



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Notifications To The Chief Probation Officer			Article: 1601
APPROVED: William Dickinson, Chief Probation Officer			
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POLICY

The Chief Probation Officer is legally accountable to the Courts, County Administrative Officer, and the Board of Supervisors for the acts of employees in their jobs, for the welfare of clients in institutions, and programs of the department.

The Chief Probation Officer is held responsible by the public and news media for being knowledgeable about incidents that reflect on public safety, criminal acts and juvenile delinquency, as well as other matters that attract media attention. The Chief Probation Officer is expected to have information almost instantaneously, so he or she must depend on staff for up to date information.

It is important that communication to the Chief Probation Officer proceed through the chain of command when possible, but the unavailability of some individual along that chain should not prevent important information from reaching the Chief Probation Officer without delay. Additionally, regardless of where in the chain of command, any of the incidents, are reported, the communication shall not stop until the Chief Probation Officer has been notified.

I. PROCEDURE

The Chief Probation Officer (or designee) shall be notified day or night when:

1. An employee dies or is seriously injured.
2. Minors who are in confinement or placement die, are seriously injured, or make serious suicide attempts.
3. A juvenile escapes from institutional confinement or while being transported for placement.
4. There is violence, serious property damage, or injury perpetrated by adults or juveniles while under the Probation Department's care or custody.
5. There is an incident involving persons employed by the department, student interns, or volunteers that is expected to attract public attention or notoriety.

6. There is conflict regarding departmental action which appears to require direct response from the Chief Probation Officer.
7. An employee is arrested.

A. NOTIFICATION TO DEPUTY CHIEFS, AND DIVISION DIRECTORS

Either or both should be immediately notified when:

1. An employee is involved in some activity likely to attract negative public attention.
2. Force likely to produce injury is used on a probationer or other person by a departmental employee.
3. Wards or probationers in placement commit acts that would attract unusual public attention.
4. An employee is involved in an accident.
5. There is significant damage to county property used by or charged to the department.

B. NOTIFICATION TO THE DIVISION DIRECTOR and ASSISTANT DIVISION DIRECTOR OF A JUVENILE INSTITUTION

The Division Director or Assistant Division Director shall be immediately notified of:

1. Escapes
2. Accidents involving Wards in detention or employees of institutions.
3. Any violence by detained Wards that produces serious injury.
4. Any suicide attempt by Wards while in detention that results in significant bodily injury.
5. Serious illness of detained Wards.
6. Uncharacteristic damage to equipment or buildings from any source.
7. Breach of security (loss of keys or unlocked perimeter doors).
8. Tensions building, particularly when there may be racial overtones, leading to riots or major disturbances.

II. RESPONSIBILITY

Any departmental employee who becomes aware of an incident such as described above is responsible for implementation of the notification process.