
Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The San Diego County Probation Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control, and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

The Chief Probation Officer is responsible for administering and managing the San Diego County Probation Department. These are the divisions in the Department:

- (a) Adult Reentry and Community Supervision Services (ARCSS)
- (b) Youth Development and Community Support Services (YDCSS)
- (c) Administrative and Operational Services
- (d) Institutions Services

200.3.1 ADULT REENTRY AND COMMUNITY SUPERVISION SERVICES

ARCSS is commanded by Deputy Chief Probation Officers (DCPOs), whose primary responsibilities include general management, direction, and control for the divisions under their purview. DCPO management duties include the responsibility of sworn officers and professional staff of all ranks and duties throughout the command.

200.3.2 YOUTH DEVELOPMENT AND COMMUNITY SUPPORT SERVICES

YDCSS is commanded by a DCPO, whose primary responsibility is to provide general management, direction, and control for the professional/support members within its purview and officers tasked with case management and community supervision services for youth placed on and/or ordered to complete formal or informal probation programs, including youth in out-of-home placements.

200.3.3 ADMINISTRATIVE AND OPERATIONAL SERVICES

Administrative Services is commanded by a Chief of Administrative Services whose primary responsibility is to provide general management, direction, and control for technical and administrative services.

Operational Services is commanded by a Chief of Operational Services whose primary responsibility is to provide direction, and control for technical and operational service.

San Diego County Probation Department

Administrative Services Policy Manual

Organizational Structure and Responsibility

200.3.4 INSTITUTIONS OPERATIONS

The Youth Institutions are commanded by DCPOs, whose primary responsibilities include general management, direction, and control for several youth facilities that include detention and commitment housing and associated care and rehabilitative services for youth in custody.

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

The Chief Probation Officer exercises command over all members of the San Diego County Probation Department. During planned absences, the Chief Probation Officer will designate a manager to serve as the acting Chief Probation Officer. Except when designated as above, the order of command authority in the absence or unavailability of the Chief Probation Officer is:

- (a) Assistant Chief Probation Officer

In the event the Assistant Chief Probation Officer is also absent or unavailable, any Deputy Chief Probation Officer or Division Chief may be designated by the Chief or Assistant Chief to serve as Acting Chief Probation Officer.