

VOLUNTEER PROBATION OFFICER PROGRAM

AUTHORITY: Administrative Directive

RESCINDS: New Item

FORMS: Departmental Forms:

Advisement	(F057-7020)
Receipt of Identification	(F057-7021)
Policy Manual Review Sign-Off	(F057-9171.4)
Asbestos Notification Summary	(F057-9091)
Asbestos Notification Sign-Off	(F057-9092)
Emergency Notification Information	(F0502-9837.2)
Authorization to Drive Personal Vehicle on County Business	(F057-9605.5)
Mileage Form	(F003-8500-37.14)

VPO Specific Forms:

Assignment Preference Form	VPO-1
Performance Evaluation	VPO-2
Performance Evaluation Cover Memo	VPO-3
Volunteer Probation Officer Timesheet	VPO-4
Special Event Interest Form - FLSA Exempt	VPO-5
Special Event Interest Form - Clerical	VPO-6
Special Event Interest Form - DPC/PNC	VPO-7

PURPOSE: To establish procedures for the Volunteer Probation Officer (VPO) Program

I. GENERAL INFORMATION

- A. The Volunteer Probation Officer Program is staffed by a unit supervisor and deputized probation employees designated as Volunteer Coordinators and Administrative Volunteer Probation Officers (VPO's).
- B. A Unit Clerk provides support services.
- C. Administrative VPO's assigned to the Volunteer Services Unit are supervised by the unit's deputized staff.

II. INITIAL PROCESS

A. Recruiting

- 1. VPO applicants are recruited from the following: colleges, universities, community groups, individual and organizational

mailings, newspapers, TV/radio, special event activities (e.g., O.C. Fair), and personal contact via departmental and volunteer staff.

2. Application packets are distributed to potential VPO candidates.
3. The Unit Clerk receives and logs completed VPO applications.

B. Screening

1. Applications are initially screened by the deputized Volunteer Coordinator to ensure applicants meet minimum qualifications.
 - a. Applicants who meet the minimum qualifications are scheduled for Oral Board Interviews.
 - b. Applicants who fail to meet the minimum qualifications are notified by a form letter.
2. Oral Board Panels are scheduled and conducted.
 - a. Panel members consist of deputized Probation staff and Administrative VPO's.
 - b. The first portion of the Oral Board interview is conducted by the entire panel, and then the Administrative VPO's are excused. The second portion of the interview, the confidential background information, is only addressed by the deputized staff.
3. The results of the Oral Board interview are recorded and placed in the VPO applicant's file, which is then forwarded immediately to the Human Resources Division Background Unit.
4. The non-confidential applicant information is copied and placed in the applicant's file which is retained by the Volunteer Unit Clerk.
 - a. Applicants who pass the Oral Panel interview are sent a congratulatory letter with further instructions regarding the background process.
 - b. Applicants who were not accepted by the Oral Board Panel are notified by a form letter thanking them for their interest.

C. Background

See Attachment #1 "VPO BACKGROUND UNIT TASKS".

D. Selection

1. After the background process is completed, a certified eligibility list is forwarded from the Background Unit to the Chief Probation Officer.
2. The Chief makes the final class selection and notifies the Volunteer Unit via the chain of command.
3. The selected candidates receive a personal phone call from the Volunteer Coordinator, offering a position in the upcoming VPO class.

III. TRAINING

A. Core Training

See Attachment #2 "VPOC OPENING NIGHT UNIT TASKS" for opening night preparations for VPOC Core training.

See Attachment #3 "VPO TRAINING COURSE OVERVIEW". The classroom training consists of 46 hours conducted in three hour blocks on Monday and Wednesday evenings and, one eight hour session on a Saturday.

B. On-the-Job Training (OJT)

After completing the classroom instruction, the candidates are assigned a minimum of 24 hours of OJT, in their prospective assignments.

C. Additional Training

1. VPO's are encouraged to attend updated training sessions offered quarterly by the Volunteer Unit.
2. VPO's are authorized to attend selected Standards and Training for Corrections (STC) courses on a space-available basis with supervisory approval. Pre-approval must be obtained from the Training Coordinator for each class.
3. VPO's **must** attend any mandated training required by the Department or their supervisor.

IV. DEPLOYMENT

A. Needs Assessment

1. A VPO Needs Assessment is distributed to the Division Directors prior to determining OJT assignments.
2. The results are compiled by the Volunteer Unit, and a report, including any new job descriptions, is forwarded to Top Management (T/M) to determine which VPO vacancies will be filled.

