

SONOMA COUNTY PROBATION DEPARTMENT DEPARTMENTAL POLICY & PROCEDURES MANUAL			
SECTION: <i>Personnel</i>	SUBJECT: <i>Roles and Responsibilities of the Deputy Probation Officer</i>	PAGE: <i>1 of 5</i>	IDENTIFIER: <i>2.13</i>

## **POLICY STATEMENT**

It is the policy of the Sonoma County Probation Department that Deputy Probation Officers (DPOs) understand and adhere to their roles and responsibilities. The following guidelines are general in nature, and are in no way intended to be exhaustive, but rather a framework within which DPO duties are performed.

## **PROCEDURE**

### **1. ROLES OF THE PROBATION OFFICER**

- A. The primary role of DPOs employed with the Sonoma County Probation Department is to exercise the duties of a Peace Officer pursuant to California Penal Code Section 830.5 PC. Through these peace officer powers, DPOs - perform the following mandates as prescribed in the various California Code sections. Specific to DPOs, they are as follows;
- i. Community supervision of justice system involved youth subject to the jurisdiction of the juvenile court pursuant to Section 602 or 1766 of the Welfare and Institutions Code.
  - ii. Community supervision of individuals subject to probation pursuant to conditions imposed under Section 1203 of the Penal Code.
  - iii. Community supervision of individuals subject to mandatory supervision subject to subparagraph (B) of paragraph (5) of the subdivision (h) of the Section 1170 of the Penal Code.
  - iv. Community supervision of individuals subject to post-release community supervision pursuant to Section 3451 of the Penal Code.
  - v. Administration of community-based corrections programming, including but not limited to, programs authorized by Chapter 3 (commencing with Section 1228) of Title 8 of Part 2 of the Penal Code.
  - vi. Making recommendations to the court, including, but not limited to, presentence investigative reports pursuant to Sections 1203.7 and 1203.10 of the Penal Code, or reports

SONOMA COUNTY PROBATION DEPARTMENT DEPARTMENTAL POLICY & PROCEDURES MANUAL			
SECTION: <i>Personnel</i>	SUBJECT: <i>Roles and Responsibilities of the Deputy Probation Officer</i>	PAGE: <i>2 of 5</i>	IDENTIFIER: <i>2.13</i>

prepared and monitoring pursuant to Sections 1320-1320.15 of the Penal Code.

- B. It is the DPOs duty to protect the community, by aiding in the reduction of crime, through evidenced-based or evidence-informed practices that assist delinquent youth and adult offenders in making positive behavioral changes. In addition, DPOs facilitate community restoration by helping to restore victims through the establishment and collection of restitution and by providing appropriate supervision of offenders to prevent further victimization.
- C. DPOs are expected to hold individuals accountable for their actions, enforce court orders, monitor their conduct in the community, and encourage positive behavior change. DPOs partner with other law enforcement agencies to keep the community safe, while also working together with community organizations and partners, to provide individuals with programs, services, and treatment that help them live crime-free lives. In protecting public safety, each case should be evaluated on its merits, with case specific recommendations that range from behavioral interventions with community supervision, to periods in custody.
- D. Probation serves as the neutral arm of the Court and is tasked with providing the Court with objective, comprehensive reports that aid in determining appropriate case dispositions. Each probation report submitted stands as the official recommendation of the Chief Probation Officer. Each DPO shall represent the Department's official position on all matters. As an officer of the Court, statements made by a DPO are given great credence. Therefore, it is imperative that all DPOs exercise objectivity when solicited to provide an opinion regarding a case being heard before the Court.
- E. In an effort to reduce recidivism, DPOs enforce compliance of conditions of supervision, using swift, certain and just consequences for non-compliance. In order to correct noncompliance, the DPO is tasked with assessing risk factors and developing strategies to mitigate the risk of re-offense. DPOs provide case management services and deliver programs that address each offender's criminogenic risk factors and individual needs. Case management efforts require officers to work collaboratively with offenders to set goals, learn new skills, and develop action plans that support both compliance with court ordered conditions and living law abiding lifestyles.

<b>SONOMA COUNTY PROBATION DEPARTMENT DEPARTMENTAL POLICY &amp; PROCEDURES MANUAL</b>			
SECTION: <i>Personnel</i>	SUBJECT: <i>Roles and Responsibilities of the Deputy Probation Officer</i>	PAGE: <i>3 of 5</i>	IDENTIFIER: <i>2.13</i>

