



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 3
Training, Personnel, and Management
§1320**

Topic Appointment and Qualifications

Policy Probation managers shall ensure that all candidates and staff meet local, state, and federal requirements and are subject to regular performance evaluations as described below.

1. The Superintendent shall be appointed by the Chief Probation Officer following the regulations of San Mateo County Human Resources and applicable provisions of law. Superintendents shall be responsible for the program, employees, and operation of the facility.
2. All employees shall be hired according to the regulations of San Mateo County Human Resources and applicable provisions of law, including Government Code §1029. Employees shall possess knowledge, skills, and abilities appropriate to their job classification and duties as outlined in the civil service system.
3. Youth supervision candidates shall pass a thorough background investigation, a criminal background check including a psychological/mental evaluation, a physical and medical examination, and a polygraph prior to hire. The medical examination shall include testing for tuberculosis and immunity to contagious illnesses of childhood. The Director of Internal Affairs shall be responsible for referring the examinations of candidates.
4. Non-youth supervision candidates shall pass a criminal background check (fingerprinting) and if required, a medical examination.
5. Contract personnel, volunteers, and other non-employees shall pass a criminal background check (fingerprinting) and shall sign the Security Training Acknowledgement form. If an individual will be in the facility on a one-time basis, they do not have to pass a background check, must be

accompanied by staff or by a certified contractor or volunteer. All visitors at the facility shall be subject to the approval of the Superintendent.

6. All new staff shall be subject to a probationary period during which they may be dismissed from employment for any reason. The length of the probationary period shall be determined by the Human Resources Department.
7. Youth supervision staff shall meet selection and training requirements as set by the Board of State and Community Corrections. Youth supervision staff shall complete San Mateo County's Policy and Procedures and Defensive Tactics training, the state Juvenile Corrections Officer Core course, and training required by Penal Code §832 within the first year of employment.