

Volunteers in Probation (VIP) Program

434.1 PURPOSE:

To establish guidelines for the Volunteers In Probation (VIP) program, which utilizes civilian volunteers to assist the Department by providing supplemental services.

434.2 DEFINITIONS:

Volunteer/Student Intern: A unpaid civilian who is not an employee of the Department, who assists and supports department staff by offering resources and providing services.

Volunteer Coordinator: An employee designated by the Department who is responsible for overseeing the VIP program.

Volunteer Liaison: Employees designated to be accountable for the volunteer(s) in a specified area. Volunteer liaisons are assigned to each Probation building.

434.3 GUIDELINES:

- A. The volunteer is not a replacement, nor an alternative to paid staff, but serves as an enhancement to existing resources.
- B. Volunteers will not drive an official or personal vehicle in the course of their duties for the Department unless approved by the Chief Probation Officer or their designee.
- C. Volunteers do not have peace officer powers and are not authorized to assist with arrest or search and seizure. Additionally, the carrying of firearms, weapons and/or handcuffs, even by those who have an outside legal authority to do so, is prohibited while performing volunteer duties.
- D. Volunteers may not participate in fieldwork.
- E. Volunteers have no authority to sign any reports in lieu of an officer or staff member.
- F. Any volunteer who willfully violates rules, regulations and/or policies of the Department or the County of San Bernardino shall be subject to termination and/or prosecution. The commission of any inappropriate act shall also be subject to termination.
- G. Re-assignments may occur upon the request of the volunteer or the Volunteer Coordinator.
- H. A volunteer shall not own, wholly or partly, any business, nor be engaged in any full or part-time employment, nor serve as a volunteer in any enterprise which presents, or potentially presents, a conflict of interest with their volunteer position and duties as assigned. Each situation shall be reviewed by the Volunteer Coordinator to determine whether such association presents a conflict of interest.
- I. Any allegation(s) regarding violation(s) of San Bernardino County Probation Department or County Policies and Procedures shall result in a review by the DDII overseeing the VIP Program. Volunteers are required to cooperate with department representatives during the process.

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- J. A volunteer may request a leave of absence from the VIP Program for up to six (6) months by submitting a "Leave of Absence/Resignation" form (Attachment E) to the Volunteer Coordinator.
- K. A volunteer may be separated from the VIP Program by:
 - 1. Resignation:
 - (a) Volunteer shall submit a "Leave of Absence/Resignation" form (Attachment E).
 - 2. Termination:
 - (a) The volunteer serves at the will and authority of the Chief Probation Officer and is not protected by any Civil Service or comparable regulations.
 - 3. Abandonment:
 - (a) A volunteer who is inactive for ninety (90) or more consecutive days, without approval from the Volunteer Coordinator, may be considered to have abandoned the VIP Program.

434.4 RESPONSIBILITIES:

- I. Volunteer Coordinator shall:
 - A. Recruit new applicants.
 - B. Process and review all volunteer applications.
 - 1. Ensure volunteers meet the following minimum requirements:
 - (a) Successfully complete the VIP application and screening process.
 - (b) Be a U.S. Citizen or have applied for citizenship.
 - (c) Be at least eighteen (18) years of age.
 - (d) Possess a valid state-issued Identification Card/Driver's License.
 - (e) No active or pending criminal matters.
 - (f) No outstanding warrants.
 - 2. Ensure the following application/screening process is completed:
 - (a) Live Scan fingerprinting.
 - (b) Department of Motor Vehicles (DMV) record check.
 - (c) Background investigation.
 - i. Review applicants with prior criminal history on a case-by-case basis.
 - (d) For Volunteers/Student interns who require the use and/or access to confidential information and/or probation systems, ensure the following requirements are completed:
 - i. Interview.

