



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Work Station Guidelines			Article: 1503.01
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: August 2018	REVISED: September 2024	UPDATED: October 2016

POLICY

The work space should reflect an orderly and professional atmosphere; however; it should also allow for a reasonable expression of individuality for the employee.

1. Offices should be neat in appearance and free from clutter.
2. Each work station will be equipped with a sign designating the employee's name and/or position. This sign, to be provided by General Services, will be located on one of the panels (cubicle) or a wall or cabinet (office). This does not prohibit an employee from placing an additional nameplate, business card holder, etc. in their work station or on top of a work surface.
3. Food consumption should not take place in public view, such as in reception areas, or where it would interrupt the work function or create a hazard to county property. Meals and snacks may be eaten in employee lounges or other designated areas.
4. Plants are acceptable only if they are in leak proof containers and do not interfere with normal work space. Plants are to be placed away from electric outlets.
5. Nothing other than seasonal decorations should be hung from light fixtures. Nothing may be placed on top of overhead storage units.
6. Clocks, framed pictures, posters and certificates or other appropriate wall decor in good taste are permitted. These items should be secured using picture hangers utilizing nails, not glue or other fixative.
7. Decals, pictures, etc., shall not be taped to the exterior of county property, which includes file cabinets, walls, ceilings, doors and equipment (except for seasonal decorations). Bulletin boards will be furnished (24" X 36") upon which an employee can post items that aid in their job function.
8. All spare operating supplies and materials shall be stored in proper areas out of public view. Items stored on the floor should be boxed and stacked neatly.
9. Clothing articles that are not being worn shall be stored in appropriate areas which will be provided.
10. Windows and ledges should be clear (except for seasonal decorations on windows).

11. Desktop personal pictures are permitted, in reasonable numbers, which do not interfere with the employee's workspace.
12. Fans, heaters, and radios shall be approved on an individual basis (UL approved). Refrigerators, televisions and microwaves are not to be kept in individual offices (except in office buildings where no break room is provided). Any electrical device must be plugged directly into a wall socket or into a power strip of the appropriate length. Extension cords and/or power strips in succession are forbidden as they are in violation of Fire Regulations.
13. No items for sale (i.e., fund raiser or crafts) shall be displayed at work stations. Employees who bring items to sell shall display them in lounges or other areas designated by the Department Head.

Individuals who do not comply with these guidelines will be contacted on an individual basis.