See Attachment #4 "VPO JOB DESCRIPTIONS" listing existing VPO assignments.

3. After T/M determines which VPO vacancies are to be filled, the Directors meet with their supervisory staff to finalize prospective assignments.

B. VPO Preference

1. The VPO candidates receive a list of vacant positions and a copy of the job descriptions prior to the Directors' assignment meeting.
2. The VPO candidates complete an Assignment Preference Form (VPO-1) indicating their preferences for assignment, time availability, and location.
3. The Volunteer Unit staff review the Assignment Preference Forms for completeness. An OJT Assignment Report with recommendations is made for OJT assignments based upon class participation, unit staff observations, agency needs, and individual VPO preferences.
4. The OJT Assignment Report, plus VPO profile sheets describing specific skills and experiences, is forwarded to the Chief Deputy, Field Services, via the chain of command. Copies are also distributed to the rest of T/M.

C. Directors' Assignment Meeting

The entire OJT Assignment packet is distributed and reviewed by the attending Directors, and selections are made for OJT assignments.

D. OJT

1. Once the OJT selection is made, the VPO is directed to contact their new supervisor to discuss the assignment and arrange their OJT schedule.
2. OJT should be completed prior to VPO class graduation.

E. Final Assignment

1. The Volunteer Unit maintains ongoing contact with the candidates, OJT supervisors and Directors to determine if the assignments should be finalized.
2. A Final Assignment Report is compiled and forwarded to the Chief Deputy, Field Services, via the chain of command with copies distributed to the rest of T/M.
3. The Final Assignment Report is distributed, reviewed and discussed at the Directors' meeting and final assignments are made and shared with the VPO's.

F. VPOC Graduation

See Attachment #5 "VPO GRADUATION TASK LIST".

V. SUPERVISION OF VPO's

A. Supervisory Responsibility

Supervision of VPO's is the responsibility of agency employees designated by Division Directors. VPO's function in the division's "chain of command".

B. Performance Evaluation

1. Performance evaluations are to be completed by each VPO's supervisor at specified time frames on the Performance Evaluation (VPO-2) and Cover Memo (VPO-3).
2. The VPO clerk will notify the VPO's supervisor two months in advance regarding the type of evaluation and the due date.

- a. Initial Evaluation - 90 days after VPO class graduation
- b. Transfer - 90 days after transfer
- c. Annual - One year after graduation
- d. Separation from the Agency - 60 days after separation

VI. PERSONNEL ISSUES

A. VPO Certified Acknowledgments

All VPO's must affirm and sign the following personnel documents:

- 1. Advisement (F057-7020)
 - a. Child and Elder Abuse
 - b. Infectious Diseases and Health Risks
 - c. Non-Peace Officer Powers
 - d. Appearance and Dress
 - e. Probation Policy Manual
 - f. Criminal Offender Record Information (CORI)/Confidentiality
- 2. Receipt of Identification (F057-7021)
- 3. Policy Manual Review Sign-Off (F057-9171.4)
- 4. Emergency Notification Information (F0502-9837.2)
- 5. Asbestos Notification (F057-9092)
- 6. Asbestos Notification Summary (F057-9091)
- 7. Authorization to Drive Personal Vehicle on County Business (F057-9605.5)
- 8. California Law Enforcement Telecommunication System (CLETS)/CORI Advisement (Advisement form located in CLETS/CORI Manual)

B. Mileage Reimbursement

1. Pursuant to Board Resolution #73-1356, VPO's can be reimbursed for mileage driven on county business. The Board Resolution number must be entered on the Mileage Reimbursement Form.
2. VPO's submit Mileage Form (F003-8500-37.14) to their immediate supervisor for approval and payment authorization.

C. Personnel Files

1. A Confidential Background file is kept in the Human Resources Division (HRD).
2. A non-confidential Volunteer Personnel File is originated and maintained by the Volunteer Unit Clerk.
3. Drop Files
 - a. The VPO drop file will be sent to the VPO's supervisor by the Volunteer Unit Clerk when deployed. The drop file contains the following:
 - (1) Application
 - (2) VPO Profile Sheet
 - (3) Authorization to Drive Car on County Business
 - (4) Emergency Notification Form
 - (5) Timesheets
 - (6) VPO Photo
 - (7) VPO Core Training Rosters
 - b. The drop file will be updated by completing a transfer evaluation form when an assignment change is made. The file is forwarded to the new supervisor.
 - c. The drop file will be updated by completing a separation evaluation form when a separation occurs. The file will be sent to the Volunteer Unit Clerk for storage.