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- ii. Polygraph Examination.
 - iii. Student interns only: Proof of enrollment in an internship course including its requirements.
 - C. Provide Volunteer Orientation/Training for new volunteers, to include, but not limited to:
 - 1. VIP program overview.
 - 2. Policies and Procedures review pertaining to volunteer services.
 - 3. Volunteer Memorandum of Understanding (Attachment A).
 - 4. California Law Enforcement Telecommunications (CLETS) Employee/Volunteer Statement (Attachment B).
 - 5. Criminal Justice Information Services (CJIS) Security and Awareness Training.
 - 6. Internet and Electronic Communications Agreement (Attachment D).
 - 7. Prison Rape Elimination Act (PREA) Training and Acknowledgment Form (Attachment G).
 - D. Assign volunteers based on department need.
 - E. Provide department-issued identification card.
 - F. Document volunteer hours.
 - G. Attempt to provide each volunteer/student intern with an Exit Interview (Attachment F) upon separation, if applicable.
 - H. When necessary, determine the reinstatement of a volunteer in the VIP Program on a case-by-case basis.
 - I. Refer any allegations regarding violations of Department or County policies or procedures to the Division Director (DDII) overseeing the VIP Program for review.
- II. Volunteer Liaison/Designee shall:
 - A. Request volunteer(s) based on the need of the Department.
 - B. Supervise volunteer(s) in assigned Probation building(s).
 - C. Contact the Volunteer Coordinator with any concerns/needs.
 - D. Collect and return department-issued identification card/equipment to the Volunteer Coordinator upon leave/abandonment/resignation/termination of the volunteer.
 - E. Complete evaluations, as requested.
- III. Volunteers shall:
 - A. Comply with Department policies and procedures.

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- B. Successfully complete and maintain all required volunteer training and requirements.
- C. Review sign and comply with the:
 - 1. Volunteer Memorandum of Understanding (Attachment A).
 - 2. CLETS Employee/Volunteer Statement (Attachment B).
 - 3. Internet and Electronic Communications Agreement (Attachment D), pursuant to the Electronic Communications procedure.
 - 4. PREA Acknowledgment Form (Attachment G), pursuant to PREA Policy #23.
- D. Wear the department-issued identification card at all times while on-duty and while conducting official Department business only, consistent with the Duty Dress Standards, Uniform Requirements, Grooming procedure. This I.D. will state their name and title and should only be worn in conjunction with the department-issued breakaway lanyard.
- E. Advise the unit supervisor and Volunteer Coordinator immediately if served with a court subpoena in relation to Department duties. Appear before the court on the date and time ordered.
- F. Return department-issued identification card/equipment immediately to the Volunteer Coordinator or designee upon separation from the Department.

434.5 ATTACHMENTS:

[See attachment: Volunteers In Probation Attachment A \(Lexipol 7-14-21\).pdf](#)

[See attachment: Volunteers In Probation Attachment B \(Lexipol 7-14-21\).pdf](#)

[See attachment: Volunteers In Probation Attachment C \(Lexipol 7-14-21\).pdf](#)

[See attachment: Volunteers In Probation Attachment D \(Lexipol 7-14-21\).pdf](#)

[See attachment: Volunteers In Probation Attachment E \(Lexipol 7-14-21\).pdf](#)

[See attachment: Volunteers In Probation Attachment F \(Lexipol 7-14-21\).pdf](#)

[See attachment: Volunteers In Probation Attachment G \(Lexipol 7-14-21\).pdf](#)

Attachments

Volunteers In Probation Attachment A (Lexipol 7-14-21).pdf



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

VOLUNTEER MEMORANDUM OF UNDERSTANDING

I, _____, understand and agree to the following, while serving the San Bernardino County Probation Department as a volunteer:

