

Trinity County Probation Department

New Procedures Manual

PROPERTY

Trinity County Probation Department

New Procedures Manual

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Chapter 2 - Organization and Administration

Emergency Plan

200.1 TRINITY COUNTY EMERGENCY PLAN (POLICY 202)

The Trinity County Probation Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and cooperation with other agencies.

The Trinity County Emergency Operations Plan complies with the State of California's Emergency Services Act (Government Code § 8550 et seq.). This plan provides guidance and procedures for County emergency operations within and outside its borders as may be required.

Click on this link, [Emergency Operations Plan](#), to access the county-wide plan published by the Office of Emergency Services.

Chapter 3 - General Operations

Discriminatory Harassment

300.1 DISCRIMINATORY HARASSMENT PROCEDURES

The procedures regarding discriminatory harassment, including sexual harassment and retaliation, can be found on the Trinity County website at: [www.trinitycounty.org/departments/human resources/employee handbook](http://www.trinitycounty.org/departments/human%20resources/employee%20handbook), or directly via this link: [Discriminatory Harassment Procedures](#)

These procedures apply to all department members, who shall follow the intent of these procedures in a manner that reflects department policy, professional law enforcement standards, and the best interest of the department and its mission.

See Policy Manual on Discriminatory Harassment for further information.

Cash Handling, Security and Management

301.1 CASH HANDLING, SECURITY AND MANAGEMENT PROCEDURES (POLICY 325)

Procedures for cash handling, security and management can be found on the Trinity County website at: [www.trinitycounty.org/departments/human resources/employee handbook/cash handling procedures](http://www.trinitycounty.org/departments/human%20resources/employee%20handbook/cash%20handling%20procedures), or directly by clicking this link: [See attachment: County Cash Handling Policy.pdf](#)

Use of Force Review Boards

302.1 INITIATION OF REVIEW

- (a) All use of force incidents shall be reported to a supervisor as soon as possible and shall be documented in an incident report.
- (b) All incident reports involving use of force will be immediately reviewed by the Supervising Deputy Probation Officer (SDPO) or Assistant Chief Probation Officer (ACPO).
- (c) The SDPO or ACPO will notify the Chief Probation Officer after reviewing any incident report which involves the use of force.
- (d) The Chief Probation Officer will determine if the incident requires review by the Use of Force Review Board.

302.2 REVIEW BOARD PROCEDURES

- (a) The Board shall review all submitted incidents and determine if the use of force was within policy and procedure.
- (b) While reviewing a use of force incident, The Board shall also consider The Objective Reasonableness Standard and the "Graham Factors" established in *Graham v. Connor* (1989).
- (c) The Board shall make reasonable efforts to locate and interview witnesses to the incident and any subjects involved in the incident.
- (d) The Board will determine if the use of force in a particular incident was appropriate but will not make disciplinary recommendations.
- (e) Documentation of the final determination will be attached to the original incident and forwarded to the Chief Probation Officer.

302.2.1 USE OF FORCE CONSIDERATIONS

- (a) Objective Reasonableness Standard
 - "The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight."
- (b) Graham Factors
 - The severity of the crime
 - Whether the subject was an immediate threat to officers or others
 - How the subject was actively resisting arrest or seizure
 - How the subject was attempting to evade arrest by flight
- (c) The Board shall consider the following other factors during the review if they were known to the officer(s) at the time of the incident:

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Use of Force Review Boards

- Prior criminal history that may include violent offenses
- Prior actions or know violence by the suspect(s) that may include physical resistance to arrest or attempts to do so
- Parole or probation status, and its relation to any violent crimes
- Potential for “third strike candidate” if applicable
- Pre-assault indicators
- Size, age, and physical condition of the officer and suspect(s)
- Known violent gang membership or affiliation
- Known or perceived physical abilities of the suspect (e.g., karate, judo, MMA)
- Previous violent or mental history known to the officer at the time
- Perception of the use of alcohol or drugs by the subject
- Perception of the suspect’s mental or psychiatric history based on specific actions
- The availability and proximity to weapons, and any prior history related to weapon possession and/or use
- Environmental factors
- The number of suspects compared to the officers involved and availability of back-up
- Injury to the officer or prolonged duration of the incident
- Officer on the ground or other unfavorable position
- Characteristics or perceptions of suspect being armed and not previously searched

302.2.2 SUBJECT/WITNESS INTERVIEWS

- (a) Subjects of, and witnesses to, a use of force incident shall be independently interviewed and asked to provide a statement.
- (b) Subjects should be interviewed as soon as possible following the incident and photographs should be taken of all reported injuries.
- (c) The Board shall attempt to locate any witnesses to the incident and ask them to provide a statement.
- (d) The Board shall attempt to find video footage of the incident and any other available evidence.
- (e) All statements and evidence shall be attached to the incident report before it is forwarded to the Chief Probation Officer.

Chapter 4 - Intake, Orientation, and Supervision

Drug and Alcohol Testing

400.1 DRUG AND ALCOHOL TESTING TESTING EQUIPMENT AND SUPPLIES

The following procedures will be followed regarding testing equipment and supplies:

- (a) Officers must be training or certified to use testing equipment.
- (b) All protocols and procedures recommended by the manufacturer for the storage, use, and operation of testing equipment will be followed.
- (c) Supplies and equipment should be stored in a secure area. At no time may clients or the general public enter this area. Access by cleaning or building maintenance personnel should be limited to working hours when officers are present.

COLLECTION AREAS

The following procedures will be followed regarding the collection of specimens:

- (a) The officer must observe and process only one collection at a time. Prior to obtaining a specimen from any client, officers must confirm the client's identity.
- (b) Clients should be asked to remove outer garments, such as coats and jackets.
- (c) When possible, clients should roll up their sleeves, and wash their hands with cold water before submitting a specimen. The client's hands must be thoroughly dry before proceeding.
- (d) The officer should wear disposable, waterproof gloves for protection against spillage.
- (e) The empty specimen cup should be handed to the client, without the lid, and should never leave the sight of the collector during collection. It is critical that each collection be observed carefully to guard against the possibility of tampering, dilution, or adulteration.
- (f) Urine collection should only be done by a same sex officer. If that is not possible, than oral swab testing or sweat patch testing should be considered.
- (g) The specimen should contain enough volume to register on the test strip contained one the cup. Immediately after collection, the client should be asked to seal the specimen cup with a lid, and initial the security seal applied to the cup. This will serve as evidence that the client acknowledged the urine as his or her own.
- (h) The toilet or urinal should not be flushed until the collection is complete and the specimen cup is sealed.
- (i) The cup must be capped and labeled, prior to collecting a sample from another individual.
- (j) All specimens must be refrigerated immediately after collection.

COLLECTION OF SPECIMENS

The following procedures will be followed regarding the collection of specimens:

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- (a) The officer must observe and process only one collection at a time. Prior to obtaining a specimen from any client, officers must confirm the client's identity.
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- (c) When possible, clients should roll up their sleeves, and wash their hands with cold water before submitting a specimen. The client's hands must be thoroughly dry before proceeding.
- (d) The officer should wear disposable, waterproof gloves for protection against spillage.
- (e) The empty specimen cup should be handed to the client, without the lid, and should never leave the sight of the collector during collection. It is critical that each collection be observed carefully to guard against the possibility of tampering, dilution, or adulteration.
- (f) Urine collection should only be done by a same sex officer. If that is not possible, than oral swab testing or sweat patch testing should be considered.
- (g) The specimen should contain enough volume to register on the test strip contained one the cup. Immediately after collection, the client should be asked to seal the specimen cup with a lid, and initial the security seal applied to the cup. This will serve as evidence that the client acknowledged the urine as his or her own.
- (h) The toilet or urinal should not be flushed until the collection is complete and the specimen cup is sealed.
- (i) The cup must be capped and labeled, prior to collecting a sample from another individual.
- (j) All specimens must be refrigerated immediately after collection.

INABILITY TO SUBMIT TO TESTING

In the event that a client is unable to submit a specimen, a notation of should be made on the drug testing log and a chrono note entered into CSS.

REFUSAL TO SUBMIT TO TESTING

In the event that a client declines to submit to testing, he or she should be advised that a refusal will be considered a violation of their terms and conditions and will subject them to arrest and possible revocation of their grant of probation. The refusal should be noted in CSS.

POSITIVE TEST RESULTS

In the case of a positive test, the sample must be stored in a secure refrigerator until submitted for lab confirmation testing. Specimens testing positive for any drug may be subjected to a second test for that drug using the same technology.

CHAIN OF CUSTODY

Chain of custody documentation is critical to the integrity of the testing program. The following guidelines are to be adhered to:

- (a) Possession of the specimen must be accounted for at all times.

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Drug and Alcohol Testing

- (b) Changes in possession must be recorded.
- (c) Officers shall be thoroughly familiar with all forms and must complete them at the required times.
- (d) Chain of Custody forms are to be used only if specimens are sent to the laboratory for confirmation.
- (e) Fill in Date, ID- client's name, collector, and mark "X" on Other. Then, write the desired drugs to be tested (i.e. THC, Benzo.).
- (f) Place the specimen cup with security seal applied into the specimen bag and affix the chain of custody form to the outside before placing it into the UA refrigerator.
- (g) When a MINIMUM of FIVE (5) UA specimen bottles are in the UA refrigerator, they are to be placed into a FedEx bag for shipping. Shipments of less than 5 specimen are done using the individual cardboard mailer boxes.

DATA COLLECTION AND REPORTING

All drug testing shall be documented in the Drug Testing Log Book in the front office as well as in CSS.

Initial Intake to Probation Services

401.1 INITIAL INTAKE TO PROBATION SERVICES ADULT INTAKE (PRESENTENCE INVESTIGATION)

The following procedures will be followed regarding adult intake during a presentence investigation:

- (a) Out of custody defendants will report to the Probation Department upon completion of court. They should have a copy of the referral form, their minutes, and a firearm relinquishment packet. An appointment will be made with the appropriate officer to interview the defendant. The appointment date and time should be emailed to the appropriate officer and placed on the calendar in the front office. The defendant will be provided a "fact sheet" packet which is to be returned completed at the time of the interview. The defendant should turn in the completed firearms relinquishment packet before leaving the office if possible. The original referral form will be given to the Administrative Coordinator by the Court Officer at the end of the court day.
- (b) If the defendant is in custody, the referral form will be given to the Administrative Coordinator by the Court Officer. The Administrative Coordinator will send the "fact sheet" packet to the defendant at the Trinity County Jail.
- (c) The Administrative Coordinator will coordinate with the DA's office to obtain the defendant's DA file(s).
- (d) The Administrative Coordinator will either make a new probation file or pull the defendant's current/old probation file. A case will be created in CSS. The probation file and DA file will be given to appropriate officer. Report information will be written on the appropriate officer's report tracking board in the hallway.
- (e) The probation officer should review DA file as soon as possible to identify victims. Letters should be mailed to the victim(s) as soon as possible to allow them to respond with a statement or restitution request.
- (f) The probation officer should review both sides of the DA file. The left side includes arrest information (JUS form), court minutes (was defendant OR'd, if so what date), information provided by defense counsel, and mental health reports. The right side will contain the complaint/information, law enforcement reports, booking information, and the defendant's criminal history (RAP sheet).
- (g) The complaint/information, law enforcement reports, booking sheet, and RAP sheet should be copied. The DA file will be returned to the DA's office on the next court run.
- (h) In CSS, the probation officer will enter the defendant's hair color, eye color, height, weight, place of birth, social security number, and FBI, CII, and CDL numbers on the "Demographic" page.
 1. On the "Offense" page, fill in the incident date, arrested (Yes/No), arresting agency, crime report number, and defense attorney information.

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Initial Intake to Probation Services

2. On the “Status” page, go to Noble and complete a Static Risk Assessment on all defendant’s whose plea agreements do not include state prison or a full term county jail prison sentence.
3. Use the “Notes” page if the defendant’s case will be subject to 1203.9 PC or Interstate Compact.

ADULT INTAKE (SUPERVISION)

The following procedures will be followed regarding adult intake to supervision

- (a) Reasonable efforts will be made to conduct an intake interview with an adult offender when they first report to the Probation Department from jail, prison, or court. If the supervising officer is unavailable, an appointment will be scheduled for the offender to return when the officer is available. For compliance and accountability reasons, the appointment should be made by a sworn officer and a corresponding chrono shall be entered in CSS.
- (b) While checking in at the front desk for an intake interview, an offender will be provided a monthly report form and instructed to fill it out accurately and truthfully.
- (c) The supervising officer will take a photograph the offender and upload it into CSS. Jail photos and photos from prior grants of supervision shall not be used as a substitute for a current photo.
- (d) The supervising officer will go over all terms and conditions of supervision with the offender and ensure the offender understands all terms and conditions of supervision.
- (e) The supervising officer will have the offender fill out and sign all applicable releases of information and other paperwork as necessary.
- (f) Time permitting, any necessary risk assessments should be completed at intake. At a minimum, the intake interview should be used to lay a foundation for a future assessment and case plan as both must be completed on applicable offenders within 30 days of intake.

