

PROBATION DEPARTMENT PROCEDURE MANUAL

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-1-000, dated 12/04/18
- FORMS:** None
- PURPOSE:** A standardized resource that provides direction and guidance in ensuring compliance with current department procedures

I. GENERAL INFORMATION

- A. The Procedure Manual of the Orange County Probation Department contains guidelines and specific instructions for the various functions and services within the agency. Reviewed and updated at a minimum of every two years or when changes occur, the Procedure Manual reflects management policy and directives, government laws and codes, court decisions, County directives and current practice.

B. Content

1. Book I Administrative Procedures
 - 1-1-000 Administration
 - 1-2-000 Staff Services
 - 1-3-000 Professional Standards Division
 - 1-4-000 Emergency, Safety And Security
 - 1-5-000 Administrative and Fiscal

2. Book II General Field Operations
 - 2-1-000 General Field Services
 - 2-2-000 Adult Investigation
 - 2-3-000 Adult Supervision
 - 2-4-000 Juvenile Intake
 - 2-5-000 Juvenile Investigation
 - 2-6-000 Juvenile Supervision

3. Book III Institutions
 - 3-1-000 All Institutions
 - 3-2-000 Juvenile Hall
 - 3-3-000 Youth Guidance Center
 - 3-6-000 Juvenile Court Work Program
 - 3-8-000 Youth Leadership Academy

II. PROCEDURE

A. Biennial Review Notification

1. Bureau secretaries are responsible for tracking Procedure Manual Items (PMIs) assigned to each division in their assigned bureau. The bureau secretary initiates the review process and tracks each Procedure Manual Item (PMI) update to completion.
2. Bureau secretaries will assist with formatting new PMIs to ensure they conform with PMI 1-1-001 (How to Write and Rewrite Procedure Manual Items). PMI authors are responsible for ensuring recertified and revised PMIs conform with PMI 1-1-001.
3. In January, the bureau secretary will initiate the PMI Biennial Review Memo for each affected division. This memo lists the PMIs to be reviewed, a description of the items and the dates of the last update. The PMI Biennial Review Memo is distributed electronically to the appropriate **Chief Deputy Probation Officer (CDPO)** and Division Directors (**DDs**), with a target completion date of June 30th. Periodic reminders will be sent to **DDs**.
 - a. Facilities shall complete the biennial review in odd-numbered years.
 - b. All other divisions shall complete the biennial review in even-numbered years.
4. At the time of the biennial review, the **DD** or designee reviews each PMI listed and determines whether it should be recertified in existing form, revised, deleted or combined with another PMI. If a PMI has been assigned to another division, the **DD** will inform the PMI coordinator and bureau secretary.
5. **DDs** should be sensitive to circumstances that require immediate revision of PMIs rather than wait for the PMI biennial review notification.

B. New and Revised Procedure Manual Items (PMIs)

1. Review PMI 1-1-001 (How to Write and Rewrite Procedure Manual Items [PMIs]) as a guide.
2. Individuals responsible for preparing new or revised PMIs should contact the PMI coordinator in order to obtain the Word version of an existing PMI or to have a number assigned to a new PMI.
3. If a PMI requires County Counsel review, inform the PMI coordinator.
4. It is important to seek input from other managers and supervisors whom the manual item affects.

C. Recertification

If there are no procedural changes since the time of the last update, notify the bureau secretary by email. Include the PMI number, a note to recertify the PMI, and the name of the person recertifying the PMI. The bureau secretary will request the Word version of the PMI from the PMI coordinator. The bureau secretary will un-bold any previously bolded items in the body of the PMI, update the author's name and date of the rescinded PMI and indicate (Recertified) in the "Rescinds" section.

D. Deletions

If the procedure has been discontinued, notify the PMI coordinator and bureau secretary by email. Include the PMI number and a note to delete the PMI.

E. Submitting PMIs

1. **The DD reviews and makes necessary modifications and changes to PMIs.**
2. **The DD** submits electronic versions of the PMIs, along with attachments, to the bureau secretary in draft format. The draft will be submitted to the CDPO for review. If necessary, the CDPO will make minor changes. However, if major changes are needed, the item will be returned to the **DD** for correction.
3. Once reviewed and approved by the CDPO, the bureau secretary will email the draft along with attachments to the PMI coordinator for processing.
4. **The PMI coordinator sends the PMI(s) from said division to the DD of the Professional Standards Division (PSD) for review. Once reviewed and approved, the DD of PSD sends the PMI(s) to the Union for review and approval cc'ing the DD and CDPO.**
5. **If needed a meet and confer takes place between the DD/CDPO and Union. Agreed upon modifications are made by the author/DD to the PMI version that was initially sent to the Union for review.**
6. **The DD sends the revised PMI(s) (with attachments, if applicable) in final draft format (red strikethrough items have been deleted and additions/changes are in bold font) to the CDPO secretary, who will log it for tracking purposes. The CDPO will review and return the PMI to the PMI coordinator via the CDPO secretary.**

F. Finalization of PMIs (New, Revised, Recertified and Deleted)

1. The PMI coordinator will convert the PMI and attachments to PDF format and send via email to the **DD** for final signature. The **DD** will digitally sign **and return** the document to the PMI coordinator.
2. The digitally signed PMI becomes the official procedure posted on ProbNet and maintained by the PMI coordinator.

3. The PMI coordinator will prepare a ProbNet Procedural Update Memo for email distribution regarding new, revised, recertified and deleted procedures.
4. The official procedures are posted electronically via ProbNet and a Procedural Update Memo email is distributed to all users via Outlook.
5. The Tables of Contents are updated by the PMI coordinator and are posted with each new PMI update on ProbNet.
6. All staff are encouraged to notify the **DD**, via the chain of command, if conflicts, errors or inconsistencies are discovered with the PMIs. The **DD** will take appropriate action toward resolution and may refer the issue to a CDPO for consideration.

REFERENCES:

Procedure:	1-1-001	How to Write and Rewrite Procedure Manual Items (PMIs)
Policies:	A-1	Policy, Procedure and the Law
	A-2	Upholding Departmental Philosophy and Principles

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APPROVED BY: