



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Chief Probation Officer		Article: 1203.01	
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: July 2018	REVISED: October 2016	UPDATED: October 2016

POLICY

This position differs from other senior county positions by the fact that the Chief Probation Officer is appointed by, and serves at the pleasure of the Judges of the Superior Court of the County of Kern. The Chief Probation Officer works with the Board of Supervisors in budget matters and implements administrative policies and procedures established by the Board of Supervisors consistent with operational policy guidelines established by the Superior Court.

The primary responsibilities of the Chief Probation Officer are:

I. ADMINISTRATION

- A. Develop the policy and provide basic direction and long range planning for the department.
- B. Approve amendments to the Administrative Manual.
- C. Act as the chief public spokesperson for the Probation Department and be responsible for effective community relations. Provide leadership in the community with regard to Probation Services and Juvenile delinquency prevention.
- D. Provide members of the Board of Supervisors, Judges of the Superior Court, as well as the County Administrative Officer, Sheriff, Chiefs of Police, and the Office of the Mayor of Bakersfield and other incorporated areas regular reports pertaining to crime and delinquency and the activities of the Probation Department.
- E. Attends conferences and meetings to stay abreast of new developments within the various fields of probation and in order to anticipate future needs and funding sources.

II. FISCAL

- A. Finalize departmental guidelines and priorities.
- B. Submit an annual budget.
- C. Negotiate with the members of the Board of Supervisors and the County Administrative Office in regard to the Probation Department's annual budget and make appropriate fiscal decisions as required.
- D. Has final authority regarding all fiscal matters which impact the Probation Department.

III. PERSONNEL:

- A. Select staff for promotional positions of Deputy Chief and Division Director and approve all other new appointments and promotions.
- B. Make specific assignments to ensure compliance with all responsibilities outlined in the Administrative Manual.
- C. Evaluate the performance of the Deputy Chiefs and the Executive Secretary.
- D. Preside as the final administrative hearing officer in all matters referred on appeal regarding disputes over assignments, disciplinary actions, and grievances.
- E. Approve and implement disciplinary actions recommending suspension, involuntary demotion, and dismissal.

IV. EMPLOYEE DEVELOPMENT AND TRAINING:

- A. Develop and implement minimum employee performance standards and rules of conduct.
- B. Develop and implement the departmental Safety and Accident Prevention Plan.
- C. Develop and implement rules and regulations to protect county facilities and property against unauthorized use, abuse, damage, and theft.
- D. Develop and ensure compliance with equitable and fair disciplinary and grievance procedures in accordance with principles of due process.
- E. Ensure that every departmental employee is adequately equipped with materials necessary to perform his/her job safely and efficiently.
- F. Ensure that every departmental employee is provided with the necessary training to perform his/her assigned duties correctly and acquire new skills.

V. OPERATIONS:

- A. Develop and ensure a level of service with regard for public safety which meets state regulations governing juvenile institutions, the operational needs of the Courts, and the service requirements of probationers under the supervision of the Chief Probation Officer.
- B. Act as the chief liaison with the presiding Judges of the Superior Court, the County Administrative Officer, members of the Board of Supervisors, the Sheriff, Chiefs of Police, the District Attorney, the Public Defender, the Grand Jury, and members of the Juvenile Justice and Delinquency Prevention Commission for the purpose of facilitating the work of the department.
- C. Convene a Shooting Review Board when deemed necessary.

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- D. Ensure that the department has a current and reliable Administrative Manual and a current and reliable Operations Manual for every position.