JUVENILE INTAKE

Officers conducting intake of any juvenile shall use the Juvenile Delinquency Checklist linked here:

[See attachment: Juvenile Delinquency Checklist.pdf](#)

See Policy Manual on Initial Intake to Probation Services for further information.

Risk and Needs Assessments

402.1 STATIC RISK ASSESSMENT (SRA)

- (a) Officers shall not score a SRA before completing department-approved training.
- (b) Officers should supplement information collected during the scoring of an SRA with information from official records checks; such as criminal history inquiries and local court records checks.
- (c) The officer who conducts the presentence investigation (PSI) on new cases will score an SRA as part of the PSI process.
- (d) For PRCS cases, the PRCS officer will score an SRA as part of the prerelease process.
- (e) For 1203.9 PC and ICOTS transfers, the unit supervisor or assigned officer will score an SRA at the earliest practicable point in the transfer or supervision process.
- (f) The SRA shall be scored in Noble.

402.2 OFFENDER NEEDS ASSESSMENT (ONA)

- (a) Officers shall not administer or score an ONA before completing department-approved training.
- (b) Officers shall administer and score an ONA for all individuals who score High on the SRA and all individuals who otherwise meet the requirements for Targeted Case Management.
- (c) The ONA shall be conducted within 30 days of intake to supervision and every 180 days thereafter.
- (d) Information used in the ONA should be collected during a face to face interview. A telephonic interview is acceptable in extenuating circumstances
- (e) Officers should supplement information collected during the ONA interview with information from official records checks, such as criminal history inquiries, local court records checks, and Probation Department records checks.
- (f) The ONA shall be scored in Noble.

402.3 STATIC-99R

- (a) Officers shall not administer or score a Static-99R before completing department-approved training.
- (b) The officer who conducts the PSI on new in county sex offense cases will score a Static-99R as part of the PSI process. The results shall be included in the presentence report.
- (c) For PRCS sex offense cases, the PRCS officer will verify CDCR has completed a Static-99R prior to release.
- (d) For 1203.9 PC and ICOTS transfers of sex offense cases, the sex offender officer will determine if a Static-99R has been scored on the offender at the earliest practicable

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Risk and Needs Assessments

point in the transfer process. In the event one has not been scored, the sex offender officer will score a Static-99R.

- (e) Officers should supplement the assessment process with information from official records checks, such as criminal history inquiries, local court records checks, and Probation Department records checks.
- (f) Officers shall score the Static-99R by hand and then email the results to the California Department of Justice.

402.4 ONTARIO DOMESTIC ASSAULT RISK ASSESSMENT (ODARA)

- (a) Officers shall not administer or score an ODARA before completing department-approved training.
- (b) An ODARA shall be scored on all incoming probation, PRCS, 1203.9 PC, and ICOTS cases wherein an underlying offense meets the definition of domestic violence found in California Family Code Section 6211.
- (c) An ODARA should be scored using information an interview with the defendant as well as information from official records.
- (d) The ODARA shall be scored in Noble.

402.5 DETENTION RISK ASSESSMENT INSTRUMENT (DRAI)

- (a) A DRAI shall be scored on all minors booked into the Trinity County Juvenile Hall to determine detention eligibility.
- (b) If the minor has a probation officer, the officer should be contacted for background information and any information regarding detention or release.
- (c) The DRAI will be scored using information from Probation Department records, other records checks, and information from the supervising officer if applicable.
- (d) All DRAI overrides should be staffed with the supervising officer (if applicable) and a supervisor.
- (e) The DRAI shall be scored in CSS.

402.6 POSITIVE ACHIEVEMENT CHANGE TOOL (PACT)

- (a) Officers shall not administer or score a PACT before completing department-approved training
- (b) A PACT will be scored on all minors pending a dispositional hearing.
- (c) A PACT should be scored using information an interview with the minor as well as information from official records checks.
- (d) For incoming transfers of wardship cases, the supervising officer will verify a PACT has been scored on the incoming ward. If not, the supervising officer will score a PACT.

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Risk and Needs Assessments

- (e) The PACT shall be scored using Noble software.

Supervision of Clients

403.1 SUPERVISION OF CLIENTS ESTABLISHING SUPERVISION LEVELS

- (a) A Static Risk Assessment (SRA) shall be scored on all incoming adult cases to determine the risk of recidivism.
- (b) A Positive Achievement Change Tool (PACT) shall be scored on all incoming juvenile cases requiring a dispositional hearing.
- (c) The SRA and PACT score will be the primary driver in determining the initial supervision level.
- (d) In order to determine the initial supervision level, the supervisor assigning a case will consider the SRA and PACT score as well as other factors outlined in this section.
- (e) Supervision levels are fluid and require the officer supervising the case to regularly evaluate the need for increased or decreased supervision throughout the term of supervision.
- (f) Changes in supervision level must be approved by a supervisor.

OTHER FACTORS IN DETERMINING SUPERVISION LEVELS

In addition to the SRA and PACT, officers and supervisors should consider other non-rated factors in determining the supervision level for each case. These factors include but are not limited to:

- (a) Whether or not the conditions ordered by the court can be monitored properly using the risk level assigned by the SRA or PACT.
- (b) The vulnerability of possible future victims (i.e. sex offenders, domestic violence offenders, child abuse and neglect offenders, and cases with criminal protective orders as a result of violent conduct).
- (c) Results and findings of other relevant evaluations such as mental health evaluations, substance abuse evaluations, and criminogenic needs assessments.
- (d) Information collected by the officer during intake to supervision or subsequent contacts with the client.
- (e) Nature and severity of the instant offense.
- (f) Past criminal history and performance on supervision

DISCRETIONARY OVERRIDES

- (a) If after considering the score of the SRA or PACT, as well as other factors affecting supervision levels, the supervisor or officer may override the SRA or PACT to the appropriate supervision level.
- (b) Overrides may be appropriate to both raise and lower supervision levels.
- (c) All overrides must be approved by the supervisor.

CASE PLANNING

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Supervision of Clients

- (a) Officers will establish a case plan for all clients identified as being in need of case management.
- (b) Case planning will be done in collaboration with the client and will focus on criminogenic needs and goals.
- (c) Juvenile case plans should be established with a parent or guardian present.
- (d) All case plans will be signed by the officer and client and will be forwarded to the supervisor for review, approval, and signature.
- (e) Case plans will be updated at least every 180 days but should be updated whenever a goal is accomplished or when there is a need for any change in the case plan.
- (f) Case plans will be produced in Noble and the original signed printout will be placed in the client's file.

COMMUNITY RESOURCES

- (a) At the start of a supervision period, preferably at intake, officers should provide clients with information regarding community resources and how to access them.
- (b) For practical purposes, officers should maintain a list of resources and contact information and update the list as necessary.

See Policy Manual on Supervision of Clients for further information.

Compliance Monitoring

404.1 COMPLIANCE MONITORING

Pursuant to Penal Code Section 1202.12:

- (a) A county chief probation officer shall have the sole discretion, consistent with the terms and conditions of probation, to decide which persons shall be supervised using continuous electronic monitoring administered by the county probation department. No individual shall be required to participate in continuous electronic monitoring authorized by this chapter for any period of time longer than the term of probation.
- (b) The county chief probation officer shall establish written guidelines that identify those persons on probation subject to continuous electronic monitoring authorized by this chapter. These guidelines shall include the need for enhancing monitoring in comparison to other persons not subject to the enhanced monitoring and the public safety needs that will be served by the enhanced monitoring.

ELIGIBILITY FOR CONTINUOUS ELECTRONIC MONITORING

- (a) All adult clients who have a STATIC-99 risk level of high will be placed on continuous electronic monitoring for the duration of the term of supervision unless otherwise excused by the sentencing court or releasing authority.
- (b) Clients not meeting the above criteria are ineligible unless expressly authorized by the Chief Probation Officer.
- (c) Continuous electronic monitoring shall also include an intensive supervision plan approved by the supervisor.

See Policy Manual on Compliance Monitoring for further information.

Chapter 5 - Field and Special Operations

Property

500.1 COLLECTION, SECURING, AND DELIVERY

Property must be collected, secured, and delivered as outlined in policy and in compliance with following procedures:

- (a) Retain possession until properly processed.
- (b) Properly account for and secure all property in your possession.
- (c) Use proper packaging and storage methods depending on the type of property.
- (d) Complete the Property Chain of Custody Form.
- (e) Notify the Department Evidence Technician that you have property that needs to be processed in. If the Evidence Technician is not available, place the evidence and the completed form in the temporary evidence locker at the west end of the building, making sure that the lock is securely fastened and proper notification has been provided to the Evidence Technician that you placed property inside the temporary locker. For property that is too large to fit in the temporary locker, temporarily locking it inside the truck of a county vehicle may be considered, however, retain possession of the keys until the property can be processed into the evidence vault.

500.2 PROPERTY BOOKING PROCEDURE

Property must be formally processed or booked as outlined in policy and in compliance with following procedures.

- (a) All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor.
- (b) Complete the property form describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
- (c) Mark each item of evidence with the booking employee's initials and the date booked using the appropriate method so as not to deface or damage the value of the property.
- (d) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.
- (e) Place the case number in the upper right hand corner of the bag.
- (f) The original property form shall be submitted with the case report. A copy shall be placed with the property in the temporary property locker or with the property if property is stored somewhere other than a property locker.
- (g) When the property is too large to be placed in the vault, the item may be retained in the designated locked evidence room. Submit the completed property record into a numbered locker indicating the location of the property.
- (h) The original Chain of Custody form shall be placed and maintained in the evidence locker binder.

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- (i) Copies of the Chain of Custody form shall be distributed as follows:
 - (a) A copy to the probationer or residents of the home upon the seizure of property (Copy of the property receipt is acceptable if the Chain of Custody form was not utilized in the field). If no responsible party is present at the time of the seizure, a copy shall be left in a conspicuous place inside the residence.
 - (b) copy attached to the evidence bag.
 - (c) A copy to the probation case file.
- (j) The original Chain of Custody form shall be completed and updated by all parties upon relinquishing and accepting the evidence.

500.3 FACILITY SECURITY AND ACCESS CONTROL

Access to the property/evidence room and vault will adhere to both policy and with the following procedures.

- (a) Only the Evidence Technician and the Chief Probation Officer have keys to the property room and evidence vault.
- (b) A minimum of two members are required to enter the property room.
- (c) Anyone entering the property room shall sign the log book.
- (d) Both members shall ensure that both the vault and the property room door are secured before leaving the area.

500.4 EMERGENCY PROCEDURES

In the event of a disaster or other event that may interfere with the property room, the procedures are to be followed:

- (a) Immediate notification should be made to the Chief Probation Officer regarding the nature of the circumstances.
- (b) Restrict access to the property room and its contents pending arrival of the Chief or his/her designee,
- (c) Record the scene as best as possible via written log, pictures, and video.

500.5 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

- (a) Narcotics and dangerous drugs
- (b) Firearms (ensure they are unloaded and booked separately from ammunition)
- (c) Property with more than one known owner
- (d) Paraphernalia as described in Health and Safety Code § 11364
- (e) Fireworks
- (f) Contraband

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500.6 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

500.7 PACKAGING NARCOTICS

The deputy probation officer seizing narcotics and dangerous drugs shall retain such property in his/her possession until it is properly weighed, packaged, tagged, and placed in the designated narcotics locker, accompanied by two copies of the property record. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the deputy probation officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in the report room. The booking deputy probation officer shall initial the sealed envelope and the initials covered with cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property.

A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded on the back of this tag.

500.8 RECORDING OF PROPERTY

The Evidence Technician receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored on the property control card.

A property number shall be obtained for each item or group of items. This_{number} shall be recorded on the property tag and the property control card.

Any changes in the location of property held by the Trinity County Probation Department shall be noted in the property logbook.

500.9 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time on the property control card and the request for laboratory analysis.

The Evidence Technician releasing the evidence must complete the required information on the property control card and the evidence. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the deputy probation officer will record the delivery time on both copies, and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Center for filing with the case.

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**500.10
RELEASE OF PROPERTY**

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor or detective and must conform to the items listed on the property form or must specify the specific item(s) to be released. Release of all property shall be documented on the property form.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

A Evidence Technician shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original property form. After release of all property entered on the property control card, the card shall be forwarded to the Records Center for filing with the case. If some items of property have not been released the property card will remain with the Property and Evidence Section. Upon release, the proper entry shall be documented in the Property Log.

Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Property and Evidence Section Supervisor should also make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm should not be released to the person while the order is in effect.

The Department is not required to retain any firearm or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 33875).

Field Training

501.1 FIELD TRAINING STANDARDS

The following Field Training Checklists should be used for the purposes of training all new staff. When completed and signed off, a copy of the document should be provided to the employee, and the original placed into the employee's personnel file.

[See attachment: Field Training Checklist - DPO.pdf](#)

[See attachment: Field Training Checklist - JCO.pdf](#)

[See attachment: Field Training Checklist - Support Staff.pdf](#)

[See attachment: Check List New Employee Worksheet - All Employees.pdf](#)

Chapter 7 - Support Services

Records Maintenance and Release

700.1 PROCESSING OF REQUESTS

Any member of the public, including the media and elected officials, may access unrestricted records of this department by submitting a written and signed request for each record sought and paying any associated fees (Government Code § 6253).

The processing of requests is subject to the following limitations:

- (a) All formal records requests shall be forwarded to the Chief Probation Officer within 24 hours of receipt.
- (b) Requested records are only to be released by the Chief Probation Officer, with approval through county counsel.
- (c) Employees selected or designated by the Chief Probation Officer to process any portion of the request shall determine if the requested record is available and, if so, whether the record is exempt from disclosure. Either the requested record or the reason for non-disclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Chief Probation Officer or the authorized designee. If an extension is authorized, the Department shall provide written notice of the extension to the requesting party (Government Code § 6253(c)).
- (d) In accordance with the Public Records Act, the Department is not required to create records that do not otherwise exist in order to accommodate a request under the Act.

Requests by elected officials for records that are not open to public inspection should be referred to the Chief Probation Officer or Assistant Chief Probation Officer for a determination as to whether the records will be released.

GENERAL CASE AND CRIME REPORTS

Adult Probation Files (Records) constitute a part of the records of the Court and shall at all times be open to the inspection of the Court or any person appointed by the Court for that purpose, as well as all magistrates and chiefs of probation, unless, otherwise ordered by the Court (Penal Code § 1203.10).

ARREST REPORTS

Adult Probation reports filed by the Probation Deputy Probation Officer with the Court may be inspected or copied as follows:

- (a) By any person, from the date judgment is pronounced or probation granted, up to and including 60 days from the date judgment is pronounced or probation is granted, whichever is earlier
- (b) By any person, at any time, by order of the Court, upon filing a petition by such person
- (c) By the general public, if the Court upon its own motion orders that a report shall be open or that the contents of the report shall be disclosed

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- (d) By any person authorized or required by law to inspect or receive copies of the report Any copies requested by the general public under the above provisions shall be obtained from the Court Clerk and shall not be provided by the Probation Deputy Probation Officer.

TRAFFIC COLLISION REPORTS

Juvenile Probation records, including all petitions filed, reports of the Probation Deputy Probation Officer, and all other documents contained in the file that are submitted to the Court may be inspected but not copied by the following:

- (a) Court personnel
- (b) The minor who is subject of the proceedings
- (c) The minor's parents or guardian
- (d) The attorneys for those parties
- (e) Any other person as may be designated by the W&I Code (f) District Attorney in conducting a criminal investigation (g) Child Protective Services in conducting dependency proceedings (h) School officials pursuant to the provisions of Section 827(b)(1) through Section 827(e) W&I code.

RELEASE OF INFORMATION TO CRIME VICTIMS

Crime Victims have a constitutional right to be included in the Court process as their case is being adjudicated. Deputy Probation Officers have certain statutory obligations in felony cases to notify victims of their right to appear at Sentencing Hearings, their right to make a statement to the Court, the right to restitution and/or civil recovery for losses, and the right to review the recommendation of the Deputy Probation Officer.

Given the general rights of Crime Victims, there is an inherent right to certain information relating to the offense and its adjudication. Thus, Crime Victims may be furnished the address of probationers if their interest is to pursue civil litigation. The Deputy Probation Officer should carefully screen such requests. The Crime Victim may be furnished with dispositional information regarding a case if it has impact on restitution or any potential danger that they may face.

RELEASE OF INFORMATION DURING TELEPHONE CALLS

Confidential information should not be released via the telephone unless the identity of the caller has been established and they meet the criteria of both the need to know and the right to know. When a routine telephone inquiry begins with an open-ended request such as "May I speak to John Doe's Deputy Probation Officer?" or "Is John Doe on probation?" Such requests should be transferred to a Deputy Probation Officer who must carefully scrutinize, and verify, the circumstances of the caller to determine if they are authorized to receive any confidential information. If not authorized, no such information will be released.

This does not preclude the deputy probation officer from receiving information from the caller regarding a probationer. It is important that the officer take the call seriously even if the caller does not want to be identified. The deputy probation officer is to document the information received and

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then check it out. This may include conducting a search, drug testing a probationer, interviewing witnesses, etc. Much information regarding the behavior of the probationer is available from the public and confidentiality is not an issue as long as the deputy probation officer does not discuss the case with the caller.

RELEASE OF INFORMATION - DUTY TO WARN

Under general tort law, an individual who has a special custodial relationship or control of another person owes a duty of care to any third party or the public in general who may be endangered by a breach of this duty of care. A deputy probation officer has this type of relationship to a probationer under his/her care, custody, or control.

This duty to warn would occur when a threat of harm is directed toward a specific victim. In *Tarasoff v. Regents of the University of California*, the California Supreme Court held that a psychotherapist owed a duty to the victim of a patient's direct threat to her, in spite of the confidential relationship between a psychotherapist and patient. In *Thompson v. County of Alameda*, this principle of a duty to warn when there is a specific victim was reiterated.

RELEASE OF INFORMATION WITH A SIGNED WAIVER

If a probationer or former probationer has signed a waiver specifically designated to release their Criminal Record and/or probation status to a specific person or entity and the release would assist in furthering the rehabilitation of the probationer, the Criminal History Information may be released.

A military recruiter is not an authorized release entity according to the Attorney General; thus a signed release is required to furnish such information.

An employment, job training, or educational program is not necessarily an authorized release entity according to the Attorney General; thus a signed release is required to furnish such information.

Evidence Collection and Chain of Custody

701.1 EVIDENCE COLLECTION

In the event that contraband is located relating to a new law violation (e.g., illegal weapon, stolen property or drugs), make every effort not to disturb the item and contact the local law enforcement for assistance.

Only property related to a violation of probation or a new crime may be seized. Do not not seize property to hold a violation of probation in abeyance.

If the evidence is related to a violation of probation (e.g., gang paraphernalia, gang clothing, gang indicia, knife, marijuana paraphernalia) immediately complete the Receipt for Property Form ([See attachment: Seized Property Form.pdf](#)) and provide a copy to the probationer or persons residing in the home.

Once back at the office, an evidence work station is available in the break room which contains all of the required packaging materials as well as the required forms.

Place the evidence in an evidence bag or other appropriate bag or container and either relinquish it as soon as applicable to the Evidence Custodian or log the evidence into the into the temporary evidence locker located in the break room until the Evidence Custodian is available. The Evidence Custodian can assist in storage of non-standard items.

701.2 EVIDENCE CHAIN OF CUSTODY AND STORAGE

A Chain of Custody form is to be completed at the time the evidence is placed in the evidence locker. Firearms and drug evidence will be stored in the department safe.

In order to maintain chain of custody, evidence collected should immediately be secured in the evidence vault upstairs with the assistance of the Evidence Custodian, or placed into the temporary evidence locker (locker #12) in the break room. This locker will have a combination lock attached to it that will remain unlocked and ready for use. If using the temporary evidence storage locker, make sure that the evidence is properly packaged and required documentation completed, and then place it inside the locker and secure the lock. Only the evidence technician for the department will have the combination to this temporary evidence locker for transfer purposes. Then, immediately notify the evidence technician to ensure that the evidence is transferred to the evidence vault and that the temporary locker is made available to other officers for use if needed.

Access to the evidence safe upstairs requires two staff with each staff documenting the access date and time on the log. The original Chain of Custody form shall be placed and maintained in the evidence locker binder, and a copy placed in the probation case file. The Chain of Custody form shall be updated by all parties upon relinquishing and accepting the evidence.

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Evidence Collection and Chain of Custody

701.3 EVIDENCE VAULT INSPECTION AND AUDIT

A yearly inventory shall be completed by the evidence technician to account for all evidence impounded and retained by the department. If evidence that no longer meets criteria for retention will be noted, and legal authority obtained for destruction.

A yearly administrative audit shall also be conducted on a random sampling of cases involving evidence collection and retention to ensure compliance with policy and procedure, documentation, and processing.

Property

702.1 PROPERTY COLLECTION, SECURING, AND DELIVERY

Property must be collected, secured, and delivered as outlined in policy and in compliance with following procedures:

- (a) Retain possession until properly processed.
- (b) Properly account for and secure all property in your possession.
- (c) Use proper packaging and storage methods depending on the type of property.
- (d) Complete the Property Chain of Custody Form.
- (e) Notify the Department Evidence Technician that you have property that needs to be processed in. If the Evidence Technician is not available, place the evidence and the completed form in the temporary evidence locker at the west end of the building, making sure that the lock is securely fastened and proper notification has been provided to the Evidence Technician that you placed property inside the temporary locker. For property that is too large to fit in the temporary locker, temporarily locking it inside the truck of a county vehicle may be considered, however, retain possession of the keys until the property can be processed into the evidence vault.

PROPERTY BOOKING PROCEDURE

Property must be formally processed or booked as outlined in policy and in compliance with following procedures.

- (a) All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor.
- (b) Complete the property form describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
- (c) Mark each item of evidence with the booking employee's initials and the date booked using the appropriate method so as not to deface or damage the value of the property.
- (d) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.
- (e) Place the case number in the upper right hand corner of the bag.
- (f) The original property form shall be submitted with the case report. A copy shall be placed with the property in the temporary property locker or with the property if property is stored somewhere other than a property locker.
- (g) When the property is too large to be placed in the vault, the item may be retained in the designated locked evidence room. Submit the completed property record into a numbered locker indicating the location of the property.

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- (h) The original Chain of Custody form shall be placed and maintained in the evidence locker binder.
- (i) Copies of the Chain of Custody form shall be distributed as follows:
 - (a) A copy to the probationer or residents of the home upon the seizure of property (Copy of the property receipt is acceptable if the Chain of Custody form was not utilized in the field). If no responsible party is present at the time of the seizure, a copy shall be left in a conspicuous place inside the residence.
 - (b) copy attached to the evidence bag.
 - (c) A copy to the probation case file.
- (j) The original Chain of Custody form shall be completed and updated by all parties upon relinquishing and accepting the evidence.

FACILITY SECURITY AND ACCESS CONTROL

Access to the property/evidence room and vault will adhere to both policy and with the following procedures.

- (a) Only the Evidence Technician and the Chief Probation Officer have keys to the property room and evidence vault.
- (b) A minimum of two members are required to enter the property room.
- (c) Anyone entering the property room shall sign the log book.
- (d) Both members shall ensure that both the vault and the property room door are secured before leaving the area.

EMERGENCY PROCEDURES

In the event of a disaster or other event that may interfere with the property room, the procedures are to be followed:

- (a) Immediate notification should be made to the Chief Probation Officer regarding the nature of the circumstances.
- (b) Restrict access to the property room and its contents pending arrival of the Chief or his/her designee,
- (c) Record the scene as best as possible via written log, pictures, and video.

PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

- (a) Narcotics and dangerous drugs
- (b) Firearms (ensure they are unloaded and booked separately from ammunition)

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- (c) Property with more than one known owner
- (d) Paraphernalia as described in Health and Safety Code § 11364
- (e) Fireworks
- (f) Contraband

PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

PACKAGING NARCOTICS

The deputy probation officer seizing narcotics and dangerous drugs shall retain such property in his/her possession until it is properly weighed, packaged, tagged, and placed in the designated narcotics locker, accompanied by two copies of the property record. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the deputy probation officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in the report room. The booking deputy probation officer shall initial the sealed envelope and the initials covered with cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property.

A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded on the back of this tag.

RECORDING OF PROPERTY

The Evidence Technician receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored on the property control card.

A property number shall be obtained for each item or group of items. This number shall be recorded on the property tag and the property control card.

Any changes in the location of property held by the Trinity County Probation Department shall be noted in the property logbook.

TRANSFER OF EVIDENCE TO CRIME LABORATORY

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The transporting employee will check the evidence out of property, indicating the date and time on the property control card and the request for laboratory analysis.

The Evidence Technician releasing the evidence must complete the required information on the property control card and the evidence. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the deputy probation officer will record the delivery time on both copies, and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Center for filing with the case.

RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor or detective and must conform to the items listed on the property form or must specify the specific item(s) to be released. Release of all property shall be documented on the property form.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

A Evidence Technician shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original property form. After release of all property entered on the property control card, the card shall be forwarded to the Records Center for filing with the case. If some items of property have not been released the property card will remain with the Property and Evidence Section. Upon release, the proper entry shall be documented in the Property Log.

Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Property and Evidence Section Supervisor should also make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm should not be released to the person while the order is in effect.

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The Department is not required to retain any firearm or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 33875).

Chapter 8 - Personnel

Illness and Injury Prevention

800.1 ILLNESS AND INJURY PREVENTION PROCEDURES (POLICY 828)

REPORTING – Hazards, Injuries, Incidents & Near-Misses (Remediation)

All accidents and injuries must be reported to your direct supervisor and the Risk Management Department on the same day of the occurrence.

A. Purpose: Trinity County's Incident/Hazard reporting program provides a means for individual employees to report an injury or an incident, hazard or near-miss that could cause employee injury, illness, death or damage to County property. Trinity County encourages employees to report without fear of reprisal any workplace hazards they identify.

B. Reporting Procedure: For Serious Injuries: Report immediately to Risk Management (530-623-8371, 623-8376 or 530-623-1325) any injury resulting in:

- Death,
- Serious Physical Harm
- Hospitalization of 24 hours+
- Impairment
- Unconsciousness/Fainted

Cal/OSHA must be notified within 8 hours of such injury, regardless of time or day of the week. The Loss Prevention Specialist or Risk Manager shall report to Cal/OSHA. If the Loss Prevention Specialist or Risk Manager is not available, the direct supervisor shall report to Cal/OSHA directly. (530) 224-4743 or FAX: (530)224-4747. [Trinity County Illness and Injury Prevention Program and forms can be viewed here.](#)

Incident/Hazard form:

Section A: Identify if reporting an injury, incident/near-miss or hazard by checking the appropriate box and complete this section by providing the date and time of incident, location, date reported, name of person this was reported to, and the affected department.

Section B: Briefly describe incident.

Section C: List cause, if known.

Section D: If correction cannot be made immediately, list any suggested corrections. Brainstorming within the effected department or at a safety meeting can prove to be extremely effective.

Section E: If correction has been made, document here including the date. If not, the Loss Prevention Specialist will follow up here.

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Illness and Injury Prevention

Investigated By: This is usually by the supervisor, Loss Prevention Specialist and/or department safety representative.

Signature spaces: Both the DSR and the Department Head must sign to assure they have been made aware of the incident/injury or hazard.

C. Remediation: Trinity County shall take all reasonably necessary steps to remedy a workplace hazard in a timely manner consistent with the health and safety standards in the industry. Hazards will be addressed according to their severity, with the most severe hazards receiving priority attention. All reported hazards, injuries, incidents & near misses are reviewed by the County-Wide Safety Committee which meets monthly. This committee assures remedies are completed on all reports, in a timely manner. Matters which can be solved immediately will be addressed without delay. Depending upon the nature of the condition, steps to be taken may include, but not limited to:

- Fixing defective equipment
- Implementing safer procedures
- Implementing other modifications or procedural safeguards
- Employee training

Employees are to cooperate fully and immediately with any investigation into an alleged workplace hazard and must comply without delay with any remedial action implemented by Trinity County.

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Attachments

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Check List New Employee Worksheet - All Employees.pdf

CHECK LIST NEW EMPLOYEE T.C.P.D. REVISION WORKSHEET	Currently Covered by Field Training Program	Currently Covered by New Employee Checklist-Personnel File	Field Training Prog - FTP or Personnel File - PF/Admin
1 Acceptance Letter Mailed	N	Y	PF/Admin
2 Denial Letter Mailed	N	Y	PF/Admin
CHECK LIST NEW EMPLOYEE TCPD AND JUVENILE HALL			
3 Confidentiality Statement Signed	N	Y	PF/Admin
4 Holiday Leave Options Form	N	Y	PF/Admin
Department Keys:			
5 Court House	Y	Y	Supervising DPO
6 Probation Office	Y	Y	Supervising DPO
7 Other: Name _____			Supervising DPO
8 Dept ID Card	Y	Y	PF/Admin
9 Badge (If Applicable)	Y	Y	PF/Admin
10 Read and Acknowledge Dept Firearms Policy	Addressed	Y	FTP
11 Firearm Issued Make, Model, Serial NO	N	Y	PF/Admin/Both
12 Read department policy on O.C. (O.C. supplied)	Addressed	Y	FTP
13 Read and acknowledge Dept Procedure/Policy Manual	Y	Y	FTP
14 Read rank, structure and organization of dept.	Y	Y	FTP
15 Radio Procedures	Y	Y	FTP
16 Call number Given	?	Y WHEN APPLICABLE	FTP
17 Pager - Inventory Number Given	?	Y WHEN APPLICABLE	FTP
18 Time Cards	N	Y	PF/Admin
19 Time Studies	N	Y	FTP
20 Time Off Request (TOR)	N	Y	FTP
21 Dept dress (court) personal hygiene	N	Y	PF/ Admin
22 Credit Card-Cal Card	N	Y	PF/ Admin
23 County Fuel Card	N	Y	PF/ Admin
24 832 P.C.	?	Y	FTP
25 Read Juvenile Assessment Center Manual	?	y	FTP
26 Understand Urine & Chemical Testing Procedure and Log	Y	Y	FTP
27 Read Transportation Policy	Addressed	Y	FTP
28 Booking Procedures	?	Y	FTP
Jackets/Shirts Issued:			
29 Shirt	N	Y	FTP
30 Jacket	N	Y	FTP
Hepatitis B Shots:			
31 Date Completed	N	Y	PF/Admin/Both
32 Date Read/Titer Good	N	Y	PF/Admin/Both
T.B. Test			
33 Date Completed	N	Y	PF/Admin/Both

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County Cash Handling Policy.pdf

COUNTY OF TRINITY CASH HANDLING PROCEDURES



Prepared by the Trinity County Auditor/Controller's Office
Revised October 1, 2009

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COUNTY OF TRINITY CASH HANDLING PROCEDURES

I. Introduction

This document is provided to establish a better understanding of internal controls and present a set of policies, procedures and preferred practices designed to safeguard the receipt and disbursement of cash. It is the responsibility of each County Officer and Department Head to provide for the proper control of cash within the guidelines set forth in this manual.

Cash is defined as coin, paper currency and all forms of negotiable instruments. Examples include personal checks, cashier's checks, bank drafts, traveler's checks, money orders and all other instruments that may be transferred by endorsement and delivery within the ordinary course of business activity.

Some broad principles of internal control are as follows:

1. Responsibilities should be clearly established in a given situation or for a given task.

One person should be made responsible. When the responsibility is shared and something goes wrong; it can be difficult to determine the exact cause.

2. Responsibility for **related** transactions should be divided.

Responsibility for a divisible transaction or a series of related transactions should be divided between individuals in such a manner that the work of one acts as a check on that of another.

3. Adequate records should be maintained.

Good records provide a means of control by placing responsibility for the care and protection of assets.

4. Record keeping and custody should be separated.

The Person who has access to or is responsible for an asset should not maintain the accounting record for that asset.

5. Personnel should be rotated.

Whenever possible, employees should be rotated in their job assignments. An employee is less apt to be careless or to intentionally commit a wrong when he knows his action will likely be brought to light when job assignments are changed.

6. The system should be under constant review.

A good system of internal control for cash should provide adequate procedures for protecting both cash receipts and cash disbursements.

II. Cash Receipts

A. Receipt Systems

An Official County receipt MUST be issued for each transaction. The county employee writing the receipt must sign the receipt. One exception to this requirement is related to the collection of small fees or fines under \$1.00. If you collect small sums of money for photocopies or other services, a daily receipt can be written to encompass all transactions for that day.

Only pre-numbered official County receipts may be used. Receipts must be used in sequential order. The department must account for all numbers in a series including numbers of voided receipts. All non-standard County receipts must have prior approval of the County Auditor. Numeric control of all receipts will be maintained in the County Auditor's office.

Computer generated receipts must be numbered by the computer and generated in numeric sequence.

B. Receipt Control

The Auditor-Controller will purchase all Official County receipt books and will maintain a supply of these for distribution to departments.

It is prohibited to obtain and use "Rediform" receipts. If you find any in your office, please destroy them. All County receipts are to be obtained through or approved by **the Auditor's office.**

Make sure that all receipt books, both used and unused, are kept in a safe and secure location.

Cash receipts shall be deposited daily unless the Auditor authorizes an exception in writing.

When possible, deposits to the Treasury or to a bank should not be prepared by the same person/persons who wrote the receipts. The total of the deposits must agree to the total dollar amount of the receipts issued.

At no time shall purchases or expenditures of any kind be made from cash receipts.

Indicate on the receipts the composition of the collection, i.e., the amount of the collection that was cash and the amount in checks or some other negotiable instrument. The composition and the total on the receipt must match the deposit. When payment is received in more than one form (check, money order, and currency), only one receipt should be issued for the total amount of the payment. A notation should be made on the receipt indicating the different forms of payment and the corresponding amount of each.

When a check or other instrument is received which covers payment for the accounts of more than one person or entity, a separate receipt should be issued for each person or entity.

C. Voided Receipts

When a receipt is to be voided, you should first obtain the department heads approval to do so. Both the department head and the person voiding the receipt must initial the void. The blue copy of the voided receipt remains in the receipt book, and the white and yellow copies should be attached to the next deposit.

III. Cash Received Through The Mail

A. General

When, a department receives coin or paper currency through the mail, a receipt should be prepared. Mail the original to the payee.

B. Procedures

1. Receiving, opening and distributing incoming mail are functions that should be handled by or be under the supervision of a responsible employee other than the employee performing the functions of cashier or bookkeeper. If possible, mail should be opened in the presence of another person. The person in charge should make a list of cash received, indicating the name of the remitter, the amount received and other pertinent data.
2. The person opening the mail should total the currency, checks and money orders received by using an adding machine. Inserting such information as the payers' initials and other identification data next to each dollar amount should further identify the amount on the tape. The amounts can subsequently be reconciled after the employees performing the functions of cashier or bookkeeper write all receipts.
3. The collections should be turned over to the employee performing the functions of cashier or bookkeeper or other people responsible for preparing a deposit (OR). The collection tape should be compared to the

total shown on the deposit to insure that all funds have been accounted for.

4. The original copy of the receipt should be retained in the receipt book, unless a receipt is requested.

IV. Checks

No employee is permitted to commingle his own or any other persons private monies with County funds. Checks payable to the County shall be for the exact amount due, with no cash change given to the payer. At no time shall cash receipts or change funds be used to cash county employees or other checks. Therefore, County funds shall not be used to cash payroll checks or other personal checks.

The acceptance of personal checks for payments is discretionary with each department head. Departments may accept payments for County services in the form of personal checks, bank checks and drafts, express and post office money orders, and cashier checks for the exact amount of purchase. In some cases the County may be subject to financial loss if a bank refuses to honor payment of a customers check. Usually, this only occurs where the customer receives full benefit of the County service at the time the check is delivered to the County. It is the responsibility of the department head to be aware of services his department is providing where this type of loss can result.

It is recommended that when accepting checks, the following safeguards be followed:

- a. Accept checks only for the exact amount of the payment
- b. Ask for a driver's license or other form of identification.
- c. Compare the person with the description on the identification as to age, height, etc., and take notice of a photograph, if one is provided.
- d. Have personal checks made out in your presence and made payable to the County department, which is to receive the money.
- e. Note the address, phone number, and other pertinent data about the maker on the back of the check, as well as the serial number and expiration date of the identification. Also, note the receipt number on the face of the check for later reference.
- f. Do not honor a check that is stale-dated or post-dated.
- g. Do not accept third party checks.
- h. For control purpose, only one endorsement stamp should be available in each department.

All checks and money orders received must be endorsed with a restrictive endorsement stamp (i.e.; "Department Name; For Deposit to Trinity County Treasurer Only; account number _____") **as soon as received.**

V. Returned Checks

A. General

1. There are a number of reasons a check may be returned unpaid from the bank. The most common of these is due to insufficient funds (NSF, non-sufficient funds) on deposit by the maker of the check. For purposes of this section, all unpaid checks shall be referred to as NSF items.
2. When a NSF item is received from the bank, the customer may have already received the benefit of the services or goods purchased from the County.
3. The County Treasurer in receipt of a NSF item shall make a determination whether or not the maker of the check has received the benefit of the services/goods provided and shall follow the procedures set forth below. The County Treasurer will handle all NSF's. The Auditor/Controller should be consulted in all cases where this determination is not clear.

B. Processing of NSF Checks

The processing of NSF items will vary depending on whether:

- A customer or a Department with a depository account wrote the check.
- The NSF item affects a deposit (OR).
- The NSF item is returned to the Treasurer or a bank account custodian.

