



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Departmental Stationary			Article: 1502
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: August 2018	REVISED: September 2024	UPDATED: October 2016

POLICY

The purpose of this policy is to solidify the department into a single entity; to prohibit the printing of special stationery for each unit and division within the department. Therefore, there shall be one official stationery format and letterhead and it shall be used exclusively.