Program and Development Subcommittee

WEDNESDAY, MARCH 4, 2026

Zoom

All supporting documentation is available for public review in the office of the Imperial County Probation Department located at 324 Applestill Road, El Centro, CA 92243 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, excluding holidays. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact or call (442) 265-2402.

- **Zoom Link:** <https://us02web.zoom.us/j/84979203393?pwd=EstoM8Kti1XCgx7tkHjIP9dEzRDs2n.1>
- **Meeting ID:** 849 7920 3393
- **Passcode:** 252007

1. Call to Order

- a. Roll Call
- b. Approval of CCP Meeting Minutes from November 5, 2025

2. Discussion / Action Items

- a. District Attorney's Office – Request to create & fund one (1) full time Paralegal allocation at Range 300 for a period of one-quarter.
- b. Sheriff's Office – Request approval of funding for CCP Correctional Sergeant Office Space
- c. GEO Group – GEO contract modification

3. Agency Updates

- a. Probation Department
 - i. Pretrial Services Update
 - ii. PRCS Update
- b. Imperial County Sheriff's Office
- c. Geo Group
- d. SMART Recovery
- e. ICOE Charter School
- f. New Creations
- g. Child Support Services
- h. Workforce Development
- i. Behavioral Health Services
- j. DRC Library Services

4. Informational Item(s) & Announcements

5. **Public Comment** – Limited to items that are not on the agenda. This is an opportunity for Members of the public to speak on any issues within the jurisdiction of the CCP Program & Development

Meeting Convenes

At 2:00 p.m.

Website:

www.co.imperial.ca.us

Subcommittee. *Public comments may also be submitted in writing and directed to joeramirez@co.imperial.ca.us to be read during this period.*

6. Adjournment / Next Meeting

IMPERIAL COUNTY
DISTRICT ATTORNEY'S OFFICE
Jeffrey A. Brooker
Assistant District Attorney



GEORGE MARQUEZ
DISTRICT ATTORNEY
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March 4, 2026

CCP Program / Development Committee
County of Imperial
324 Applestill Road
El Centro, CA 92243

Requested Action:

Approval to create and fund one full time (1) Paralegal allocation at Range 300 for a period of one-quarter ($\frac{1}{4}$).

Dear Program / Development Committee Member:

Background:

The passage of AB 109 in October 2011, or commonly referred to as California Public Safety Realignment, emphasizes the intent of the State Legislature to reduce "recidivism among criminal offenders" to judicial decisions in California's state prisons.

Realignment was designed to lower prison population levels by diverting certain offenders from state prison to serve their sentences in the county jail or on county probation. Qualifying for the Realignment sentencing meant the offenders were non-sex offenders, non-violent offenders, and non-serious offenders, referred to as non-non-nons, or NNNs.

AB-109 statutes contain language indicating that recidivism will be addressed through "community-based punishment" and "evidence based correctional sanctions" encompassing a range of both custodial and noncustodial responses to criminal and noncompliant criminal offender activity. See Penal Code § 17.5(a)(8) and Penal Code § 3450(b)(8).

Further, Penal Code § 1230.1 provides for the establishment of a Community Corrections Partnership (CCP) responsible for recommending a plan for the implementation of public safety realignment. Pursuant to Penal Code § 1230.1(d), the plan may include recommendations to maximize the effective investment of criminal justice resources in evidence-based correction sanctions including victim restitution programs.

The District Attorney's office has been supportive of the local CCP's efforts to comply with the requirements of AB 109 since its implementation in 2011. Recently, the District Attorney established a Collaborative Justice Courts (CJC) Unit in response to AB 109 that handles cases to advocate for the best solutions to protect public safety while transitioning offenders back into society with appropriate treatment and supervision to reduce the likelihood of recidivism. This unit provides training on all legal aspects of AB 109 and evidence-based practices, and it represents the District Attorney's Office in the Behavioral Health Court, Drug Courts, and Veteran's Treatment Court. However, ICDA believes the CCP could be more efficient if there was adequate and proper management of the caseloads to streamline the recidivism rate and progress of the defendants. If the cases were properly expedited, it would provide Public Defender, Probation, Behavioral Health, Sheriff, and the Court system with the proper information necessary to assist these bodies in making that determination

which program works best for each defendant. It creates more transparency and hopefully will provide another tool to ensure success for the defendant.