Importantly, every NSF item should be promptly and aggressively resolved.

1. The handling of NSF items is largely a matter of judgment. Departments should consult with the Treasurer for assistance in collecting NSF items. As authorized by County Code Section 2.64.045, a processing fee should be collected.
2. If collection does not appear possible within 10 days and the maker has received a benefit, the account should be transferred to collections for further collection effort.

VI. Bank Accounts

A. General

In certain circumstances, County departments may be authorized to use commercial bank accounts for their activities. Typically, such accounts are "transfer accounts" used by outlying departments to facilitate the depositing of funds into the County Treasury. Bank accounts shall be used only if permitted by law and **authorized by the Board of Supervisors**. Preferably all money will be deposited directly in the County Treasury.

B. Authorization Procedures

Departments may be authorized to use commercial bank accounts, rather than the County Treasury if circumstances warrant. The following procedures shall be followed to establish a bank account:

1. The requesting department shall submit a letter to the Auditor-Controller stating the reason for such an account.
2. The Auditor-Controller shall review the request and determine if a commercial bank account is justified. If the request is not justified, the Auditor-Controller shall return the letter to the requesting officer with an explanation of the reason(s) for disapproval. If justified, the Auditor/Controller shall draft an implementing resolution and submit it to the Clerk of the Board for consideration by the Board of Supervisors.
3. The resolution authorizing such an account shall include:
 - a. The specific purpose and justification.
 - b. The identification of the responsible County officer as custodian of the account.
 - c. The department location where depository records will be maintained.
 - d. The name and location of the bank depository.
 - e. The period of time the account is authorized.

C. Control Policies and Procedures

1. All depository accounts shall be established to conform with the following policies and to such other policies as may from time to time be directed by the Auditor/Controller.
 - a. All depository accounts shall be maintained in the name of the County Treasurer with the responsible Department Head as Trustee. The account should require two signatures on all checks. Under no circumstances shall accounts be maintained in an individual's name or a departmental name.

- b. Depository accounts shall be used only for Official County business.
- c. If you deposit funds into a checking account, you must reconcile the bank account as soon as the monthly bank statement is received. Any errors or discrepancies should be resolved as soon as possible. The person who maintains the checking account should not also be the person who reconciles the bank statements.
- d. Copies of the bank statements & reconciliation must be submitted to the Auditor/Controllers office monthly. The Auditor-Controller shall maintain a list of all current depository accounts and a list of all accounts that were open at any time during the proceeding two fiscal years.

VII. Change and Imprest Cash Funds

A. General

1. The Board of Supervisors is authorized to establish a cash fund for use by any County Officer for the following purposes.
 - a. A change fund for use in making change in carrying out his Official County duties. (Government Code Section 29325)
 - b. An imprest cash fund for the purpose of purchasing services or materials in which are legal charge against the County. (Government Code Section 29326)
2. Such funds may be established by a Board adopted resolution (Government Code Section 29321), which sets forth:
 - a. The necessity or justification for the fund.
 - b. Identification of the County Officer for which the fund is available.
 - c. The fund amount.
3. An imprest cash fund may, at the direction of the Board of Supervisors, be used for the purpose of making change when necessary in carrying out Official County duties. (Government Code Section 29325)
4. The County officer for whom the fund was established is personally liable for any losses, which may occur unless relieved from accountability by the Board of Supervisors.

B. Authorization Procedures

Requesting the County Officer and the Auditor/Controller in establishing cash funds shall follow the following procedures:

1. The requesting County Officer shall furnish a letter to the Auditor/Controller Which sets forth:
 - a. The propose for which the cash fund is to be used.
 - b. The fund amount to be established
 - c. The justification for the establishment of the fund.
2. The Auditor/Controller shall review the request and any supporting documentation and determine if establishment of such a fund is justified.
3. If not justified, the Auditor/Controller shall return the letter to the requesting officer with an explanation of the reason(s) for disapproval.
4. If justified, the Auditor/Controller shall draft an implementing resolution and submit it to the Clerk of the Board for inclusion in the next available agenda of the Board of Supervisors.
5. Upon adoption of the implementing resolution, the Auditor/Controller shall issue a County warrant in the approved amount to the County Officer named in the resolution.

C. Administration of Cash funds

1. All cash funds shall be subject to the requirements set forth in this document.
2. The responsible County Officer may request a replenishment of expended imprest cash funds by submitting an Official County claim to the office of the Auditor/Controller. This claim shall be accompanied by:
 - a. An expenditure distribution listing.
 - b. Copies of all vendor invoices and vouchers that have been signed by the vendor or cash recipient. In the case of expenditures from confidential funds, the department head may substitute a signed statement indicating that the expenditures were appropriate for the claim; the Auditor/Controller shall issue a warrant to the responsible County Officer.

3. It shall be the responsibility of the officer having custody of the cash fund to:
 - a. Assure that all vendor invoices, vouchers or other evidence of a transaction are signed by the vendor or other person receiving payment acknowledging the receipt of funds
 - b. Furnish an accounting of the fund upon demand to the Auditor/Controller. The accounting shall be of a form and content as designated from time to time by the Auditor/Controller.
 - c. Assure that the total cash and vendor receipts at all times are equal to the approved amount of the fund.
4. The Auditor/Controller shall maintain a list of all active cash change and imprest funds.

VIII. Petty Cash

Cash and checks on hand shall be kept in a cash register, locked drawer, locked file cabinet, locked safe or other secure place at all times except when access is required for the conducting of county business. The amount of cash on hand should be kept to a minimum.

If you have a petty cash fund, only approved departmental expenditures for which a receipt is received should be made from petty cash funds. Original receipts or invoices **MUST** accompany any request for petty cash reimbursement.

Vendors providing a service i.e., lawn care, umpires, childcare, etc. cannot be paid from petty cash account, because their services are subject to 1099 wages.

At no time may cash receipts be commingled with petty cash.

You should reconcile your petty cash fund as often as needed to make sure that the amounts of cash on hand and petty cash vouchers agree to the established petty cash fund. Upon finding that your petty cash fund is over or short, immediately contact the Auditor's office for review and correction.

IX. Cash Overages

A. General

Any employee(s) performing the function of cashier experiencing cash overage must submit a written report to his/her department head "at the close of each

business day, setting forth the exact sum of any cash overage in his/her account for that day." (California GC 29373)

B. Procedures

1. All cash overages, regardless of amount, should be separately deposited with the County Treasury daily and intact, at the same time as all other cash receipts collected by the responsible department or activity. This deposit shall be identified as being a cash overage and recorded to Miscellaneous Other Revenue.
2. When the fund custodian knows the source of cash overage and the amount of the overage is \$1 or more, the fund custodian shall initiate a refund. Such refunds are payable by County warrant, which must be supported by a properly completed claim form. This claim shall, along with other information, make reference to the deposit permit covering the overage.
3. A cash overage of \$25 or more should be reported to the Auditor/Controller. The report should set forth the facts and circumstances and be forwarded not later than the close of the following business day on which the overage is discovered.

X. Cash Shortages

A. General

In regard to the cash shortages, Government Code Section 29390 of the State of California states:

"The Board of Supervisors may, by resolution incorporating such limitations and safeguards as may be deemed in the best interests of the County, provide that County Officers and employees who are responsible for receiving and paying out money may be relieved of shortages in their account, where there is no proof of fraud or gross negligence in connection with the shortage and where the loss is not covered by insurance. If the Board of Supervisors, after an investigation and report concurred in by the District Attorney and the County Auditor, approves the coverage of such shortage, it shall be entered in its minutes and shall be a charge against the general fund of the County."

The procedures to be followed in the case of shortages will be based on the nature of the shortage as outlined below.

B. Routine Errors in Cash Handling

1. Errors may occur in making change and other cash transactions that result in cash shortages. Any employee experiencing an unresolved cash shortage must report the exact sum of any cash deficit to his/her department head or supervisor at the close of each business day.
2. Whenever warranted by the size of the shortage, the department head or supervisor should make a thorough attempt to determine the reason for this shortage. The review might include recounting the cash, reviewing all transactions for the period, and checking the amounts of all checks and money orders to ensure that the receipts were written for the correct amounts.
3. The shortage should be reimbursed by using the change fund so that the total receipts for the day will be deposited intact. However, if the change fund is not sufficient to cover the shortage, the affected fund will have to remain short until relief from accountability is either granted or denied.
4. At the time reimbursement of the change fund is requested by the department, the Auditor-Controller shall review the details supporting the cash shortage position of the change fund.
 - a. The change fund custodian shall maintain adequate records and notations to describe the source and nature of all shortages.
 - b. The change fund custodian upon recommendation of the Auditor/Controller may seek relief from accountability pursuant to GG Sec. 29390.
 - c. The Auditor/Controller and the District Attorney prior to Board consideration must approve the request for relief, complete with details of the occurrence and an explanation of corrective measures.
5. If the request is granted, a copy of the Board minutes approving relief from accountability must be submitted to the Auditor/Controller, with a claim charging the department for the amount of the cash shortage. Upon receipt of the Board minutes and claim, the Auditor/Controller will issue a warrant to replenish the fund having the shortage.

C. Shortages when Negligence or Fraud is Suspected

1. Any person suspecting theft or negligence shall report such irregularities to the department head.
2. The department head shall contact the Auditor/Controller and discuss the circumstances of the suspected theft or negligence. The Auditor/Controller may request assistance from the District Attorney's Office.

3. The Auditor/Controller shall establish the amount of the loss and the circumstances surrounding the shortage. The Auditor/Controller shall issue a report, with recommendations, based on the findings in the case. A copy of the report shall be sent to the Board of Supervisors and the District Attorney.

XI. Deposits (OR's)

A. General

Deposits transmit receipts to the Treasurer's Office and indicate how funds are to be distributed.

B. Procedures

1. Receipts are to be deposited daily, intact. Less than daily deposits (not to exceed one week) may be warranted if receipts are small or special circumstances exist. Department Heads must submit their request in writing to the Auditor's Office. The Auditor's office will review the request and respond in writing if approved or denied. Any department head that is granted less than daily deposits must ensure that funds are properly secured.
2. The deposit must indicate, for audit purposes, receipt numbers of the transactions for which the deposit was prepared.
3. One copy of each receipt must be attached to the deposit, and a copy is retained in the Department for audit purposes.
4. The deposit must include a tape or other listing, showing the breakdown between cash and checks.
5. If you are permitted to prepare the deposit, list the numerical sequence of the receipts that account for the deposit being turned into the Treasury. Also, indicate on the deposit the amount of the deposit that is cash and the amount that is checks or other negotiable instruments.
6. Departments must retain a validated copy of each deposit.

XII. Accounts Receivable

1. If you maintain accounts receivable, make sure that the sum of the ledgers or accounts agree each month to the control over the accounts receivable account. All changes to the accounts receivable for either charges or payments should be done as soon as possible.
2. An aging of accounts receivable should be done each month to determine how long accounts have been outstanding and to determine what approach, if any, is necessary to hasten the collection process.
3. The Board of Supervisors must approve all delinquent accounts receivable before they are written off. A detailed list of all delinquent accounts must be prepared with an explanation of why they are considered non-collectible. The list must then be submitted to the Board of Supervisors for approval.

XIII. Trust Funds

1. All trust funds maintained by the department must be reconciled monthly, with the balance kept in the Auditor's office. **All differences MUST be resolved or reconciled.**
2. For those funds that belong to others, such as funds that are to be sent to the State, make sure that the funds are periodically being cleared out to the proper recipient.

SUMMARY OF CASH RECEIVING AND CASH HANDLING PROCEDURES

- An official receipt shall be issued for all money received. This receipt must be obtained through or approved by the Auditor/Controller. All cash receipts should be deposited intact into the County Treasury or a commercial bank account at least weekly, preferably daily.
- Receipts shall be issued in sequential order.
- County funds are not to be commingled with any person's private funds. Checks payable to the County shall be for the exact amount due.
- Do not honor a stale-dated or post-dated check. Do not accept third party checks. Contact the Treasurer prior to accepting foreign checks, currency, or coin.
- The Board of Supervisors can authorize County departments to use a commercial bank account. For these bank accounts, bank statements must be reconciled monthly.
- Only the Board of Supervisors is authorized to establish a cash fund for any County Officer. The County Officer for whom the fund was established is liable for any losses.
- Cash and checks on hand (petty cash) shall be kept in a cash register, locked drawer, locked file cabinet, locked safe or other secure place at all times except when access is required to conduct County business.
- Deposits (OR's) transmit receipts to the Treasurer's Office and indicate how funds are to be distributed. Departments must retain a validated copy of each deposit.
- Make sure accounts receivables are properly maintained and reconciled monthly.
- Reconcile trust accounts to the Auditor/Controller's balance monthly.

