

FY 2010-2011

PROBATION DEPARTMENT

Function & Organization Chart - July 1, 2010

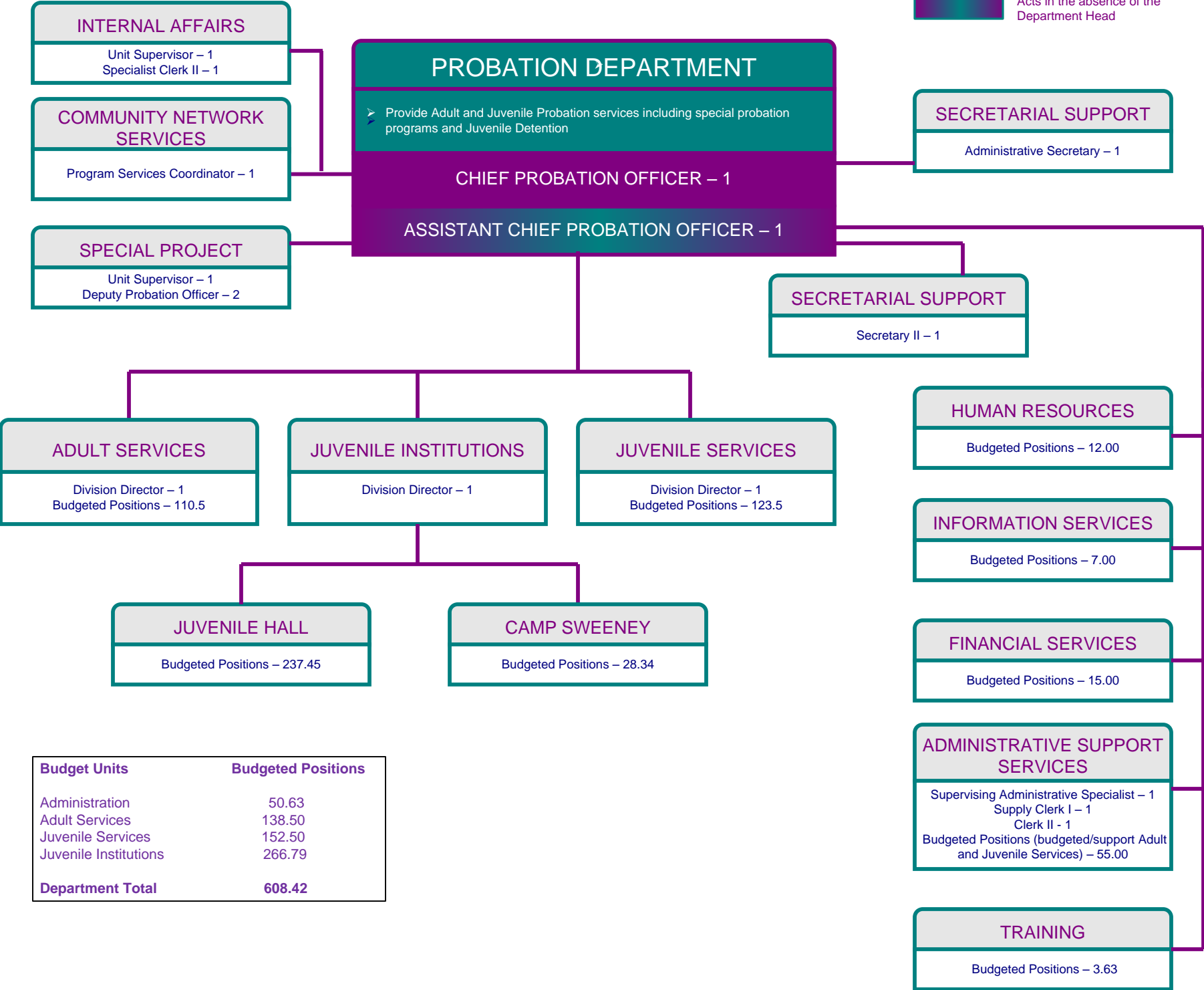


MISSION STATEMENT:

The Alameda County Probation Department, as a partner in the criminal justice system, protects and serves our diverse community, offers services to victims, and provides rehabilitative opportunities to offenders in compliance with State law.

