

**PROCEDURE FOR DEPARTMENTAL USE OF
"NON-PROBATION OPERATED FACILITIES"**

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-2-004, dated 06/26/09
- FORMS:** Consent Form (F057-8058.2)
- PURPOSE:** To provide the minimal requirements for the planning, organizing, coordinating and supervising of special activities sponsored by the Probation Department which involve Probationers and Volunteers.

I. PROCEDURE:

Every activity involving the use of an "outside facility" shall have a deputy probation officer responsible for all phases of the activity. That officer's functions shall be to plan and coordinate the activity. Portions of the planning and coordinating may be delegated to other persons.

Prior approval of the officer's immediate supervisor will be necessary for each activity.

Factors that must be considered and acted upon:

- A. If the facility has not previously been approved for Department use, the officer shall have prior firsthand knowledge of the site and will consider the physical, recreational, sanitary and safety facilities as they pertain to the group participating in the activity.
- B. The officer and other persons supervising the activity shall be responsible for insuring that the property used is properly maintained and has current applicable insurance and licenses.
- C. The size of the group shall be limited by the capacity of the facility and the availability of:
 1. Chaperones (provide no less than ■■■ officer or ■■■ approved volunteer for every ■■■ wards).
 2. Transportation (provided by deputy probation officers or approved volunteers and only county staff can drive county vehicles.)
- D. As these activities are under the sponsorship of the Probation Department, the same regulations concerning general behavior applicable during regular working hours apply to all officers and approved volunteers participating in the activity.
- E. The supervising **probation** officer shall make certain the consent form has been signed prior to the activity and a copy is included in the case file.

REFERENCES:

Procedures:	1-2-102	Volunteers in Probation Program
	1-4-101	Incidents or Injuries Involving the Public
Policy:	A-18	Staff Relationships with Clients
	A-21	Liability
	B-2	Inter- and Intra-Agency Confidentiality
	E-9	Use of Resources for Minors; Parental Consent; and Field Trips
	E-10	Use of Public and/or Private Community Resources
	G-1	Appropriate Use of Facilities Occupied by Departmental Staff
	G-2	Outlying Work Locations

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APPROVED BY: