

# Juvenile Probation Department



KATHERINE WEINSTEIN MILLER  
Chief Probation Officer

# City and County of San Francisco

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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

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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.