

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Human Resources Department

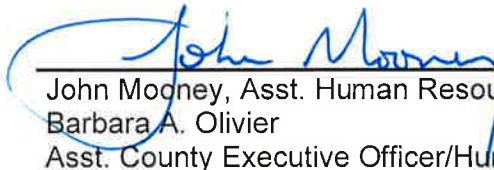
**SUBMITTAL DATE:**  
December 10, 2012

**SUBJECT:** Interim Chief Probation Officer

**RECOMMENDED MOTION:** Approve the Appointment of Interim Chief Probation Officer.

**BACKGROUND:** Chief Probation Officer Alan Crogan has announced his retirement effective December 26, 2012. To provide continuity in department operations while recruitment is conducted for this vacancy, an interim Chief Probation Officer needs to be appointed. It is anticipated to take approximately 90-120 days, while the recruitment, interview, nomination, and appointment process occurs, which requires participation from both the County of Riverside and the Superior Court of the State of California. Assistant Chief Probation Officer Mark Hake, with 23 years of service with the Probation Department, is recommended by both the County of Riverside and the Superior Court for this interim appointment which shall commence on December 26, 2012, and continue until a permanent replacement is appointed by the Court pursuant to the provisions of Welfare and Institutions Code, Section 270.

Departmental Concurrence

  
\_\_\_\_\_  
John Mooney, Asst. Human Resources Director for  
Barbara A. Olivier  
Asst. County Executive Officer/Human Resources Director

|                       |                               |          |                         |         |
|-----------------------|-------------------------------|----------|-------------------------|---------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ 8,878 | In Current Year Budget: | Yes     |
|                       | Current F.Y. Net County Cost: | \$ 0     | Budget Adjustment:      | No      |
|                       | Annual Net County Cost:       | \$ 0     | For Fiscal Year:        | 2012/13 |

|  |   |                          |
|--|---|--------------------------|
| <b>SOURCE OF FUNDS:</b> Probation Department Funds | <b>Positions To Be Deleted Per A-30</b> | <input type="checkbox"/> |
|  | <b>Requires 4/5 Vote</b>                | <input type="checkbox"/> |

**C.E.O. RECOMMENDATION:**

**APPROVE**

BY:   
Ivan M. Chand 12/10/2012

**County Executive Office Signature**

- Consent
- Policy
- Consent
- Policy

Dept't Recomm.:  
Per Exec. Ofc.:

**Prev. Agn. Ref.:**

**District:** ALL

**Agenda Number:**

**3.28**

**BACKGROUND continued:**

It is recommended that the Interim Chief Probation Officer receive a temporary salary increase of 5.5% and \$550 per month for a car allowance as approved in Ordinance 440 for the Chief Probation Officer during the period of his term.

The Superior Courts of the State of California concur with this request, as noted in "Attachment A" of this request.

FILED  
SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE

DEC 05 2012

*Virginia Magaña*

SUPERIOR COURT OF THE STATE OF CALIFORNIA  
COUNTY OF RIVERSIDE

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Case No.: ORDER NO. 12.05.12

APPOINTMENT OF MARK A. HAKE AS  
INTERIM CHIEF PROBATION OFFICER  
OF RIVERSIDE COUNTY

The Court finds as follows:

On or about October 30, 2012, Alan M. Crogan announced his retirement and tendered his resignation as Chief Probation Officer for Riverside County, effective December 26, 2012.

The County has publicly announced the opening of the position of Chief Probation Officer. The County and the Court are working together to solicit highly qualified applicants to be considered for the position. From the effective date of Chief Crogan's retirement, the County and the Court anticipate that approximately 90 – 120 days will be required to complete the recruitment, interview, nomination and appointment processes.

Time is of the essence as the County Probation Department cannot operate at efficiency levels required without the appointment of an Interim Chief Probation Officer. The imminent effective date of Chief Crogan's retirement does not allow the County and the Court a reasonable and sufficient amount of time to conduct a proper recruitment and appointment of a permanent replacement to Chief Crogan. Accordingly, given the foregoing, both the County and Court agree that Mark A. Hake, presently the Assistant Chief Probation Officer of Riverside County, has the requisite skills and qualifications,

1 and is willing to act in the capacity of Interim Chief Probation Officer until the recruitment  
2 and appointment process is completed.

3 Based on the foregoing, IT IS ORDERED:

- 4 1. Mark A. Hake, will serve as Interim Chief Probation Officer, commencing on  
5 December 26, 2012, and shall continue in that role until a permanent  
6 replacement is appointed by the Court pursuant to the provisions of Welfare  
7 and Institutions Code, section 270.
- 8 2. Mark A. Hake shall assume all of the duties and responsibilities of Chief  
9 Probation Officer of Riverside County during his tenure as Interim Chief  
10 Probation Officer.

11  
12 Dated this 5th day of December, 2012



HON. PAUL DICKERSON,  
PRESIDING JUDGE,  
JUVENILE COURT,  
Superior Court of the State of  
California, County of Riverside

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