D. Monthly Timesheets

1. VPO's are responsible for completing the Volunteer Probation Officer Timesheet (VPO-4) and submitting it to their supervisors by the tenth day of the following month.
2. The supervisor reviews and signs the timesheet, placing a copy in the VPO's drop file and forwarding the original to the Volunteer Unit Clerk.
3. The Volunteer Unit then records and tracks all VPO service hours and includes them in the Volunteer Unit Quarterly Report.

E. VPO Identification Cards

1. Numbered photo identification cards are issued at core training graduation.
2. VPO's are to display their identification card **only** when conducting Probation Department business.
3. An identification card inventory is conducted in conjunction with the Department's annual badge inventory.

F. Business Cards

1. Only VPO's in selected assignments are authorized to be issued business cards with the approval of their Division Director.
2. Business cards are **only** to be used for identification while conducting departmental business.

VII. SAFETY ISSUES

- A. The Department's philosophy is to keep VPO's "**out of harm's way**", and as they are not sworn personnel, parameters have been established by Top Management to maximize VPO safety. VPO's have the following restrictions:

1. No participation in arrests, handcuffing, or search & seizure activities with deputized staff or on their own. These searches include:
 - a. Pat down
 - b. Preplanned or spontaneous
 - c. Vehicle
 - d. Residential

- e. School
 - 2. No participation in preplanned enforcement activities.
 - 3. No urinalysis testing performed in field settings.
 - 4. No VPO custody transporting of probationers alone.
 - 5. Casework decisions or preparation of documents to Court or case files must remain vested in the assigned Deputy Probation Officer.
 - 6. No unaccompanied home calls at night; accompanied night home calls with supervisor approval only.
 - 7. No Pak-Set radio usage.
 - 8. No pupillometer exams.
- B. VPO's **are permitted** to do whatever is included in their job description within the following safety-related guidelines:
- 1. Selected unaccompanied home calls are permitted **only** during daylight hours at the discretion of the SPO/DPO. No search & seizures are allowed.
 - 2. Selected unaccompanied noncustody transportation of probationers is permitted at the discretion of the SPO/DPO.
 - 3. Urinalysis testing is permitted **only** in department facilities.
 - 4. Opposite gender interactions require sound judgment and consultation with a supervisor.
- C. Any exception to the above safety restrictions **must** receive prior Division Director approval.
- D. Transportation of Probationers in VPO's Own Vehicle
- 1. VPO's are authorized to provide noncustody transportation of probationers in their own vehicle.
 - 2. VPO's must have a current, valid driver's license and have demonstrated a safe driving record.

3. Their automobile liability insurance must meet the state minimum public liability coverage as detailed on the Authorization to Drive Car on County Business Form (F0502-9605.3). The VPO must notify their supervisor of any changes in coverage.
4. VPO's are not authorized to drive County vehicles.
5. Probationers are not to be taken out of Orange County without supervisory and assigned deputy approval.

E. Workers' Compensation

As a general rule, VPO's are not considered employees and are not covered by Worker's Compensation benefits.

F. Unsafe Conditions

VPO's are to report any observed unsafe working conditions, accidents incurred, or injuries sustained immediately to their supervisor.

G. VPO's are responsible for reviewing the following additional safety related Procedure Manual Items (PMI's) during core training:

1. Building Safety (1-4-205).
2. Injury and Illness Prevention (1-4-113).
3. Vehicle Usage (1-5-101).

VIII. SPECIAL EVENTS STAFFING

A. Some department-sponsored events require a combination of paid as well as volunteer staff. Fair Labor Standards Act (FLSA) requirements must be considered when developing the staffing to be approved for the event.

