

**2022 ANNUAL
WORKFORCE STATISTICS REPORT**

Probation

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DIVERSITY POLICIES AND EFFORTS QUESTIONNAIRE

IF ANY QUESTION HAS A “NON-APPLICABLE” ANSWER, PLEASE EXPLAIN WHY.

- (1) Please provide a brief description of the services and functions provided by your department.

The Sacramento County (County) Probation Department (Probation) supervises both juvenile and adult offenders placed on probation by the Sacramento County Superior Courts (Courts) as well as realigned adult offenders (AB 109) from state and county prison placed on Post-Release Community Supervision or Mandatory Supervision, respectively. The department also works with the Courts to operate pre-trial assessment and supervision services.

Probation operates and maintains the Youth Detention Facility (YDF), a secured detention facility for juvenile offenders. In September 2020, Senate Bill 823 (SB 823) was signed into law, initiating the closure of the California Department of Rehabilitation Division of Juvenile Justice (DJJ), and shifting responsibilities and resources to counties to supervise and deliver services to local youth at the furthest end of the juvenile justice continuum. In response to SB 823, Probation established the Valley Oak Youth Academy (VOYA) program within YDF. The VOYA program provides a safe and secure environment for realigned youth serving commitments at YDF.

Probation is responsible for the preparation of social history reports of juvenile offenders and pre-sentence investigations of adult offenders for the Courts. The department also operates three Adult Day Reporting Centers (ADRCs) and the Recovery Court. Through the ADRCs and Recovery Court programs, Probation builds productive partnerships with schools, community-based organizations, multi-jurisdictional law enforcement teams, and the citizens of the County with the underlying goal of public safety and reducing recidivism.

- (2) Please describe your department’s selection and hiring procedures and how they help ensure a workforce representative of Sacramento County. (Include, if applicable, hiring interview procedures & policies; internships; education & training opportunities; training & develop assignments, etc.);

Selection and Hiring

Probation’s Backgrounds Unit actively conducts background investigations on all potential candidates, including Probation Aides and other non-sworn classifications. The Backgrounds Unit consists of one Supervising Probation Officer, three Senior Deputy Probation Officers, two Deputy Probation Officers, and one Senior Office Specialist, with oversight of the unit provided by a Division Chief.

To assist sworn-position-candidates in the preparation of taking a County exam, Probation’s public internet site provides on-line access to candidate orientation booklets for Juvenile Corrections Officer and Deputy Probation Officer positions, as well as the Title 15 Minimum Standards for Juvenile Facilities provided by the Board of State Community Corrections.

All potential new hires may access the Personal History Statement (PHS) located on Probation’s public internet site. The PHS allows candidates to view the expectations of those holding a position in law enforcement. During the hiring process, candidates may take educational tours of the Youth Detention facility to teach them about their potential job duties and responsibilities and give them an opportunity to ask pertinent questions. Probation also offers unpaid student intern positions and ride-along opportunities.

All candidates selected for sworn positions must successfully complete Probation's eight (8) week Training Academy before they are hired.

Probation has a thorough and multi-phased selection and hiring process, which provides significant advancement opportunities for personnel. All reachable candidates on Probation's eligible lists for sworn and non-sworn classifications are considered for hire. Additionally, as a rank of candidates on the list is cleared, the next rank of candidates is considered for hire.

Selection of sworn and non-sworn personnel involves a structured hiring interview, including written exercises, to assess an applicant's qualification for vacant positions. Current Probation employees are encouraged to apply and interview for promotional opportunities when positions become vacant.

Training

The Staff Development/Training Coordinator maintains oversight of Probation's training database and ensures that all staff meet County and state mandated training requirements. Training is specific to career development and/or related to the current job assignment.

Training is administered both externally and internally. Probation employees may take advantage of County-generated training, or they may utilize the County's tuition reimbursement program to attend training offered by non-County providers. Sworn staff must receive training in certain areas and in certain increments to maintain the Standards for Training in Corrections (STC) required by the Board of State and Community Corrections (BSCC). Some grant-funded positions require mandatory training for the staff associated with specific programs.

