



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
Probation Department



**DATE:** January 30, 2012  
**BOARD MEETING DATE:** February 14, 2012  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Stuart James Forrest, Chief Probation Officer  
**SUBJECT:** Addition of a Probation Department Deputy Director

**RECOMMENDATION:**

Adopt an ordinance amending the Salary Ordinance to add one (1) classified position: Deputy Director Probation Services (D164).

**BACKGROUND:**

Probation Department Deputy Directors manage consolidated programs that provide specialized services to specific probation populations, diverse government organizations, and community-based organizations. Existing examples include the Deputy Director of Court Services, Deputy Director of Supervision Services, and Deputy Director of Administration Services. Acceptance of this recommendation will consolidate new and emerging "Realignment" and "Re-Entry" programs in response to the:

- (1) impact of recent legislation that shifts increased responsibility for the management and supervision of felons to the counties;
- (2) need to utilize non-custody, evidence-based alternatives to detention and conserve detention facilities resources for those who represent a threat to public safety;
- (3) importance of optimizing and integrating current disparate county re-entry programs.

**DISCUSSION:**

Realignment legislation (AB109) transferred responsibility for two major corrections populations to county probation departments:

- (1) prisoners released to counties in compliance with a supreme court decision; and
- (2) newly convicted felons that will now remain under county supervision.

State projections reported that the increase in San Mateo County's felon population will be approximately 400 to 500, yet our analysis, based upon actual current cases, indicates that the Probation Department will be responsible for the ongoing supervision of at least 600 new felons while realignment statutes remain in effect.

In addition to this new and unexpected responsibility, probation departments must expand their service capacity to meet the new legal, administrative, and case-management demands of a felon population that requires significantly greater supervision and treatment than most probationers. Probation departments must also lead the collaboration with diverse government and community stakeholders the Community Corrections Partnership (CCP) to create and take a leading role in a countywide “local plan” that will direct the management of this new population and set a future course for improved reentry for all offender populations.

Finally, the San Mateo County Probation Department shall collaborate with the County Manager’s Office to consolidate current and future “Re-Entry” and pretrial programs under probation department management in order to better utilize its statutory and court authorized case-management alternatives.

This new Deputy Director shall, at a minimum, manage the probation department's realignment, pretrial, gang/high risk, some (or all) County re-entry programs and lead data collection, analysis, evaluation, development of performance measurements and reporting.

A lower level management position, i.e. a Probation Service Manager II (PSM II), can not meet all these needs in that a PSM II does not have the ability to command department resources (staff assignments) or interpret department policy for other department heads or external government entities as a Deputy Director. Deputy Directors routinely adjust staffing assignments, between divisions, in response to fluctuating workload without requiring authorization from the Chief. Deputy Directors may even temporarily authorize resources outside of the department (like loan officers to a police department task force) on their own authorization or empower a PSM II to do so. A Deputy Director may interpret and sometimes modify department policy under special circumstances in advance of the Chief’s authorization. PSM IIs need higher and advance authorization to do most of the above activities.

This Salary Ordinance Amendment has been reviewed and approved by County Counsel.

Adoption of this Salary Ordinance Amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by ensuring that the department has staffing capacity to manage the new and emerging Realignment and Re-Entry programs.

**FISCAL IMPACT:**

This action represents an annual salary and benefits of \$181,695, of which, 50% or \$90,848 is proposed to be funded by the AB 109 Realignment Fund.

**ORDINANCE NO.**  
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA

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AN ORDINANCE AMENDING ORDINANCE NUMBER 04515

The Board of Supervisors of the County of San Mateo, State of California,  
ordains as follows:

**SECTION 1.** Part 13 of the Ordinance is amended as indicated:

ORGANIZATION 32000 PROBATION

1. Item D164, Deputy Director of Probation Services is increased by 1 position for a new total of 4 positions.

**SECTION 2.** The changes in this ordinance are effective at the start of the first pay period 30 days following adoption.