1. Comply with all Department and County policies and procedures.
2. Attend all required training sessions.
3. Follow all reasonable directives from probation staff and devote your best efforts to the performance of your assigned duties.
4. Demonstrate ethical behavior, maintain professionalism, and promote safety.
5. Adhere to the current County of San Bernardino "Standards of Dress and Grooming" Policy.
6. The department-issued identification card is the property of the San Bernardino County Probation Department and shall be used solely for the purpose of conducting official department business. Upon completion/termination from the program, the identification card, along with any other department-issued equipment, shall be returned to the Volunteer Coordinator immediately. The identification card should only be worn in conjunction with the department-issued breakaway lanyard.
7. Submit current, up-to-date personal information to the Volunteer Coordinator. Any change in information must be reported immediately in order to maintain accurate information. Personal information includes, but is not limited to:
 - a. Name (if changed due to marriage, divorce, etc.)
 - b. Home and/or mailing address
 - c. Phone number
 - d. Emergency contact
8. Devote at least sixteen (16) hours per month (Student Interns/Regular volunteers only).
9. Submit volunteer hours to the Volunteer Coordinator by the third of every month. Those volunteers assigned to Juvenile Detention and Assessment Centers (JDACs) are not required to submit documented hours, as they shall be submitted by the facility.
10. Student Interns are required to sign the internship agreement with their supervisor and follow both department and internship policies.
11. Complete a Live Scan every five (5) years or as requested.
12. May request a leave of absence from the VIP Program for up to six (6) months by submitting a "Leave of Absence/Resignation" form to the Volunteer Coordinator.
13. Maintain confidentiality of all names and record information you are exposed to and never access any information that you are not legally entitled to access through the computer and data information systems made available to you (Refer to laws: Penal Code 502; 11105; 13300; 11140-11144; 13301-13305; Government Code 6200; California Vehicle Code 1808.45).
14. Inform the Volunteer Coordinator of any relationship(s) between you and any person(s) served by the Probation Department, to include family members and friends. Failure to report said relationship(s) may result in termination of program participation and/or disqualification of future participation. Relationships shall be strictly limited to professional, on-duty contacts arising out of the official duties assigned.
15. You are prohibited from associating, fraternizing, engaging the services of, doing favors for, corresponding (to include social media and electronic communications), engaging in a romantic, intimate or sexual relationship with persons they know, should know, or have reason to believe are currently: a felon, incarcerated in any jail, prison, juvenile detention facility or on any form of supervised release court granted probation, parole or any other form of community supervision, a suspect in a crime, under criminal investigation, a defendant in any criminal court case, the subject of an active warrant, a gang member or associate or participating in criminal behavior, consistent with the "Prohibited Associations" procedure.
16. If you observe any behavior that you suspect to be Child Abuse or Elder Abuse, you shall disclose the information to your supervisor immediately, and if instructed to do so, you will submit a report to the designated authorities, according to the law (Penal Code 11166 and 11166.5 and Welfare & Institution Code 15630).



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17. Report the details of any injury incurred during the course of your volunteer duties to your supervisor immediately.
18. May not participate/assist in fieldwork, arrest, or search and seizure.
19. May not sign official reports.
20. May not drive an official or personal vehicle in the course of your duties for the department, unless approved by the Chief Probation Officer or their designee.
21. If you are served with a subpoena to appear before the court in relation to your department duties, you shall appear on the date and time required, and advise your supervisor and the Volunteer Coordinator.
22. Shall not drink alcohol while on duty, or report to your duty while under the influence of such substance. If the odor of alcohol is present on your breath while on duty, this will be considered presumptive evidence of violation of this directive.
23. Shall not use any illicit controlled substances, narcotics, or hallucinogens. If prescribed by a physician, you must advise the Volunteer Coordinator immediately in writing of such prescription. You must not be under the influence of such substances where it would affect performance or jeopardize the safety of you or others within the department or community.
24. Failure to report hours or communicate with the Volunteer Coordinator and assigned supervisor for a period of ninety (90) days or more may result in being terminated from the program.
25. Willfully violating rules, regulations and/or policies of the department or the County of San Bernardino, may result in termination and/or prosecution.
26. Shall not own, wholly or partly, any business, nor be engaged in any full or part-time employment, nor serve as a volunteer in any enterprise which presents, or potentially presents, a significant conflict of interest with this volunteer position and duties as assigned. Each situation shall be reviewed by the Volunteer Coordinator to determine whether such association presents a significant conflict of interest.
27. Any allegation(s) regarding violation(s) of San Bernardino County Probation Department or County Policies and Procedures shall result in a review by the Division Director II overseeing the Volunteer Program. You shall cooperate with department representatives during the process.
28. Immediately notify the Volunteer Coordinator if you are arrested, detained, cited, or otherwise ordered to appear before any court, for any law violation other than minor traffic violations. A written memorandum describing the facts of the events may be requested.
29. You are an "at-will" volunteer without vested property rights in this position and may be terminated/released at any time without cause, and without the right of appeal.

