



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

TITLE: <b>Probation Division Director</b>		Article: 1203.04	
APPROVED: <b>TR Merickel, Chief Probation Officer</b>			
EFFECTIVE: October 2016	REVIEWED: July 2018	REVISED: October 2016	UPDATED: October 2016

### POLICY

This position has the responsibility to direct activities and operations of a particular program or institution within the Probation Department.

A Division Director coordinates and exchanges information with other Directors and upward to the Chief Probation Officer. A Division Director is responsible for providing management with information regarding the capabilities of line staff, opportunities for improved service, needs for re-deployment of staff and challenges to the division or institution he/she directs.

The primary responsibilities of a Division Director are:

#### I. **PERSONNEL:**

- A. Evaluate the staffing needs of the division based on quantitative data and request authorization to add or delete staff or redeploy staff by reassignments or transfers.
- B. Recommend candidates for appointment to vacant positions.
- C. Initiate or approve disciplinary actions resulting in a recommendation to the Deputy Chief Probation Officer involving suspension, involuntary demotion, or dismissal of line and supervisory staff.
- D. Evaluate the performance of supervisory staff and Assistant Division Directors and direct and encourage their professional development.
- E. Encourage new ideas and approaches to the operation of the division or institution for which he/she is responsible.
- F. Bring morale problems to the attention of management.
- G. Accurately present, to staff for which he/she is responsible, management positions on issues.

#### II. **OPERATIONS:**

- A. Oversee the compilation of the division operational manual and submit changes and amendments for approval as necessary.
- B. Ensure that there is a current procedural guide for every function in the division.

- C. Act as a resource person to the supervisors, both in the operational area and as liaison between line staff and top-management.
- D. Ensure compliance with established procedures in an efficient and cost-effective manner.
- F. Strive for improvements in the operation and present these ideas to the Deputy Chief.
- G. Support decisions and policies of the Probation Department by both word and action.
- H. Evaluate and make recommendations on personal computer software and hardware.

### **III. SPECIALIZED DUTIES:**

1. The Division Directors of James G. Bowles Juvenile Hall, Camp Erwin Owen and Larry J. Rhoades Kern Crossroads Facility will:
  - A. Assist in the preparation of the institutional budgets.
  - B. Attend meetings of the Institutional Management Teams as needed, identifying problem areas and approving treatment programs for long-term and time commitments, ensuring compliance with rules and regulations.
  - C. Respond to findings arising from annual institution inspections to ensure compliance with mandated state and county regulations.
  - D. Evaluate treatment plans by reviewing progress of minors on long-term commitment, incident reports, etc.
  - E. Provide technical assistance to the Juvenile Justice and Delinquency Prevention Commission and other groups concerned with establishing and enhancing programs within the institutions.
  - F. Participate in fund raising activities and develop public awareness and involvement in the institutions.
  - G. Provide leadership in initiating, negotiating, and coordinating implementation of agreements with other agencies to provide medical, mental health, and building maintenance services and other necessary support services for institutions.
  - H. Have the primary responsibility for the dissemination of up-to-date legislation and case law applicable to the lawful operation of institutions.
2. The Division Directors of Adult, AB 109, Juvenile Programs and Juvenile Services, as appropriate, will:
  - A. Participate in the Division's budgetary process.
  - B. Be responsible for case management policy.

- C. Monitor performance of staff regarding case management implementation, Court Orders, and internal consistency of reports and recommendations.
  - D. Assist in the development of policy regarding the use of firearms, arrests and personnel safety, while ensuring compliance with search and seizure rules.
  - E. Develop a systematic process by which to classify and supervise adult and juvenile offenders, applying up-to-date and approved strategies of surveillance and treatment modalities, without compromising public safety concerns.
  - F. Develop guidelines regarding size and composition of caseloads, type and level of service, criteria for determining priorities, staff duty hours, interagency cooperation, use of physical force, and other related matters.
  - H. Review and analyze statutory and case law as it pertains to search and seizure, evidence, probation revocation and implement appropriate procedures.
  - I. Develop and maintain accurate written guidelines and policies for juvenile intake, dispositional and detention decisions.
  - J. Develop and implement a work program and a supervised home detention program for juveniles.
  - K. Explore the utility and practicality of technological advances with criminal and juvenile justice application.
  - L. Develop and implement written guidelines and policies for the conduct of all investigations. This will include a standard format, content, preparation, and submission procedure of all investigative reports and ensure staff compliance.
  - M. Encourage the development and use of creative and effective dispositional alternatives to detention, for those cases whether juvenile or adult who do not pose a public danger.
3. The Administrative Services Division Director will:
- A. Handle the first management step of the County Grievance Procedure.
  - B. Participate in the Administrative Services Division budgetary process.
  - C. Initiate reports and maintain statistical controls related to personnel matters and staff training.
  - D. Assign and monitor all background investigations of candidates for employment.
  - E. Direct staff into appropriate training and ensure sworn staff participation in the Standards and Training for Corrections Program (STC).

- F. Approve and submit the department's annual training plan, training financial statements, and quarterly reports to the Board of Corrections for the Standards and Training for Corrections Program.
- H. Be responsible for all Volunteers in Probation and Interns activities.
- I. Coordinate with the Division Director of FRP where fiscal concerns impact policy and operations.
- J. Maintain training records for all staff.
- K. Process all requests from the Department Head for promotions and step raises for department staff.
- L. Assist in the filling of vacancies by the procurement of open testing lists from the Personnel Department or other options available to fill such vacancies.
- M. Be the custodian of departmental audio-visual equipment.
- N. Be the custodian of departmental records.
- O. Be the Department's liaison with the Kern County Human Resources (HR) Department.