



100 PROPOSAL PROCEDURE

The Tulare County Probation Department, through Probation Connections Center collaboratively works with local community stakeholders to better serve youths and adults in Tulare County. Our goal is to work with community partners to make a difference in the lives of the people we serve.

100.1 PURPOSE

The purpose of this policy is to outline necessary steps to establish a formal partnership and apply for space in the Probation Connections Center.

100.2 PROBATION CONNECTION CENTER COMMITTEE

The Probation Connections Center established a committee comprised of a Division Manager, Supervising Probation Officer, Program Specialist, Staff Services Analyst, and any authorized designee at the Division Manager's discretion. The committee will be responsible for reviewing and evaluating proposals.

100.3 STEPS TO OBTAIN ACCESS

- a) Prospective vendor schedules a meeting with the Probation Connections Center Supervising Probation Officer to discuss proposal/potential partnership.
- b) Provide perspective vendors with our Memorandum of Understanding criteria.
- c) Upon receipt of their proposal, the Probation Connections Supervisor will review it.
- d) Submitted to the Probation Division Manager, then Assistant Chief and/or Chief Probation Officer for review and approval.
- e) Acceptance or denial will be based on the program's service goals, ability to meet objectives, available space and needs of the Probation Department.
- f) An acceptance or denial letter will be sent within ninety (90) days of submission.
- g) If accepted, the proposal will be submitted to the Probation Analyst team for preparing and finalizing the Contract/MOU.
- h) The Contract/MOU is sent to the vendor's executive officer for any modifications or final approval/signature.
- i) Probation Analyst team prepares the appropriate documents for the Tulare County Board of Supervisors and/or County of Tulare Administrative Officer's approval.
- j) Vendors will be notified by email when the Contract/MOU is fully executed.

100.4 PROPOSALS

Organizations desiring to enter into a formal contract with the Probation Connections Center must develop a proposal which shall include all, but not limited to, the following:

- a) An overview of the program, including goals and objectives of the program.
- b) Outcome measures of the program, including key performance indicators.
- c) A description of the organization's current client base.
- d) A description of how the organization intends to serve probation clients.
- e) A scope of duties; to include length and dosage of proposed program/service, and proposed hours of operation.
- f) Detailed cost of program/service, if applicable.
- g) Requested space needed at the Probation Connections Center and frequency.
- h) Provide proof of insurance pursuant to the current county requirement.
- i) Provide any license and/or certifications required to perform identified services.

100.5 PROCESSING

All proposals shall be submitted to the Probation Connections Center Supervising Probation Officer. Proposals will be provided to the Probation Connections Center Committee, for review and evaluation. Proposals will be forwarded to the Chief Probation Officer for review and final decision. Acceptance or denial will be based on the program's service goals, ability to meet objectives, available space and needs of the Probation Department. An acceptance or denial letter will be sent within ninety (90) days of submission.

100.6 PARTNERSHIP

Accepted vendors will enter into a formal contract with the Probation Connections Center for the designated contractual year. The contract will include the agreed upon space within the Probation Connections Center building, WIFI capabilities and the use of an Office Assistant for reception services. Partners are expected to have their own electronic equipment and/or technical support, as this will not be provided by the Probation Department.

All partners will be subject to a yearly contractual review to ensure the partnership remains mutually effective.

All partners, along with their clients, will be expected to comply with the policies of Probation Connections Center.

200 RESERVATION PROCEDURE

The Tulare County Probation Department provides access to space within the Probation Connections Center, to County partners, departments, and associated agencies.

200.1 PURPOSE

The purpose of this policy is to outline necessary steps to reserve space at the Probation Connections Center.

200.2 RESERVATION REQUEST

A Reservation Request Form may be submitted online to: TCCconnections@tularecounty.ca.gov or in person at:

Probation Connections Center
3241 W. Noble Avenue
Visalia, CA 93277

Forms are available at the Probation Connections Center or on the Connections website:

<https://tc-connections.community>

Room space will be provided in accordance with any formalized agreements/MOU's with the Department. In other cases (i.e., with another County Department), reservations will be evaluated and approved on a first come first served basis. Space will not be granted to non-County entities with which the County has no formalized agreement regarding the Probation Connections Center.

200.3 APPROVAL OR DENIAL OF REQUEST

The requesting department or agency will be notified in writing by email or mail, regarding acceptance or denial of the request, within 7 business days of receipt of final decision by the Chief Probation Officer.

300 DISCRIMINATION/SEXUAL HARASSMENT POLICY

The Tulare County Probation Department adheres to the Tulare County Personnel Rules regarding Discrimination/Sexual Harassment and the rules are incorporated into administration of the Probation Connections Center.

300.1 PURPOSE

The purpose of this policy is to establish a commitment to prohibit and prevent discrimination and harassment.

300.2 POLICY

In accordance with Tulare County Personnel Rule 14, harassment or discrimination on the basis of race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), nation origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, or any other protected classification will not be tolerated.

400 SECURITY POLICY

The Tulare County Probation Department makes every effort to safeguard the wellbeing of all persons who enter the Probation Connections Center.

400.1 PURPOSE

The purpose of this policy is to ensure safety of all those who access the Probation Connections Center.

400.2 SECURITY GUIDELINES

All individuals are required to enter and exit through the lobby. Probation Connections Center partners and employees of Tulare County may enter through the employee entrance.

All individuals entering the Probation Connections Center, through the lobby, are subject to search and are required to pass through a metal detector. Bags and purses are subject to visual inspection.

If the metal detector alarms, a Security Officer may scan the individual with a hand-held metal detector.

The Security Officer will be a presence in the lobby and facility site. The Security Officer may assist if a disturbance occurs at the Connections site.

400.3 FIREARMS

Notwithstanding Peace Officers, Probation Connections Center prohibits all persons from bringing firearms into the building. Any person with a valid concealed carry permit will be asked to return the firearm to their vehicle.

500 HOUSEKEEPING GUIDELINES

The Tulare County Probation Department adheres to housekeeping guidelines for the workspace provided at the Probation Connections Center

500.1 PURPOSE

The purpose of this policy is to establish standards and rules of housekeeping for employees, partners, and clients to follow that will ensure the workplace is kept in a safe, neat, sanitary, and orderly condition.

500.2 JANITORIAL STAFF

Probation Connections Center employs one (1) full-time dedicated janitorial staff for the building. His/her duties include vacuuming, sweeping, mopping, dusting, cleaning windows in reception, wiping down tables in common areas, emptying trash, and cleaning bathrooms daily.

500.3 HOUSEKEEPING STANDARDS

All employees, partners and clients will be expected to work together to ensure that:

- a) Individual work areas are kept clean, neat, and orderly.
- b) All eating areas are cleaned up after use.
- c) At the end of the day, trash cans are set outside assigned work areas for janitor disposal.
- d) All floors are kept clean, unobstructed, and free of tripping or slipping hazards.
- e) Spills or hazards are cleaned immediately. In the event a hazard cannot be immediately remedied, the area must be appropriately signed or roped off and reported.
- f) Fire exits, alarms, pull stations, hose cabinets, fire extinguishers and sprinklers are kept free of obstruction.
- g) Doors to individual work areas are not obstructed and can be freely and fully opened.
- h) All Wet Floor, No Eating, No Entry, and other signage are recognized and followed.
- i) Any expired or personal items are removed/discarded weekly from the refrigerator.
- j) Report any safety concerns or questions to the Probation Connections Center Supervising Probation Officer immediately.
- k) No confidential materials are left unattended in common areas.
- l) Return all conference rooms to their original configuration upon exit.