SAN JOAQUIN COUNTY PROBATION DEPARTMENT
ADMINISTRATIVE MANUAL

TO: ALL STAFF ____________________________  BULLETIN #: __________

APPROVED BY: STEPHANIE L. JAMES
CHIEF PROBATION OFFICER

ISSUE DATE: __________

REPLACES: 10/18/2004

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

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: ALL STAFF ____________________________  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: ALL STAFF

BULLETIN #: D-]

APPROVED BY: CHIEF PROBATION OFFICER

REPLACES: 

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:

<table>
<thead>
<tr>
<th>Chief Probation Officer</th>
<th>Administrative, Detention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Chief Probation Officer</td>
<td>Administrative, Detention</td>
</tr>
<tr>
<td>Deputy Chief Probation Officer</td>
<td>Field &amp; Court Services Administrative</td>
</tr>
<tr>
<td>Deputy Chief Probation Officer</td>
<td>Detention Administrative, Detention</td>
</tr>
<tr>
<td>Deputy Chief Probation Officer</td>
<td>Administrative Services Administrative</td>
</tr>
<tr>
<td>Assistant Deputy Chief Probation Officer</td>
<td>AB109 Administrative</td>
</tr>
<tr>
<td>Assistant Deputy Chief Probation Officer</td>
<td>Juvenile Administrative</td>
</tr>
<tr>
<td>Assistant Deputy Chief Probation Officer</td>
<td>Adult Administrative</td>
</tr>
<tr>
<td>Assistant Deputy Chief Probation Officer</td>
<td>Detention Administrative, Detention</td>
</tr>
<tr>
<td>Assistant Deputy Chief Probation Officer</td>
<td>Detention Administrative, Detention</td>
</tr>
<tr>
<td>Detention Duty Officer Office</td>
<td>Administrative, Detention</td>
</tr>
<tr>
<td>Office Secretary</td>
<td>Adult Administrative</td>
</tr>
<tr>
<td>Office Secretary</td>
<td>Juvenile Administrative</td>
</tr>
<tr>
<td>Office Secretary</td>
<td>Detention Administrative, Detention</td>
</tr>
<tr>
<td>Office Secretary</td>
<td>AB109 Administrative</td>
</tr>
<tr>
<td>Housing Units 1-6</td>
<td>Juvenile Hall Detention</td>
</tr>
<tr>
<td>Camp Peterson</td>
<td>Detention</td>
</tr>
</tbody>
</table>
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.