

Injury and Illness Prevention Program

Effective Date:	08/06/26
Revised Date:	08/06/26
Issuing Authority: Chief Probation Officer	

313.1 SEE ATTACHMENT

[See attachment: Injury and Illness Prevention Program June 2026.pdf](#)

Attachments

Injury and Illness Prevention Program June 2026.pdf



INJURY & ILLNESS

Prevention Program



Probation Department

June 2026

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1. About the IIPP

Instructions

Welcome! Thank you for developing and implementing your Department's Injury and Illness Prevention Plan (IIPP). In California, every organization with 10 or more employees is required to have a written IIPP in place, and San Bernardino County Risk Management is committed to making your department's IIPP an effective tool for maintaining a safe and healthy work environment for all of us.

This IIPP template has been prepared by the Department of Risk Management (DRM) to help your Department develop and implement a customized IIPP tailored to your Department's needs. All sections in this template are required by [regulation](#) and will need to be customized and filled in.

Learn more and find resources at:
[Safety and Loss – Risk Management \(sbcounty.gov\)](#)

The Policy

San Bernardino County is committed to maintaining a safe and healthy work environment for each employee and ensures full compliance with all applicable occupational safety and health regulations. In conjunction with the County's [Injury and Illness Prevention Policy](#), this Injury and Illness Prevention Plan (IIPP) complies with the Cal/OSHA requirement to develop a written IIPP ([CCR Title 8, Section 3203](#)) and includes all required elements.

Compliance

We are all responsible for using safe work practices, following applicable policies and procedures, and taking ownership of our roles as listed in the next section. Our system of ensuring that we comply with the regulations and maintain a safe work environment includes:

- Keeping everyone informed of the IIPP
- Evaluating safety performance
- Recognizing safe work practices (via performance evaluations or incentive programs)
- Providing training to employees whose safety performance is deficient and
- Taking corrective action against those who do not comply with safe work practices.



2. Responsibilities

We all serve an important role in preventing injuries/illness and maintaining a safe, hazard-free work environment. Therefore, this IIPP is most effective when we all take ownership of our responsibilities and implement all the elements properly.

Everyone fits into one of the categories of roles in this section. Please review your category to fully understand your duties and take an active role in keeping yourself and the community safe.

County Administration and Leadership

County Administration and Leadership are responsible for exemplifying their commitment to keeping the County a safe and healthy workplace by providing the support and guidance needed to keep injury and illness prevention a priority.

Department Heads

Department Heads have the primary responsibility for ensuring the IIPP is in place to serve its purpose of keeping the Department's staff safe. To accomplish this, Department Heads will:

- Communicate the IIPP to employees and visitors and implement the requirements of the IIPP.
- Direct individuals under their supervision to obtain training required by the IIPP.
- Develop a process to maintain injury prevention and safety programs.
- Include health and safety performance when evaluating suppliers and contractors as applicable.
- Ensure the department's written IIPP is updated as needed.
- Ensure the department maintains [emergency action](#) and disaster preparedness plans, providing clear responsibilities for all personnel to coordinate effectively with emergency responders.

Managers and Supervisors

Employees look to their Managers and Supervisors (referred to as **Supervisors** in the IIPP) to exemplify safe and healthful practices encouraged by the IIPP. To maintain and fulfill the elements of the IIPP, Supervisors will:

- Partner with DRM to update the department IIPP and implement relevant DRM procedures.
- Provide appropriate [safety training](#) to employees, including [Hazard Communication](#).
- Ensure employees are assigned and properly use [personal protective equipment \(PPE\)](#) when required.
- Recommend and implement safety and health improvements.
- Develop, implement, and document safe work procedures and practices.
- [Investigate accidents and incidents](#) and implement corrective actions.

- Immediately stop work that poses an imminent hazard.
- Ensure employees report work-related injuries/illnesses and safety and health issues.
- Immediately report serious injuries.
- Model and enforce safe and healthy work practices.
- Take corrective action when employees do not comply with safe work procedures.
- Maintain documentation of training, safety activities, inspections, and incident investigations.

Department Safety Coordinator

The Department Safety Coordinator (DSC) supports your Department's IIPP program and the Facility Safety Coordinators by partnering with DRM to keep a focus on safety in their daily duties. Your DSC will:

- Plan and coordinate Department safety meetings.
- Assist management with [documentation](#), accident and incident investigations, IIPP updates, regular [safety inspections](#), and hazard correction processes.
- Assist in the development of safe work procedures and practices.
- Report unsafe or unhealthy conditions with which they need assistance to DRM.
- Attend Countywide Safety Coordinator Meetings.
- Ensure Facility Safety Coordinators conduct safety/security inspections.

