



OPERATIONS ORDER

Adult Pretrial Supervisor

Purpose and Scope

This order establishes the Adult Pretrial Supervisor position, expectations, and general responsibilities. The Supervisor provides oversight of the Pretrial daily and evening operations and ensures officers are following the Public Safety Assessment (PSA). The Supervisor communicates with Sacramento County Superior Court Pretrial Services Liaison and other justice partners as needed.

Supervising Probation Officers who are assigned as the Adult Pretrial Supervisor may receive a 7.5% pay differential.

Affected Personnel

Supervising Probation Officers

Authority

Administrative Directive

Effective Date

July 27, 2023

I. Expectations

- A. Projected time in assignment is a three (3) year commitment; Two (2) additional one (1) year extensions may be requested. An Adult Pretrial Supervisor term may be extended with management and employee agreement to meet the operational needs of the Adult Court division.

II. Duties and Responsibilities

- A. The Adult Pretrial Supervisor will be responsible for oversight of the Pretrial Court Liaisons and ensure efficient operations. The Supervisor will attend Night Court periodically and engage with the Night Court Justice and problem solve as needed. They will be responsible for reviewing the Public Safety Assessment (PSA) for accuracy and completeness following booking in the Main Jail and consulting with probation staff in case analysis. The Supervisor must have the ability to make effective logical decisions regarding detention with the understanding of the criminal justice system, relevant laws and legislation, and rules of court. This requires high-level communication with justice partners and external stakeholders, both verbally and electronically.

Adult Pretrial Supervisor Operations Order

- B. The Adult Pretrial Supervisor must notify the Adult Court Chief Deputy or designee of any case the supervisor deems extraordinary, such as a case involving a public safety risk or one that is sensitive in nature due to the offense, for the purpose of obtaining administrative support or communicating detention appropriateness.
- C. The Adult Pretrial Supervisor will facilitate the training of officers to assume a leadership role for purposes of acting supervisor duties or lead night court officer in Pretrial Services. The Supervisor will update and coordinate procedural changes and engages with partner agencies including Court, District Attorney, Public Defender, Sheriff, Department of Human Assistance, and Community Based Providers, acting as a liaison between collaborating agencies for high profile or complicated cases or other matters impacting Pretrial operations.
- D. The Adult Pretrial Supervisor must interpret and use all available data in the program dashboard and have a working knowledge of navigating the system.

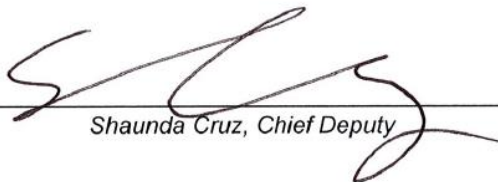
Attachments

N/A

Amends/Replaces

N/A

Authorized By


Shaunda Cruz, Chief Deputy

Date

7/7/23