# 2014 San Francisco Adult Probation Department's Climate Action Plan

**Data Year:** Fiscal Year 2012-2013  
**Prepared By:** Carla Collins  
**Date:** April 8, 2014

## 1. Introduction

### 2. Departmental Profile

- 2a. Departmental Mission  
- 2b. Departmental Budget  
- 2c. Number of Employees  
- 2d. Facilities  
- 2e. Vehicles  
- 2f. Departmental Contact Information  
- 2g. Other Sustainability or Environmental Plan

## 3. Total Energy Consumption and Carbon Footprint

- 3a. Facilities List Verification Statement  
- 3b. Fiscal Year 2012-2013 Facilities Energy Consumption and Carbon Emissions  
- 3c. 5-Year Historical Analysis of Facilities Energy Consumption and Carbon Emissions  
- 3d. Vehicle List and Fuel Data Verification Statement  
- 3e. Fiscal Year 2012-2013 Vehicle Fuel Consumption and Carbon Emissions  
- 3f. 5-Year Historical Analysis of Vehicle Fuel Consumption and Carbon Emissions

## 4. Efforts in Facilities Energy Reduction

- 4a. Energy Efficiency & Retrofit Projects  
- 4b. Energy Benchmarking & Compliance with the Energy Performance Ordinance  
- 4c. Compliance with the Commercial Lighting Efficiency Ordinance  
- 4d. Information Technology  
- 4e. Renewable Energy

## 5. Efforts in Water Use Reduction

- 5a. Water Data Verification Statement  
- 5b. Fiscal Year 2012-2013 Water Consumption and Wastewater Discharge  
- 5c. 4-Year Historical Analysis of Water Consumption and Wastewater Discharge  
- 5d. Water Conservation

## 6. Efforts in Vehicle Fuel Reduction

-
6a. Compliance with the Healthy Air and Clean Transportation Ordinance 9
6b. Transit First Campaign 9

<table>
<thead>
<tr>
<th>7. OTHER SUSTAINABLE PRACTICES</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>7a. Zero Waste</td>
<td>10</td>
</tr>
<tr>
<td>7b. Carbon Sequestration / Urban Forest</td>
<td>10</td>
</tr>
<tr>
<td>7c. Community Wide Impact</td>
<td>10</td>
</tr>
<tr>
<td>7d. Resiliency and Adaptation</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendices</td>
<td>10</td>
</tr>
</tbody>
</table>
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 have continued to educate our staff about the different ways to reduce our carbon output through ways of presentations, posters, and email reminders.

2. DEPARTMENTAL PROFILE

2A. 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 Agencies, victims 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.

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 offender rehabilitation, improved public safety, 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 and perform our duties with integrity and possess the skills set unique to our profession through systematic integration of Evidence Based Principles.

2B. DEPARTMENTAL BUDGET

Fiscal Year 2012-2013 departmental = $23 million
2C. NUMBER OF EMPLOYEES

Number of FTE Budgeted = 153

2D. 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, and there is a satellite office located at 1319 Evans Street. The HOJ offices are run by the Real Estate Division 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.

2E. 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.

2F. 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

2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

The Adult Probation Department does not have any other sustainability plans besides this climate action plan.
3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

For Fiscal Year 2012-2013, the Adult Probation Department’s total operational greenhouse gas (GHG) emission was 143 metric tons of CO2. This is based on GHG emissions calculated from the department’s consumption of facilities energy and vehicle fuels which is described in the sections below.

![CO2 Emissions Chart]

<table>
<thead>
<tr>
<th>FY 2008-2009 TO FY 2012-2013 ANNUAL DEPARTMENTAL CO2 EMISSIONS (MT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>Total CO2 (mt)</td>
</tr>
</tbody>
</table>

3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by the Adult Probation Department to calculate the FY 2012-2013 Departmental carbon footprint has been verified to be accurate and complete.

3B. FISCAL YEAR 2012-2013 FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

The summary of our energy use and carbon emissions for FY 2012-2013 is as follows:

Total electricity: 400,621 kWh, natural gas: 23,150 th

Our GHG emissions were 122.86mt for natural gas, 0 for electricity. (metric tons of CO2e)

In addition, 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.
3C. 5-YEAR HISTORICAL ANALYSIS OF FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

The tables below summarize the Adult Probation Department's annual facilities energy consumption and associated GHG emissions for the past five fiscal years.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity (kWh)</td>
<td>460,698</td>
<td>448,694</td>
<td>430,332</td>
<td>433,619</td>
<td>400,621</td>
</tr>
<tr>
<td>Natural Gas (th)</td>
<td>27,028</td>
<td>27,877</td>
<td>28,308</td>
<td>27,019</td>
<td>23,150</td>
</tr>
<tr>
<td>Steam (lbs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**FY 2008-2009 to FY 2012-2013 CO2 Emissions from Facilities Energy**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td>4.83</td>
<td>7.81</td>
<td>3.22</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>143.44</td>
<td>147.94</td>
<td>150.23</td>
<td>143.39</td>
<td>122.86</td>
</tr>
<tr>
<td>Steam</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Facilities Energy CO2 (mt)</td>
<td>148.27</td>
<td>155.75</td>
<td>153.45</td>
<td>143.39</td>
<td>122.86</td>
</tr>
</tbody>
</table>

Total GHG emissions from Building Energy use has decreased since Fiscal Year 2008-2009. Please refer to the section titled "Efforts in Facilities Energy Reduction" for details on reduction measures taken at the department.