Facility Safety Coordinator

Facility Safety Coordinators (FSC) support your Department IIPP by administering building, safety, and security rules and procedures, conducting facility inspections, and updating Emergency Action Plans for their assigned location.

Your FSC will:

- Maintain the Safety Coordinator Binder for their assigned location.
- Attend Countywide Safety Coordinator Meetings.
- Distribute safety topics to your assigned facility.
- Conduct periodic safety/security inspections.
- Update the Department's Emergency Evacuation Plans, Building Security Plans assisted by the DSC, Supervisors and Department Heads, as required.
- Ensure all plans (safety and security) include procedures for coordination with other department FSC of safety/security inspections, maintenance calls, and evacuation drills for multi-tenant buildings.

Employees

Employees include regular and recurrent/extra-help employees, temp agency staff, student workers (e.g., interns), volunteers, and contract employees. Employees are responsible for knowing the safety and health regulations relevant to their duties and for actively participating in safe practices. Employees will:

- Use appropriate PPE as may be required.
- Learn about the potential hazards of assigned tasks and request more information as needed.
- Actively participate in all required safety and health training.
- Comply with health and safety policy, signage, warnings, and directions.

- Report all unsafe conditions and accidents promptly to supervisors.
- Report defective equipment and other hazards.
- Participate in incident investigations and workplace safety inspections as required.

Department of Risk Management

DRM is your partner in developing your Department's IIPP and will maintain/update the IIPP template as necessary. DRM collaborates with you and serves as consultants in every aspect of keeping your department a safe and healthy place to work. To accomplish this, DRM will:

- Provide guidance and technical assistance in identifying, evaluating, and correcting safety and health hazards.
- Develop training and outreach materials.
- Perform classroom training and provide training assistance.
- Conduct/assist with inspections and accident/incident investigations as needed.
- Conduct industrial hygiene sampling.
- Develop written guides and policies (known as "written programs").
- Participate in emergency response as required.
- Analyze injury and illness data, monitor trends, and make recommendations to management.
- Monitor compliance with regulatory requirements.

Visit the [DRM Website](#) to learn more about Risk Management services and programs.



3. IIPP Information

Department Name	Probation Department		
Department Head/Title	Tracy Reece, Chief Probation Officer	Email	Tracy.Reece@prob.sbcounty.gov
Department Head/Title	Kimberlee Drury, Assistant Chief Probation Officer	Email	Kimberlee.Drury@prob.sbcounty.gov
Department Safety Coordinator	Cristina Gonzalez, POIII	Email	Cristina.Gonzalez@prob.sbcounty.gov
Department Safety Coordinator	Monique Garcia, POIII	Email	Monique.Garcia@prob.sbcounty.gov

Buildings Occupied by this Department

Building Name & Address & Floor(s)	Department/Unit	Facility Safety Coordinator	FSC Phone #	Leased or County Owned
175 W. 5 th St., 4 th Floor San Bernardino	Probation Administration	T. Brown T. Apodaca	Internal Number Internal Number	County Owned
175 W. 5 th St., 3 rd Floor San Bernardino	Probation Administration	A. Shi N. Scales	Internal Number Internal Number	County Owned
175 W. 5 th St., 2 nd Floor San Bernardino	Probation Administration	A. Cortes Yadria G. Alcala	Internal Number Internal Number	County Owned
150 W. 5 th St., San Bernardino	Central Juvenile/Adult Services	M. Sanchez E. Pires M. Pineda	Internal Number Internal Number Internal Number	County Owned
104 W. 4 th St., San Bernardino	Central Day Reporting Center and Re-entry Services (Adult)	B. Rodriguez R. Nevarez	Internal Number Internal Number	County Owned
401 N. Arrowhead Ave. San Bernardino	Central Adult Services	M. Moran M. Perez	Internal Number Internal Number	County Owned
900-3 E. Gilbert St., San Bernardino	Central Valley Juvenile Detention and Assessment Center	A. Lespron M. Moser J. Gonzalez A. Alavez S. Aguirre P. Herrera	Internal Number Internal Number Internal Number Internal Number Internal Number Internal Number	County Owned