NEW Trinity County Probation Department Procedures Manual

New Procedures Manual

Juvenile Delinquency Checklist.pdf



TRINITY COUNTY

Probation Department

Timothy Rogers, Chief Probation Officer

333 Tom Bell Rd.

P.O. Box 158

Weaverville, CA 96093

Phone: (530) 623-1204 Fax: (530) 623-1237



JUVENILE DELINQUENCY CHECKLIST

PETITION:

- ♦ REPORT RECEIVED S.O./CHP/PROBATION
- ♦ COMPLETE STAT SHEET/MAKEFILE
- ♦ ENTER CASE INTO CSS

IN CUSTODY:

- ♦ SCHEDULE DETENTION HEARING WITHIN 48 HRS OR RELEASE
- ♦ PETITION - IDENTIFY MISDEMEANOR OR FELONY
- ♦ FINGERPRINTED
- ♦ PURPLE DISPO FORM W/PETITION
- ♦ SEND PETITION, ARREST REPORT, PURPLE FORM TO D.A.
- ♦ DETENTION MEMO - GIVE NOTICE TO PARENTS/GUARDIANS
- ♦ JV COVER FORM & JV FORM 642 (YELLOW COPIES)
- ♦ SEND DETENTION MEMO, JV FORMS TO COURT SERVICES

OUT-OF-CUSTODY:

- ♦ COUNSEL & RELEASE
- ♦ 654 W&I CONTRACT / MONTHLY REPORT / FEES / CSW
- ♦ PETITION TO D.A.

DEFERRED ENTRY OF JUDGEMENT:

- ♦ ELIGIBLE Y/N/ D.A. DETERMINES
- ♦ SUITABILITY REPORT RECOMMENDATION
- ♦ CASE PLAN - INTERVIEW PARENT/CHILD
- ♦ TERMS AND CONDITIONS / GENERAL ORDERS
- ♦ JV COVER SHEET & JV FORM - 665

JURISDICTIONAL HEARING:

- ♦ HELD WITHIN 15 DAYS IF DETAINED / 30 IF NOT
- ♦ FOUND TRUE / OR NOT TRUE / MINOR ADMIT. REFER FOR DISPO

DISPOSTION

- ♦ DETERMINE TYPE OF PROBATION
 - 654.2 W&I, 725 W&I, 790 W&I, 601 OR 602 W&I WARDSHIP
- ♦ SEND VICTIM IMPACT LETTER, VICTIM RESITUTION FORM
- ♦ CHECK SCHOOL CUMALITIVE FILE
- ♦ INTERVIEW MINOR / PARENTS
- ♦ CASE PLAN / NOBLE RISK ASSESSMENT
- ♦ DISPOSTIONAL REPORT
 - CASE PLAN, TERMS & CONDITIONS, GENERAL ORDERS, VICTIM LETTER
JV COVER SHEET & JV FORM 665 (IF PLACEMENT ADD JV FORM 667)
- ♦ ENTER INFO INTO CSS
- ♦ *AFTER SENTENCING* JUVENILE COURT DOCUMENT

CASE WORK:

- ◆ MONTHLY VISITS / MONTHLY REPORTS
- ◆ MONITOR CASE PLAN GOALS
- ◆ RISK LEVEL – STATIC RISK ASSESSMENT
- ◆ DRUG TEST, CSW, SEARCH TERMS, APOLOGY LETTER
- ◆ IMMINENT RISK FORM (EVERY 6 – MONTHS)
- ◆ REVIEW HEARING REPORT (MANDATORY FOR PLACEMENT)

VIOLATION OF PROBATION 777(A) W&I

- ◆ NEW CRIME Y/N
- ◆ FILE PETITION / MODIFY TERMS & CONDITIONS / COUNSEL & RELEASE
- ◆ DOCUMENT IN CSS

JUVENILE PLACEMENT CHECKLIST

- ◆ MINORS SOCIAL SECURITY CARD (COPY)
- ◆ MINORS BIRTH CERTIFICATE (COPY)
- ◆ GROUP HOME AGREEMENT CONTRACT & COPY OF THEIR STATE LICENSING
- ◆ IMMUNIZATION RECORD (COPY) – PUBLIC HEALTH NURSE
- ◆ PERSONAL RIGHTS SIGNED BY MINOR AND PROBATION OFFICER
- ◆ INDEPENDENT LIVING PROGRAM (TILP) REGULATIONS
- ◆ PSYCH EVALUATION (IF AVAILABLE)
- ◆ CURRENT MEDICATION PRESCRIPTION
- ◆ COPY OF INDIVIDUAL EDUCATION PLAN (IEP) – OFFICE OF EDUCATION

SEND TO CPS:

- ◆ DETENTION & DISPOSITIONAL REPORT (SIGNED BY JUDGE) WITH JV FORMS
- ◆ COURT MINUTES
- ◆ COPIES OF BIRTH CERTIFICATES / SS CARD / PLACEMENT AGREEMENT

NEW Trinity County Probation Department Procedures Manual

New Procedures Manual

Seized Property Form.pdf

NEW Trinity County Probation Department Procedures Manual

New Procedures Manual

Field Training Checklist - DPO.pdf

**TRINITY COUNTY PROBATION DEPARTMENT
FIELD TRAINING PROGRAM – DPO CLASS**

Trainee: _____ Date of Hire: _____

Field Trainer: _____

General Personnel						
Task	Date Completed/Issued	FTO/Supervisor Initials	Trainee Initials	Notes		
Office Keys issued						
Key Card issued						
Badge issued (Sworn Staff Only)						
Policies in Lexipol have been acknowledged (with applicability to position)						
Staff understand how to complete a Time Card						
Staff understand how to complete a Time Study (if Applicable to the position)						
CORI confidentiality statement signed						
Cal-Card Issued						
County Fuel Card Issued						
Hepatitis Vaccination Offered (or written declination received)						
T.B. Test Completed (JCO Staff Only)						
Acknowledgement form signed for policy on Emergency Vehicle Operation (Sworn Staff Only)						
Radio Call Sign Assigned (Sworn Staff Only)						
Probation Department Philosophy						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will understand the importance of the Department's Mission Statement						
The officer will understand the importance of the Department's Values and Ethics						
Organizational Structure						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will understand the dual governance system relative to the Chief Probation Officer including appointment and funding						
The officer will demonstrate knowledge of the Probation Department's Functional Organizational Chart						

The officer will demonstrate knowledge of his/her chain of command (i.e. POIII, Probation Unit Supervisor, Assistant Chief and Chief Probation Officer)						
The officer will know the major functions of the Probation Department						
The officer will demonstrate knowledge of the primary job functions of Administration						
The officer will demonstrate knowledge of the primary job functions of the Adult Division						
The officer will demonstrate knowledge of the primary job functions of the Juvenile Division						
The officer will demonstrate knowledge of the primary job function of Juvenile Detention.						

Work Preparedness

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will know the procedure of how, where, and when to report to work						
The officer will obtain necessary office supplies to perform his/her job duties						
The officer will meet support staff and probation officers in their assigned division						
The officer will meet the Administrative team						
The officer will know how to access the County Network						
The officer will know the policy regarding protecting County equipment from loss, theft or damage						
The officer will know the procedures for reporting to work, work hours, and rest periods						
The officer will know the procedure for checking out a County vehicle						
The officer will know the procedure and location for fueling a County vehicle						
The officer will know the procedure for requesting a tow for a County vehicle						
The officer will know the procedure for reporting accidents or injuries						

Communication

Task	FTO Explains or Demonstrates	Trainee Successfully Articulates, Practices,	Trainee Demonstrates	FTO Initials	Trainee Initials	Notes
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	Concept/Task	or Performs Concept/Task	Proficiency in Concept/Task			
The officer will know the policy regarding use of telephones, cellular phones, pagers, and information systems						
The officer will know the procedure for accessing voicemail, setting up a password, and retrieving messages						
The officer will know the procedure for accessing e-mail, and sending and retrieving messages						
The officer will be familiar with the County policy for using the Internet						
The officer will know the procedures for sending interoffice, inter-departmental, and U.S. mail						

Required Training

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
STC certified Probation Officers Core Course						
STC certified Basic Force and Weaponry (832 PC)						
County New Employee Orientation						
First Aid/CPR						
Weaponless Defense						
OC Spray						
40 hours annual STC training						
STC certified Arrest, Search, and Seizure (832 PC)*						

Legal Authority

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will demonstrate a knowledge and understanding of his/her Peace Officer powers under Section 830.5 of the Penal Code						
The officer will demonstrate a knowledge and understanding of the Probation Officer's role as defined in the California Penal Code including, but not limited to: , , and						
1203 PC						
1203.1 PC						

	1203.2 PC						
The officer will demonstrate a knowledge and understanding of laws pertaining to juveniles under the California Welfare and Institutions Code including, but not limited to:							
	300 WIC – Dependent Children						
	601 WIC – Minors habitually disobedient or truant						
	602 WIC – Minors violating laws defining crime						
	625 WIC – Temporary custody						
	654 WIC – Dispositions in lieu of filing petitions						
	737 WIC – Replacement						
	777 WIC – Supplemental Petition						
	26 PC – Persons capable of committing a crime						
The officer will demonstrate an understanding of the Miranda decision (Miranda v. Arizona)							
The officer will demonstrate an understanding of the “exclusionary rule” (Mapp v. Ohio) and explain its effects on police actions and searches							
The officer will demonstrate an understanding of the People v. Ramey decision regarding warrants/arrests							
The officer will demonstrate an understanding of the peace officer’s right to search a person for weapons when they have reasonable cause to arrest the person. (833 PC)							
The officer will demonstrate knowledge of the elements of an arrest (834 PC) and peace officers authority to arrest (836 PC)							
The officer will demonstrate knowledge of the legal amount of force, which may be utilized when making an arrest. (835a PC, Use of Reasonable Force to Effect an Arrest and 843 PC, Overcoming Resistance or Preventing an Escape)							
The officer will demonstrate an understanding of the Fourth Amendment of the Constitution							

of the United States with regard to freedom from unreasonable search and seizure						
The officer will demonstrate an understanding of the People v. Reyes decision						
The officer will demonstrate an understanding of the Moreno v. Baca decision regarding the necessity of reasonable suspicion prior to conducting probation searches						

Mandated Reporting

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will understand the child abuse reporting law (11166 PC) and the probation officer's reporting responsibilities as outlined in Administrative Manual Bulletin #222, Reporting Responsibility – Child Abuse						
The officer will understand the elderly and dependent adults suspected abuse reporting law (15630 WIC) and the probation officer's reporting responsibilities						

Confidentiality

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will know the Department's policy regarding confidentiality of records						
The officer will be familiar with the current TNG Order (Release of Juvenile Court Records)						
The officer will know the Department's policy regarding the proper storage of confidential case files						
The officer will understand the importance of maintaining confidentiality of employee's and other staff's personal information						

Court Processes and Procedures

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes

The officer will be knowledgeable of the procedures regarding court appearances and subpoenas						
The officer will know how to contact the Superior Court Clerk's Office and be familiar with filing deadlines for Court documents within their specific assignment						
The officer will be knowledgeable of the procedures regarding subpoena duces tecum						
The officer will know how to contact the District Attorney's Office and obtain files from their office when necessary						
The officer will be knowledgeable on how to access, interpret, and use information contained in a District Attorney case file:						
Information/Complaint						
Law Enforcement Report						
Booking Information/Rap Sheet						
JUS Arrest Form						
Court Minutes						
OR/Bail Bonds						
The officer will be knowledgeable on how to determine custody credits and credit limitations (4019 PC, 2900.5 PC, 2933 PC, SB3X18 (01/25/10 – 09/28/10), SB 76 (09/29/10 - 09/30/11) AB109						
The officer will be knowledgeable of and be able to apply legal concepts of probation eligibility/ineligibility to a case.						
The officer will be knowledgeable of and be able to apply legal concepts of circumstances in aggravation/mitigation in a case.						
The officer will be knowledgeable of and be able to apply legal concepts related to different sentencing terms (formal probation, information probation, execution sentence suspended, full 1170(h) sentence, split sentence/mandatory supervision.						
Unusual circumstances – 4.413 RC						
Facts to be addressed when implementing full 1170(h) sentence – 4.415(b) RC						
The officer will be knowledgeable of and be able to complete and update an SRA and ONG						

The officer will be knowledgeable of and be able to correctly read and interpret the following:						
Penal Code						
Vehicle Code						
Health and Safety Code						
The officer will be knowledgeable of and be able to apply sentencing concepts regarding serious/violent felonies.						
The officer will be knowledgeable of and be able to apply legal concepts regarding the following waivers:						
Arbuckle Waiver						
Harvey Waiver						
Johnson Waiver						
The officer will spend a minimum of four hours observing Court proceedings						

Information Management

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will demonstrate the ability to use the CSS Case Management System.						
The officer will demonstrate the ability to use the Nobel System for Offender Assessments.						
The officer will demonstrate the ability to use the Eagle Custodial Management System used by the Sheriff's Department.						
The officer will be formally trained in and demonstrate the ability to use the CLETS criminal record terminal.						
The officer will be trained in and demonstrate the ability to use the LiveScan machine to take fingerprints.						
The officer will be trained in and demonstrate the ability to use the LiveScan machine to submit DNA samples.						

