

## Bias-Based Services

### 412.1 PURPOSE AND SCOPE

This policy provides guidance to Sonoma County Probation Department staff that affirms the County's commitment to providing services that are fair and objective.

Nothing in this policy prohibits the use of specified characteristics in probation activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, and partnerships).

#### 412.1.1 DEFINITIONS

Definitions related to this policy include:

**Bias-based services-** An inappropriate reliance on actual or perceived characteristics based on a protected category such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, marital status, medical condition, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing supervision services or enforcement of court orders.

### 412.2 POLICY

The Sonoma County Probation Department is committed to providing supervision services to the community with due regard for the racial, cultural, or other differences of those served. It is the policy of this department to provide probation services and to enforce the law and conditions set by the court equally, fairly, objectively, and without discrimination toward any individual or group.

### 412.3 BIAS-BASED SERVICES PROHIBITED

Bias-based services are strictly prohibited.

However, specifically for a peace officer, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely, and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns, or specific schemes.

### 412.4 STAFF RESPONSIBILITIES

Every staff member of this department shall perform their duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based services to a supervisor. Staff should, when reasonable to do so, intervene to prevent any bias-based actions by another staff member.

#### 412.4.1 REASON FOR CONTACT, PEACE OFFICERS

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

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To the extent that written documentation would otherwise be completed (e.g., arrest report), the involved officer should include those facts giving rise to the contact.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

#### **412.5 SUPERVISOR RESPONSIBILITIES**

Supervisors shall handle any alleged or observed violations of this policy in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved staff and the staff's supervisor in a timely manner.
  - 1. Supervisors should document these discussions in the prescribed manner.
- (b) Supervisors shall timely report to administration any actual or alleged violations of this policy.
- (c) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any staff member of this department who discloses information concerning bias-based services.

#### **412.6 STATE REPORTING**

The Deputy Chief and/or designee shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and reported to the DOJ (Penal Code § 13012; Penal Code § 13020).

#### **412.7 ADMINISTRATION**

Reports to administration regarding bias-based services may be reported to County EEO in accordance with the county's EEO policy.

The Chief Probation Officer or authorized designee should review the efforts of the Department to provide fair and objective services to identify any chances in training or operations that should be made to improve services.

#### **412.8 TRAINING**

Training on fair and objective services and review of this policy should be conducted as directed by the Training Manager.