

**PROBATION DEPARTMENT  
ADULT MANUAL**

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<b>Issue Date:</b>	<b>04/26/13</b>
<b>Revised:</b>	<b>12/04/19</b>

**Notes and  
References**

## **PROBATION REPORT AND RESOURCE CENTER**

### **I. Introduction**

The Probation Report and Resource Center (PRRC) is a resource to provide clients with tools and skills that will contribute to their ability to succeed in the community. Clients are referred for services based on their individualized case plan, as a means to provide education and treatment to support their needs. The PRRC may serve as an alternative sanction for violations (as opposed to jail time), and as a day report center following release from custody to assist with the re-entry process.

**Locations** The north county PRRC is located at 124 W. Carmen Lane Suite K in Santa Maria. The south county PRRC is co-located with Juvenile Probation Services at 4500 Hollister Avenue in Santa Barbara. The PRRC operates five days per week with extended hours of operation to accommodate working clients with evening programming.

#### **Programming**

Via the Probation Portal, each PRRC will maintain a calendar listing activities offered at the site and the corresponding enrollment information and schedule.

#### **A. Examples of Programming are:**

1. Cognitive behavioral training to assist with impulse control and supply alternative ways of dealing with situations that do not involve violence or substance use - Reasoning and Rehabilitation (R&R).
2. Substance abuse treatment through partnerships with community based organizations -Moral Reconciliation Therapy (MRT).
3. Training on employment skills, including how to search for and apply for a job, how to fill out job applications, and learning how to interview for a job - Work and Gain Economic Self Sufficiency (WAGE\$).
4. Re-Entry case management is designed to mentor clients as they gain the necessary skills, confidence and direction to overcome life's obstacles.

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5. Clean and sober recreational activities.
  6. Drop in hours during which clients are provided with vocational, educational activities, and access to community resources.
- B. Clientele will consist of the following:
1. Medium and High-Risk Probation/PSS/PRCS clients
  2. Medium and High-Risk Probation/PSS clients who are in violation of probation whose violation can be handled via a Hold in Abeyance or as recommended to the Court in lieu of serving custody time.
  3. Probation/PSS clients who are referred by the Court for services.

C. Referral Process:

Clients may either report directly from custody or by referral from their supervision Deputy Probation Officer. When a client reports to PRRC from custody, the PRRC DPO will conduct an intake with all medium and high risk offenders; low risk offenders will be referred to the main probation building. During the intake, a Pro-35 PRRC form will be completed or updated, and the client will be given a copy of his/her programming schedule. If available, he/she will also complete an intake with a CBO on site. The PRRC DPO will direct the offender to report to the main Probation office before 5pm the following business day, complete a chrono and email the assigned DPO of the completed intake.

Assignment of classes will be based on results on the individualized need assessment. In the event that a particular course is already full, the client will be placed on a pending enrollment list. PRRC staff will advise both the client and assigned Probation Officer of the specific dates and times of the class the client has been directed to attend.

If a client fails to report for a class, PRRC staff will notify the client's assigned DPO of their failure to appear and the assigned DPO will take the appropriate action, dependent on the circumstances.

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Each client referred to the PRRC is provided program rules and expectations specific to the PRRC. Failure to either sign, or follow the rules and expectations, will result in sanctions imposed on a case by case basis, and commensurate with the conduct.

Should a client engage in behavior that warrants him/her being taken into custody, officer safety is the main priority. As soon as it is anticipated that an arrest will take place, Probation staff or local law enforcement should be contacted to serve as back up. In the event that the client has engaged in an illegal act which will result in new charges being filed, it is anticipated that he/she will be combative, or there are any exigent circumstances requiring immediate back up, local law enforcement will be contacted to respond. In all other instances, PRRC staff will contact the Supervising Probation Officer (SPO) of the unit of the assigned DPO, who will arrange for staff to respond to the PRRC to assist with the arrest and transport of the arrestee.

If no option exists but to conduct an arrest while a class is being taught by Probation staff, and assistance in the form of other Probation staff or local law enforcement have yet to arrive, the other participants should be directed to leave in order for PRRC staff to **safely effect the arrest**, utilizing one officer as the arresting officer while the other serves as a cover officer. If back up is available, the participant should be removed from the class and **the arrest affected** in a different area so as not to disrupt the remaining class participants.

**D. Data Collection:**

PRRC staff are responsible for data entry into the IMPACT system utilizing the “Program” option located under “Other” on the overview page and for entering attendance, testing, and services provided in the PRRC Database. Any referrals generated by the PRRC for ancillary services should also be entered into “Program.”

Each time a client reports to the PRRC for services, an entry will be made in the PRRC Database documenting the date on which the client reported and what service he/she received. When a client successfully completes a program at the PRRC that shall also be captured in a PRRC Database entry, as well as being entered into “Program.”

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E. Minimum Staffing:

The basic guideline for staffing at the PRRC will be two staff present during peak activity hours. The second staff will generally be a Probation Department staff, but visiting treatment providers, facilitators, tutors or other treatment partners may be appropriate second staff, depending on the dynamic of the client group.

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