

Juvenile Probation Department



City and County of San Francisco

KATHERINE WEINSTEIN MILLER
Chief Probation Officer

375 WOODSIDE AVE
SAN FRANCISCO, CA 94127

Date: June 29, 2020

To: Deputy Probation Officer Martha Martinez
Deputy Probation Officer Kathleen Owens
Deputy Probation Officer Heather Bruemmer
Deputy Probation Officer Jose Sanchez

From: Bobby Uppal
Supervising Probation Officer

Cc: Katherine Weinstein Miller, Chief Probation Officer
Palminder Hernandez, Assistant Chief Probation Officer
Sara Schumann, Director of Probation Services
Gary Levene, Senior Supervising Probation Officer

Re: Short-Term Residential Therapeutic Program (STRTP) COVID-19 Protocol

This memorandum has been developed to establish a Juvenile Probation Department procedure when a Short-Term Residential Therapeutic Program (STRTP) provides notification to the case carrying Probation Officer of an identified exposure or a positive case of COVID-19 within the placement agency. The case carrying Probation Officer will be required to adhere to the following procedure until further notice or advisement:

1. Notify the Placement Supervising Probation Officer or designee immediately. The Placement Supervising Probation Officer or designee will immediately notify Senior Supervising Probation Officer Gary Levene and Director of Probation Services Sara Schumann.
2. Notify the minor's parent(s) or legal guardian.
3. Notify the minor's attorney of record.
4. Enter all information and contact notes into Augustus as soon as possible.
5. The case carrying Probation Officer will request weekly written updates from the STRTP until the identified exposure or positive case of COVID-19 has met CDC recommended strategies to discontinue isolation and the youth(s) are deemed to have recovered to resume regular programming.