

## Policy and Procedure Manual (Title 15, Section 1324)

<b>Effective Date:</b>	8/14/25
<b>Revised Date:</b>	8/14/25
<b>Issuing Authority:</b> Chief Probation Officer	

### 535.1 PURPOSE:

The Policy and Procedure Manual shall be made available to all employees. An electronic version of the Policy and Procedure Manual will be made available to all employees on the Department network.

### 535.2 GUIDELINES:

- A. When procedures require revision or modification, the appropriate Division Director/ Superintendent will bring it to the attention of the appropriate Deputy Chief Probation Officer (DCPO), who will assign the responsibility to the appropriate person. When a new procedure has been authored or an existing one modified or revised, it will be reviewed and approved by the appropriate DCPO. The final approval is reserved for the Chief Probation Officer. The Policy and Procedure Unit will upload revisions to the Policy and Procedure Manual as needed and make it accessible to all employees via the department's policy and procedure manual.
- B. If a procedure is required by Title 15, it will be numbered the same as the Title 15 section that requires it. The authority for the procedure will be the Chief Probation Officer. The "Revised" date will change each time the procedure is revised.

### 535.3 RESPONSIBILITIES:

- I. All Staff:
  - A. Acknowledge new and revised policies and procedures through the department's online policy and procedure manual per the Work Performance Evaluations (WPEs) and Policy/Procedure/TDO Acknowledgment procedure.
  - B. Review the revisions.
  - C. Seek clarification as needed.
- II. All Facility Directors/Superintendents:
  - A. Will develop, publish, and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. Such a manual shall be made available to all employees, reviewed by all employees, be administratively reviewed annually and updated as necessary. Those records relating to the standards and requirements set forth in these regulations shall

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be provided to the Board of State and Community Corrections (BSCC) upon request. The manual shall include:

1. A table of organization, including channels of communications and description of job classifications (Attachment A).
2. Responsibility of the Probation Department, purpose of programs, relationship to the Juvenile Court, the Juvenile Justice and Delinquency Prevention Commission (JJJPC) or Probation Committee, probation staff, school personnel, and other agencies involved in juvenile facility programs.
  - (a) Staff will ensure youth attend scheduled Court hearings and follow Court orders.
  - (b) JJJPC annual inspections- The Juvenile Detention and Assessment Center (JDAC) will follow all recommendations.
  - (c) The JDAC will work collaboratively with San Bernardino County Schools to ensure all youth receive their education.
3. Responsibilities of all employees, as detailed in Roles and Expectations of a Probation Corrections Officer and Probation Corrections Supervisor I/II Duties and Responsibilities procedures.
4. Initial orientation and training program for employees:
  - (a) Initial orientation, including but not limited to Probation Corrections Officer Core Course, Administration/Manager Introductions, Equipment-Uniform and Tour of JDACs, Prison Rape Elimination Act (PREA) training, OSHA training (Blood Borne Pathogens, Fire Safety), County New Employee Orientation, Ethics training, the facility's safety and security measures, anti-discrimination/harassment policies, emergency codes for support staff, contract employees, school staff, mental/behavioral health staff, medical staff, program providers, and volunteers.
5. Maintenance of record-keeping, statistics, and communications system to ensure:
  - (a) Efficient operation of the juvenile facility.
  - (b) Legal and proper care of youth.
  - (c) Maintenance of individual youth records.
  - (d) Supply of information to the Juvenile Court and those authorized by the Court or by the law.
  - (e) Release of information regarding youth.
6. Ethical Responsibilities (e.g., Employee Responsibility- Code of Conduct):  
Our Mission: Building stronger families and safer communities by improving the lives of those we serve through assessment, treatment, rehabilitative services, and enforcement.

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7. Trauma-informed, culturally responsive, and gender responsive approaches.
8. A non-discrimination provision which provides that all youth within the facility shall have fair and equal access to all available services, placement, care, treatment, benefits, and provides that no person shall be subject to discrimination or harassment on the basis of:
  - (a) Race
  - (b) Religion (includes religious dress and grooming practices)
  - (c) Color
  - (d) National Origin (includes language use restrictions and possession of a driver's license issued pursuant to California Vehicle Code section 12801.9 [authorizing the DMV to issue a driver's license to a person who is unable to prove that their presence in the United States is authorized under federal law])
  - (e) Ancestry
  - (f) Disability (mental and physical, including HIV and AIDS, cancer, and genetic characteristics)
  - (g) Medical Condition (genetic characteristics, cancer, or a record or history of cancer)
  - (h) Genetic Information
  - (i) Marital Status/Registered Domestic Partner Status
  - (j) Sex/Gender (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions)
  - (k) Gender Identity/Gender Expression/Sex Stereotype/Transgender (includes persons who are transitioning, have transitioned, or are perceived to be transitioning)
  - (l) Sexual Orientation
  - (m) Age (40 and above)
  - (n) Military and Veteran Status
  - (o) Any other basis protected by applicable federal, state, local law, ordinance, or regulation.
9. Storage and maintenance requirements for any chemical agents, related security devices, weapons, and ammunition, where applicable.
10. Establishment of procedures for the collection of Medi-Cal eligibility information and enrollment of eligible youth.
11. Establishment of a policy that prohibits all forms of sexual abuse, sexual assault, and sexual harassment. The policy shall include an approach to

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preventing, detecting, and responding to such conduct and any retaliation for reporting such conduct by youth staff or a third party.

12. See the Youth/Parent Orientation Handbook for descriptions of services.

#### **535.4 ATTACHMENTS:**

See attachment: [Policy and Procedure Manual-Attachment A \(Lexipol 8-14-25\).pdf](#)

## Attachments

## **Policy and Procedure Manual- Attachment A (Lexipol 8-14-25).pdf**

# Detention Corrections Bureau Organization Chart

- **DEPUTY CHIEF PROBATION OFFICER:** Oversees the operations of all Juvenile Detention Services, including the Juvenile Detention & Assessment Center (JDAC) & Treatment Facilities (TFs).
- **DIVISION DIRECTOR II:** Oversees the entire operations of the JDAC and/or TF as the Superintendent.
- **DIVISION DIRECTOR I:** Oversees the day-to-day operations of the JDAC and/or TF as the Assistant Superintendent.
- **PROBATION CORRECTIONS SUPERVISOR II:** PCSIIs supervise individual PCSIs, their assigned units/areas of operations, and work as the facility's Watch Commander. The TF PCSIIs oversee the day-to-day operations of the TF and supervise the PCSIs assigned there.
- **PROBATION CORRECTIONS SUPERVISOR I:** PCSIs supervise individual units and assigned staff. They review and inspect the work of Probation Corrections Officers and complete work performance evaluations for their assigned staff.
- **PROBATION CORRECTIONS OFFICER:** PCOs supervise youth in the JDAC and TFs and are responsible for providing various programs in external assignments. In the JDAC and TFs, PCOs are responsible for the care, custody, and programming of detained youth.
- **SUPERVISING PROBATION OFFICER:** Supervise and oversee the day-to-day operation of the TF and supervise Probation Officers.
- **PROBATION OFFICER:** Supervise youth in the TFs/community and are responsible for providing various programs in external assignments.

