



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Professional Associations			Article: 1606
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: September 2015	REVIEWED: August 2018	REVISED: September 2024	UPDATED: September 2015

SCOPE OF POLICY

This policy pertains to staff participation in professional associations. Not included in this policy are the organizations established for the primary purpose of conducting county business or to provide a vehicle for the exchange of information regarding the mission of county government such as Business Managers, Training Officers, Placement Officers, County Probation Officers, etc.

POLICY

It is the policy of administration to encourage and support participation of staff in the activities of professional associations. Staff involved in professional associations have received departmental support in the past and will continue to receive as much support as possible.

Professional associations can and do play a significant role in staff development, staff training, leadership development, community education, and delinquency prevention. Further, professional associations can develop, adopt and publish position statements. Professional associations can also provide a wide range of activities and numerous other benefits for its members.

- A. Expenses, including registration and travel may be paid by the county pursuant to the provisions of the Kern County Administrative Code and contingent upon the availability of funds when association activities are related to training and when advance approval is obtained.
- B. The department's support for professional associations includes staff time, supplies, and facilities, as long as it does not interfere with the primary functions of the department and can be accommodated in the budget.
- C. Approval of any individual to participate in association activities during working hours rests with the Division Director.
- D. In the event attendance at local association functions, registered workshops, or statewide training conferences must be limited, administration will use the following priority system for selection:

1. Members required by office or committee participation to attend.
 2. Officer
 3. Members
 4. Non-members
- E. Associations may sponsor and present training sessions on county time if advance approval has been obtained from departmental administration.
- F. Staff may also be authorized to use county time to work on a specific project when the project is jointly sponsored by the Probation Department and the association when advance approval has been obtained from the departmental administration.