

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 POLICY

From the executive level comes the philosophy of the organization, the overall policies, and the broad operational procedures for daily functioning. Responsibility is delegated downward with each level giving clearer, more detailed definition to the procedures of operation within the framework outlined above. The authority to make decisions, to require compliance with established procedures, and to modify procedures in the interest of greater efficiency must be exercised fully at the appropriate levels. Perhaps even more important is policy that the authority for decision making and other supervisory responsibility at any level must be encouraged and supported by the levels above, and particularly, must not be usurped. By extension, each supervisory level must assume to the fullest responsibilities of that level and not refer upward or downward the problems which should be solved at that level.

200.3 SERVICES

The Chief Probation Officer is responsible for administering and managing the San Diego County Probation Department. There are four services in the Probation Department as follows:

- Administration Services
- Juvenile Field Services
- Adult Field Services
- Institutional Services

200.3.1 ADMINISTRATION SERVICES

The Administration Services commanded by a Chief of Administrative Services whose primary responsibility is to provide general management direction and control for Administration Services. Administration Services consists of Technical Services and Administrative Services.

200.3.2 JUVENILE FIELD SERVICES

Juvenile Field Services commanded by a Deputy Chief Probation Officer whose primary responsibility is to provide general management direction and control for that service. Juvenile Field Services consists of Intake and Investigations, Supervision, Juvenile Drug Court, Breaking Cycles, Placement Unit, Truancy Intervention Program, Truancy Supervision Program, Home Supervision, Youthful Offender Unit, Special Operations and Probation Operations Support staff.

San Diego County Probation Department

Policy Manual

Organizational Structure and Responsibility

200.3.3 ADULT FIELD SERVICES

Adult Field Services commanded by a Deputy Chief Probation Officer whose primary responsibility is to provide general management direction and control for that service. Adult Field Services consists of Intake and Investigation, Supervision, Post Release Community Supervision (AB109) and Mandatory Supervision, DUI, Victim Services, Work Projects, Work Furlough and Probation Operations Support staff.

200.3.4 INSTITUTIONAL SERVICES

Institutional Services is commanded by a Deputy Chief Probation Officer whose primary responsibility is to provide general management direction and control for Institutional Services. The Institution Division consists of the five juvenile detention facilities, Ombudsman, Probation Quality Assurance Specialist and Probation Operations Support staff.

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

The Chief Probation Officer exercises command over all personnel in the Department. During planned absences, the Assistant Chief Probation Officer will 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 as follows:

- (a) Chief Probation Officer: Establishes broad departmental policies and procedures to meet short and long-range departmental goals. He/she stimulates community interest in probation programs, maintains cooperative relationships with government agencies and community groups involved or interested in probation programs. He/she ensures that policy, procedures, and problem decisions are made promptly and communicated through channels to appropriate level
- (b) Assistant Chief Probation Officer: Assists the Chief Probation Officer in establishing departmental policies and goals. He/she acts on the Chief's behalf when the Chief is absent and in those matters designated by the Chief Probation Officer. He/she oversees the daily operation of the department and sees that policy, procedures and problem decisions are made promptly and communicated through channels to the appropriate level.
- (c) Deputy Chief Probation Officer: Responsible for establishing procedures within a major probation service, to implement the broad policies set forth above, for making decisions consistent with these policies, for issuing instructions to ensure compliance with these decisions. He/she synthesizes subordinates' input into the department policy-making process and maintains cooperative relationships with government agencies and community groups involved or interested in service programs.
- (d) Division Chief: Responsible for the operation and function of a probation institution, or assisting with the operation and function of a major service division by ensuring compliance with departmental policies and establishing procedures. This responsibility includes resolving problems in the areas of communication, personnel, employee relations,

San Diego County Probation Department

Policy Manual

Organizational Structure and Responsibility

and other appropriate management areas. In addition, refers problems which cannot be resolved to higher levels.

- (e) **Supervisor:** A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department employees, directing the work of other employees, evaluating other employees or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment. The term "supervisor" may also include any person (e.g. officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation. When there is only one department employee on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the employee's off-duty supervisor or an on-call supervisor.
- (f) **Senior Probation Officer:** Responsible for carrying out assigned duties as received from supervisory levels. As an experienced professional journeyman level officer, this class performs variedly difficult and responsible probation work, and duties may involve assisting in the training and supervision of subordinates.
- (g) **Deputy Probation Officer:** Responsible for carrying out assigned duties as received from supervisory levels. Responsible for performing a variety of casework and/or institutional rehabilitative services in compliance with established policy and procedures.
- (h) **Correctional Deputy Probation Officer I and II:** The Correctional Deputy Probation Officer class positions are primarily the professional support in the juvenile institutions, paraprofessional probation/corrections positions. Primary assignments involve variedly difficult and responsible institutional security and/or custodial security duties; or, advanced preparatory professional training level duties and responsibilities. Responsibilities require the capability to work independently and to become knowledgeable of the laws and codes pertaining to detention and release of institutional youth/residents, and correctional institutions procedures and policies.
- (i) **Support Personnel:** Responsible for carrying out assigned duties as described in the individuals job description and as received from supervisory levels in support of the overall mission of the Probation Department.

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment, any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.4.3 ORDERS

Employees shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

San Diego County Probation Department

Policy Manual

Organizational Structure and Responsibility

200.5 MISSION STATEMENT AND VISION

The mission statement of the San Diego County Probation Department is "Protect community safety, reduce crime and assist victims through offender accountability and rehabilitation." All of the directives given, and actions taken, shall be in support of the Probation Department's Mission.

The vision of the Probation Department is "Enhancing the quality of life for San Diego County residents by creating safer communities."