



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

TITLE: <b>Statement of Purpose</b>		Article: 1104	
APPROVED: <b>TR Merickel, Chief Probation Officer</b>			
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### POLICY

The purpose of probation services is to engage in a cooperative effort with the Courts, law enforcement agencies, and other public and private efforts in preventing and reducing the incidence and impact of crime and delinquency in Kern County. Probation services should provide a range of cost effective field services and institutional programs to hold offenders accountable while at the same time enabling them to become law-abiding and self-supporting individuals. To these ends, probation services are divided into three functional bureaus.

#### I. ADMINISTRATIVE SERVICES BUREAU

##### A. Administrative Services Division

1. Human Resources  
Responsible for all department human resource functions and payroll processing.
2. Professional Standards  
Responsible for Records Custodian Inquiries, Administrative Investigations, Policy Development and Publishing, Staff recruitment, procurement and processing. In addition to conducting background investigations and provider clearances.
3. Staff Development/Special Services  
Training is responsible for staff development and training including STC (Standards & Training for Corrections) state mandated training required for Juvenile Correction Officer and Probation Officer classifications. Special Services oversees the Juvenile Court Work Program, supervising youth Court ordered to complete work hours.
4. Intern and Volunteer Services  
Supports department programs and staff by screening and placing volunteers and student interns in direct service to clients' activities.
5. Technology Services  
Responsible for providing technology support to all areas of the department by effectively managing networks and information systems.

##### B. Fiscal, Research and Planning

1. Accounts Payable

Processes payments for goods and services, purchase orders, requisitions, billings, claims processing, contract preparation, vendor accounts, petty cash reconciliations, internal audits, cost allocation, and financial reporting.

2. Accounts Receivable

Records payments on accounts for fines, fees and victim restitution as ordered by the adult and juvenile court as well as disbursement of restitution payments to crime victims and agencies, and financial reporting.

3. Collections

Sets up accounts for fines, fees and victim restitution as ordered by the adult and juvenile court, determines ability to pay, works with outside collection agencies, and handles correspondence.

4. Research, Analysis and Data (RAD)

Collects and reports quarterly and annual data specific to the criminal justice population, recidivism, and programs for adults and juveniles; conducts grant research; prepares grant applications; supports Community Corrections Partnership (CCP) activities; conducts request for proposals for the community-based organization program; and handles special projects.

## II. **FIELD SERVICES BUREAU**

### A. Adult Services Division

This Division is comprised of two areas:

1. Adult Investigations

Responsible for the investigation and presentation, to primarily the Superior Court, of Pre-sentence Investigation Reports, recommending an appropriate sentence for each case referred as well as "In Court" services to the Court system.

2. Adult Supervision

Responsible for the active supervision and control of probationers in the community. This area assures adult probationers comply with the orders of the court and the terms of their probation.

### B. Adult AB 109 Division

This Division is comprised of four areas:

1. Post Release Community Supervision

Responsible for the active supervision and offenders released from state prison who are designated non-serious, non-violent and non- high risk sex offenders. Post Release Community Supervision is also responsible for operation of the Department's GPS Program.

2. Mandatory Supervision  
Responsible for the active supervision and control of offenders sentenced under PC 1170(h)(5)(B). These offenders were formerly eligible for state prison however, due to their current offense being designated as non-serious, non-violent, and non- high risk sex, now serve time in local jails. Those with a split sentence serve the first portion in custody and the latter under the "Mandatory Supervision" of the Probation Department. Mandatory Supervision is also responsible for operation of the Department's K9 program.
3. Adult Programming  
Responsible for the supervision, control and treatment of probationers referred to the Day Reporting Centers and/or the Adult Programming Center. These centers provide numerous evidence based programs in an effort to target specific issues which cause offenders to recidivate.
4. Adult High Risk Felony Offenders  
Responsible for the active supervision and control of high risk probationers in the community. This area provides intensive supervision and assures adult probationers comply with the orders of the court and the terms of their probation. The High Risk Offender unit is also responsible for specialized assignments with various collaborative law enforcement entities.

C. Juvenile Services Division

This Division is comprised of two areas:

1. Juvenile Investigations  
Responsible for the intake screening, investigation and presentation to the Superior Court - Juvenile Division, of investigation reports recommending an appropriate disposition for each case.
2. Regional Supervision  
Work with the Court to ensure compliance and provide direct supervision to minors placed on formal probation and aftercare in outlying areas of the county. In addition to case management of these wards, officers also provide PC 1000 Services to the outlying Courts and supervises the 18 year old caseload in an administrative capacity.

D. Juvenile Programs Division

This Division is comprised of five areas:

1. Juvenile Supervision  
Responsible for the active supervision and control of juvenile probationers in the community assuring compliance with the orders of the court and the terms of their probation. Provides appropriate assessments and case planning designed to assist in the rehabilitation of juvenile probationers.