Budget Unit #	Budgeted Positions
250100	50.63
250200	130.50
250300	120.50
250400	266.79
250900	40.00
Total	608.42

 Acts in the absence of the Department Head

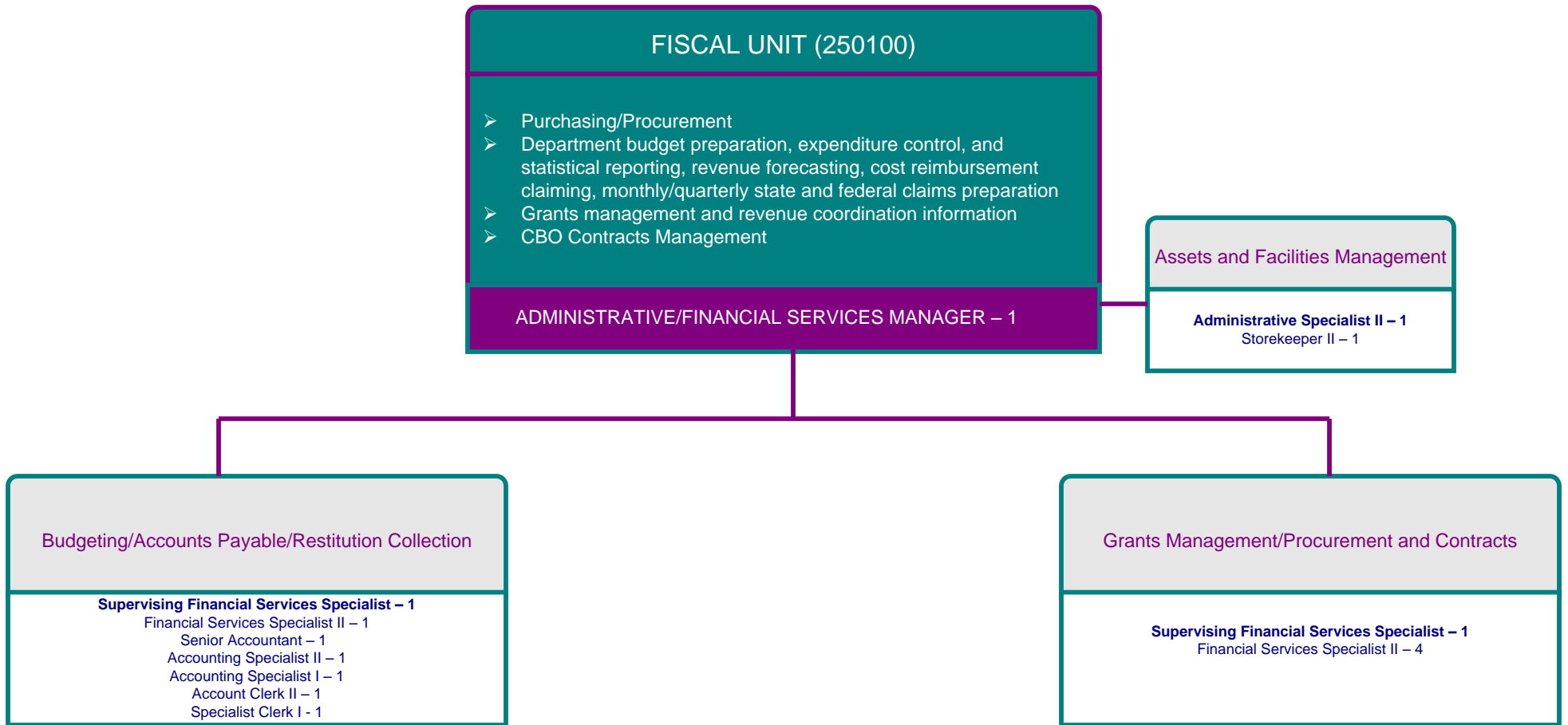


Budget Units	Budgeted Positions
Administration	50.63
Adult Services	138.50
Juvenile Services	152.50
Juvenile Institutions	266.79
Department Total	608.42



Secretary II – 1





INFORMATION TECHNOLOGY UNIT (250100)

- > System Administration
- > Database Implementation and Applications Administration
- > Data Analysis
- > Project Management
- > Help Desk Support
- > Network Administration
- > Server Support
- > Systems Security Administration
- > Computer System Support

INFORMATION SYSTEMS MANAGER – 1

Database Implementation and Analysis

Information Systems Analysts – 2

Project Management/Server Support/Systems Security Administration

Information Systems Specialists – 2

Help Desk Support/Computer System Support

Information Systems Technician IIs – 2



Staff Development Specialist - 1

Volunteer in Probation Program (VIP)
Admin Intern – 0.63

Clerk II - 1

ADULT SERVICES
250200, 250900

- Investigate court referrals and make recommendations to the courts.
- As directed by the courts, provide counseling and rehabilitation services to adult probationers and enforce court orders.
- Pre-arraignment services.