Volunteer Signature

Date

Volunteer Coordinator

Date

Volunteers In Probation Attachment B (Lexipol 7-14-21).pdf



CLETS EMPLOYEE/VOLUNTEER STATEMENT

Use of information from the California Law Enforcement Telecommunications System (CLETS) and the Department of Motor Vehicles record information

As an employee/volunteer of San Bernardino County Probation Department, you may have access to confidential criminal records, the Department of Motor Vehicle records or other criminal justice information, much of which is controlled by statute. All information from the CLETS is based on the "need-to-know" and the "right-to-know" basis. The misuse of such information may adversely affect an individual's civil rights and violates the law and/or CLETS policies.

Penal Code (PC) section 502 prescribes the penalties relating to computer crimes. PC sections 11105 and 13300 identify who has access to state and local summary criminal history information and under which circumstances it may be released. PC sections 11141-11143 and 13302-13304 prescribe penalties for misuse of state and local summary criminal history information. Government Code section 6200 prescribes the felony penalties for misuse of public records and information from the CLETS. California Vehicle Code section 1808.45 prescribes the penalties relating to misuse of the Department of Motor Vehicle record information.

Penal Code sections 11142 and 13303 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Any employee/volunteer who is responsible for the CLETS misuse is subject to immediate dismissal from employment. Violations of the law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF ALL INFORMATION FROM THE CLETS.

Signature

Print Name

Date

Volunteers In Probation Attachment C (Lexipol 7-14-21).pdf

Volunteers In Probation Attachment D (Lexipol 7-14-21).pdf

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT**

Internet and Electronic Communications Agreement

Employment/volunteering with the Probation Department may involve the use of county computers, email, voice mail, removable storage, mobile devices, file hosting services, web-based systems, Internet, facsimiles or other forms of electronic communications and/or systems. In order to ensure all individuals who use the items listed above do so in a lawful, ethical, and proper manner, this agreement sets forth specific expectations concerning applicable rules to protect business, staff and client interests.

Security:

1. It is important to exercise care when sending or receiving sensitive, privileged, proprietary, or confidential information.
2. Unauthorized alteration or destruction of computer hardware, software, or data may result in disciplinary action up to and including, termination of employment or release as a volunteer and may additionally result in prosecution in accordance with applicable federal and state laws.
3. No software may be introduced into the system without the approval of a Director and the Business Applications Manager/Designee.
4. Passwords are digital fingerprints recognized as your legal signature. As such, you are accountable for all work, transactions, or communications performed under your password.
5. Do not disclose your password to anyone or use another's password.
6. If you believe your password has been compromised notify your supervisor immediately and change your password.
7. The Probation Department reserves the right to access any information received on, transmitted by or stored in any County-owned computer, mobile device, removable storage media, file hosting services, web-based systems, Internet, facsimiles electronic communications or voice mail systems either with or without the employees/volunteers consent.

Confidentiality:

1. Information stored electronically (client, staff, etc.,) is confidential information and must be treated with the same care as information in paper files.
2. Confidential information included in email must be given the same security as case files, personnel documents and other confidential material.
3. Information Systems and specific electronic communications (intelligence, officer safety issues, etc.) fall under need-to-know restrictions. Access to the information must be necessary for the conduct of one's official duties.
4. Report any electronic confidentiality breaches or suspicions of such to a supervisor.

Internet:

1. In general, staff must not use County systems or networks for personal activities. However, reasonable incidental (*de minimis*) personal use of County resources, such as internet access and email, is allowed as long as such use does not violate the County's acceptable use policies, and does not interfere with the performance of work duties or the operation of the County's information systems.
2. Access through the Department server/network while on duty, shall be reasonable, not violate prohibited activities or interfere with probation business or duties.

Internet and Electronic Communications Agreement

3. Any activity that may be a violation of the County of San Bernardino Internet/Intranet Use Policy #09-04, or the Departmental Conflict of Interest and/or Confidentiality policies is prohibited.
4. Accessing offensive websites or those that contain objectionable material such as pornography or discriminatory material as referenced in the County of San Bernardino Electronic Mail (e-Mail) systems Policy #09-01 is strictly prohibited. The exception to this is employees in specialized assignments, which necessitate accessing these sites. The employee must have approval from his/her immediate supervisor before accessing these sites.

