

Interoffice Memo/Policy and Procedure Update

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Interoffice Memo/Policy or Procedure Update.

201.2 POLICY

Interoffice Memo/Policy or Procedure Updates will be used to modify policies of the San Diego County Probation Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable memorandums of understanding and other alternatives should be considered before an Interoffice Memo is issued.

201.3 PROTOCOL

Interoffice Memo/Policy or Procedure Updates will be incorporated into the Policy Manual, as required, upon approval. Interoffice Memo/Policy or Procedure Updates will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Chief Probation Officer or the authorized designee shall ensure that all Interoffice Memo/Policy or Procedure Updates are disseminated appropriately. Interoffice Memo/Policy or Procedure Updates should be numbered consecutively and incorporate the year of issue. All members will be notified when an Interoffice Memo is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 DIVISION CHIEFS

Division Chiefs shall periodically review Interoffice Memo/Policy or Procedure Updates to determine whether they should be formally incorporated into the Policy Manual and, as appropriate, will recommend necessary modifications to the Chief Probation Officer through the Chain of Command.

201.4.2 DEPARTMENT HEAD

Only the Chief Probation Officer or the authorized designee may approve and issue Interoffice Memo/Policy or Procedure Updates.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Interoffice Memo. Each member shall acknowledge that the member has been provided access to and has had the opportunity to review the Interoffice Memo. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.