

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-607

APPROVED BY: STEPHANIE L JAMES
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REPLACES: 5/2/2016

ISSUE DATE: 1/28/2019

SUBJECT: PROBATION OFFICER REQUEST FORM

POLICY

Youth shall have the opportunity to speak with their Probation Officer while detained. Responding to questions and concerns of youth in a timely manner is an effective tool for reducing tension and anxiety in a detention facility.

PROCEDURE

A. General Guidelines

1. The Probation Officer Contact Request form (Attachment A) will be readily available to all youth.
2. If necessary, detention staff will assist the youth in completing the form.

B. Responsibilities

1. Once the form has been completed the JDUS will:
 - a. Access JJIS and verify the youth's Probation Officer.
 - b. Advise the Probation Officer via e-mail that the youth requests to speak with him/her.
2. The e-mail will:
 - a. Be titled "P.O. Contact Request" on the e-mail subject line.
 - b. Be copied to the appropriate Facility Supervisor, the Youth Advocate, the Assistant Deputy Chief Probation Officer (ADCPO) of the Juvenile Division and the ADCPO of Detention Operations.
 - c. Include the youth's J#.
 - d. State why the youth wants to speak with the Probation Officer.
3. Once the e-mail has been sent, the original request form will be filed on the unit and maintained for 3 months.
4. Should the Probation Officer be unavailable to respond in a timely manner, the Youth Advocacy Unit will contact the youth.

5. Once contact has been made with the youth, the response will be documented in JJIS under "Contacts."
6. The Probation Officer or the supervisor will "reply to all" on the corresponding e-mail advising of same.
7. Response(s) to the request form should be completed in a timely manner but no later than 2 business days.

PROBATION OFFICER CONTACT REQUEST

YOUTH'S NAME: _____ **DATE:** _____
Print

J#: _____ **P.O.:** _____

I want to speak with my P.O. about: _____

P.O. verified in JJIS: **Yes** **No**

E-mail sent: _____ _____
Date *Time*

Staff's Name: _____ **Unit:** _____

Revised (12/15)