Urinalysis Procedures

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes

The officer will demonstrate the ability to collect a urinalysis sample from a client.						
The officer will demonstrate the ability to correctly document and process a urinalysis test from a client.						
The officer will demonstrate the ability to correctly interpret both the presumptive as well as the laboratory results of a urinalysis test.						

Caseload Management

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
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The officer will be knowledgeable of the Caseload Expectations for their specific job assignment						
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The officer will understand the importance of reviewing and becoming familiar with assigned cases utilizing the case file and information systems						
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The officer will understand the importance of developing and utilizing Motivation Interviewing skills						
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The officer will understand the importance of developing and implementing a case plan for the probationer						
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The officer will understand the importance of providing ongoing case management						
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The officer will demonstrate the ability to:

Interpret Court orders						
Conduct initial client interview						
Establish rapport with probationers						
Communicate effectively with staff, clients, victims, courts, and other agencies						
Develop and maintain professional relationships						
Organize and manage their caseload						
Complete a Risk/Needs Assessment						
Develop a Case Plan						

The officer will demonstrate the proper procedure for completing the following tasks relevant to their specific assignment:						
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	Chrono (electronic)						
	Incident Reports						
	Progress Reports/Adjustment Summaries						
	Violations/Modifications of Probation						
	Terminations/Dismissals						
	Bench Warrants						
	Victim Letters/Claim Forms						
	DNA Testing						
	Program Referrals						
The officer will demonstrate the ability to provide ongoing case management:							
	Monitor client compliance						
	Maintain client contact based on level of supervision						
	Provide victim and client support						
	Submit court documents with appropriate recommendations (e.g. VOP's, Modifications, Supplemental, etc.)						
	Consistently document case activity in CSS						
	Periodic re-assessment						
The officer will demonstrate knowledge and ability to collect and record caseload statistics appropriate to their assignment							
The officer will demonstrate the ability to determine/justify an appropriate level of supervision and be knowledgeable of the transfer protocol							
The officer will demonstrate the ability to exercise sound judgment and exhibit general safety practices in an office setting:							
	Reporting unsafe working conditions						
	Office space arrangements						
	Escorting clients						
	The officer will know how to						

	respond to the juvenile hall in a crisis situation						
	The proper location for making an arrest in the office						
	The officer will have the skills necessary to deescalate a potentially volatile situation						
Motivational Interviewing							
	Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
	The officer will understand the general principles underlying Motivational Interviewing						
Media Relations							
	Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
	The officer will know the policy on release of information to the news media						
Support Agencies and Departments							
	Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
	The officer will know the location and/or how to contact the following support agencies/departments and how they can assist the officer:						
	Trinity County Sheriff's Department						
	California Highway Patrol						
	Behavioral Health						
	AODS						
	Child Protective Services						
	Eligibility						
	Marshall's Office						
	District Attorney Investigator						

	Human Response Network						
	Office of Education						
	Animal Control						

Field Equipment Inventory

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
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The officer will possess the proper equipment and supplies. The officer shall inspect their equipment for completeness and serviceability:

Department issued identification card						
Driver's license						
Field badge or wallet badge						
Business card						
Miranda warning card						
Writing instrument						
Equipment belt						
OC Spray						
Handcuffs and key						
Body armor						
Flashlight						
Firearm (if applicable)						
Two spare magazines (if applicable)						
Handheld Radio						
Cellular telephone						
Raid vest and/or jacket						
First Aid kit						
Search kit						
Map						
Instant Drug Tests						

The officer has the necessary paperwork and forms to work in the field

Pre-Field Procedures

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
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Vehicle Inspection – exterior for damage / foul play

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Vehicle Inspection – interior for contraband / trash / under seats, console, visors, ..., maps						
Briefing with partner officer						
Know who resides in / frequents the probationer's home; anyone with warrants; weapons in home; layout; neighbors						
Planned field contacts vs. surprise contacts						
Purpose of contacts; arrest; probation search; drug testing; discussion						

Field Procedures: Geographical Area Familiarization

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will identify the following as criteria an officer should consider when knowing the geographical area of their contacts:						
Physical make-up, boundaries, and locations of geographical areas within the county						
Roads, routes, and other travel considerations						
Population and crime distribution						
Locations of areas known to be frequented by probationers						
Locations of community offices and programs						

Radio Procedures

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Local and Multi-agency radio frequencies and basic operation of a two-way radio						
Knowledge of 10 codes and phonetic alphabet						
Understanding and listening radio traffic-importance during field work						
Perform radio transmission to dispatch; include Registration and Warrant / probation checks.						

Field Procedures: Approaching Residences

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
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	Demonstrates Concept/Task	Articulates, Practices, or Performs Concept/Task	Demonstrates Proficiency in Concept/Task		Initials	
Approaching the “blind” side when possible						
Check parked vehicles for subjects/persons inside						
Identify areas for cover and concealment						
Identify escape routes						
Avoid crossing large windows when possible						
Awareness of individuals loitering at or near residence						
Awareness of loud music, unusual smells, potential hazards, signs of alcohol use						
Look for signs of dogs; i.e. water bowls, chains; dog houses, barking						
Scan for open doors or windows to the residence						

Field Procedures: Officer Safety Principles

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Contact and cover principles						
Not “silhouetting” self or partner during field tasks						
Avoiding unnecessary noises from keys, radio, and vehicle						
Command presence and voice command						
Safeguarding equipment during subject contacts						
Controlling subject movement during contacts						
Maintaining position advantage during subject contacts						
Awareness of physical location (address, street, alley, etc.)						
Awareness of surrounding environment during field contacts						
Appropriate use of flashlight during night field work						
Recognizing/identifying potential hazards and weapons						
Vehicle positioning when parking during residential checks						

Field Procedures: Non-Residential Contact with Probationer

Task	FTO Explains or	Trainee Successfully	Trainee	FTO Initials	Trainee	Notes
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	Demonstrates Concept/Task	Articulates, Practices, or Performs Concept/Task	Demonstrates Proficiency in Concept/Task		Initials	
Safest and most practical positions to place subject(s) during field interviews						
Controlling subject(s) movement; maintaining position of advantage						
Approaching subject(s) while in vehicle; positioning vehicle						
Steps when discovering weapon on subject(s) during contact						

Field Procedures: Entry to Residence

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Listen before you knock						
Do not stand directly in front of door or windows when possible						
Make occupants come to the door. Do not walk blindly into a residence when possible						
Scan the interior of the residence as the door opens						
Enter only when safe. If necessary, have probationer/occupant step out of residence						
Ask: "Is anyone else in the residence and where?"						
Visually scan occupants and immediate area for weapons						
Position self near exits or locate exits within the residence						
Do not allow occupants to create distractions/turn off TV and radios						
When to call for back-up during residential contacts						
When to conduct protective sweep of residence						

Field Procedures: Residential Searches

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Clearing common areas of weapons or contraband						
Conducting proper room search utilizing a systematic approach						
Identifying contraband and signs of drug use						

Equipment and personnel needed for safely conducting a probation search						
Proper handling of evidence (i.e.-drugs, paraphernalia, weapons/firearms, etc.)						
Awareness of potential hazards (i.e.-needles, pipe bombs, chemicals, etc.)						
Maintaining control of occupants during probation searches						
When to and complete property/evidence receipt form						
Discovering evidence of a new crime; when to contact law enforcement						
Identifying common signs and symptoms of intoxication of subjects.						
Chain of evidence-collection, documentation and storage						

Field Procedures: Vehicle Searches

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Proper systematic method of searching a vehicle						
Common areas and places where contraband is hidden						
Common areas and place where weapons are stored						
Proper removal and control of occupants during vehicle search						
Officer is able to conduct a safe and effective search of a vehicle						

Field Procedures: Interaction with Offenders

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Communicates in a professional and unbiased manner. Establishes rapport						
Understands cultural differences and customs of ethnic groups						
Is objective in all contacts and circumstances						
Maintains appropriate professional boundaries						

Demonstrates effective listening skills						
Uses proper questioning techniques to gather relevant information						
Competently resolves problems and issues						
Ability to assess and effectively diffuse potentially volatile situations with communication skills, tone, and presence						

Field Procedures: Arrest Tactics

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Proper planning of an arrest; identify any officer safety issues						
Most safe tactics for effecting an arrest						
Understands role of contact and cover officer during an arrest						
Dealing with collateral subjects during an arrest						
Properly securing a residence following an arrest						
Disposition of underage children following an arrest						

Field Procedures: Prisoner Transport

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Proper seating of probationer in vehicle for transportation						
Proper subject observation techniques while driving						
Specific transportation issues (i.e. gender, juveniles, problem behavior)						
Conducts search of vehicle before and after transport						
Proper weapon storage procedure during booking						
Proper booking procedure for the jail and juvenile hall						
When medical clearances of probationers are						

required						
Field Procedures: Use of Force						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Demonstrates knowledge of the amount of force that may be used to affect an arrest						
Demonstrates mental alertness and preparation to use physical force when required						
Maintains composure and reacts appropriately in use of force/conflict situations						
Use effective verbal skills to de-escalate volatile situations						
Firearms						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will be knowledgeable of the different procedures for securing their firearm in the workplace						
The officer will be knowledgeable of the procedures for transporting their firearm to and from work						
The officer will be knowledgeable of the policy for cleaning and inspecting their firearm on a regular basis and every time after qualifying or practice						
The officer will be knowledgeable of the department procedures for mandatory quarterly firearms qualifications						
The officer will be knowledgeable of all rules of the department approved firearms range						
Handcuffing						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will identify the purposes for handcuffing a suspect when conducting a search or making an arrest						

The officer will demonstrate proper handcuffing principals to be met in order to reasonably guarantee the restraint of the suspect						
Evidence Collection and Handling						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will understand the importance of seizing physical evidence that may be used in a new criminal prosecution and/or a probation revocation proceeding						
The officer will demonstrate the proper handling of evidence						
The officer will demonstrate the proper procedures for completing the Search Receipt						
The officer will demonstrate the proper packaging and labeling of evidence						
The officer will explain the common errors made by officers in handling or collecting evidence at the crime scene						
The officer will be knowledgeable of the procedures for booking evidence into the Property Room						
Operations with Other Law Enforcement Agencies						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will be knowledgeable of the procedure for obtaining prior authorization when requests are made for probation participation in joint missions/operations						
The officer will understand that probation is the lead agency during probation searches with other law enforcement agencies						

FIELD TRAINING COMPLETION STATEMENT

I, _____(print name) certify that I have completed the
Field Training Phase of the Probation Officer Training Manual.

Trainee signature: _____

Date: _____

Training Officer signature: _____

Date: _____

Field Training Checklist - JCO.pdf

**TRINITY COUNTY JUVENILE HALL
ORIENTATION AND FTO PROGRAM**

Trainee: _____ Date of Hire: _____

Trainer: _____

THESE ITEMS ARE REQUIRED DURING 40 HOUR ORIENTATION – TITLE 15, SECTION XX

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer demonstrate basic understanding of de-escalation techniques and the use of pepper spray.						
The officer will review and understand trauma-informed policies and procedures.						
The officer will understand basic security measures include facility perimeter and grounds.						

THESE ITEMS MUST BE COMPLETED FOR COMPLETION OF FTO PERIOD

Probation Department Philosophy

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will understand the importance of the Department's Mission Statement						
The officer will understand the importance of the Department's Values and Ethics						

Organizational Structure

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will understand the dual governance system relative to the Chief Probation Officer including appointment and funding						
The officer will demonstrate knowledge of the Probation Department's Functional Organizational Chart						
The officer will demonstrate knowledge of his/her chain of command (i.e. Lead JCO, POIII, Probation Unit Supervisor, Assistant Chief and Chief Probation Officer)						
The officer will know the major functions of the Probation Department						
The officer will demonstrate knowledge of the primary job functions of Administration						
The officer will demonstrate knowledge of the						

primary job functions of the Adult Division						
The officer will demonstrate knowledge of the primary job functions of the Juvenile Division						
The officer will demonstrate knowledge of the primary job function of Juvenile Detention.						

