

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

APPOINTMENT AND QUALIFICATIONS

Title 15, Section 1320

Authority:

Michelle Scray Brown, Chief Probation Officer

Purpose:

To establish guidelines to ensure that in each Juvenile Detention and Assessment Center (JDAC) and Treatment Facility (TF) there shall be a Superintendent, Division Director I or facility manager in charge of its program and employees. Such Superintendent, Division Director I, facility manager and other employees of the facility shall be appointed by the facility administrator pursuant to applicable provisions of law.

Guidelines:

A. Employee Qualifications:

1. Each facility shall:
 - a. Recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules.
 - b. Require a medical evaluation and physical examination including tuberculosis screening test.
 - c. Require a medical evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubella, rubella, and mumps).
 - d. Adhere to the minimum standards for the selection and training requirements adopted by the BSCC pursuant to Section 6035 of the Penal Code.
 - e. Conduct a criminal records review, on each new employee, and psychological examination in accordance with Section 1031 et seq. of the Government Code.

B. Non-Employees:

1. Contract personnel, volunteers, and other non-employees of the facility, who may be present at the facility, shall have such clearance and qualifications as may be required by law and their presence at the facility shall be subject to the approval and control of the facility manager.

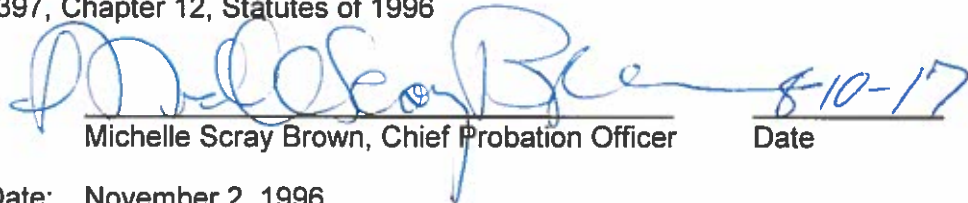
Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Minimum Standards for Juvenile Facilities, Title 15, Section 1320
Sections 210 and 885, Welfare and Institutions Code
Assembly Bill 1397, Chapter 12, Statutes of 1996

Issued by:


Michelle Scray Brown, Chief Probation Officer 8-10-17
Date

Original Issue Date: November 2, 1996

Revised: December 20, 1999
Revised: June 20, 2003
Revised: February 27, 2008
Revised: August 10, 2017