SAN JOAQUIN COUNTY PROBATION DEPARTMENT
ADMINISTRATIVE MANUAL

TO: ALL STAFF
BULLETIN #: 307

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REPLACES: 4/05/2004

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SUBJECT: MAIL

POLICY

All incoming mail shall be time stamped

PROCEDURES

A. It will be the responsibility of the Office Secretary of each Division to open and time stamp the mail daily.

B. Incoming mail for the Chief Probation Officer and Assistant Chief Probation Officer shall not be opened and will be forwarded to the Executive Secretary.

C. In the absence of the Office Secretary, the Office Supervisor in the Juvenile and Adult Divisions, and the Office Assistant Specialist in Detention will be responsible for the mail.

D. Mail containing cash, checks or money orders will be forwarded to the Financial Services Unit.

E. The staff opening the mail will indicate the amount of cash enclosed on the envelope.

F. Mail received at any of the Department’s offices will be treated as business mail.

G. Employees shall not use the Department’s address for their personal mail.