3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT

The list of vehicles and Adult Probation's fuel totals used by the Department of Environment to calculate the FY 2012-2013 Departmental carbon footprint has been verified.

3E. FISCAL YEAR 2012-2013 VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

GHG Emissions from Unleaded Gasoline in Fiscal Year 2012-2013: 645 Gallons consumed, 5.68 Metric Tons of CO2

GHG Emissions from CNG in Fiscal Year 2012-2013: 900 GGE (Gasoline Gallons Equivalent) consumed, X Metric Tons of CO2

All departments that own and operate fleets are required to implement the fleet maintenance methods and educate their departments on the best practices listed in Chapter 4 of the Environment Code Healthy Air and Smog Prevention Ordinance (unless exemption by SFE has been granted).
3F. 5-YEAR HISTORICAL ANALYSIS OF VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

The tables below summarize the Adult Probation Department’s annual fuel consumption and associated GHG emissions for the past five fiscal years.

### FY 2008-2009 to FY 2012-2013 Departmental Fuel Consumption

<table>
<thead>
<tr>
<th>Fuel Type (Units)</th>
<th>FY 2008-2009</th>
<th>FY 2009-2010</th>
<th>FY 2010-2011</th>
<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline (gal)</td>
<td>566</td>
<td>645</td>
<td>815</td>
<td>1,516</td>
<td>2,235</td>
</tr>
<tr>
<td>Diesel (or equivalent) (gal)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B100 equivalent (gal)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B20 (gal)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B5 (gal)</td>
<td>0</td>
<td>0</td>
<td>31</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CNG (GGE)</td>
<td>38</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Propane (gal)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### FY 2008-2009 to FY 2012-2013 CO2 Emissions from Mobile Fuel

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline</td>
<td>4.99</td>
<td>5.68</td>
<td>7.18</td>
<td>13.35</td>
<td>19.68</td>
</tr>
<tr>
<td>Diesel (or equivalent)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B100 equivalent</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B20</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>.30</td>
<td>0</td>
</tr>
<tr>
<td>CNG</td>
<td>.23</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Propane</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Mobile Fuel CO2 (mt)</td>
<td>5.22</td>
<td>5.68</td>
<td>7.18</td>
<td>13.65</td>
<td>19.68</td>
</tr>
</tbody>
</table>
4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

We have participated in a lighting retrofit project here at the Hall of Justice. The Adult Probation Department solely occupies space managed by the Real Estate Division and does not own any buildings.

4B. ENERGY BENCHMARKING & COMPLIANCE WITH THE ENERGY PERFORMANCE ORDINANCE

The Adult Probation Department solely occupies space managed by the Real Estate Division and does not own any buildings.

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

The Adult Probation Department solely occupies space managed by the Real Estate Division and does not own any buildings.

4D. INFORMATION TECHNOLOGY

The Adult Probation Continues to purchase energy efficient equipment as needed when replacing items.

4E. 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.
5. EFFORTS IN WATER USE REDUCTION

5A. WATER DATA VERIFICATION STATEMENT

The list of facilities used by the Adult Probation Department to calculate the FY 2012-2013 Departmental Water use has been verified to be accurate and complete.

5B. FISCAL YEAR 2012-2013 WATER CONSUMPTION AND WASTEWATER DISCHARGE

The Adult Probation Department’s Water Consumption as of FY 2012-2013 is: 988,531 Gallons

5C. 4-YEAR HISTORICAL ANALYSIS OF WATER CONSUMPTION AND WASTEWATER DISCHARGE

Total water use for the Adult Probation Department has fluctuated since FY 2009-2010 with a 44.7% decrease in overall water use since then.

| FY 2008-2009 to FY 2012-2013 Annual Water Consumption and Wastewater Discharge |
|---------------------------------|----------------|----------------|----------------|----------------|
|                                 | FY 2009-2010   | FY 2010-2011   | FY 2011-2012   | FY 2012-2013   |
| Water (gal)                     | 1,787,360      | 1,270,673      | 1,131,319      | 988,472        |
| Wastewater Discharge (gal)      | 1,608,624      | 1,143,605      | 1,018,187      | 889,625        |

5D. WATER CONSERVATION

The Adult Probation Department solely occupies space managed by the Real Estate Division and does not own any buildings. However, we have continued to educate our staff through email and signage regarding water conservation.

6. EFFORTS IN VEHICLE FUEL REDUCTION

6A. COMPLIANCE WITH THE HEALTHY AIR AND CLEAN TRANSPORTATION ORDINANCE

The Healthy Air and Clean Transportation Ordinance (HAACCTO) is a mandate that all City employees and departments should use sustainable transportation such as public transit, walking, ridesharing or biking to minimize single-occupancy vehicle transportation as much as possible and, when it is not, to use green vehicles. To implement this ordinance, each department is required to develop a Transit First plan outlining how your department will implement the various sustainable options to reduce vehicle usage and a Transit First report on implementation. For departments that manage their own fleet of vehicles, fleet size must be reduced by 5% annually.

