

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
ADMINISTRATIVE MANUAL**

TO: ALL STAFF

BULLETIN #: 100

APPROVED BY: STEPHANIE L. JAMES
CHIEF PROBATION OFFICER

REPLACES: 10/18/2004

ISSUE DATE: 5/20/2019

SUBJECT: POLICY AND PROCEDURE MANUALS

POLICY

Departmental policies and procedures are intended to define clear expectations and criteria for employees in carrying out the mission of the department. Additionally, policies and procedures act as a training aid, help staff achieve consistency, and provide clear direction for maintaining a safe work environment.

Departmental policies and procedures do not address every conceivable situation which might arise. Policies and procedures therefore serve as the framework within which decisions should be made when unique circumstances exist. If in doubt, employees should ask a supervisor or manager for direction or clarification on how to apply a specific policy or procedure.

PROCEDURES

A. Manuals

1. The Department maintains two (2) policy and procedure manuals:
 - a. Administrative Manual
 - b. Juvenile Detention Policy and Procedure Manual
2. The Department Administrative Manual applies to the entire Department while the Juvenile Detention Policy and Procedure Manual is specific to that Division.

B. Format

1. The following heading format will be used for the Administrative Manual:

SAN JOAQUIN COUNTY PROBATION DEPARTMENT ADMINISTRATIVE MANUAL	
TO: <u>ALL STAFF</u>	BULLETIN #: _____
APPROVED BY: CHIEF PROBATION OFFICER	REPLACES: _____
	ISSUE DATE: _____

2. The following heading format will be used for the Juvenile Detention Policy and Procedure Manual:

SAN JOAQUIN COUNTY PROBATION DEPARTMENT JUVENILE DETENTION POLICY AND PROCEDURE MANUAL		
TO: <u>ALL STAFF</u>	BULLETIN #: <u>D-</u>	
APPROVED BY:	REPLACES: _____	
CHIEF PROBATION OFFICER	ISSUE DATE: _____	

- a. The letter “D” before each bulletin number signifies Detention.

C. Distribution

1. The Department Administrative Manual and the Juvenile Detention Policy and Procedure Manual are available on the shared network and the San Joaquin County Probation Department’s website.
2. The Executive Secretary will forward revisions to the Administrative Manual and/or the Juvenile Detention Manual Assistant Chief Probation Officer, who will distribute via email to all staff.
3. The respective Office Secretary will be responsible for maintaining the hard copies and will be responsible for ensuring hard copies are placed in the manuals when updates occur.
4. The following will maintain hard copies of the following manuals:

Chief Probation Officer		Administrative, Detention
Assistant Chief Probation Officer		Administrative, Detention
Deputy Chief Probation Officer	Field & Court Services	Administrative
Deputy Chief Probation Officer	Detention	Administrative, Detention
Deputy Chief Probation Officer	Administrative Services	Administrative
Assistant Deputy Chief Probation Officer	AB109	Administrative
Assistant Deputy Chief Probation Officer	Juvenile	Administrative
Assistant Deputy Chief Probation Officer	Adult	Administrative
Assistant Deputy Chief Probation Officer	Detention	Administrative, Detention
Assistant Deputy Chief Probation Officer	Detention	Administrative, Detention
Detention Duty Officer Office		Administrative, Detention
Office Secretary	Adult	Administrative
Office Secretary	Juvenile	Administrative
Office Secretary	Detention	Administrative, Detention
Office Secretary	AB109	Administrative
Housing Units 1-6	Juvenile Hall	Detention
Camp Peterson		Detention

Intake	Juvenile Hall	Detention
Court Transportation	Juvenile Hall	Detention
Control	Juvenile Hall	Detention
Executive Secretary	Master and History Manuals	Administrative, Detention

5. Review

- a. All Probation Department employees are required to review the Department Administrative Manual annually.
- b. Additionally, Detention staff are required to review the Detention Policy and Procedure Manual annually.