Probation pays for all required training with reimbursement by the BSCC or through the cost centers attributed to the employee. Employees may be given time off for special training beyond the required number of STC hours. Training that is deemed crucial to job effectiveness or related to the expansion of professional knowledge and skills is paid for with a manager's approval, as are job-related professional memberships. Judicious planning, with respect to the training budget, has allowed employees to receive additional training.

Probation provides written training materials tailored to particular job assignments. In addition, the Training Unit maintains resources such as articles and publications related to criminal justice/probation issues for staff use.

All Clerical Supervisors attend the County's supervisor training certificate programs (Leadership and Employee Development Tracks for Supervisors) when they are offered by the County Training Office. Clerical and administrative supervisors may also attend human resource management-related trainings offered by the County's Department of Personnel Services Parkway Team and department-developed workshops focused on a variety of administrative topics. Upon request and supervisor approval, Office-Technical employees are enrolled in computer training to assist them in the performance of their job duties. Additionally, all Probation employees are eligible to attend hundreds of online courses offered through MyLearning with supervisor approval.

Since implementation in 2005, all sworn and non-sworn staff in lead, supervisory, or management positions have been required to complete AB1825 harassment and discrimination prevention training bi-annually. Since 2008, employees in all other job classes have also been required to complete harassment and discrimination prevention training specific to their job class level and work environment every three years. These trainings are designed to help supervisors and employees understand the needs of diverse client populations and how to work together in a safe, productive environment.

- (3) Please describe what recruiting and/or informational events your department has participated in and how they help to ensure a workforce representative of Sacramento County. (Include, if

applicable, high school or college job fairs, high school or college programs, church events, or community events.

Probation administration supports recruitment efforts as an integral part of departmental activities. A Supervising Probation Officer organizes and oversees recruitment and directs Probation recruiters to reach out to a diverse candidate pool for hiring.

Recruitment events were limited during 2021 to mitigate the spread of COVID-19. In 2021, Probation actively recruited at a local two-year college, California State University, and local job fairs. Probation increased its visibility in the community with recruiter attendance at community job fairs and celebrations, particularly in areas where minorities represent a high percentage of the population.

Some of the events Probation participated in during 2021 included:

- *Career Fair - Butte County: Officers answered questions and provided information about the department divisions, positions available, and the application process.*
- *Sacramento County District Attorney Citizen's Academy: Probation spoke with teenagers from local schools; students engaged in learning about the criminal justice system through interacting with officers, attorneys, and judges.*
- *Delta College Presentation: Officers provided a presentation and interacted with potential candidates and community members, educating them about the role of probation within the community and a career in law enforcement.*
- *California State University Sacramento Virtual Internship and Career Fair: Officers answered questions and provided information about Probation's internships, positions available, and the application process.*
- *Kops-N-Kids Tournament: Officers engaged with the community, providing an educational overview of Probation, our services, and partnerships with other law enforcement agencies in the area.*
- *Special Olympics of Northern California Polar Plunge and Torch Run: Officers volunteered their time to provide community engagement and support for the Special Olympics and Special Olympic athletes.*
- *Career Day Presentation: Officers spoke with students in 6th -12th grade about the role of probation officers in the Criminal Justice system.*
- *Hiring Expo hosted by Reliant Hiring Solutions at the Hilton Sacramento Arden West Hotel: Officers answered questions and provided information about Probation's internships, positions available, and the application process.*
- *UC Davis Virtual Internship and Career Fair: Officers answered questions and provided information about Probation's internships, positions available, and the application process.*
- *Diversity Job Fair hosted by Urban League of Sacramento at the Hyatt Regency Hotel: Officers answered questions and provided information about Probation's internships, positions available, and the application process.*
- *Zoom Meeting with Intern Coordinators/Professors at Sacramento City College: Officers provided information about Probation's internships and the application process.*
- *Sacramento City College Speaker Event Series: Officers engaged with the community, providing an educational overview of Probation, our services and partnerships with other law enforcement agencies in the area.*

- *California State University Sacramento Virtual Class: Speaker and officers spoke to students in various criminal justice and social work classes to provide an overview of Probation, information on positions available, and information regarding the application process.*

- (4) Please describe all websites your department advertises its job vacancies to help ensure a workforce representative of Sacramento County.

In addition to the County Personnel website, Probation utilizes the Probation internet website, and social media, such as Facebook, Twitter, and Instagram to announce Probation Department job exams.

