

**Santa Barbara County Probation Department**  
**Adult Division**

**Caseload Descriptions and Task Priority Guidelines**

It is noted that it is impossible to cover all tasks in these guidelines but they encompass the basic duties of each caseload. It is expected that staff will make efforts to insure all activities will be completed. However, it is understood that staff reductions have occurred. With Supervising Probation Officer (SPO) authorization, the Probation Officer (PO) may be compelled to concentrate on high priority tasks.

Caseloads will follow this basic pattern:

- Geographic breakdown in each area office
- Consistent services by region
- Accurate computer information, such as expiration dates, terms and address, entered on all caseloads
- Title IV-E, Targeted Case Management (TCM) and Special Handling screening on all caseloads with entry on Case Profile sheet
- Prepare Title IV-E or TCM case plan and case plan updates, as appropriate
- Risk/Needs assessments every six months with the exception of the Central Caseloads
- Warrant cases shall be transferred within sixty (60) days of receipt of warrant information such as court documents or Warrants Automated Network Directly Accessed (WANDA) screen prints, ninety (90) days for Central Caseloads
- High and medium risk probationers will submit monthly reports
- Crisis response with a high priority
- Parole investigations as required

**Domestic Violence Caseloads**

- 70 people per PO – 50 people per Senior PO
- Highest priority cases will have the following criteria:
  - Active review hearings
  - High risk/needs score and high or high/medium Spousal Abuse Risk Assessment (SARA) score
- Transfer after six (6) months of reviews and doing satisfactorily
- Senior PO will assume administrative duties for SPO as needed

**High Priority Tasks**

- Complete mandated lethality assessment (SARA) within forty five (45) days
- Home visit one time per month, all cases
- Contact with victims living with high risk offenders bi-monthly
- Attend probation violation hearings as scheduled

- Attend on-going court reviews as scheduled
- Write violation reports
- Duty to warn
- Child/elder abuse reports
- All legal mandates
- Referrals to Batterer's Intervention Program (BIP)

#### Medium Priority Tasks

- Searches
- Statistics
- Drug/alcohol testing as needed
- Regular program contacts
- Victim Services
- Notification of firearms restriction

#### Lower Priority Tasks

- Refer to assistance agencies such as employment, parenting, etc as needed
- Participation in Domestic Violence/Community Based Organizations (CBO) meetings
- Attend domestic violence training
- Refer to Community Service Work (CSW)
- Collections/Financial Assessments
- Group Report duty as scheduled

### **Mental Health Caseloads**

- 50 people per PO
- Highest priority cases will have the following criteria:
  - High risk/needs score
  - Past or current involvement with Mental Health services for mental health issues
  - Exhibiting indications of mental illness with failure to cooperate with Mental Health services
  - Dually diagnosed
- Non-geographic area

#### High Priority Tasks

- Attend court reviews, as scheduled
- Attend probation violation hearings, as scheduled
- Home visit one time per month, all cases
- Maintain contact with Mental Health professionals
- Duty to warn
- Child/elder abuse reports
- All legal mandates
- Proposition 36 (Prop. 36) review reports, if applicable
- Write violation reports

### Medium Priority Tasks

- Searches
- Victim services
- Registration requirements
- Statistics
- Testing

### Lower Priority Tasks

- CSW referral
- Training
- Collections/Financial Assessments
- Refer to assistance agencies such as employment, parenting, etc as needed

## **Substance Abuse Treatment Court (SATC)**

- 70 people per caseload. This number includes Proposition (Prop.) 36 (1210.1 PC) probationers who may also be assigned to this caseload when the SATC population drops below 70.
- Non-geographic area

### High Priority Tasks

- Attend probation violation hearings as scheduled
- Attend on-going court reviews as scheduled
- Treatment Team meetings
- Evaluation data
- Arrests
- Home visit one time per month, all cases
- Duty to warn
- Child/elder abuse reports
- All legal mandates
- Suitability interviews
- Court reports (1210.1 PC)

### Medium Priority Tasks

- Statistics
- Searches
- Drug/alcohol testing as needed
- Victim services
- Regular program contacts
- Participant family contacts

### Lower Priority Tasks

- Collections/Financial Assessments

- Training
- Group Report duty as scheduled
- CSW referrals
- Refer to assistance agencies such as employment, parenting, etc as needed
- Community Outreach

### **Prop. 36 Caseloads**

- 70 people per PO, non-geographic in S.B. and Lompoc
- Senior PO will assume administrative duties for SPO as needed
- Cases accepted will have the following criteria:
  - High risk/needs
  - High treatment level
  - May have companion cases(s) that is/are not Prop. 36 eligible

### **High Priority Tasks**

- Attend court reviews, as scheduled
- Attend probation violation hearings, as scheduled
- Prepare violation and review reports
- Home visit one time per month, all cases
- Treatment provider liaison
- Duty to warn
- Child/elder abuse reports
- All legal mandates
- Data evaluation
- Registration requirements

### **Medium Priority Tasks**

- Group Report duty, as scheduled
- Testing of Level 3 treatment clients once per month, with others as needed
- Statistics
- Referrals for ancillary services
- Collections/Financial Assessments
- Notification of firearms restriction
- Searches

### **Lower Priority Tasks**

- Training
- Refer to assistance agencies such as employment, parenting, etc as needed
- Referral to CSW
- Community outreach
- Victim services, when applicable

## **Sex Offender Caseload**

- 70 people per PO, non-geographic assignments
- Highest priority cases will have the following criteria:
  - Highest risk sex offenders
  - High risk offenders currently on probation for non-sex offense but with Section 290 Penal Code (PC) registration requirement due to conviction in another jurisdiction or at another time
  - Any other sex offense
- Offenders will not be transferred to a lower level of supervision without completing therapy or receipt of a letter from the therapist indicating that the offender is progressing well and is a low risk to re-offend
- The officer is expected to work at least one weekend shift per quarter (includes Friday nights) and at least one evening/early morning per week.