Electronic Communication:

1. Email shall be used for business purposes. Limited occasional or incidental use of email for personal purposes may be acceptable if done in a professional and appropriate manner, not used on County work time, not violating prohibited activities and not interfere with probation business or duties (SBC Policy #09-01).
2. Email generated via the Department server/network includes a confidentiality statement pursuant to the Electronic Communications Privacy Act, 18 USC SS 2510-2521.
3. All emails are expected to reflect a professional tone without the use of profanity, gossip or derogatory language.
 - a. Email shall include ONLY the name, title, location, assignment and telephone number in the "signature" portion. Quotations, tag lines, or any other information not directly related to the user's county identifying information is prohibited.
 - b. Utilize the out of office email reply when out of the office for vacation, training, work at home, scheduled day off etc. Be sure to include a timeframe outlining your dates of absence, expected return and unit supervisor and clerk name and phone number.
4. When on duty, staff are required to check all incoming email at least once each working day. As such, urgent matters should not be sent via email.
5. All email communications are automatically stored and are subject to review by Probation Department management without notice.
6. Do not engage in the unreasonable personal use of Department electronic communications while on duty, violate prohibited activities or interfere with probation business or duties.
7. Electronic communication shall not contain animation, specialized graphics, colored wallpaper or backgrounds.
8. Do not communicate messages that would constitute unlawful or sexual harassment, sexually offensive material or information, or use offensive screen savers.
9. Do not violate trademark, copyright, intellectual property rights or license rights (software or otherwise).

Encryption:

1. Employees and contractors of the Probation Department utilizing the County's prob.sbcounty.gov email system who have a business need that requires sending confidential data, that may include Personal Identifiable Information (PII) or Protected Health Information (PHI), to an email address that is external to the County shall use a method to send the email that includes data encryption.
 - a. Access to encryption services can be requested by contacting the Help Desk and opening a ticket.
2. Employees and contractors shall not place confidential information in the "Subject" line of any email message.

Internet and Electronic Communications Agreement

3. Employees and contractors that receive confidential information from a citizen by email shall not reply to the message unless they utilize encryption or remove the confidential information from the reply message.
4. Employees and contractors that receive confidential information from a citizen by email that is listed in the "Subject" line of the message will redact the information from the "Subject" line prior to replying and use encryption as appropriate.
5. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Deliberate, unauthorized disclosure of confidential information may result in civil and/or criminal penalties.
6. Staff are encouraged to reference County of San Bernardino Standard Practice 14-03 SP03 and SP07 for further details.

Social Media:

1. Any staff member who chooses to participate in social media or social networking platforms shall conduct themselves in a manner that will not reflect negatively upon the Department or its mission.
2. Access to the Department website and social media sites via the Department's computer network while on duty is acceptable, based on an organizational need to do so and with the approval of the employees' supervisor.
3. Do not engage in the unreasonable personal use of Department computers or access to the Department website/social media sites, personally maintained social media sites or other organizational websites while on duty.
4. Staff shall not post, publish, forward, or display any text, photograph, audio file, video file, or any other media format on any personal social media or networking site, blog, commentary, or news site, that may be reasonably foreseen to bring discredit to themselves or the Department, be construed as indecent, lewd, offensive, be intermingled with other posts that would bring discredit to the employee or the Department or compromise the professional integrity of the Department.
5. Any on or off duty use of internet or social media and networking sites shall not be used in any manner which could be reasonably foreseen to be detrimental to the Department, its operations, or be a danger or threat to staff. This includes, but is not limited to:
 - a. Posting personal or Department photographs taken of them on-duty to personal social media sites.
 - b. Listing the Department as their employer (to include their rank, job classification and assignment). Employee work schedules, detention corrections security measures, youth transportation arrangements, criminal intelligence/officer safety briefs, or other operationally-sensitive information.
 - c. Display of Department graphics, emblems, insignias, logo uniforms, patches, badges, equipment, vehicle, or facilities in a negative manner or weapons if displayed or depicted in such a manner that it promotes or glorifies violence.
 - d. Descriptions or discussions of Department enforcement methods, procedures, tactics, training, equipment, organizations, or staffing.
 - e. Information or opinions regarding a Department administrative or criminal investigation, arrest, enforcement action, or pre-sentence investigation.
 - f. Information that staff has been restricted from divulging by an administrative order of confidentiality.
 - g. Information or opinions regarding the case work, investigation, detention practices, or administrative actions of other Department personnel.
 - h. Comments solely meant to discredit the Department, other law and justice professionals, agencies, or members of the judiciary.
 - i. Confidential information accessed or known by the member as a result of their status, rank, position, or assignment within the Department.

