



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Community Activities			Article: 1605
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: September 2015	REVIEWED: August 2018	REVISED: September 2024	UPDATED: September 2015

POLICY

Staff community involvement is encouraged. Staff involved, participate as interested and responsible citizens and not at the direction of the department. This policy statement pertains only when the staff are directed to represent the department at various community activities or committee meetings.

- A. When the department directs staff to serve on a committee that requires a fee, the department will be responsible for payment of that fee pursuant to the Kern County Administrative Code.
- B. When the department directs staff to serve on a committee, the department will compensate the departmental representative for attending meetings during non-working hours if the staff is eligible to earn compensatory time off.
- C. Staff who participate in community activities at the direction of the department are responsible for providing feedback to their immediate supervisor.
- D. Staff who desire authorization to participate in community activities during work hours or after normal work hours and expect compensation must make their request in writing in advance of the activity.
- E. Directors are responsible for approving payment of staff for their community participation. The Deputy Chief Probation Officer is responsible for approving payment of Directors for their participation in such activities. In assessing the appropriateness of staff involvement in community activities the following factors will be considered:
 - 1. Direct relationship of the proposed activities to the department's mission
 - 2. Consideration of amount of time the activity would require
 - 3. Potential positive or negative impact on staff's primary assignment
 - 4. Cost factors

5. Assurance that a "conflict of interest" does not exist.