900-4 E. Gilbert St., San Bernardino	Youth Justice Center / Transportation	M. Plasencia S. Sanchez	Internal Number Internal Number	County Owned
740 E. Gilbert St., San Bernardino	SOAR / DJJ PO's	T. O'Keith J. Carroll K. Hernandez	Internal Number Internal Number Internal Number	County Owned
17830 Arrow Blvd., Fontana	West End Adult Reporting Center and RE-entry Services / Juvenile Services	C. Duran S. Fernandez	Internal Number Internal Number	County Owned
9478 Etiwanda Ave., Rancho Cucamonga	Training Center	R. Ellis T. Bartholomew A. Jones	Internal Number	County Owned
8303 Haven Ave., 1 st Floor, Rancho Cucamonga	Adult Pre-Trial	D. Ayala M. Castillo	Internal Number Internal Number	County Owned
15345 Bonanza Rd. Victorville	High Desert Juvenile Services	M. Enriquez- Cardenas E. Gasso	Internal Number Internal Number	Leased
15480 Ramona Ave., Victorville	High Desert Adult Day Reporting Center and Re- entry Services	A. Maus M. Mayorga	Internal Number Internal Number	Leased
21101 Dale Evans Pkwy., Apple Valley	ARISE-SYTF	J. Cole C. Hardy A. Acosta D. Gibson D. Jefferson	Internal Number Internal Number Internal Number Internal Number	County Owned
1300 E. Mountain View, Barstow	Barstow Adult and Juvenile Services	K. Williams A. Cardenas Macias	Internal Number Internal Number	County Owned
220 E. Buena Vista, Barstow (Unoccupied)	Barstow Programs	Unoccupied	Unoccupied	County Owned
1111 Bailey Ave., Needles	Needles Probation	J. Dunlop J. Montes A. Cocherell T. Riggs	Internal Number Internal Number Internal Number Internal Number	County Owned
63665 29 Palms Hwy., Joshua Tree	Low Desert Adult and Juvenile Services	J. Guzman M. Wilson	Internal Number Internal Number	County Owned



4. Communication

Supervisors must communicate occupational hazards and appropriate protective measures in a manner readily understood by all employees ([CCR Title 8, Section 3203](#)), and all employees can inform their Supervisors about workplace hazards without fear of reprisal.

This gives Supervisors an opportunity to provide leadership, set the standard, and remain directly involved in regular safety interactions. This section provides examples of several effective ways for communicating safety topics.

See [Appendix B](#) for additional communication resources.

New Employee Onboarding

Covering safety topics during onboarding is a great way to get started with a safety focus. The Supervisor shall do the following with new employees during onboarding:

- Provide initial communication on general safety policies and procedures.
- Go over safe work practices and/or Standard Practices (SP) and discuss the corrective action process for non-compliance.
- Walk through your Department's IIPP together, including how to report injuries and hazards.

Safety Meetings

Safety meetings offer an opportunity for employees and Supervisors to discuss health and safety issues in a supportive environment. Biannual meetings are recommended for units with low hazard risk (e.g., offices, general spaces), and quarterly meetings for moderate to high-hazard risk areas (e.g., shops, laboratories, maintenance yards).

Our department holds monthly safety meetings.

Conduct a short training session during a safety meeting and document attendance on an Employee Training Record form. Additional topics for discussion include:

- Hazards encountered in the workplace and [how to report safety concerns](#)
- Hazard mitigation in progress (e.g., FMS work order, in-house repair)
- Summaries from safety meetings (departmental or oversight)
- [DRM Fact Sheets](#) relevant to your department
- Safety Data Sheets (SDS) on specific chemicals/hazardous materials used in daily operations

Click on images to see an example of Fact Sheets, SDS, etc.

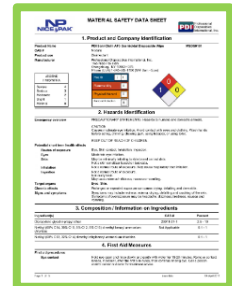
- Accidents and near misses, their resulting injuries or illnesses, steps to avoid recurrence, etc.
- The sections of the IIPP and everyone's roles and responsibilities
- Emergency Action Plan(s) / Evacuation Plan(s)
- Safety Equipment
- Satellite Phone, HAM Radio, and Starlink
- Building Inspections / Safety Walks.



Other Communication Methods

Other informal methods of communication help to keep safety an open topic. These are ways we can bring safety into everyday conversation:

- Include safety concerns as a topic in general staff meetings
- Periodically email reminders and health and safety tips
- Post or distribute safety information such as:
 - DRM Fact Sheets
 - General Safety Fact Sheets
 - Safety Articles or Messages
 - Safety Data Sheets
 - Department Safety Meetings
 - Standard Practices
 - Monthly Safety Topics / Newsletters / Videos.