2. Placement Unit  
Seeks appropriate care and rehabilitation for probationers in need of out of home placement and AB 12 youth.
3. Gang Intervention and Suppression Team  
Identifies gang members in the target areas and monitors them for gang activity. The unit focuses on suppression activities and intelligence gathering activities which will develop very specific and detailed information on each member in the gang as well as proof of gang affiliation.
4. Court and Community Schools  
Responsible for providing the structure and supervision of specialized school environments in collaboration with Kern County Superintendent of Schools.
5. Aftercare Unit  
Responsible for the intensive supervision of youth exiting department custodial commitment programs and assist with transition to the community by bridging services and providing accountability of youth on furlough release.
6. Juvenile Programming Unit  
Provides juveniles a respectful and safe environment for individualized treatment of criminogenic needs by using evidence-based and cognitive behavioral treatment models with fidelity.

#### IV. **INSTITUTIONS BUREAU**

- A. Juvenile Hall  
Provides for the reception and temporary care of minors during periods of transition or confinement.
  1. Furlough Treatment and Rehabilitation (FTR)  
FTR is a return to custody program for male youth who violate their furlough from Camp Erwin Owen or Kern Crossroads Facility.
  2. Pathways Academy (PA)  
PA is a twelve to thirty six week treatment program for female youth.
- B. Camp Erwin Owen  
Provides a rehabilitative program in a non-secure setting for male youth of the Court.
- C. Kern Crossroads Facility  
Provides a rehabilitative program in a secure setting for male youth of the Court.

#### **METHODS OF ACCOMPLISHING OUR PURPOSE**

To accomplish the Department's purpose to reduce the incidence and the impact of crime and delinquency, five fundamental strategies are employed:

### PREVENTION

Effective prevention services are the most cost-effective means of crime and delinquency control. To this end, the department shall strive to create and implement pre-trial adult diversion programs as well as juvenile and family crisis intervention services. It will make available professional staff to act in an advisory role to individuals and citizen groups. The Department will encourage its supervisory and management staff to become members of boards for organizations whose mandate is to make a positive impact on troubled youth and adult rehabilitation.

### EVIDENCE BASED PRACTICES AND EVIDENCE BASED TRAINING

Evidence Based Practices (EBP) are outcome-focused approaches and interventions that have been scientifically tested in controlled studies and proven effective. EBP implies there are definable outcomes, which are measurable and are defined according to practical realities. The department has evolved to utilize the most effective, validated risk/needs assessment tools to determine risk to reoffend and criminogenic needs of probation adults and youth. Once risk/needs are determined, case plans are utilized to target criminogenic needs by providing evidenced based treatment to promote rehabilitation and the reduction of recidivism.

Interventions are principally provided by the Adult and Juvenile Programming Units who receive 72 hours of formalized EBP training in Evidenced Based, Treatment Curriculums designed to target specific criminogenic needs. Probation Officers are rigorously trained and tested in the use of assessment tools, motivational interviewing and Effective Practices in Community Supervision. The fidelity and quality control of these interventions is ensured through interrater reliability testing and thorough oversight of these modalities. When appropriate, the department utilizes community-based organizations who have embraced EBP and are committed to providing these resources to probation adults and youth.

### INVESTIGATIONS

For every hearing in the disposition of a case before the Juvenile Court and in many adult criminal hearings, an investigation is completed which examines personal, economic, and social factors regarding the offender, the impact of the crime on the victim and society, and other factors relevant to a proper disposition or sentence.

### SUPERVISION

A grant of probation is an intervention into the life of the probationer. Supervision should be a planned intervention focusing on the terms of probation. Probation does not, in itself, open up every aspect of the probationer's life for study, treatment, or assistance. The plan should rest solidly in accurate knowledge of the case and the goal to prevent further offenses. Regardless of other considerations, the responsibility for compliance with the terms of probation remains with the probationer, whether a juvenile or adult.

To maximize efficiency and economy of resources, caseloads shall be designed on the basis of factors of classification, priority, expected level of service, and other factors set by the Chief Probation Officer.

Deputy Probation Officers who supervise, to the extent practicable and commensurate with available resources, shall:

- A. Enforce the probationer's compliance with the Court's terms of probation.
- B. Act promptly and appropriately in detected instances of noncompliance.
- C. Provide the Court with timely reports regarding the probationer's noncompliance. The report shall contain recommendations which are lawful and appropriate.
- D. Act as an advocate on behalf of the probationer before the Court when appropriate and the circumstances warrant such action.

#### Incarceration

In the case of juvenile and/or adult offenders confinement may be used to protect the public, to provide effective correctional treatment, to emphasize the seriousness of the offense and to punish.

In the case of a juvenile offender, at the discretion of the Court, the use of secure or non-secure detention facilities may be an appropriate means of providing supervision in specified circumstances.