Justification:

Throughout California's multiple District Attorney Offices, paralegals are essential for increasing legal service cost-effectiveness, improving attorney efficiency, and enhancing access to justice by handling routine legal tasks like document preparation and research under attorney supervision. Governed by Business and Professions Code § 6450, they must meet strict educational requirements, ensuring high quality, and specialized support.

The benefits that paralegals provide are as follows:

- 1) **Cost – Effectiveness and Efficiency:** Paralegals' salaries are lower than attorneys, making cost effective savings for the county while allowing attorneys to efficiently focus on complex, high-level legal issues.
- 2) **Specialized Legal Support:** Paralegals are qualified to conduct legal research, draft legal documents, manage discovery, and prepare mediation summaries.
- 3) **Regulatory Compliance:** California law requires strict adherence to educational and training standards, which ensures that paralegals are competent to assist in various legal proceedings.
- 4) **Enhanced Client Service:** Paralegals provide more personalized attention to case management and client communication.
- 5) **Supervised Capability:** While they cannot provide legal advice or sign documents, their work is validated by supervising attorneys who are legally responsible for their work product.

There are currently over 400 Collaborative Justice Courts (CJC) in California that use a non-adversarial, team-based approach to address underlying issues like addiction or mental illness thus creating a high demand for paralegals. Paralegals are needed to support these specialized courts, including drug, veterans, and mental health by coordinating with District Attorney's Office, Public Defender's Office, Probation, Sheriff's Office, Behavioral Health and the Court System by assisting with compliance monitoring, managing documentation and ensuring adequate care. A CCP-funded Paralegal would be responsible for managing approximately 250 AB-109 cases per year and maintaining current CJC services. It's foreseen that CJC Services will be expanded as an increase of defendants will participate in distinct rehabilitation programs. A Paralegal will assist in expediting these cases to ensure proper resolution.

The function of a Paralegal will primarily act as a lead in the following representative duties:

Representative Duties:

Duties may include, but are not limited to, the following:

- 1) Research and analyze law sources (i.e., statutes, ordinances, court decisions, criminal pleadings, police reports, legal documents and articles) for use in preparing legal documents (i.e., briefs, pleadings, contracts, deeds, opinions) for review, approval and use by an attorney.
- 2) Interview witnesses, defendants and others in civil or criminal cases for pre-trial or pre-hearing declarations respond to propounding discovery and discovery requests.
- 3) Correspond with clients and witnesses; collect client background information; assist in the identification of rehabilitative placement resources; research and identify placement resources for alternative sentencing of clients and assist in the placement therein of clients.

- 4) Draft motions, memoranda of points and authorities, interrogatories and answers, complaints and answers, cross-claims, affidavits, briefs, and declarations.
- 5) Review legal documents and forms for completeness and conformance to specific requirements set forth in applicable legal codes; organize documents used in the prosecution or defense of suspects accused of major crimes.
- 6) Review and process requests for criminal record background information in order to determine the existence or non-existence of prior convictions; obtain criminal record information and related documents and screens for legal sufficiency.
- 7) Gather factual information and perform legal research not available through routine sources to assist an attorney in determining appropriate legal action.
- 8) Perform preliminary analysis of legislative bills and research legislative histories.
- 9) Summarize, organize and index prior opinions, testimony, depositions, and documentary material from interrogatories; organize and index trial documents; prepare exhibits and assist attorneys at trial by keeping track of exhibits, testimony and documents.
- 10) May act as a liaison to County departments and outside agencies; may serve as an immediate assistant to a senior or supervising attorney and may assist in the training, selection and evaluation of lower-level paralegals.
- 11) Performs other related duties as assigned.

Conclusion:

The District Attorney's office is requesting funding for a Paralegal for a period of one-quarter (¼). This will allow adequate time to begin the process of gathering, evaluating and disseminating information to the CCP in an effort to meet its AB 109 objectives. The District Attorney's Office would like to maintain the allocation on a long-term basis as CCP Funding is available. This will ensure that the public is protected while holding the defendant responsible either by incarceration or rehabilitation.

Attached is the fiscal consideration for the time frame requested.

Your careful consideration of this request is appreciated.