- (5) Please describe your department's promotion and career advancement procedures designed to enable all employees to have an equal and fair opportunity to compete for and attain County Promotional opportunities. (Include, if applicable, mentoring, career development activities, etc.)

All Probation positions (sworn and non-sworn) which are announced in County open examinations are sent electronically as an announcement to Probation employees.

Probation has a longstanding practice of periodically transferring staff in all sworn classes (Probation Division Chief, Assistant Probation Division Chief, Supervising Probation Officer, Senior Deputy Probation Officer, and Deputy Probation Officer) to provide employees with an opportunity to broaden their knowledge and advance their careers by receiving on-the-job training in all areas of Probation.

Sworn employees may submit a job preference sheet at any time to indicate their preferred assignment, which allows for employee input into opportunities to diversify their experience. This job preference sheet was expanded to include non-sworn employees. In addition, employee evaluations include a "career goals" section on which the employee and supervisor may collaborate.

In 2014, Probation created an internal promotional selection process to include input on promotions from the Supervising Probation Officers, which is still being used today. Probation periodically holds career development forums to assist sworn and non-sworn employees in preparing for interviews.

Probation encourages internal candidates to take exams and rank on eligible lists so they may be considered for advanced level positions as they become available. Additional training, special projects, and inter-departmental transfers are utilized for the professional development of non-sworn staff. Additionally, many entry-level clerical positions are filled by temporary employees, who are encouraged to take exams to become permanent.

- (6) Please describe how the County's Equal Employment Opportunity program objectives are incorporated into your department's strategic and operational priorities.

Diversification is an extremely important consideration in Probation's provision of services. Probation serves clients of all races, socio-economic levels, national origins, and cultures throughout the County. Therefore, the objectives of the EEO program are incorporated into strategic and operational decision making to ensure optimal services for all clients. Probation is always working to ensure that a sufficient cross-section of employees is located at each facility to meet all types of clients' needs.

- (7) Please describe your department's method to ensure its EEO activities and efforts result in service delivery across all sectors of the community (e.g. systems or processes for communication between County agencies and direct contact with community organizations, etc.)

Probation partners with other County agencies and many community and minority organizations in the course of providing services to the community. Probation routinely collaborates with such organizations in the implementation of grant programs, community activities, and enforcement efforts.

Additionally, Probation employees who are actively involved in these organizations provide a valuable connection between the department and the community-based organizations.

- (8) For complaints reported in Table 4, if there were any with a finding of *Violation of County Policy*, for each category of complaints (i.e. race, gender, age, etc.) please provide a description of the measures taken to prevent recurrences. Please do not provide specifics regarding the case(s), individual(s) involved, or corrective/disciplinary action taken.

One complaint reported in Table 4 had a finding of Violation of County Policy. The measures taken to prevent recurrences of this issue included AB 1825 Sexual Harassment and Discrimination Training for all employees and classifications assigned to the Youth Detention Facility prior to the end of the calendar year. Thereafter, staff assigned to the Youth Detention Facility will be required to take the training annually.

TABLE 1
WORKFORCE COMPARATIVE ANALYSIS

<i>ETHNICITY</i>	Census Data	Census Data	Workforce Composition				Workforce Composition			
	2010	2020	County of Sacramento				Probation			
			2016 (1)		2021 (2)		2017 Report (3)		2022 Report (4)	
	%	%	#	%	#	%	#	%	#	%
2 or More Races	4.4%	6.5%	243	2.2%	366	3.3%	8	1.3%	13	2.1%
American Indian/Alaskan Native	1.3%	0.5%	119	1.1%	102	0.9%	5	0.8%	6	1.0%
Asian	13.6%	17.4%	1,670	14.9%	1,841	16.4%	82	12.9%	88	14.1%
Black/African American	10.5%	9.2%	1,369	12.2%	1,286	11.5%	87	13.7%	82	13.2%
Hispanic/Latino	17.9%	23.6%	1,769	15.8%	2,098	18.7%	139	21.9%	169	27.1%
Native Hawaiian/Pacific Islander	1.0%	1.1%	108	1.0%	128	1.1%	7	1.1%	9	1.4%
Other		0.6%								
White/Non-Hispanic	51.4%	41.0%	5,937	52.9%	5,383	48.0%	307	48.3%	256	41.1%
Total	100.0%	100.0%	11,215	100.0%	11,204	100.0%	635	100.0%	623	100.0%
Minority Representation	48.6%	59.0%	5,278	47.1%	5,821	52.0%	328	51.7%	367	58.9%
Female Representation	50.8%	51.1%	5,767	51.4%	5,733	51.2%	301	47.4%	325	52.2%