5. Hazard Identification & Assessment

Proactively assessing and identifying hazards enables us to correct issues and provide training before injury, illness, or accidents occur. In San Bernardino County, we accomplish this by performing a combination of hazard assessments and safety inspections.

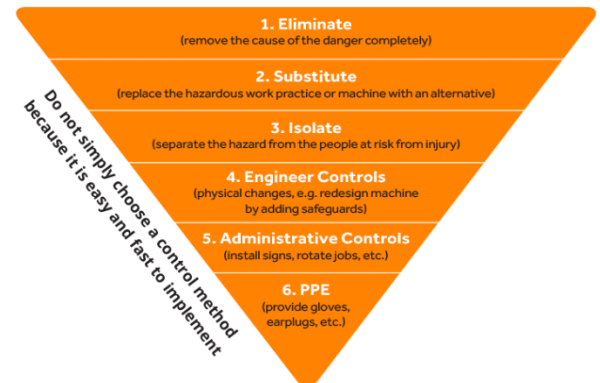
Assessments

The San Bernardino Probation Department utilizes one or more resources to analyze and address hazards. The type of assessment is based on job duties and job site.



Job Safety Analysis (JSA)

Any job duty with potential risks (anything from a paper cutter to a table saw) requires a Job Safety Analysis (JSA) to be completed. JSAs are used to describe how to perform a task step-by-step, any hazards associated with the task, and controls to mitigate them. JSAs can be used to educate employees on safe practices before using equipment. Contact the Risk Control Specialist, Risk Management Liaison, or the Safety Security Unit for current JSA's for your operations.



Workstation Ergonomics



An online ergonomic self-evaluation training is available for all employees to complete through PERC, and, if necessary, supervisors can request an appointment with the Department of Risk Management for an in-person assessment for their employees. [Click here.](#)

In accordance with Probation Procedure 206- Ergonomic Evaluation Request, an employee may request an ergonomic evaluation through their supervisor. Requests are forwarded by the employee's supervisor to the department's Risk Control Specialist or Risk Management Liaison, and cc Probation Safety Security Unit at Probation, Safety Security – Probation, SafetySecurity.Probation@prob.sbcounty.gov.

Inspections

All Departments should conduct workplace safety self-inspections regularly, including supplemental inspections when you become aware of existing or new hazards. In addition, DRM conducts periodic inspections at shops, warehouses, labs, and other technical areas.

Offices

Facility Safety Coordinators will use the *Office Inspection Checklist* to detect and eliminate hazardous conditions in the office. Maintain a current copy of the completed checklist in your site-specific safety binder.

Facility Safety Coordinators will maintain a job site-specific Safety Binder. Previous inspection forms are readily available in the Safety Binder, and digital copies can be located by contacting the Probation, Safety Security Unit at SafetySecurity.Probation@prob.sbcounty.gov.

Warehouses

Warehouse areas using chemicals, machinery, forklifts, and other hazards conduct self-inspections using one of the checklists below. DRM will use the same form to conduct periodic on-site inspections.

Probation's warehouses are located within detention facilities and at the department's training facility. Our warehouses have identified the following hazards: forklift accidents, slip & falls, improper lifting techniques, fire hazards, and product congestion. We use the DRM checklist to perform monthly self-inspections. Copies of past checklists are available with Warehouse Storekeepers.

Additional DRM Safety Inspections

DRM may schedule additional inspections when the following occurs:

- New substances, processes, procedures, or equipment are introduced into the workplace and present new safety or health hazards.
- The Supervisor is informed of previously unrecognized hazards.

DRM also conducts periodic unannounced compliance inspections in laboratories, shops, and other areas where hazardous materials are used. The inspections are designed to help you identify any areas of non-compliance.



6. Hazard Reporting

We are all responsible for identifying and reporting workplace hazards. Regular assessment of work areas, tools, and equipment helps us develop situational awareness and identify potential hazards before an accident occurs. Additionally, if an incident occurs, knowing how to quickly report it and take action can save lives and minimize damage.

Hazard Reporting

Employees can report hazards to their supervisor or directly to DRM using one of the methods below. Employees who report legitimate hazardous conditions and/or unsafe work practices will not be disciplined or suffer any retaliation. Reports can also be made anonymously.

