



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Deputy Chief Probation Officer		Article: 1203.02	
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: July 2018	REVISED: October 2016	UPDATED: October 2016

POLICY

The Deputy Chief Probation Officer is second in charge of operations for the Probation Department; reports to the Chief Probation Officer and carries out the duties of the Chief Probation Officer in his/her absence. The Deputy Chief Probation Officer plans, organizes, directs and coordinates the daily operations of the Probation Department. As required by statutes, the position assists the Superior Courts in investigations, supervision and rehabilitation of adult and juvenile offenders.

The primary responsibilities of a Deputy Chief are:

I. **GENERAL:**

- A. Assist with the development of the basic direction and long range planning for the department.
- B. Represent the Chief Probation Officer and the Probation Department at interagency meetings, participate in governmental and professional task forces and work groups, and seek a leadership role where appropriate.

II. **FISCAL:**

- A. Participate in establishing annual budget priorities.
- B. Monitor and control bureau budget expenditures during the fiscal year.

III. **PERSONNEL:**

- A. Act with the Chief Probation Officer in the selection of new employees and promotional appointments.
- B. Coordinate the transfer or reassignment of mid-management and supervisory staff between divisions.
- C. Evaluate the performance of Probation Division Directors.
- D. Make decisions regarding the permanency of line staff and make recommendations to the Chief Probation Officer regarding the permanency of mid-management and supervisory staff.

- E. Approve/disapprove line staff requests for intra division reassignments and direct internal and inter division reassignments of line staff.
- F. Recommend advancement of personnel to the Chief Probation Officer.
- G. Review all matters referred on appeal from Division Directors regarding disciplinary actions and grievances of supervisory or line staff.
- H. Forward recommendations for action to the Chief Probation Officer on all matters which involve suspension, involuntary demotion, or dismissal.
- I. Ensure compliance with minimum employee performance standards and rules of conduct.
- J. Ensure compliance by mid-management and supervisory staff with due process procedures in processing disciplinary and grievance actions.
- K. Equip every employee assigned to the bureau with an appropriate work space, materials and appropriate training to perform his/her assigned job adequately.

IV. OPERATIONS

- A. Develop a series of operational manuals for each division and ensure compliance with procedures as described in the manuals. Maintain the reliability of the manuals by making regular amendments and changes.
- B. Develop overall bureau and divisional policy, procedure, and performance standards, and ensure compliance.
- C. Monitor and evaluate divisional programs for compliance with local, state, and federal laws and regulations.
- D. Ensure thorough dissemination of information throughout the bureau by means of regularly scheduled meetings with the Division Directors.
- E. Ensure that Division Directors and Probation Supervisory staff schedule regular meetings with subordinates for the purpose of information exchange and discussion of common concerns.

V. BUREAU RESPONSIBILITIES:

ADMINISTRATIVE BUREAU

- A. Submit revisions, amendments and changes to the Administrative Manual.
- B. Ensure staff compliance with the Departmental Safety and Accident Prevention Plan.
- C. Ensure staff compliance with rules and regulations to protect county facilities and property against unauthorized use, abuse, damage and theft.

FIELD SERVICES BUREAU

- A. Responsible for case management policy.
- B. Develop a policy regarding the use of firearms, arrests and personnel safety, while ensuring compliance with search and seizure rules.
- C. Develop a process of classification and supervision of adult and juvenile offenders and apply up-to-date strategies of surveillance and treatment modalities without compromising public safety concerns.
- D. Develop guidelines regarding:
 - 1. Size and composition of caseloads, type and level of service
 - 2. Criteria for determining priorities
 - 3. Staff duty hours
 - 4. Interagency cooperation
 - 5. Related matters
- E. Review and analyze statutory and case law and implement appropriate procedures.
- F. Explore the utility and practicality of technological advances with criminal and juvenile justice application.
- G. Develop and implement written guidelines and policies for the conduct of all investigations.
- H. Encourage the development and use of creative and effective dispositional alternatives to detention for cases, whether juvenile or adult, that do not pose a public danger.

INSTITUTIONS BUREAU

- A. Assist in the preparation of the institutional budgets.
- B. Attend meetings of the Institutional Management Teams as needed.
- C. Respond to findings arising from annual inspections, to ensure compliance with mandated state and county regulations.
- D. Provide technical assistance to the Juvenile Justice and Delinquency Prevention Commission and other groups concerned with establishing and enhancing programs within the institutions.

- E. Participate in fund raising activities and develop public awareness and involvement in the institutions.
- F. Provide leadership in initiating, negotiating, and coordinating implementation of agreements with other agencies.
- G. Disseminate up-to-date legislation and case law applicable to the lawful operation of institutions.