B. Supervisory approval is required for participation at all special events.

1. Approved Participants

- a. Employees who are approved to participate in special events will perform these duties as part of their regular employment.
- b. Volunteers who are not on paid status include:

(1) VPO's

(2) VIP's/Student Interns

(3) PCAA members

2. FLSA Exempt Staff

DPO's and Supervisory staff must complete a Special Event Interest Form - FLSA Exempt (VPO-5) and receive approval from their supervisor to participate in special events under the following conditions:

- a. Participation on a voluntary basis of hours worked outside their normal work schedule.
- b. If hours are within staff's normal work schedule, they must receive approval to use compensatory or vacation balances. **The duties performed are not to be related to duties of their regular employment.**

3. FLSA Covered Staff

DPC's, PNC's and non-supervisory clerical staff must complete the Special Event Interest Form - Clerical (VPO-6) or Special Event Interest Form - DPC/PNC (VPO-7) and may participate in special events under the following conditions:

- a. Participation is on a voluntary basis of hours worked outside their normal work schedule.
- b. If hours are within staff's normal work schedule, they must receive approval to use compensatory or vacation balances. The duties performed are not to be related to duties of their regular employment.
- c. Must have at least one full day off per week from their regular employment

4. Participating staff must submit the Special Event Interest Form to their supervisor for signature. The original is then forwarded to the Volunteer Services Unit and a copy is placed in the employee's drop file.

IX. VPO STATUS CATEGORIES

A. Active

After graduation from core training, VPO's are placed on active status and their names added to the VPO Supervision Roster Form.

See Attachment #6 "VPO SUPERVISION ROSTER".

B. Unassigned

1. Active VPO's who do not have an assignment are placed on an availability list located on the Supervision Roster.
2. Directors or SPO's who want an unassigned VPO from the list, need to contact the Volunteer Coordinator for possible deployment.

C. Transfers

1. VPO's seeking a transfer should contact the Volunteer Coordinator for possible re-assignment, and discuss their situation with their supervisor.
2. The VPO's update their Assignment Preference Form and submit it to their immediate supervisor, who informs the Director and the Volunteer Coordinator.
3. The Volunteer Coordinator facilitates the transfer request with the VPO's Director and immediate supervisor for the new assignment.

D. Leave of Absence (LOA)

1. VPO's who are unable to fulfill their duties due to special circumstances, may request an LOA, in writing, to their immediate supervisor and Director.
2. The letter should state the reasons for the absence and the length of time requested.
3. A copy of the request is then forwarded to the Volunteer Coordinator to be placed in the VPO's personnel file.
4. For LOA's beyond 30 days, the VPO's will return their I.D. cards and parking passes, if appropriate, to their immediate supervisor.

5. VPO's returning from a leave exceeding 30 days must contact the VPO Coordinator for a re-entry interview, prior to being reinstated on active status.

E. Suspensions

VPO's involved in alleged inappropriate behavior are temporarily suspended and their I.D. cards retrieved by their immediate supervisor pending the completion of an investigation.

F. Separations

VPO's are placed on separation status when they:

1. Voluntarily separate after their one year commitment
2. Are no longer able to complete their duties due to personal reasons
3. Are terminated by the agency for inappropriate conduct

REFERENCES:

Procedures:

1-2-102	Volunteers In Probation Program
1-4-113	Injury and Illness Prevention
1-4-205	Building Safety
1-5-101	Vehicle Usage

Policies:

A-2	Departmental and Personal Philosophies
A-3	Dress, Grooming, and Personal Appearance
A-7	Employees as Departmental Representatives
A-14	Donations
A-17	Conflicts of Interest
A-18	Staff Relationships with Clients
A-19	Gifts
B-1	Case Confidentiality - Client's Right to Privacy
B-3	Case File Management and Security
C-15	Intoxicants/Controlled Substances
C-16	Employee Conduct - On Duty
C-17	Employee Conduct - Off Duty, Law Violations
C-22	Sexual Harassment
D-1	Threats, Harm, Danger to Employees and Others
D-6	Transportation of Clients and Custody Transportation
E-9	Volunteers
E-10	Use of Resources and Volunteers In Probation for Minors Parental Consent Field Trips

- E-11 Use of Public and/or Private Community Resources
- G-1 Appropriate Use of Facilities Occupied by Departmental Staff
- G-3 Building Security and Safety
- G-4 Smoking by Staff, Clients and Minors
- G-9 Injuries and medical emergencies

ATTACHMENTS:

- #1 "VPO BACKGROUND UNIT TASKS"
- #2 "VPOC OPENING NIGHT UNIT TASKS"
- #3 "VPO TRAINING COURSE OVERVIEW"
- #4 "VPO JOB DESCRIPTIONS"
- #5 "GRADUATION TASK LIST"
- #6 "VPO SUPERVISION ROSTER"

NOTE All Attachments are maintained by, and can be obtained from the VPO Coordinator, at SAO.

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APPROVED BY:

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March 26, 1997
Date