



SHASTA COUNTY PROBATION DEPARTMENT

EVIDENCE-BASED CORRECTIONAL PROGRAM CHECKLIST

PURPOSE:

The Evidence-Based Correctional Program Checklist (CPC) is designed to evaluate the extent to which correctional intervention programs adhere to evidence-based practices (EBP) including the principles of effective intervention. All staff who participate and complete program evaluation for the department will be certified and comply with these designated department standards.

PROCEDURE:

1. Program Selection
 - a. All programs utilized by Shasta County for the criminal justice population may be assessed. The following program types will be considered for evaluation:
 - i. Contracted programs
 - ii. Mandated programs
 - iii. Diversion programs
 - iv. Custodial programs
2. Site-Visit
 - a. For each program evaluation, a lead assessor will be identified;
 - b. A treatment program to be evaluated will be chosen;
 - c. The lead assessor will contact the director of the treatment program to be assessed and review the basics about the CPC purpose and expectations of both the assessors and the program;
 - d. A follow-up introductory email will be sent to the program contact, which will include the purpose of the CPC, limitations and benefits, who is funding the CPC and expectations;
 - e. The lead assessor will follow up with a phone call to the program contact to review the process and prepare the program for the site visit, and develop a schedule for the site visit;
 - f. Team of assessors will conduct the site visit.

3. Post-Site Visit

- a. All assessors involved in the evaluation of the program should participate in scoring the CPC;
- b. All assessors will prepare their written portion of the report and forward to the lead assessor for finalizing the report;
- c. The draft report will then be forwarded to the program for review and revisions;
- d. Once the report is in final form the lead assessor will submit the final report to the program.

4. Assessors are selected by the administration team.

5. Each assessor is required to be certified.

- a. Assessors will attend an initial 32-hour training;
- b. Under the direction and lead of the trainer, assessors will conduct a site visit which includes the interview process and group observation of a treatment program;
- c. Assessors will participate in the scoring process and review with the trainer;
- d. Report will be prepared by the trainers and provided to the assessors for review;
- e. Prior to certification, assessors will conduct a full program evaluation, independent of trainers, and will partake in the group review and evaluation of the scoring and report with a trainer.

6. Two CPC evaluations will be conducted per year.

7. Assessors should participate in a minimum of one program evaluation per year in order to maintain proficient skills.

8. The lead evaluator will present an overview of the CPC findings to the admin team once the CPC evaluation report is deemed final. This presentation will include steps to be taken to support the goals for growth with the evaluated program.



Site/Supervisor File Procedure Sworn Personnel

The site file (often called a supervisor file) is a temporary electronic file that is maintained by the employee's supervisor(s) within an assigned division for the purpose of completing timely performance evaluations and storing any written comments made by a supervisor concerning the employee's conduct.

1. When a new employee is assigned to a unit, the supervisor shall create a site file for the employee.
 - a. All site files shall be kept in the secure folder named "Site Files" located on the H:drive in the administration folder.
2. All documents kept in an employee's site file which may be used to author their performance evaluations shall be signed by the employee and scanned into the employee's site file according to the Personnel Records Policy and Government Code §§ 3305 and 3306.
 - a. This can be completed via a desk top scanner or a copy/scanner machine.
 - b. Each document stored in the employee's site file shall be assigned a name that describes the document including the date the document was signed by the employee.
 - i. Examples
 - a. Staff's last name PIP 4-20-2017.
 - b. Staff's last name Performance Reminder 1-2-2016
 - c. Staff's last name Outstanding Performance 3-5-2017
 - c. The original document is to be given to the employee after it has been scanned in the employee's site file.
3. The site file should contain, but may not be limited to the following;
 - a. Supervisor log entries, notices to correct (counseling statements, performance reminders), Performance Improvement Plans (PIP), and other materials intended to serve as a foundation for the completion of timely Performance Evaluations.



- b. All materials intended for this interim file shall be provided to the employee prior to being placed in the file in accordance with Policy 911 and Government Code §§ 3305 and 3306.
4. Once the permanent performance evaluation has been made final, the underlying foundational material(s) and/or all other documentation in the site file should be purged.
 - a. PIPs may be kept in the site file until the conclusion of the PIP.
 - b. Performance reminders may be kept in the file until the removal date on the document.
5. Once the PIP time period has completed, the PIP should be purged from the file.
6. The site file should not contain the following;
 - a. Medical information, such as doctor's notes, documents from Risk Management, etc.
 - i. Except the current Accommodation Hearing Contracts.
 - b. Training evaluations, documents or notes.
 - i. The supervisor should keep a temporary training file. Once the employee has completed training, the documents should be given to the Senior Staff Analyst responsible for oversight of the Department's training.
 - c. Administrative investigation documents or notes.
 - d. Preliminary investigation documents or notes.
7. All rules of confidentiality and disclosure shall apply equally to the site file.
8. No documents, notes or emails used for the purpose of completing timely performance evaluations and/or employee accountability or recognition concerning the employee's conduct shall be kept anywhere except the site/supervisor's file.
9. When an employee terminates employment with the department, the supervisor or Division Director maintaining the site file shall forward paper documents to the Senior Staff Analyst assigned to department Human Resources. All electronic records will be forwarded to the Chief Fiscal Officer for appropriate electronic storage.
10. At no time should any site files be deleted.

County Credit Cards	Issue Date: 05/09/2014
Links: <u>Shasta County Administrative Policies</u> <u>Shasta County Travel Request Form</u>	

PURPOSE:

To ensure that County issued credit cards are used in compliance with the Shasta County Administrative Policies and Department procedures.

POLICY:

County issued credit cards shall only be used by the employee to who the credit card is issued. The issuance of a credit card is not permission or authorization to make purchases. All credit card purchases must be previously authorized and in compliance with the Shasta County Administrative Policies, Shasta County Auditor Controller procedures, and Shasta County Probation procedures.

PROCEDURE:

Credit cards will be issued by the Shasta County Auditor's Office at the request of the Chief Probation Officer or designee. Employees can request credit cards from their Division Director via the chain of command. Division Directors will bring individual requests to the Administrative Team for consideration.

Purchases made with County issued credit cards must have prior authorization.

- Authorization for all expenditures except for travel related expenses and fuel for county vehicles will be approved by the Division Director.
- Travel related expenses will be issued via the Shasta County Travel Request Form. The travel request form will be signed by the Chief Probation Officer or designee. A signed travel request form authorizes the employee to make purchases associated with the travel except meals or gas for the employee's personal vehicle. Employees will submit for meal reimbursement as specified in the training policy.
- Fuel for County vehicles can be purchased when necessary. At no time can fuel for any vehicle not owned or rented for County business be purchased with a county credit card.

Receipts for all purchases charged on county credit cards will be kept by the employee to who the credit card is issued and sent to the Accounting Technician with the credit card statement on a monthly basis within one week after the credit card statement is received.