



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

TITLE: <b>Introduction</b>		Article: 1102	
APPROVED: <b>TR Merickel, Chief Probation Officer</b>			
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The Departmental Administrative Manual contains the Statement of Purpose, Directional Statements, and policies which govern the entire department. In addition, the Deputy Chiefs in cooperation with the Division Directors and Assistant Division Directors have the responsibility for developing policy within each division. These divisional policies combined with the Departmental Administrative Manual constitute the authoritative policies of the Kern County Probation Department.

Written policy is a means of setting forth a consistent guide to follow in decision making. It is both practical and progressive. It sets boundaries around our endeavors now while it suggests possibilities for the future, to challenge the enterprising and innovative mind to create new endeavors. Policies are not the same as rules and procedures, although this manual does contain both. Policies are guides in decision making, defining the context within which a decision ought to be made. This in turn gives a manager or supervisor confidence that the decision made will be consistent with overall departmental goals. The object of written policies is to increase the probability that a manager or supervisor will make a logical and/or legal decision.

Anyone in the department may suggest a new policy or a change in existing policy. The task of developing and refining policy rests primarily with the Probation Management Team. Their role in finalizing departmental policy is advisory to the Chief Probation Officer who cannot delegate ultimate accountability for this task.

TR Merickel  
Chief Probation Officer