



HUMBOLDT COUNTY PROBATION DEPARTMENT

Justice, Rehabilitation and Community Safety

Shaun Brenneman
Chief Probation Officer

January 11, 2023

To: Shaun Brenneman, Chief Probation Officer
From: Ray Watson, Director of Detention Services

Juvenile Division & Administration
2002 Harrison Avenue
Eureka CA 95501
707-445-7401
707-443-7139 fax

RE: Amber Mitchell – Acting Supervisor Assignment

Adult Division
555 H Street
Eureka CA 95501
707-444-0600
707-445-1627 fax

Chief Brenneman,

The Juvenile Hall is required under 1321 of Title 15, California Code of Regulations, to have sufficient supervisory staff to ensure adequate supervision of all staff members on each shift. Due to the resignation of a Juvenile Hall Supervisor in August of 2022, juvenile hall management had to assign an experienced staff member to those shifts which the outgoing supervisor vacated. Juvenile Corrections Officer Amber Mitchell was assigned to serve as acting supervisor on October 10, 2022. Amber performed these duties for more than 20 days and will continue to do so to gain more experience in the role of Supervising Juvenile Corrections Officer. I am therefore requesting that Amber Mitchell be appointed Acting Supervisor, in accordance with section 12.4 of the Humboldt County (AFSCME) Memorandum of Understanding. Amber has proven to possess the education and expertise to perform the duties of a supervisor in juvenile hall. Therefore, I respectfully ask that this request be approved.

Community Corrections Day Reporting Center
404 H Street
Eureka CA 95501
707-267-9320
707-268-8353 fax

Ray Watson

Ray Watson
Director of Detention Services

1/11/23

Date

Adult Drug Court
825 5th Street
Room 304
Eureka CA 95501
707-476-2371
707-445-7787 fax

Shaun Brenneman

Shaun Brenneman
Chief Probation Officer

2-2-2023

Date

Juvenile Hall
2002 Harrison Avenue
Eureka CA 95501
707-445-7644
707-445-7426 fax