

Probation Corrections Supervisor I/II Duties and Responsibilities (Title 15, Section 1320)

Effective Date:	3-13-24
Revised Date:	3-13-24
Issuing Authority: Chief Probation Officer	

526.1 PURPOSE:

To establish general duties and responsibilities for Probation Corrections Supervisor I/II (PCSI/ PCSII) who oversee the operations of a Juvenile Detention Assessment Center (JDAC) and/or Treatment Facility (TF).

526.2 RESPONSIBILITIES:

- I. Probation Corrections Supervisor I/II:
 - A. General:
 1. When there is no specific rank stated, both are accountable for the responsibility discussed.
 2. Shall be responsible for reading and understanding all related departmental policies and procedures, Title 15 of the California Code of Regulations, and shall perform their duties and tasks in compliance with them.
 3. In the event a regular status PCSI is not available to work, a Probation Corrections Officer (PCO) may be utilized as an Acting PCSI. The selection process for a PCO to be an Acting PCSI is as follows:
 - (a) PCOs who have completed their probationary period may submit a written request to their immediate supervisor for consideration to perform the duties of an Acting PCSI.
 - (b) PCSI/II's may also make a recommendation for a PCO to be placed on the Acting PCSI list.
 - (c) All requests and recommendations will be considered during a combined PCSI/PCSII meeting. When a consensus is reached among the supervisors, the name(s) of the PCO(s) will be forwarded to the Division Director I/II for final approval.
 - (d) Once DD approval is received the PCO will be added to the Acting PCSI list.
 - (e) Acting PCSIs will be expected to comply with this procedure while performing PCSI duties.

San Bernardino County Probation Department

Procedures Manual

Probation Corrections Supervisor I/II Duties and Responsibilities (Title 15, Section 1320)

- B. Supervision of staff includes but is not limited to:
1. Provide clear directions and incorporate essential information in a way that is easy to understand.
 2. Engage, confront, and address inappropriate behavior.
 3. Promote positive behavior and conduct.
 4. Ensure staff provide an appropriate level of attention to youth participating in unit activities.
 5. Train on techniques of individual/group counseling, recreational activities, proper use of equipment, etc.
 6. Schedule, organize, and direct monthly staff meetings to communicate new and revised processes/policies/procedures, conduct training, discuss programming, promote communication/teamwork, etc.
 7. Train staff in the implementation of the Department's processes/policies/procedures to ensure consistency, proper compliance, application, etc.
 8. Observe staff interaction with the youth to ensure objectivity, fairness, consistency, compliance with established processes/policies/procedures, etc.
 9. Meet with subordinates on a regular basis, preferably weekly, to discuss performance goals, objectives, responsibilities, etc.
 10. Evaluate, document, and review the work performance of assigned staff. Hold staff accountable for performance standards by providing ongoing discussions regarding unsatisfactory performance factors and keep staff apprised of positive aspects of their performance.
 11. Supervise and evaluate assigned staff to ensure they are properly observing, confronting, rewarding, and redirecting youth behavior in a manner that maintains the safety, rights, and dignity of staff and youth.
 12. Evaluate overall competencies and professional development of subordinates in Work Performance Evaluations (WPEs). Complete all WPEs in accordance with MOU and in a timely manner. Provide ongoing feedback to subordinates as needed.
 13. Monitor and approve all EMACS requests and ensure accurate time and attendance.
 14. Ensure staff compliance with federal and state laws/regulations, as well as County and Department rules, processes, policies, procedures, etc.
 15. Foster a positive work environment, ensure the appropriate use of authority by employees in the performance of their duties, and present a professional demeanor.
- C. Counseling:

San Bernardino County Probation Department

Procedures Manual

Probation Corrections Supervisor I/II Duties and Responsibilities (Title 15, Section 1320)