- a. In order to accomplish the above goals, the Department uses evidence-based approaches, including motivational interviewing and assessing criminogenic risk/need factors, to determine intensity of supervision as well as responsivity considerations. DPOs endeavor to establish a professional alliance, in order to assist offenders in developing the skills necessary to change identified risk/need factors. This approach is complemented by the use of graduated sanctions to address non-compliance, combined with positive reinforcement for behavioral progress.
  - b. Additionally, DPOs refer clients to resources and services such as but not limited to family and individual therapy, parent education, mentoring, substance abuse treatment, mental health assessment/counseling, cognitive behavioral interventions programming, housing, educational/vocational training and employment readiness resources needs in order to assist them in overcoming obstacles to successfully desist from further criminal activity.
- F. DPOs are encouraged to work collaboratively with other law enforcement agencies where applicable. DPOs are not generally expected to act as a law enforcement first responder. DPOs may be requested to assist other agencies with a mutual aid response. This response should not extend beyond their normal scope of individual training. DPOs should inform their supervisors in advance of providing mutual aid, or shall notify as soon as possible after mutual aid is rendered.

## **2. RESPONSIBILITIES OF THE DEPUTY PROBATION OFFICER**

- A. Deputy Probation Officers can be placed in any number of assignments. While in an assignment, DPOs are expected to treat clients fairly, regardless of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sexual orientation, gender, gender identity, gender expression, mental or physical disability. DPOs shall remain fair and impartial, have prejudice towards none, and hold probationers accountable to the Courts and the community for their criminal or delinquent conduct.
- B. DPOs are responsible for the daily functions of their caseload and may share responsibilities with other DPOs during the course of a shift. DPOs oversee the following functions, though this is not an exhaustive list.

SONOMA COUNTY PROBATION DEPARTMENT DEPARTMENTAL POLICY & PROCEDURES MANUAL			
SECTION: <i>Personnel</i>	SUBJECT: <i>Roles and Responsibilities of the Deputy Probation Officer</i>	PAGE: <i>4 of 5</i>	IDENTIFIER: <i>2.13</i>

- a. **Structure the Client's Time:** Structured time tends to redirect energy toward positive and/or neutral activities. DPOs shall endeavor to structure 40% to 70% of a higher-risk individual's time in pro-social and therapeutic activities during the first 9 months of supervision. Note: intensive involvement with lower-risk clients can be counterproductive and unnecessary. DPOs should avoid significant intervention with such clients.
- b. **Proactive Case Management:** In consultation with the supervisee develop case plan objectives and action steps to address identified risk factors. Case plans should be crafted using SMART goals (Specific, Measurable, Attainable, Realistic/Relevant and Time Bound), consistent with training received by DPOs.
- c. **Address Barriers:** Refer offenders to relevant programs and services to assist them in overcoming challenges and developing strong links to pro-social activities, companions, family members and their communities.
- d. **Provide Incentives and Responses to Behaviors:** Incentives reinforce positive behavior and an individual's motivation to achieve goals. Effective responses to anti-social behaviors and probation violations can address criminogenic needs and reinforce accountability. DPOs must address such positive and negative behaviors in the context of supervision and case management.
- e. **Utilize Family-Focused Approaches:** Engaging person's family and community-based natural supports in the supervision process can enhance intrinsic motivation to internalize behavioral changes, encourage greater accountability, and increase success.

### 3. RESPONSIBILITIES OF THE SUPERVISING DEPUTY PROBATION OFFICER

- A. Supervising Probation Officers are responsible for influencing employees to work toward the achievement of the departmental objectives listed in Section 1. They should be flexible in working with staff. Supervisors assess staff needs and communicate effectively while utilizing a proper balance of direction, coaching and support.

SONOMA COUNTY PROBATION DEPARTMENT DEPARTMENTAL POLICY & PROCEDURES MANUAL			
SECTION: <i>Personnel</i>	SUBJECT: <i>Roles and Responsibilities of the Deputy Probation Officer</i>	PAGE: <i>5 of 5</i>	IDENTIFIER: <i>2.13</i>

- B. Supervising Probation Officers are primarily responsible for the daily operations and activities that may occur and may share responsibilities, when necessary, with other supervisors. Supervisors oversee the following functions, though this is not an exhaustive list.
- a. Respond to sick calls/staffing concerns.
  - b. Review staff's daily time sheets.
  - c. Document staff performance and holds staff accountable.
  - d. Interact with the public and other agencies as needed
  - e. Complete Accident/Injury Investigation or Occupational Injury or Illness Reports for staff.
  - f. Address unexpected safety issues as they arise.
  - g. Arrange transportations when needed.
  - h. Approve Incident Reports.
  - i. Review and approves court reports
  - j. Has the responsibility of relieving unfit staff for duty.
    - i. Any staff reporting for, or on duty, who is found unfit for duty because of emotional instability or physical disability shall be relieved of duty by his/her supervisor and a written report shall be submitted to the DDII.

**4. REPLACEMENT HISTORY: [2.13]**

Renamed from D15 10/2009.

Revised 8/2019

APPROVED BY:

---

DAVID M. KOCH  
Chief Probation Officer