



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Assistant Probation Division Director			Article: 1203.05
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: March 2012	REVIEWED: July 2018	REVISED: March 2012	UPDATED: March 2012

POLICY

This position serves as division supervisor with primary responsibility for the coordination and direction of several units.

Those holding these positions coordinate and exchange information with other Assistant Directors, and upward, to their Division Director, the Chief Deputy of their Bureau and Chief Probation Officer. The Assistant Division Directors are responsible for informing the division director as to the capabilities of line staff, the opportunities for improved service delivery, the needs in re-deployment of staff and challenges to probation.

The primary responsibilities of an Assistant Division Director are:

I. PERSONNEL

- A. Supervise and assign work to Deputy Probation Officer III's and unit staff as required.
- B. Preside over Deputy Probation Officer III's or Probation Supervisor's meetings and ensure they are held regularly.
- C. Maintain work schedules and make recommendations to the Probation Division Director regarding staff needs and/or major changes in assignments.
- D. Supervise the initial training of new staff, extra help, and volunteers.
- E. Maintain an ongoing training program for all staff.
- F. Evaluate staff under his/her immediate supervision and coordinate the evaluation of remaining staff.
- G. Resolve personnel grievances if possible and make recommendations for action to the Probation Division Director.

II. OPERATIONS

- A. Act as operational director of divisional programs and activities.
- B. Ensure the Probation Division Director is informed of day to day operations and confer with him or her regarding policy decisions and changes in program.

- C. Supervise the institution security operations and procedure for those assigned to an institution.
- D. Supervise the discipline system for detainees for those assigned to an institution.
- E. Complete casework.
- F. Assist in the maintenance of the operations manual.
- G. Assist the Probation Division Director in the supervision of services as required and act as Probation Division Director in his/her absence.