DIVISION DIRECTOR – 1

SECRETARIAL SUPPORT

Secretary II - 1

Management Analyst – 1

Program Manager - 3

Administrative Assistant – 0.35

**ADULT INVESTIGATION/
ASSESSMENTS**

- Provide the criminal courts with pre-sentence and diversion reports which include recommendations for sentencing of adult offenders

Unit Supervisor – 3
Deputy Probation Officer III – 39
Supervising Clerk II – 1
Supervising Clerk I – 1
Specialist Clerk II – 3
Specialist Clerk I – 4
Transcriptionist – 2
Clerk II – 1

ADULT SUPERVISION

- Provide counseling and rehabilitative services to adult probationers
- Diverts and ensures compliance with court-ordered conditions of probation
- Task Force - Participation includes:
Alameda County Regional Auto Theft Task Force (ACRATT)
Alameda County Sheriff's Office Gang Suppression Unit (ACSO-GSU)
Southern Alameda County Gang Violence Suppression Task Force (SACGVSTF)
Alameda County Narcotics Task Force (ACNTF)
Oakland Police Department Gang Unit (OPD-Gangs)
Sexual Assault Felony Enforcement Task Force (SAFE)
- Current Adult Supervision Programs
Probation Rehabilitative Opportunity Programs (PROPs) for 18 -25 years old
Sex Offender Unit (SOU)
Field Compliance Team (FCT)
Mentor Diversion (18 to 25 years old)
Domestic Violence
General Supervision

Unit Supervisor - 8
Deputy Probation Officer III – 56
Supervising Clerk II – 1
Supervising Clerk I – 2
Specialist Clerk II – 3
Specialist Clerk I – 5
Transcriptionist – 2
Clerk II – 2

Note: All clerical/transcription support positions are supervised by Administrative Services

JUVENILE FIELD SERVICES

250301, 250302, 250900

- In keeping with the provisions of the Welfare & Institutions Code and the policies of the Juvenile court, investigate all referrals; or refer to the prevention network. Those that cannot be dealt with informally are brought to the attention of the court along with investigation reports and recommendations as to disposition. Compile court orders with respect to rehabilitative services including out of home placement.

DIVISION DIRECTOR - 1

SECRETARIAL SUPPORT

Secretary II - 1

Program Manager - 3

INTAKE/INVESTIGATION SERVICES

- Investigate all referrals of juvenile offenders. Make determinations regarding initial detention filing petitions to bring matters to the attention of the Juvenile Court
- Provide court with investigation reports & recommendations as to disposition

Unit Supervisor – 4
Deputy Probation Officer III – 32
Supervising Clerk II – 1
Specialist Clerk II – 2
Specialist Clerk I – 2
Transcriptionist – 2
Clerk II – 1

SUPERVISION SERVICES

- Provide counseling & rehabilitation services to juvenile offenders placed on informal and formal probation
- Insure compliance with court ordered conditions of probation

Unit Supervisor – 1
Deputy Probation Officer III – 14
Supervising Clerk II – 1
Specialist Clerk II – 1
Transcriptionist – 1

SPECIAL SERVICES

- Provide services for record sealing, transportation, court officers, transition center, disproportionate minority contact

Deputy Probation Officer III – 9
Administrative Asst. – 0.65
Specialist Clerk II – 6
Specialist Clerk I – 4

PLACEMENT/CAMP SERVICES

- Provide rehabilitative services and appropriate out-of-home placements for juvenile offenders who have been removed from their homes by the court

Unit Supervisor – 1
Deputy Probation Officer III – 14
Specialist Clerk I – 6

COMMUNITY PROBATION/ YOUTHFUL OFFENDER BLOCK GRANT (YOBG)

- Provide specialized supervision to youthful offenders who, through assessment, are determined to be of medium to high risk to re-offend
- Provide individualized case plans that address risk factors and court orders

Unit Supervisor – 3
Deputy Probation Officer III – 23
Management Analyst – 1
Program/Financial Specialist – 1
Secretary I – 1
Specialist Clerk I – 1
Transportation Worker – 1
Clerk II – 1

FAMILY PRESERVATION/ COLLABORATIVE COURT

- Provide intensive case management services to avoid out-of-home placement

Unit Supervisor – 1
Deputy Probation Officer III – 12
Specialist Clerk I – 1