### High Priority Tasks

- Home visit one time per month, all cases
- Search once every 3 months, all cases
- Computer search for pornography using Pictuate as appropriate
- Write violation reports
- Attend probation violation hearings as necessary
- Monitor compliance with registration and DNA sample requirements
- Duty to warn
- Child/elder abuse reports
- All legal mandates
- Photo taken at first office visit
- Program referrals
- Residence verification for 1203.9 PC, Interstate, and Courtesy Supervision

### Medium Priority Tasks

- Monthly meetings with therapists
- Monthly attendance at Sexual Assault Response Team (SART) Case Review meeting
- Victim services
- Testing
- Notification of firearms restriction

### Lower Priority Tasks

- Megan's Law database access administrator for Department (only S.B. caseload)
- Sexual Habitual Offender Program (SHOP) Bulletin distribution to Department staff countywide (only S.B. caseload)
- Collections/Financial Assessments
- Community Outreach
- Maintain contact and collaboration with sex offender management and treatment organizations/agencies outside of Santa Barbara County
- CSW referrals

- Refer to assistance agencies such as employment, parenting, etc as needed

## **At Risk Family Caseload**

- 70 probationers per PO, including County Parole, Supervision and Investigation
- Non-geographic area
- Criteria will be prioritized as follows:
  - Active Child Welfare Services (CWS) cases
  - History CWS cases
  - Any other cases with children at risk

### **High Priority Tasks**

- Attend court reviews, as scheduled
- Attend probation violation hearings, as scheduled
- Home visit one time per month, all cases
- Title IV-E billing
- Referrals to counseling, life skills classes, literacy, parenting, etc.
- Write violation reports
- Duty to warn
- Child/elder abuse reports
- All legal mandates

### **Medium Priority Tasks**

- Attend Family Court hearings, as required
- Services to children:
  - Community-based service referrals, as needed, based on treatment plan
  - Counseling referrals
- Drug/alcohol testing as needed
- Coordinate with CWS
- Victim services
- Check children's school attendance and grades

### **Lower Priority Tasks**

- Collections/Financial Assessments
- Group Report duty as scheduled
- CSW referrals
- Interface with Community Based Organizations
- Refer to assistance agencies such as employment, parenting, etc as needed

## **Intake**

- Senior PO will assume administrative duties for SPO as needed
- Determination of risk level

- Assignment of incoming cases to appropriate caseload to initiate supervision within forty five (45) days

#### High Priority Tasks

- Misdemeanor intakes
- Felony intakes to the Central Caseload as needed
- 1203.9 PC transfers/courtesy/interstate requests
- Duty to warn
- Child/elder abuse reports
- All legal mandates
- Referrals to Court-ordered assistance agencies

#### Medium Priority Tasks

- Restitution Determination
- Victim services
- Testing
- Orientation of new staff

#### Lower Priority Tasks

- Searches
- Regular program contacts
- Refer to assistance agencies such as employment, parenting, etc as needed
- Group Report duty as scheduled

### **Community Supervision**

- 70 people per PO
- Highest risk/needs assessment scores
- High risk/needs felony cases will have priority
- Each officer expected to work at least one weekend shift per quarter (includes Friday nights) and at least one evening/early morning per week.
- Sex offenders will not be transferred to a lower level of supervision without completing therapy or receipt of a letter from the therapist indicating that the offender is progressing well and is a low risk to re-offend

#### High Priority Tasks

- Prepare violation reports
- Registration requirements
- Duty to warn
- Child/elder abuse reports
- All legal mandates
- A minimum of 1 field visit per month

### Medium Priority Tasks

- Referrals to Lifeskills curriculum
- Program referrals
- Testing
- Victim services
- Collections/financial assessments
- Notification of firearms restriction
- Minimum of one search per every 6 months

### Lower Priority Tasks

- Group report duty, as needed
- Community Outreach
- CSW referrals
- Refer to assistance agencies such as employment, parenting, etc as needed

## **Medium Caseload**

- 150 people, non-geographic assignments
- Highest priority cases will have the following criteria:
  - Registerable sex offenders shall remain on this caseload until termination unless in “extended” status
  - Arson
  - Stabilized High Profile cases

### High Priority Tasks

- Face-to-face contact one time every three months
- Insure home visit once every three months for sex offenders and 290 PC registrants
- Duty to warn
- Child/elder abuse reports
- All legal mandates
- Violation reports
- Program referrals and monitoring compliance
- Prepare case for Prop. 36 or Domestic Violence Court hearings

### Medium Priority Tasks

- Collections/Financial Assessments
- Registration
- Testing
- Victim services
- Group Report duty, as scheduled

### Lower Priority Tasks

- CSW referrals



- Training
- Refer to assistance agencies such as employment, parenting, etc as needed

## **Central Caseloads**

- All risk/needs levels not accepted for field supervision
- Special handling domestic violence offenders with no-contact conditions, if stable
- Reporting instructions are provided on all cases

### High Priority Tasks

- Violation reports
- Responding to the Court
- Duty to warn
- Child/elder abuse reports
- Face-to-face contact, only as necessary
- Prepare case for Prop. 36 or Domestic Violence Court hearings

### Medium Priority Tasks

- Request field contacts as necessary
- Early terminations and conversions to court probation
- All legal mandates

### Lower Priority Tasks

- Victim services
- Collections/Financial Assessments
- Registration requirement
- CSW referrals reports
- Refer to assistance agencies such as employment, parenting, etc as needed
- Program referrals and checks
- Training
- Searches
- Testing

Revised: March 2004