1. Ensure staff incorporate talking to the youth, build professional relationships, conduct individual/group counseling, etc.
- D. Treatment Plans:
1. Ensure staff develop and implement treatment plans with attainable goals while evaluating the youth's receptiveness and progress.
- E. Conduct:
1. Demonstrate professionalism, command presence, and group control when speaking to staff and youth. Listen and respond appropriately to questions, concerns, and complaints.
 2. Avoid situations that could be construed as showing favoritism toward any one staff, youth, or group.
 3. Ensure staff arrive on time and are prepared and properly equipped for their designated assignment.
 4. Maintain a working knowledge and applicability of laws and codes governing the custody and care of youth.
 5. Maintain a professional relationship and communication with all members of the Department, other agencies, and the public.
- F. Unit Maintenance:
1. Ensure staff are compliant with facility sanitation measures in accordance with the Facility Sanitation, Safety, and Maintenance procedure.
- G. Emergencies:
1. Respond to and oversee emergency situations with the intent to preserve life, address safety concerns, and mitigate harm.
 2. Communicate, through the chain of command, when a youth and/or staff sustain an injury.
 3. Ensure safe and secure operations and respond to emergencies while assuming a proactive role in the attempt to prevent critical incidents and situations as needed.
- H. Documentation:
1. Complete and/or document in Caseload Explorer (CE) all required shift inspections. These include, but are not limited to:
 - (a) Suicide Observation Status (SOS) Inspection
 - (b) Special Program Inspections such as Individual Treatment Plan/ Watch (ITP/ITW) and Administrative Separation, etc.
 - (c) Due Process/Consequences
 - (d) Room Search Inspection
 - (e) Continuity of Education Inspection

San Bernardino County Probation Department

Procedures Manual

Probation Corrections Supervisor I/II Duties and Responsibilities (Title 15, Section 1320)

- (f) Safety Check's Guard 1 Report
 - (g) Supervisor rounds
- I. JDAC/TF Rounds:
- 1. PCSIs must conduct, at minimum, two (2) rounds per shift (AM, PM, and 3rd shift). During rounds, safety and security issues should be examined. These include, but are not limited to:
 - (a) Unit Climate (Safety and Security)
 - (b) Daily Program
 - (c) Kardex
 - (d) Maintenance Log
 - (e) Safety Checks
 - (f) Special Programs (ITP, Administrative Separation, ITW)
 - (g) Consequences
 - (h) Grievance Box
 - 2. PCSIs must conduct, at minimum, one (1) round per shift (AM, PM, and 3rd shift). During rounds, safety and security issues should be examined. Refer to letter I, 1, a through h above.
- J. Safety and Security:
- 1. Ensure the safety and security of the JDAC and TF youth, staff, and visitors. Always be aware and alert to area surroundings, and any breaches in security, and respond as per applicable procedures.
 - 2. Ensure proper safety precautions are taken when external gates are opened.
 - 3. Ensure staff conduct random weekly mock emergency drills and document in CE (disaster, emergency code, fire, and evacuation including partial and full evacuation).
 - 4. Communicate all safety and security concerns, with possible solutions, to applicable chain of command.
 - 5. Respond and take corrective action in any situation that may compromise the safety and security of the JDAC/TF or program.
 - 6. The first PCSI on the scene of an incident is considered the Incident Commander (IC) until relieved by the area PCSI or as designated by the Watch Commander (WC).
 - 7. Notify the WC/TF Supervisor to help facilitate the immediate applicable notifications as per the Critical Incident Notification (CIN) procedure when applicable.
- K. Accountability:

San Bernardino County Probation Department

Procedures Manual

Probation Corrections Supervisor I/II Duties and Responsibilities (Title 15, Section 1320)

1. Review and explain the Orientation Handbook to PCOs to ensure youth are given clear directives, structure, and expectations.
2. Review the Orientation Handbook annually for updates/revisions. Forward recommended changes through the chain of command for approval.
3. Complete required reports and documentation daily/weekly/monthly.
4. All supervisors are to ensure the training received by each PCO addresses each duty, action, or skill set necessary to perform their duties.
5. When applicable and practical, ensure staff complete Incident Reports (IRs) prior to the completion of their shift. Review IRs for accuracy, evaluate actions taken by staff, and conduct debriefings as necessary.