¹ Sacramento County Workforce as of pay period 26 ending 12/24/2016

² Sacramento County Workforce as of pay period 26 ending 12/18/2021

³ Employed by County of Sacramento as of pay period 26 ending 12/24/2016

⁴ Employed by County of Sacramento as of pay period 26 ending 12/18/2021

TABLE 2
JOB CATEGORIES COMPARISON
BETWEEN 2021 AND 2022 REPORTS

JOB Categories		Minority Females		Minority Males		Minority Total		Female Total		Total Employees	
		2021*	2022**	2021*	2022**	2021*	2022**	2021*	2022**	2021*	2022**
1. Officials/Administrators	#	7	8	3	3	10	11	16	16	26	24
	%	26.9%	33.3%	11.5%	12.5%	38.5%	45.8%	61.5%	66.7%	100.0%	100.0%
2. Professionals	#	9	12	1	1	10	13	17	20	22	25
	%	40.9%	48.0%	4.5%	4.0%	45.5%	52.0%	77.3%	80.0%	100.0%	100.0%
3. Technicians	#	1		0		1		1		1	
	%	100.0%		0.0%		100.0%		100.0%		100.0%	
4. Protective Services	#	130	141	157	159	287	300	230	237	503	502
	%	25.8%	28.1%	31.2%	31.7%	57.1%	59.8%	45.7%	47.2%	100.0%	100.0%
5. Para-Professionals	#										
	%										
6. Office/Clerical Workers	#	26	22	10	9	36	31	41	37	54	50
	%	48.1%	44.0%	18.5%	18.0%	66.7%	62.0%	75.9%	74.0%	100.0%	100.0%
7. Skilled Craft Workers	#										
	%										
8. Service Maintenance	#	12	11	1	1	13	12	16	15	22	22
	%	54.5%	50.0%	4.5%	4.5%	59.1%	54.5%	72.7%	68.2%	100.0%	100.0%
Total	#	185	194	172	173	357	367	321	325	628	623
	%	29.5%	31.1%	27.4%	27.8%	56.8%	58.9%	51.1%	52.2%	100.0%	100.0%

TABLE 2

* The numbers for the 2021 Report are taken from pay period 26, ending December 19, 2020

** The numbers for the 2022 Report are taken from pay period 26 ending December 18, 2021

TABLE 3.1
Personnel Actions Report
HIRES/RE-HIRES - Permanent Position Employees
(From 01/01/2021 to 12/31/2021)

NEW HIRES	FEMALE	%	MALE	%	TOTAL	%
White	7	12.7%	5	9.1%	12	21.8%
American Indian/Alaskan Native	0	0.0%	1	1.8%	1	1.8%
Asian	2	3.6%	3	5.5%	5	9.1%
Black	5	9.1%	4	7.3%	9	16.4%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	2	3.6%	2	3.6%	4	7.3%
Hispanic	17	30.9%	7	12.7%	24	43.6%
TOTAL MINORITY HIRES	26	47.3%	17	30.9%	43	78.2%
TOTAL NEW HIRES	33	60.0%	22	40.0%	55	100.0%

NEW RE-HIRES	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	0	0.0%	0	0.0%	0	0.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	0	0.0%	0	0.0%	0	0.0%
TOTAL MINORITY RE-HIRES	0	0.0%	0	0.0%	0	0.0%
TOTAL RE-HIRES	0	0.0%	0	0.0%	0	100.0%

COMMENTS FOR TABLE 3.1

TABLE 3.2
Personnel Action Report
TERMINATIONS – Permanent Position Employees
(From 01/01/2021 to 12/31/2021)