6B. TRANSIT FIRST CAMPAIGN

This year, City department’s implemented Transit First campaigns to educate employees about their Transit First options. The Adult Probation Department has chosen to inform our staff through emails, announcements, presentations and flyers. We continue to encourage public transportation, commuter benefits, walking and ride sharing. We will continue to put up posters, send emails and make announcements at staff meetings. When public transit is not an option, staff is encouraged to car pool using one of our agency vehicles. Staff is also encouraged to drive the shortest possible route to conserve fuel resources. The Adult Probation Department encourages employees to commute sustainably to work by promoting participation in the Pre-Tax Commuter Benefits Program or carpooling.
7. OTHER SUSTAINABLE PRACTICES

7A. ZERO WASTE

In an effort to reduce waste that is diverted to landfill, we have introduced additional recycling and composting bins throughout our department. In previous years, recycling and composting bins were contained to the employee break and lounge/kitchen areas. We have now expanded access to recycling and composting bins by adding additional bins throughout each of the offices that we occupy in our leased office space. This will encourage staff to be more mindful of their trash and encourage proper disposal of items that can recycled or composted.

7B. CARBON SEQUESTRATION / URBAN FOREST

We do not maintain trees at our facilities.

7C. COMMUNITY WIDE IMPACT

We have continued to reduce our overall carbon footprint by participating in the Zero Waste program at both of our facilities. In addition, we continue to purchase more energy efficient vehicles and IT equipment. We will continue to encourage our staff to utilize public transportation, bicycles and carpool as well as participate in ePayroll.

7D. RESILIENCY AND ADAPTATION

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

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

We have continued to reduce our overall carbon footprint by participating in composting at the Hall of Justice, as well as a lighting retrofit project and purchasing more energy efficient vehicles and IT equipment when we replace these items.

We made progress by reducing our carbon footprint, walking instead of driving, and limiting those who get printed payroll information. We have continued to educate our staff through flyers and email messages when they are conveyed to us by the Department of the Environment.

Our goals in 2014 is to continue to educate our staff on how to recycle/compost materials effectively. We will also work on an initiative to put as much paper as possible into a digital environment, encouraging our staff to view information on line and avoid printing paper when they are able to.

APPENDICES

Hacto Plan 2012-2013
HACTO Submission Forms 2013

Department *
Adult Probation

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 Director *
Wendy Still

Acknowledgement *
I acknowledge that the information provided is accurate.

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: *
Carpool to meetings and field visits

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *

Our officers often go out into the field in which due to safety require to be in a vehicle. Our department does promote that the officers go on field visits together and that other staff carpool to meetings and other work related events.

Does your department offer employees access to bicycles for work-related travels? *
Yes

Are they part of the CityCycle program? *
No

How many bicycles are available? *
2

How many locations have CityCycle bikes? *
1

Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *
No

What are the reasons for not encouraging or planning to encourage employees to use car-sharing for work-related travel? *

Our officers often go out to do fieldwork. Therefore when they do go out, for safety reasons they are with a partner or group. Other staff may share a vehicle when attending a meeting or other city event.

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? *
Yes

Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: *

Our department promotes and provides muni tokens for our clients. In addition, our staff is always encouraged to work in groups when going into the field as well as using the carpool method when attending meetings or work related events.

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
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting public transit for commuting to/from work:  

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

How will you promote bicycle commuting?  

These bicycle-friendly resources are available at:  

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycling for commuting to/from work:  

Does your department plan to promote the use of ridesharing for commuting to/from work?  

How will you promote ridesharing?  

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work:  

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

What are the reasons for not encouraging or planning to encourage employees to use tele-commuting?  

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

Campaign Options  

How many vehicles is your department planning to remove from service in FY13–14 (July 1, 2013–June 30, 2014)?  

How many vehicles is your department planning to change the status of vehicles turned in for credit toward your vehicle reduction requirement in FY13–14 (July 1, 2013–June 30, 2014)?  

The number of vehicles your department plans to remove is:  

Your department is not in compliance with the HACTO reduction requirement. Please contact the Clean Vehicle team at HACTO@sfgov.org for assistance with the waiver process.  

We continue to remind current as well as new staff to join the commuter benefits program  

Yes  

• Provide indoor/safe bike storage  

My department only has one location  

We continue to encourage bicycling to/from work. The current challenge would be our lack of storage space for bicycles at this time.  

Yes  

• Encourage registration in the 511-matching program  

We continue to promote ride sharing  

No  

Staff must physically meet with clients and go on field visits daily.  

Our department continues to promote the staff to use commuter benefits as well as ride sharing. In addition, we also encourage the use of bicycles to and from work.  

2. Poster & e-communications campaign  

I confirm that I will contact the Clean Vehicle team to discuss the waiver process.