

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

PROBATION DIVERSITY COMMITTEE

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish guidelines relating to the Probation Department Diversity Committee and its role in assisting the Chief Probation Officer, or their designee, in developing, implementing, maintaining, updating, and adhering to equal opportunity in employment, training/development, promotion/advancement, retention, and treatment of employees consistent with federal and state regulations and County Policy.

Definitions:

County Equal Employment Opportunity Plan (CEEOP): Utilization Report consisting of the County's workforce by gender, race, or ethnicity, as required by the Department of Justice (DOJ). The plan establishes objectives to address the areas of underrepresentation in the workforce, as well as, steps to meet its objectives. This plan is viewable on the County's Human Resources Website under Equal Employment Opportunity (EEO). The County Equal Employment Opportunity Plan (CEEOP) requires all County Departments to maintain a department specific Equal Employment Opportunity Plan (EEOP) for review by the Equal Opportunity Commission (EOC) and Equal Employment Opportunity (EEO) Office. The reason to develop a departmental plan is to allow for the identification of workforce disparities that are specific to the department.

Department Equal Employment Opportunity Plan (DEEOP): A comprehensive report that analyzes the Probation Department's workforce in comparison to relevant labor market data and the department's employment practices to determine the impact on the diversity of the department. This plan is viewable on San Bernardino County Probation Intranet.

Probation Diversity Committee (PDC): A committee comprised of Probation Department employees, approved by the Chief Probation Officer or their designee, who operate as an advisory group to the Chief Probation Officer or their designee in matters relating to Equal Employment Opportunity.

Deputy Probation Diversity Committee Officer(s): Probation Department employee(s), at or above the rank of Supervising Probation Officer/Probation Corrections Supervisor II, appointed by the Chief Probation Officer or their designee, to act as a liaison with Probation Administration and assist in the coordination, oversight, and administration of the PDC.

Probation Diversity Committee Co-Chairs: PDC Committee members voted in by the Probation Diversity Committee who are responsible for presiding over quarterly meetings.

Probation Diversity Committee Candidate(s): A full-time, non-probationary status Probation Department employee who submits a request for membership to the Probation Diversity Committee.

Responsibilities:

- I. Probation Diversity Committee:
 - A. Shall develop the Probation Department's Equal Employment Opportunity Plan (DEEOP), in conjunction with the Chief Probation Officer or their designee, and under the oversight of the Deputy Probation Diversity Committee Officer(s). The DEEOP should include, but is not limited to: an introduction, a statistical profile of the internal workforce, community labor statistics, a utilization analysis, objectives, steps to achieve the objectives, and dissemination of the DEEOP.
 - B. Consistent with the DEEOP and in conjunction with the Chief Probation Officer or their designee, administer activities that shall include, but are not limited to:
 1. Development and implementation of action strategies to update and monitor the DEEOP and ensure full and equal participation of employees in the workforce regardless of age, ancestry, color, gender, race, religion, national origin, marital status, physical or mental disability, medical condition, sexual orientation, or any other basis covered by law.
 2. Participate as observers in promotional interviews as deemed appropriate based on classifications identified by Human Resources as under-represented in any area described above. Refer to the Interview Process-Promotional and Non-Sworn New Hires procedure.
 3. Provide quarterly reports to the Chief Probation Officer or their designee on PDC updates, activities, process, planning, etc.
 4. Utilization of the PDC and its members for activities, training, and as speakers to help support a culturally diverse and competent workforce.
 5. Development and implementation of an Employee Mentoring Program to assist all employees who would like to participate.
 6. Ensure the DEEOP is available to all employees. It is viewable on the San Bernardino County Probation Intranet.
- II. Probation Diversity Committee Candidate(s) shall:
 - A. Obtain their immediate Supervisor's approval to participate.
 - B. Attend two PDC meetings then submit a memo of interest directly to the PDC Co-Chairs.
 - C. Complete New Membership Training.
 - D. Have an overall "Meets" rating on the most current Work Performance Evaluation (WPE) and no disciplinary actions within the last two years.
 - E. Be a full-time Probation Department employee in non-probationary status.
- III. Probation Diversity Committee Member(s) shall:
 - A. Serve a three-year term and may apply for a one year extension by submitting a memo or email to the Co-Chairs, along with proof of approval from their immediate Supervisor.
 - B. Participate in committee meetings and events.
 1. May be assigned to a sub-committee as needed by the PDC.
 2. Lack of participation could result in removal from the PDC.
 - C. Participate in the creation of, and support the implementation of, the Probation Department's Equal Employment Opportunity Plan.
 - D. Serve as a resource when needed to the Deputy Probation Diversity Committee Officer(s) and Chief Probation Officer or their designee in recommending activities and/or training to address alleged or identified discriminatory practices.
 - E. Participate in special studies as directed by the Deputy Probation Diversity Committee Officer(s) or Chief Probation Officer or their designee.
 - F. Annually select a Co-Chair at the conclusion of the two-year term, with the possibility for re-election for an additional two-year term.