TERMINATIONS	FEMALE	%	MALE	%	TOTAL	%
White	12	21.8%	15	27.3%	27	49.1%
American Indian/Alaskan Native	1	1.8%	1	1.8%	2	3.6%
Asian	2	3.6%	2	3.6%	4	7.3%
Black	5	9.1%	6	10.9%	11	20.0%
Native Hawaiian/Pacific Islander	0	0.0%	1	1.8%	1	1.8%
2 or More Races	1	1.8%	0	0.0%	1	1.8%
Hispanic	6	10.9%	3	5.5%	9	16.4%
TOTAL MINORITY TERMINATIONS	15	27.3%	13	23.6%	28	50.9%
TOTAL TERMINATIONS	27	49.1%	28	50.9%	55	100.0%

REASON TERMINATED	Number	% of Total	# of Female	# of Minority
RETIRED OR DISABILITY RETIREMENT	46	83.6%	19	7
RESIGN OTHER EMPLOYMENT	0	0.0%	0	0
EMPLOYEE INITIATED / NO REASON GIVEN	6	10.9%	5	5
DECEASED	1	1.8%	1	1
LAI D OFF/REDUCTION IN FORCE	0	0.0%	0	0
DISCIPLINARY, PENDING DISCIPLINE OR RELEASE FROM PROBATION	2	3.6%	2	2
AUTOMATIC RESIGNATION	0	0.0%	0	0
OTHER– Please list:	0	0.0%	0	0
Totals:	55	100.0%	27	15

COMMENTS FOR TABLE 3.2

TABLE 3.4
Personnel Action Report
PROMOTIONS/DEMOTIONS - Permanent Positions
(From 01/01/2021 to 12/31/2021)

PROMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	26	28.3%	8	8.7%	34	37.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	4	4.3%	8	8.7%	12	13.0%
Black	9	9.8%	6	6.5%	15	16.3%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	1	1.1%	1	1.1%	2	2.2%
Hispanic	19	20.7%	10	10.9%	29	31.5%
<i>TOTAL MINORITY PROMOTIONS</i>	<i>33</i>	<i>35.9%</i>	<i>25</i>	<i>27.2%</i>	<i>58</i>	<i>63.0%</i>
<i>TOTAL PROMOTIONS</i>	<i>59</i>	<i>64.1%</i>	<i>33</i>	<i>35.9%</i>	<i>92</i>	<i>100.0%</i>

DEMOTIONS	FEMALE	%	MALE	%	TOTAL	%
White	0	0.0%	0	0.0%	0	0.0%
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian	0	0.0%	0	0.0%	0	0.0%
Black	0	0.0%	0	0.0%	0	0.0%
Native Hawaiian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
2 or More Races	0	0.0%	0	0.0%	0	0.0%
Hispanic	1	100.0%	0	0.0%	1	100.0%
<i>TOTAL MINORITY DEMOTIONS</i>	<i>1</i>	<i>100.0%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>100.0%</i>
<i>TOTAL DEMOTIONS</i>	<i>1</i>	<i>100.0%</i>	<i>0</i>	<i>0.0%</i>	<i>1</i>	<i>100.0%</i>

COMMENTS FOR TABLE 3.4

TABLE 4
Discrimination/Harassment Complaint Activity
(From 01/01/2021 to 12/31/2021)

The purpose of this section is to provide the Committee with an overview of the complaint activity in the department. Please supply information pertaining to the last 12 months if your department is reviewed annually or the last two years if your department is reviewed bi-annually.

Complaint Types	In House				Outside Investigator				DFEH or EEOC		Total Allegat.
	Violation	No Violation	Insuff Evid	On-going	Violation	No Violation	Insuff Evid	On-going	Closed	On-going	
Age		D									1
Disability/Medical Condition/Genetic Information											
Marital Status											
Pregnancy											
Political Affiliation or Beliefs											
Race/Color/National Origin/Ancestry		D		E							2
Religion											
Retaliation											
Sex/Gender	B	C, D		A, E							5
Sexual Orientation											
TOTAL Allegations:	1	4		3							8

Note: Use an alpha to represent each complaint. **[Probation had a total of 5 COMPLAINTS]**
i.e. Employee Smith files a complaint involving Gender / Disability. You would place alpha A in columns Gender and Disability.
Employee Lopez files a complaint involving Religion / Race. You would place alpha B in columns Religion and Race
This information is collected for use by the Equal Employment Opportunity Advisory Committee to tabulate the County's total annual number of complaints.