



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

TITLE: <b>Use of Manual</b>		Article: 1105	
APPROVED: <b>TR Merickel, Chief Probation Officer</b>			
EFFECTIVE: August 2018	REVIEWED: August 2018	REVISED: August 2018	UPDATED: August 2018

### POLICY

The authority and power of any manual to fulfill its purpose grows in direct proportion to its use by those for whom it is intended. Reliance upon the manual's contents increases in direct proportion to its reliability, its comprehensiveness, its clarity in stating policies and procedures, and its authority to be acted upon by staff safely and with confidence. All manuals shall be written in clear and concise language. This manual will be available to all staff on the Common Drive/Z-drive/Document.

### PROCEDURE

#### DEFINITIONS:

1. Effective: Date policy originated;
  2. Reviewed: Date the policy was reviewed (annually, per policy);
  3. Revised: Date of a significant change or modification of an existing policy;
  4. Updated: Date there is a minor change, such as: grammatic error, punctuation or minor word is changed.
- In 2018, the Kern County Probation Department Administrative Manual format was changed to include Effective, Reviewed, Revised, and Updated dates. In the past, these dates were not tracked. As a result, if an effective date is not known the previous year's revision date will be listed.

Changes proposed by staff:

Anyone may submit a proposal to change any policy or procedure in any manual.

1. The proposed addition or change shall be submitted typed in the administrative manual template to the employee's immediate supervisor. It is recommended the originator of the proposed change work out the wording and details of the proposal in consultation with his/her immediate supervisor before forwarding the proposal.
2. The Division Director of the unit within which the proposed change originated shall determine whether the change has limited or department wide impact. If in the judgment of the Division Director, the proposed change would have broad impact requiring procedural changes in other divisions or a change in departmental policy as reflected in the Administrative Manual, the Division Director shall submit the proposal to the Management Team by means of the regularly scheduled Management Team meeting agenda.

3. The Chief Probation Officer may temporarily suspend or waive a manual directive to test the workability of a new procedure or in an emergency situation which requires an immediate new approach and response.

All Divisional Operations Manuals shall be consistent with policies in the Administrative Manual. It shall be the responsibility of the Division Directors to submit to the Management Team a written proposal to amend any inconsistency in the Administrative Manual. Until such change is approved the Administrative Manual supersedes a Divisional Manual.

The Administrative Services Division Director shall review all policy memoranda issued by the Chief Probation Officer to assess their affect on the Administrative Manual to ensure that the manual is current and valid.

To avoid constant renumbering and retyping, the manual will only be updated one time each year, shortly after the close of the budget process. Any changes approved in the interim will be issued in the form of Administrative Bulletins by the Administrative Services Division Director.

Each bulletin shall be titled and referenced as to the manual section to which it applies. The bulletins are to be filed in date order at the end of the manual, in a separate section. The persons to whom the copies of the manual are assigned are urged to note on the affected section that there is a superseding bulletin that should be read.

The Administrative Services Director shall be responsible for reviewing the bulletins at the end of the fiscal year; framing the language of the change or the addition so that it is consistent with the rest of the manual, identifying the date, renumbering and updating the index. All changes, including instructions as to filing and destruction, shall be routed to all manual holders.

When a proposed change is adopted by the Management Team, the published change and the effective date shall be affixed, as follows:

KERN COUNTY PROBATION DEPARTMENT  
ADMINISTRATIVE MANUAL BULLETIN #  
TITLE: REASSIGNMENTS ARTICLE: 1308

APPROVED: JOHN DOE DATE: 12-01-16

When the manual itself is revised the date of the revision shall appear in the "Revised" section. If a Bulletin is adopted as a revision, that bulletin will be inactivated and removed. A list of active bulletins will be kept at the beginning of the bulletin section.