
Policy Manual

103.1 PURPOSE AND SCOPE

The Department maintains two (2) policy and procedure manuals, the Administrative Services (AS) Manual and the Institutional Services (IS) Manual. All staff assigned to Institutional Services shall be familiar with both. Each above-mentioned manual is a statement of the current policies, procedures, rules, and guidelines of this department. All members are to conform to the provisions of these manuals, as may be applicable.

All prior and existing manuals, orders, and regulations that conflict with these manuals are rescinded, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual unless it is apparent from the content that they have a different meaning:

Client - Any person, whether adult or juvenile, currently or formerly, under formal or informal supervision of a probation agency, in custody, released from custody with pending charges, or living in a custodial setting such as, but not limited to, a youth camp, juvenile placement, or sober living environment (SLE).

Department - The San Diego County Probation Department.

Employee - Any person employed by the Department.

Manual - The San Diego County Probation Department Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the San Diego County Probation Department, including:

- (a) Full and part-time employees
- (b) Volunteers

Officer - Those employees of the San Diego County Probation Department who engage in the supervision of clients.

On-duty - A member's status during the period when authorized and engaged in the performance of assigned duties.

Order - A written or verbal instruction issued by a superior.

POST - The Commission on Peace Officer Standards and Training.

Rank - The title of the classification held by any officer.

San Diego County Probation Department

Administrative Services Policy Manual

Policy Manual

SDCP - The San Diego County Probation Department.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

STC - Standards and Training for Corrections.

Supervisor - A person in a position of authority that may include directing the work of other members, the authority to adjust grievances, and responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other members. The supervisory exercise of authority may not be merely routine or clerical, but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

When there is only one department member on duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

Volunteer - A person who agrees to perform work for the County of San Diego without the expectation of payment or other compensation. The position does not constitute an employee-employer relationship with the County in any capacity.

103.3 POLICY

Except where otherwise expressly stated, the provisions of the Administrative Services and Institutional Services Manuals shall be considered as guidelines. It is recognized that the work of probation is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of these manuals to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.3.1 DISCLAIMER

The provisions contained in the Administrative Services and Institutional Services Manuals are not intended to create an employment contract or any employment rights or entitlements. The policies contained within each manual are for the internal use of the San Diego County Probation Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials, or department members. Violations of any provision of any policy contained within these manuals shall only form the basis for administrative action, training, or discipline. The San Diego County Probation Department reserves the right to revise any policy content, in whole or in part.

San Diego County Probation Department

Administrative Services Policy Manual

Policy Manual

103.4 AUTHORITY

The Chief Probation Officer shall be considered the ultimate authority for the content and adoption of the provisions of these manuals and shall ensure compliance with all applicable federal, state, and local laws. The Chief Probation Officer or the authorized designee is authorized to issue Interoffice Memo/Policy or Procedure Updates which may modify those provisions of the manual to which they pertain. Interoffice Memo/Policy or Procedure Updates will remain in effect until they may be permanently incorporated into the manual.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Administrative Services and Institutional Services Policy Manuals will be made available to all members of the department network for viewing and printing. No changes shall be made to the manuals without authorization from the Chief Probation Officer or the authorized designee.

Each employee shall acknowledge that the member has been provided access to and has had the opportunity to review the Administrative Services and Institutional Services Policy Manuals and Interoffice Memo/Policy or Procedure Updates. Employees will have 30-calendar days to acknowledge policies and procedures unless the Chief dictates otherwise. Employees should seek clarification as needed from their supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief Probation Officer will ensure that the Administrative Services and Institutional Services Policy Manuals are periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Administrative Services and Institutional Services Policy Manuals will be provided to each employee on or before the date the policy becomes effective. Each employee will be required to acknowledge that the employee has reviewed the revisions and will seek clarification from an appropriate supervisor as needed.

Employees are responsible for keeping abreast of all Policy and Procedure Manual revisions.

Each Division Chief will ensure that employees under the Division Chief's command are aware of any Policy Manual revision.

All department employees suggesting a revision of the contents of the Administrative Services or Institutional Services Policy Manuals shall forward their written suggestions to their Division Chiefs, who will consider the recommendations and forward them to the command staff as appropriate.