Internet and Electronic Communications Agreement

- j. Addresses, phone numbers, or other personal information of members of the Department.

Electronic Equipment:

1. Each employee/volunteer is responsible for the equipment made available to them. Employees may be expected to reimburse the Department; if it is determined lost or damaged equipment is the result of gross negligence or a dishonest or willful act.
2. All equipment issued to an employee/volunteer must be returned to the Probation Department upon separation from service.

Internet and Electronic Communications Agreement

I understand that any violation of the above agreement may result in disciplinary action, up to and including termination of employment or release as a volunteer.

I have been provided the opportunity to ask questions pertaining to the above agreement.

I have read the above agreement, understand it, and agree to abide by it.

Employee/Volunteer Signature

Employee ID

Employee/Volunteer Name (Print)

Date

Supervisor Signature

Employee ID

Supervisor Name (Print)

Date

Distribution:
Original – Probation Personnel Office (Employee's Personnel File)
Copy – Employee

Volunteers In Probation Attachment E (Lexipol 7-14-21).pdf



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

VOLUNTEERS-IN-PROBATION (VIP)

Leave of Absence/Resignation Form

Complete and return to:

Volunteer Coordinator
175 W. 5th St., 4th Floor, San Bernardino, CA 92415

*If you are resigning, please ensure you return your ID card

- Leave of Absence (6 month max)
 Resignation

Name Phone Number

Address City Zip Code

Unit/Assignment Supervisor

Effective Date Expected Return Date

Please provide a brief explanation:

Signature

Date

Volunteers In Probation Attachment F (Lexipol 7-14-21).pdf



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

Volunteers In Probation (VIP)

Exit Interview

Thank you for your participation in the Volunteers In Probation (VIP) Program. Please answer the following questions to assist us in providing the best possible program for our future volunteers.

Date: _____ **Name (optional):** _____

Unit/Assignment/Supervisor: _____

TYPE OF VOLUNTEER:

Regular Student Intern REACH NA/AA Religious/Social Special Programs YAB

REASON FOR LEAVING:

- | | |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> I had a successful experience, but I am ready for something else | <input type="checkbox"/> I didn't feel supported/appreciated by staff |
| <input type="checkbox"/> Other changes in family, work, health or personal situation | <input type="checkbox"/> I completed my course requirement |
| <input type="checkbox"/> Problems with transportation, schedule, and or other conflict | <input type="checkbox"/> Schedule Conflict |
| | <input type="checkbox"/> The program did not meet my expectations |
| | <input type="checkbox"/> No Longer Interested |
| | <input type="checkbox"/> Other (please specify): _____ |

1. What benefits did you obtain through your volunteer assignment?

2. How well were your expectations met?

3. How adequate was the orientation and training you received for your assignment?

4. What was your original motivation for volunteering with us?

5. What was the most interesting or rewarding experience you had while volunteering here?

6. What suggestions, changes or recommendations would you make to improve our volunteer program?

7. Overall, how satisfied were you with your experience (please check one):

Very Satisfied

Satisfied

Dissatisfied

Volunteers In Probation Attachment G (Lexipol 7-14-21).pdf



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

Prison Rape Elimination Act of 2003

Acknowledgement for all
Sworn Personnel, Contractors, Volunteers and Employees

The San Bernardino County Probation Department is committed to maintaining an environment free of all forms of sexual abuse and or sexual harassment of the youth in its juvenile facility. The department has a zero tolerance for anyone to engage in any form of sexual abuse and or sexual harassment of the youth in the department's juvenile facility. Additionally, sexual abuse and sexual harassment are prohibited by Federal and State law.

I understand that the San Bernardino County Probation department has a zero tolerance for sexual abuse, sexual misconduct, and sexual harassment between staff and youth confined in the San Bernardino County Probation Department's juvenile facility. Staff is defined a sworn personnel, contractors, vendors, volunteers, and employees.

I have been provided with training that explains the department's zero tolerance policy red flags of and how to report sexual abuse and or sexual harassment. I have had the opportunity to discuss and ask questions with the person listed as the witness on the form.

Sworn Personnel Non-sworn Personnel Contractor Volunteer

PRINT NAME

SIGNATURE

DATE

WITNESS SIGNATURE

DATE