

## **INSTRUCTIONS FOR COMPLETING DEPARTMENT OF BUDGET AND MANAGEMENT'S (DBM) LOCAL JAILS' ALTERNATIVES TO INCARCERATION PROGRAMS FORM (FORM C)**

Each jurisdiction (County) that is requesting State funds for a local jails capital improvement project for the next fiscal year should submit DBM Form C to the Department of Public Safety and Correctional Services' Division of Capital Construction and Facilities Maintenance by June 30th of the year in which the request is being made. This form should also be submitted annually, even if no request is made. This form identifies the alternatives to incarceration programs that the jurisdiction is utilizing to manage its inmate population. Instructions for completing this form are as follows.

**Part A:** The jurisdiction should identify the annual number of participants and monthly average caseload for each alternative to incarceration program that has been implemented. This information should be provided for the *previous*, *current* and *next* fiscal years. Work release, DWI and weekender program should not be included on this form since these programs are not considered true alternatives to incarceration. Community service, home detention and pre-trial release programs are examples of alternatives to incarceration.

**Part B:** For informational purposes only, the jurisdiction should identify the number of full-time equivalent number and part-time number of staff and the annual operating expenses of each alternative to incarceration program for the *previous*, *current* and *next* fiscal year.

**Part C:** The jurisdiction should provide a brief description of alternative to incarceration program that are under consideration, when each program is expected to be implemented and the estimated number of participants in the program.

**Part D:** The jurisdiction should identify the person and telephone number to be contacted if additional information is needed regarding a facility's alternative to incarceration programs.