SAN JOAQUIN COUNTY PROBATION DEPARTMENT
ADMINISTRATIVE MANUAL

TO: ALL STAFF
BULLETIN #: 232

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REPLACES: 7/18/2003

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SUBJECT: REPORTING ARRESTS, PROSECUTIONS, CONVICTIONS AND CHANGES IN DRIVER’S LICENSE STATUS

POLICY

Employees of the Probation Department are in a sensitive position within county employment in that many hold peace officer status by virtue of their job classification. Both deputized and undeputized staff may have access to the processing of criminal and juvenile record information or have direct contact with youth who are in custody. For these reasons, criminal record checks are conducted prior to employees being offered employment and the fact of their employment is recorded with the Department of Justice. Furthermore, the Department’s legal responsibility and duty to protect the community makes it necessary that the Department be informed of any employee’s arrest, prosecution, conviction or change in driver’s license relative to suspension, revocation or expiration.

PROCEDURES

A. Reporting Arrests/Prosecutions/Convictions

1. Employees are to inform their respective administrator of any arrests, prosecutions, convictions or changes in driver’s license status by their next scheduled work shift. Notification can be made by any method of communication.

2. Probation Department employees are to advise the appropriate Administrator of the date, location and nature of any criminal arrest or citation for a felony or misdemeanor of which he/she is the subject.

3. An employee is not obligated to provide any information that may jeopardize himself/herself in any subsequent criminal proceedings.

4. Each employee is to keep his/her supervisor informed as to the status of any criminal prosecution resulting from such arrest or citation and all dispositions in those matters.

5. Such notification shall be provided prior to the employee’s next work shift.

6. Supervisors shall, in turn, immediately communicate any such information to the...
appropriate Administrator.

B. Reporting Changes in Driver’s License Status

1. An employee who is required to possess a valid driver’s license as a condition of employment and is authorized to drive a motor vehicle in county service must possess and maintain an appropriate and valid California driver’s license.

2. Such employee shall not drive a motor vehicle in county service while his/her driver’s license is expired, restricted, suspended or revoked.

3. If an employee’s license has been suspended, revoked, restricted or has expired, the employee shall report to his/her supervisor the inclusive dates of the suspension, revocation or expiration and explanation for such action by his/her next scheduled work shift.

4. The employee shall provide written verification to his/her respective administrator of any such action/disposition taken by a court or the Department of Motor Vehicles.

5. This information shall be transmitted to the appropriate Administrator.