Work Preparedness

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will know the procedure of how, where, and when to report to work						
The officer will know the procedures for reporting of work hours and rest periods						
The officer will obtain his/her keys, badge, Probation Department Identification Card, and necessary office supplies to perform his/her job duties						
The officer will meet support staff and probation officers in their assigned division						
The officer will meet the Administrative team						
The officer will be provided with and/or given access to Juvenile Hall Specific Policies and Procedures, and acknowledge that they have read and understand.						
The officer will be provided with and/or given access to the department's Lexipol policies and Procedures, and acknowledge that they have read and understand.						
The officer will know how to access the County Network						
The officer will know the policy regarding protecting County equipment from loss, theft or damage						
The officer will know the procedure for checking out a County vehicle						
The officer will know the procedure and location for fueling a County vehicle						
The officer will know the procedure for requesting a tow for a County vehicle						
The officer will know the procedure for reporting accidents or injuries						

Communication

Task	FTO Explains or Demonstrates	Trainee Successfully Articulates, Practices,	Trainee Demonstrates	FTO Initials	Trainee Initials	Notes
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	Concept/Task	or Performs Concept/Task	Proficiency in Concept/Task			
The officer will know the policy regarding use of telephones, cellular phones, pagers, and information systems						
The officer will know the procedure for accessing voicemail, setting up a password, and retrieving messages						
The officer will know the procedure for accessing e-mail, and sending and retrieving messages						
The officer will be familiar with the County policy for using the Internet						
The officer will know the procedures for sending interoffice, inter-departmental, and U.S. mail						
Required Training						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
STC certified JCO Core Course*						*Optional as long as the facility is designated as Special Purpose
County New Employee Orientation						
First Aid/CPR						
Weaponless Defense						
OC Spray						
24 hours annual STC training						
Completion of a total of 40 hours training prior to being counted into the staffing ratio						
Legal Authority						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will demonstrate a knowledge and understanding of his/her Peace Officer powers under Section 830.5 of the Penal Code						
The officer will demonstrate a knowledge and understanding of laws pertaining to juveniles under the California Welfare and Institution Code and Penal Code including, but not limited to:						
	300 WIC – Dependent Children					
	601 WIC – Minors habitually disobedient or truant					

	602 WIC – Minors violating laws defining crime						
	625 WIC – Temporary custody						
	654 WIC – Dispositions in lieu of filing petitions						
	737 WIC – Replacement						
	777 WIC – Supplemental Petition						
	26 PC – Persons capable of committing a crime						
The officer will demonstrate an understanding of the Miranda decision (Miranda v. Arizona)							
The officer will demonstrate knowledge of the legal amount of force, which may be utilized when making an arrest. (835a PC, Use of Reasonable Force to Effect an Arrest and 843 PC, Overcoming Resistance or Preventing an Escape)							
Mandated Reporting							
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes	
The officer will understand the child abuse reporting law (11166 PC) and the probation officer’s reporting responsibilities as outlined in Administrative Manual Bulletin #222, Reporting Responsibility – Child Abuse							
Confidentiality							
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes	
The officer will know the Department’s policy regarding confidentiality of records							
The officer will know the Department’s policy regarding the proper storage of confidential case files							
The officer will understand the importance of maintaining confidentiality of employee’s and other staff’s personal information							
Court Processes and Procedures							
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes	

The officer will be knowledgeable of the specific procedures regarding transporting juveniles to and from the court						
The officer will be knowledgeable of the procedures regarding court appearances and subpoenas						

Information Management

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will demonstrate the ability to use the CSS Case Management System.						
The officer will demonstrate the ability to use the Nobel System for Offender Assessments.						
The officer will be trained in and demonstrate the ability to use the LiveScan machine to take fingerprints.						
The officer will be trained in and demonstrate the ability to use the LiveScan machine to submit DNA samples.						

Urinalysis Procedures

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will demonstrate the ability to collect a urinalysis sample from a client.						
The officer will demonstrate the ability to correctly document and process a urinalysis test from a client.						
The officer will demonstrate the ability to correctly interpret both the presumptive as well as the laboratory results of a urinalysis test.						
The officer will demonstrate the ability to apply a drug monitoring sweat patch.						
The officer will demonstrate the ability to remove, document, and submit for testing a drug monitoring sweat patch.						

Reporting and Documentation

Task	FTO Explains or Demonstrates	Trainee Successfully Articulates, Practices,	Trainee Demonstrates	FTO Initials	Trainee Initials	Notes
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	Concept/Task	or Performs Concept/Task	Proficiency in Concept/Task			
The officer will understand the importance of developing and implementing a correctional case plan for the youth						
The officer will demonstrate the proper procedure for completing the following documentation tasks relevant to their specific assignment:						
	Chrono (electronic)					
	Incident Reports					
	Drug Testing					
	Program Attendance					
Support Agencies and Departments						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will know the location and/or how to contact the following support agencies/departments and how they can assist the officer:						
	Trinity County Sheriff's Department					
	California Highway Patrol					
	Behavioral Health					
	AODS					
	Child Protective Services					
	Eligibility					
	Marshall's Office					
	District Attorney Investigator					
	Human Response Network					
	Office of Education					
	Animal Control					
Equipment Inventory						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will possess the proper equipment and supplies. The officer shall inspect their equipment for completeness and serviceability:						

	Department issued identification card						
	Writing instrument						
	Equipment belt						
	OC Spray						
	Handcuffs and key						
	Flashlight						
	Handheld Radio						

Radio Procedures

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Local and Multi-agency radio frequencies and basic operation of a two-way radio						
Knowledge of 10 codes and phonetic alphabet						
Understanding and listening radio traffic-importance during field work						
Perform radio transmission to dispatch; include Registration and Warrant / probation checks.						
Scan for open doors or windows to the residence						

Officer Safety Principles

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Command presence and voice command						
Safeguarding equipment during subject contacts						
Controlling subject movement during contacts						
Maintaining position of advantage during subject contacts						
Recognizing/identifying potential hazards and weapons						
Identifying common signs and symptoms of intoxication of subjects.						
Controlling subject(s) movement; maintaining position of advantage						
Steps when discovering weapon on subject(s) during contact						
Awareness of potential hazards (i.e.-needles, pipe bombs, chemicals, etc.)						

Personal Skills: Interaction with Offenders

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs	Trainee Demonstrates Proficiency in	FTO Initials	Trainee Initials	Notes
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		Concept/Task	Concept/Task			
Understands and applies effective physical supervision skills over in-custody youth						
Understands the Core Components of Supervision (Observation, Interaction, Intervention)						
Identifies possible signals of manipulation and deception by youth.						
Identifies methods used by residents to deceive and manipulate staff						
Identifies "Protector Steps" that help staff avoid deception and manipulation						
Communicates in a professional and unbiased manner. Establishes rapport						
Demonstrates an understanding of the differences between rewards and sanctions and how each plays a part in successfully motivating youth						
Understands cultural differences and customs of ethnic groups						
Is objective in all contacts and circumstances						
Maintains appropriate professional boundaries						
Demonstrates effective listening skills						
Uses proper questioning techniques to gather relevant information						
Competently resolves problems and issues						
Ability to assess and effectively diffuse potentially volatile situations with communication skills, tone, and presence						

Prisoner Transport

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Vehicle Inspection – exterior for damage						
Vehicle Inspection – interior for contraband / trash / under seats, console, visors, ..., maps						
Proper seating of probationer in vehicle for transportation						
Proper subject observation techniques while driving						
Specific transportation issues (i.e. gender, juveniles, problem behavior)						
Proper weapon storage procedure during booking						

Proper booking procedure for the jail and juvenile hall						
When medical clearances of probationers are required						
Use of Force						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Demonstrates an understanding of the difference between planner vs. spontaneous use of force						
Demonstrates knowledge of the amount of force that may be used to affect an arrest or overcome resistance						
Demonstrates mental alertness and preparation to use physical force when required						
Maintains composure and reacts appropriately in use of force/conflict situations						
Use effective verbal skills to de-escalate volatile situations						
Handcuffing						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The officer will demonstrate proper handcuffing principals to be met in order to reasonably guarantee the restraint of the suspect						
The officer will demonstrate proper shackling principals to be met in order to reasonably guarantee the restraint of the suspect during transport						
Evidence Collection and Handling						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
Discovering evidence of a new crime; when to contact law enforcement						
The officer will understand the importance of seizing physical evidence that may be used in a new criminal prosecution and/or a probation revocation proceeding						

Proper handling of evidence (i.e.-drugs, paraphernalia, weapons/firearms, etc.)						
The officer will explain the common errors made by officers in handling or collecting evidence at the crime scene						
The officer will demonstrate the proper packaging and labeling of evidence						
The officer will be knowledgeable of the procedures for booking evidence into the Property Room						

FIELD TRAINING COMPLETION STATEMENT

I, _____(print name) certify that I have completed the
Field Training Phase of the Probation Officer Training Manual.

Trainee signature: _____

Date: _____

Training Officer signature: _____

Date: _____

Field Training Checklist - Support Staff.pdf

**TRINITY COUNTY PROBATION DEPARTMENT
FIELD TRAINING PROGRAM – ADMIN/FISCAL CLASS**

Trainee: _____ Date of Hire: _____

Field Trainer: _____

General Personnel						
Task	Date Completed/Issued	FTO/Supervisor Initials	Trainee Initials	Notes		
Staff Keys issued						
Key Card issued						
Badge issued (Sworn Staff Only)						
Policies in Lexipol have been acknowledged (with applicability to position)						
Staff understand how to complete a Time Card						
Staff understand how to complete a Time Study (if Applicable to the position)						
CORI confidentiality statement signed						
Cal-Card Issued						
Hepatitis Vaccination Offered (or written declination received)						
Acknowledgement form signed for policy on Emergency Vehicle Operation (Sworn Staff Only)						
Probation Department Philosophy						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The staff will understand the importance of the Department's Mission Statement						
The staff will understand the importance of the Department's Values and Ethics						
Organizational Structure						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The staff will understand the dual governance system relative to the Chief Probation Staff including appointment and funding						
The staff will demonstrate knowledge of the Probation Department's Functional Organizational Chart						
The staff will demonstrate knowledge of his/her chain of command (i.e. POIII, Probation Unit Supervisor, Assistant Chief and Chief Probation Staff)						

The staff will know the major functions of the Probation Department						
The staff will demonstrate knowledge of the primary job functions of Administration						
The staff will demonstrate knowledge of the primary job functions of the Adult Division						
The staff will demonstrate knowledge of the primary job functions of the Juvenile Division						
The staff will demonstrate knowledge of the primary job function of Juvenile Detention.						

Work Preparedness

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The staff will know the procedure of how, where, and when to report to work						
The staff will obtain necessary staff supplies to perform his/her job duties						
The staff will meet support staff and other probation staff in their assigned division						
The staff will meet the Administrative team						
The staff will know how to access the County Network						
The staff will know the policy regarding protecting County equipment from loss, theft or damage						
The staff will know the procedures for reporting to work, work hours, and rest periods						
The staff will know the procedure for checking out a County vehicle						
The staff will know the procedure and location for fueling a County vehicle						
The staff will know the procedure for requesting a tow for a County vehicle						
The staff will know the procedure for reporting accidents or injuries						

Communication

Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes

The staff will know the policy regarding use of telephones, cellular phones, pagers, and information systems						
The staff will know the procedure for accessing voicemail, setting up a password, and retrieving messages						
The staff will know the procedure for accessing e-mail, and sending and retrieving messages						
The staff will be familiar with the County policy for using the Internet						
The staff will know the procedures for sending interoffice, inter-departmental, and U.S. mail						
Required Training						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
County New Employee Orientation						
Confidentiality						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The staff will know the Department's policy regarding confidentiality of records						
The staff will know the Department's policy regarding the proper storage of confidential case files						
The staff will understand the importance of maintaining confidentiality of employee's and other staff's personal information						
Information Management						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The staff will demonstrate the ability to use the CSS Case Management System.						
Media Relations						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The staff will know the policy on release of information to the news media						

Support Agencies and Departments						
Task	FTO Explains or Demonstrates Concept/Task	Trainee Successfully Articulates, Practices, or Performs Concept/Task	Trainee Demonstrates Proficiency in Concept/Task	FTO Initials	Trainee Initials	Notes
The staff will know the location and/or how to contact the following support agencies/departments and how they can assist the staff:						
Trinity County Sheriff's Department						
California Highway Patrol						
Behavioral Health						
AODS						
Child Protective Services						
Eligibility						
Marshall's Staff						
District Attorney Investigator						
Human Response Network						
Staff of Education						
Animal Control						

FIELD TRAINING COMPLETION STATEMENT

I, _____ (print name) certify that I have completed the Field Training Phase of the Probation Staff Training Manual.

Trainee signature: _____

Date: _____

Training Staff signature: _____

Date: _____

NEW Trinity County Probation Department Procedures Manual

New Procedures Manual

INDEX / TOPICS