





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 1 - Administration, Organization, and Management

Policy Number:	1.02
Policy Name:	Establishment of Facility Director and Defining Criteria for Selection
Authority:	Title 15, 1320
Replaces:	1.03 Establishment of Facility Director and Defining Criteria for Selection (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	November 14, 2018
Related Policies and Procedures:	
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The facility and its programs are managed by a single administrative officer, the Director of Juvenile Hall, to whom all employees or units of management are responsible. The term of office of the facility manager and appointed personnel not covered by merit systems, civil service regulations or union contracts is continuous and can be terminated by the appointing authority only for good cause and, if requested following a formal hearing on specific charges.

II. PROCEDURES

A. Appointment of the Director

The appointment shall:

- i. Be made by the Chief Probation Officer
- ii. Be made from the best qualified group of applicants with the following minimum qualifications:
 - a. A bachelor's degree in an appropriate discipline.
 - b. Five years of experience working with juveniles and/or
 - c. Five years of related administrative experience equivalent to a bachelor's degree.

B. Skills of Director

- i. The Director must be skilled in management, planning, research, evaluation, and program coordination.
- ii. The Director should have broad based experience and/or training.

- a. In the law and procedures of the Juvenile Court.
- b. In the relevant policies of pertinent agencies, including local law enforcement, etc.
- c. In the common legal problems of juveniles.
- d. In the causes of delinquency and family problems.
- e. In crisis intervention techniques.
- f. In effective communication.

C. Term of Office of the Director

Each Director shall be appointed to continuous service after completion of an appropriate probationary period, not to exceed one (1) year.

D. Removal of the Director

Termination may be accomplished only by the appointing officer for good cause, and, if requested, following a formal hearing on the specific charges.