Ways to Report a Hazard



Complete [Hazard Report Form](#)

Incident Reporting

If there is an incident or emergency such as a fire, hazardous material spill, personal threat, or theft, immediately contact the appropriate emergency response agency. You should be prepared to provide the following information:

1. **Your Contact Info** (your name and call back number)
2. **Location** (building name and room number)
3. **Explanation** (give as much detail as possible about the emergency)

Serious Injury or Illness Reporting

For any workplace injury or illness that requires an emergency response, follow the procedures on the Risk Management website. Post the Injury Reporting flier in your department's common areas to help your team become familiar with the process.

Employers who fail to report serious occupational injury or illness within 8-hours are subject to a **\$5,000** penalty.

Supervisors or Human Resource Business Partners (HRBP) must immediately report these to DRM so we may notify Cal/OSHA no longer than eight (8) hours after you learned about the death, serious injury, or illness.



CLICK HERE

POST AED Use-Procedure

1. Document AED usage immediately following the event using the Report of Defibrillator Use form ([Attachment C](#)) and provide a copy to the Department AED Program Coordinator (DPC) at SafetySecurity.Probation@prob.sbcounty.gov.
2. The DPC must submit a copy of the form to Inland Counties Emergency Medical Agency (ICEMA) via fax at (909) 388-5825, within twenty-four (24) hours of the AED event.
3. The DPC or designee should conduct a post-event review to evaluate the emergency action plan and propose potential areas of concern and/or improvement.

Non-Serious Injury or Illness Reporting

Even if an injury or illness did not meet the requirements for reporting to Cal/OSHA, the Supervisor, DRM, and the HRBP should be involved to ensure your employee receives proper care and to learn how the incident could have been prevented.

Please complete the First Aid Injury Memo (found in ProbTools) and submit it accordingly.

Near Misses

A near-miss is an unplanned event that did not result in an accident, injury, illness, or damage, but had the potential to do so. Near-miss incidents are often overlooked since no harm (injury, damage, or loss) resulted from them. However, near misses may be precursors to significant accidents/events that **can** result in serious injuries/losses. Recognizing and reporting near-miss incidents to your supervisor can greatly improve worker safety and enhance your department's safety culture.

You can contact DRM directly to report a near miss or complete the [Hazard Report Form](#).



7. Hazard Correction

Once a hazard is identified and reported, DRM will provide consultative support to determine how to correct it and protect staff as soon as feasible. Depending on the hazard, other departments may help develop appropriate corrective actions (e.g., Fire, Sheriff, Facilities Management).

Hazard Corrections

The person who identifies the hazard should take the following actions as appropriate:

- Stop unsafe work practices
- Tag unsafe equipment with proper signage
- Deny access to areas that have chemical spills or other hazards
- Notify a supervisor immediately
- Notify Probation Safety & Security at SafetySecurity.Probation@prob.sbcounty.gov
- Complete work orders/ requests to correct the hazard as soon as feasible.

Supervisor Responsibilities

If the hazard is something that the Supervisor can correct, it should be documented properly and corrected right away. If not, contact DRM for support.

No matter who has been contacted to develop a targeted corrective action plan, the Supervisor should use the following techniques to prevent unsafe practices:

- Provide re-training or take corrective action if appropriate
- Reinforce and explain the necessity for PPE (e.g., respirators, gloves) where required and ensure availability
- Notify Probation Safety & Security at SafetySecurity.Probation@prob.sbcounty.gov
- Complete work orders/ requests to correct the hazard as soon as feasible.

Any Supervisor who becomes aware of a danger to an individual's health or safety must promptly report it to DRM (see [Section 6: Hazard Reporting](#)) and to anyone who may be affected.

Imminent Hazards

Imminent hazard is the likelihood of serious injury or death if not discontinued immediately.

Anyone who identifies a hazard or activity posing an imminent hazard must immediately stop the activity, notify their supervisor, and report it to DRM and HRBP.

If the imminent hazard cannot be corrected immediately without endangering employees or property, the Supervisor or HRBP/DRM will require all employees to be removed from the area, except for those

knowledgeable, qualified, necessary, and equipped with proper safeguards to correct the condition. In such an event, the HRBP, DRM, or the Supervisor will immediately notify the appropriate administrator.



8. Training

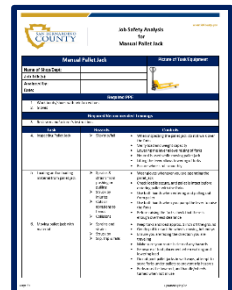
Training is one of the most important elements of a health and safety program. Being aware and properly trained about workplace hazards is the best way to prevent injuries, illnesses, and accidents.

