

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

TO: ALL STAFF

BULLETIN #: D-1400

APPROVED BY: STEPHANIE L JAMES  
CHIEF PROBATION OFFICER

REPLACES: 2/23/2016

ISSUE DATE: 1/28/2019

**SUBJECT: REPORTING OF LEGAL ACTIONS**

**POLICY**

The Detention Deputy Chief Probation Officer is responsible for reporting legal actions to the Board of State and Community Corrections

**PROCEDURES**

- A. Upon conferring with the Chief Probation Officer, the Detention Deputy Chief Probation Officer is responsible for submitting a letter of notification to the Board of State and Community Corrections on each legal action, pertaining to conditions of confinement, filed against persons or legal entities responsible for juvenile facility operations.