- G. Advise the Co-Chairs in an email when unable to attend meetings.
- IV. Probation Diversity Treasurer shall:
- A. Provide the committee information regarding financial events, trends, concerns, and assessment of fiscal health at each meeting.
 - B. Complete any required financial forms.
 - C. Maintain control over access to the committee's funds and bank account, which requires one Co-Chair signature on written checks.
 - D. Maintain proof of all expenses, receipts, bills, and debts.
 - E. Collect and secure cash/checks from fundraising events and make deposits when necessary.
- V. Probation Diversity Committee Recorder/Secretary shall:
- A. Record the minutes of meetings and produce a typed draft to the Co-Chair within two weeks of each meeting.
 - B. Distribute minutes to members upon approval of the Committee Co-Chairs.
 - C. Record attendance of members and document all absences as excused or not excused.
 - D. Maintain official records, minutes, agendas, and attendance.
 - E. Review Interoffice Memo "Membership Request" and Interoffice Memo "Membership Extension" forms in Probation Tools every three years and modify if deemed necessary.
- VI. Probation Diversity Committee Co-Chairs shall:
- A. Facilitate and chair all PDC meetings together or in absence of the other Co-Chair.
 - B. Facilitate and participate in New Membership Training.
 - C. Review this procedure every three (3) years and request modifications as necessary.
 - D. Approve a Secretary and Treasurer from the PDC.
 - E. Review and approve minutes recorded from the meetings and provide informational copies to the Deputy PDC Officer and Chief Probation Officer or their designee.
 - F. Meet quarterly, or as directed, with the Chief Probation Officer or their designee.
 - G. Create a waitlist when applications exceed fifty (50) position openings.
 - H. Process new candidates by:
 - 1. A memo of interest with candidate's immediate supervisor's approval.
 - 2. Requesting review from the Division Director II of the Professional Standards Unit, or designee, to ensure the candidate meets personnel requirements.
- VII. Deputy Probation Diversity Committee Officers shall:
- A. Facilitate administrative communication between the Co-Chairs and the Chief Probation Officer or their designee when necessary and assist with other administrative decisions as required.
 - B. Report directly to the Chief Probation Officer or their designee in all matters of equal employment opportunity.
 - C. Will be appointed by the Chief Probation Officer or their designee and hold the rank of Supervising Probation Officer/Probation Corrections Supervisor II or above.
 - D. Assist in the coordination, oversight, and administration of the PDC.
- VIII. Chief Probation Officer or their Designee shall:
- A. Approve one (1) or two (2) Deputy Probation Diversity Committee Officer(s), who shall hold the rank of Supervising Probation Officer/Probation Corrections Supervisor II or above.
 - B. Determine and approve an appropriate number of members from among interested employees to serve as an advisory committee to the Office of the Chief Probation Officer in matters of equal employment opportunities.

Guidelines:

- A. All complaints involving claims of harassment, discrimination, or retaliation will be handled in accordance with Probation Department Procedure, Department Investigations/Critical Incident reviews, and San Bernardino County Policy Number 07-01. Complaints can be filed on the San Bernardino County HR website by either filling out the EEO complaint form or calling the Ethics Hotline.
- B. All formal employee complaints will be handled pursuant to San Bernardino Probation Department Procedure Department Investigations/Critical Incident reviews.
- C. At the direction of the Chief Probation Officer or their designee, the Division Director II of the Professional Standards unit, or their designee, will provide the Chief Probation Officer or their designee with an update regarding complaints applicable to this procedure.
- D. The Probation Department shall not discriminate against, nor tolerate the harassment of, employees or applicants for employment on the basis of age, ancestry, color, gender, race, religion, national origin, marital status, physical or mental disability, medical condition, sexual orientation, or any other basis covered by law.
- E. The Probation Department is committed to providing equal employment opportunity to all employees and applicants for employment on the basis of merit, efficiency, and fitness, and to prohibit discrimination in every phase of personnel policy and practice.
- F. Members may recommend dismissal when members are absent without a valid excuse for three or more meetings.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

San Bernardino County Human Resources Equal Employment Opportunity Office (EEOO)
Civil Rights Act of 1964, Title VII, Section 705
Civil Rights Act Title VII; 1972

References:

San Bernardino Equal Employment Opportunity County Plan
San Bernardino EEO Plan Guide for Departments
Probation Procedure - Interview Process-Promotional and Non-Sworn New Hires
Probation Procedure – Department Investigations/Critical Incident Reviews
San Bernardino County Policy Number 07-01

Issued by:



Tracy Reece, Chief Probation Officer

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