Supervisors are responsible for ensuring that their staff meets all training needs per Cal/OSHA requirements and county guidelines, policies, and procedures.

Identify Training Needs

Use the following tools to determine what hazard or job-specific training may be needed:

- [Hazard assessments](#)
- Job Safety Analysis (JSA)
- Job descriptions
- [Cal/OSHA Training Requirements](#)



Provide Training

Training and instruction must be provided:

- Upon hire during onboarding
- When new hazards are introduced to existing duties
- When duties change
- When recertifications are due
- When new or previously unrecognized hazards are identified
- As needed to reinforce past training topics or when near-misses occur
- For Supervisors to familiarize themselves with safety and health hazards to which employees under their immediate direction and control may be exposed.



Training Topics

Major topics include, but are not limited to:

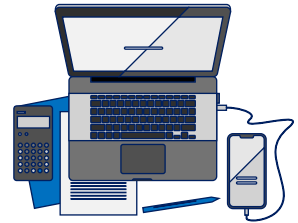
- IIPP (when newly implemented or revised significantly)
- [General Safety](#) (i.e., fire safety, emergency preparedness)
- [Hazard-Specific Training](#)
- [Hazard Communication](#)
- CPR & AED Training.



Training Resources

Many resources are available to departments and Supervisors in meeting training requirements:

- [DRM Safety Training](#)
- [Vendor Safety Training](#)
- [DRM Fact Sheets](#) (e.g., heat illness, wildfire smoke, voluntary use of respirators)
- [Performance, Education, and Resource Center](#)
- [Target Solutions](#)
- Safety Data Sheets
<\\sbcounty.gov\probation\Groups\ProbTools\Safety\Safety Data sheets>
- Relias
<http://sbcounty.training.reliaslearning.com>



Training Documentation

Although health and safety training may be provided online, in a classroom, or in a meeting setting, they should always be provided at no cost during paid work time and be documented on a form that includes:

- Employee Name, ID Number, and Signature
- Department
- Date
- Instructor Name
- Subject Outline.





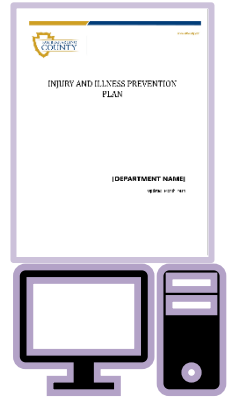
9. Employee Access to the Written IIPP

Departments shall provide access to the written IIPP **within five business days of receiving a request** from an employee or the employee's designated representative.

Our department will provide employees with access to our written IIPP in the following manner:

Employees will have unobstructed access to the current version of the IIPP via a department server, share drive, or website, allowing them to review, print, and email it. Employees may log in to the Lexipol Knowledge Management System (KMS) at [Knowledge Management System - Login](#) to view the most current version of the IIPP.

Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers (per OSHA, CCR Title 8, Section 3203).





10. Recordkeeping

Good recordkeeping is essential for all Departments and committees. Both have a responsibility to maintain various records in a centralized location, so they are readily available for review. Some Departments may retain records in multiple locations, such as a set with Human Resources and a set with the immediate Supervisor.

Cal/OSHA regulations require that records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, training, and other safety activities be maintained for specific periods of time. Records must be kept in employee personnel files or general department files, in accordance with departmental guidelines, and produced when requested by Cal/OSHA Compliance Officers. In addition, personnel from DRM may review these records during routine inspections.

Recordkeeping Timelines

What	Where	How Long
Safety inspection forms	On file with Department	5 years
Hazard identification forms	On file with Department	5 years
Incident investigations	On file with Department	5 years
Safety meeting agendas	On file with Department	5 years
Employee training records	On file with Department	Length of employment
Employee exposure records	On file with Department	30 years (or duration of employment if greater than 30 years)
Employee medical records*	On file with Department/CEHW	30 years (or duration of employment if greater than 30 years)

**Access to employee medical records will be limited in accordance with departmental policies, state, and federal guidelines.*

In our department, the following people know where these records are kept:

Name	Contact Info
Cristina Gonzalez, Department Safety Officer	Cristina.Gonzalez@prob.sbcounty.gov
Monique Garcia, Department Safety Officer	Monique.Garcia@prob.sbcounty.gov
Greg Rossler, Emergency Service Supervisor	Greg.Rossler@prob.sbcounty.gov