

San Diego County Probation Department

Administrative Services Policy Manual

CHIEF'S PREFACE

Probation Staff:

The responsibilities conferred upon us by the California Penal Code and the Welfare and Institutions Code, as well as the obligations of our mission, require that we conduct the business of the San Diego County Probation Department in a manner that ensures effectiveness and consistency. To that end, this manual contains policies and procedures designed to provide guidance and establish requirements for members as we go about executing the business of the agency.

The policies included in this manual are based on applicable sections of law, best practices, and in some cases, practices that are based on research findings. Adherence to the policies serves not only to facilitate department operations, but also to protect individual employees, the department, and county from exposures to liability.

While policies contained in this manual are intended to cover all aspects of Probation operations, it is possible that members may encounter some situations that may not be covered by a specific policy or procedure. On those occasions members are expected to seek Supervisory direction when practicable and exercise sound judgment that reflects compliance with all ethical, legal, and mission obligations on the department.

All members have an affirmative responsibility to remain knowledgeable of the contents of this manual and keep abreast of additions and revisions as they are completed and distributed.

Nothing in this manual supersedes the San Diego County Policy and Procedure Manual.

TAMIKA NELSON

CHIEF PROBATION OFFICER