

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

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

200.2 POLICY

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

200.3 DIVISIONS

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

- Adult Services Division
- Juvenile Services Division
- Administrative Services Division
- Detention Services Division

200.3.1 ADULT SERVICES DIVISION

The Adult Services Division is led by a division director whose primary responsibility is to provide general management, direction, and control for the Adult Services Division. The Adult Services Division consists of officers tasked with pre-sentence investigations, field supervision, operation of Drug Court, operation of the Community Corrections Resource Center, pre-trial services and the Community Services Work Program.

200.3.2 JUVENILE SERVICES DIVISION

The Juvenile Services Division is led by a division director, whose primary responsibility is to provide general management, direction, and control for the Juvenile Services Division. The Juvenile Services Division consists of officers tasked with juvenile diversion, juvenile court investigations, supervision of delinquent youth, placement of delinquent youth, reunification of youth with families providing Wraparound services to families and administering the Juvenile Community Service Work program.

200.3.3 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is led by a legal office business manager whose primary responsibility is to provide general management, direction, and control for the Administrative Services Division. The Administrative Services Division consists of technical, fiscal and administrative services.

Humboldt County Probation Department

Probation Manual

Organizational Structure and Responsibility

200.3.4 DETENTION SERVICES DIVISION

The Detention Services Division is led by a division director, whose primary responsibility is to provide general management, direction, and control for the Detention Services Division. The Detention Services Division provides for the safety and security of youth detained in the juvenile hall, oversees the operation of the Regional Facility and administers a home supervision program.

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND

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

- (a) Adult Services Division Director
- (b) Detentions Services Division Director
- (c) Juvenile Services Division Director