Respectfully submitted,



George Marquez
District Attorney

Attachments

July 2026 - June 2027

	S&R	SALARY	RETIREMENT	RET. PENSION	RET. HEALTH	HLTH COST	M/C COST	TOTAL
CCP								
Paralegal - District Attorney	A - 300	68,113.76	11,429.49	735.63	3,882.48	25,359.10	987.65	110,508.11

April 2026 - June 2026

	S&R	SALARY	RETIREMENT	RET. PENSION	RET. HEALTH	HLTH COST	M/C COST	TOTAL
CCP								
Paralegal - District Attorney	A - 300	19,124.25	3,209.05	206.54	1,090.08	7,120.06	277.30	31,027.28



IMPERIAL COUNTY SHERIFF'S OFFICE

FRED MIRAMONTES

SHERIFF•CORONER•MARSHAL



To: CCP Committees
From: Imperial County Sheriff's Office
Date: February 24, 2026
Re: Request approval of funding for CCP Correctional Sergeant Office Space

On September 18, 2024, the Imperial County Sheriff's Office submitted a request to fund a new Correctional Sergeant position which was later approved by all CCP committees and approved by the Imperial County Board of Supervisors on January 28, 2025. This position currently over sees all coordination of incarcerated individuals within the Collaborative Justice Courts, manages prop 36 releases to ICBHS for treatment facility placements, coordination of transportation orders to state hospital for individual awaiting bed placement for competency / restoration treatment, reviews and confirms that all requested SUD releases have proper court order documentation of release as well as to whom the release is ordered.

This new position was approved for salary only at the time of approval. This request is to address the position's current needs; the Imperial County Sheriff's Office seeks to request funding to establish office space for the previously approved Sergeant. This space will serve as full-time office for the Sergeant with a part-time workspace to be utilized by the Correctional Services Assistant III. Below is the breakdown of approximate costs related to needs.

Office Equipment:	\$3,500.00
Office Furniture:	\$9,500.00
Construction:	\$5,000.00
Total:	\$18,000.00

Thank You,

A handwritten signature in black ink, appearing to read "A. Arreola".

Sgt. A. Arreola
Corrections

The GEO Reentry Services looks forward to continuing to provide programs and services to the Imperial County Probation Department at the Imperial Day Reporting Center. Currently, a portion of the contract has been funded through the California Department of Corrections and Rehabilitation (CDCR) to support Parole services in Imperial County. This arrangement allowed the CDCR Parole Department to secure services for 10 participants, with costs reimbursed to the Probation Department. CDCR will discontinue these services effective February 28, 2026. Some current and future participants will be reassessed by Parole and transitioned to Post-Release Community Supervision (PRCS) under County Probation.

To address current service demands and anticipated impacts related to mandated AB109 programs and services for all Probationers in Imperial County, GEO is requesting a contract modification and extension to ensure continuity of services.

The current agreement covers the period of January 15, 2024, through January 14, 2027, at a total cost of \$2,219,400 (\$739,800 annually). GEO is proposing a 3.5-year extension through January 14, 2030, bringing the new total contract amount to \$3,005,100, which represents an increase of \$785,700.

The proposed modification includes an increase in the flat-rate participant capacity from 50 to 60 participants. The current monthly flat rate for 50 participants is \$48,650. GEO is requesting an adjustment to \$61,650 per month to cover 60 participants, reflecting the current program cost. Additionally, the daily rate for participants served beyond the 60 included in the flat rate—up to an additional 15 participants—would increase from \$20.00 to \$30.00 per participant per day to ensure adequate service delivery and cost recovery.

Description	Amount	Details
Participant Capacity	60 Participants	Increase from 50 to 60
Monthly Flat Rate	\$61,650.00	Covers up to 60 participants
Monthly Overage (Up to)	\$9,900.00	Applies to 61–75 participants
Maximum Monthly Total	\$71,550.00	Flat rate plus maximum overage
Annual Agreement Cost	\$858,600.00	Based on maximum monthly total
Total Contract (July 1, 2026 – January 14, 2030)	\$3,005,100.00	3.5 years (42 months)

Program services will also be enhanced to better meet the needs of the Probation Department. GEO will expand community service options beyond Cal-Trans assignments and will continue providing community service opportunities Monday through Friday. In addition, services will be offered on the first Saturday of each month from 7:30 a.m. to 12:30 p.m., which will assist participants who are required by the Court to complete 100 hours or fewer of community service. The Monday through Friday program schedule will also be modified to include earlier hours that align with local bus transportation services, improving accessibility for participants.

The modest adjustments in cost will enable GEO to address increases in participant materials, transportation expenses, cost-of-living adjustments, and anticipated impacts resulting from CDCR population changes that affect the County's PRCS probationers and individuals ordered by County and State Courts to complete community service hours.

Thank you in advance for your consideration and approval of this request.

Carlos J. Contreras, MBA
Program Manager
GEO Reentry Services