
Procedure and the Law

101.1 POLICY

The Yolo County Probation Department is an arm of the Court. The Chief Probation Officer is mandated under Penal Code section 1203.6 for Adult, and Welfare & Institutions Code section 270 for Juvenile, to provide selected services and has the authority to provide other services to the Court and the community. These services are to be provided in a lawful and professional manner. Staff are expected to implement policy and procedures, and are bound in every way by the dictates of the law. Staff are responsible for keeping current on Departmental policies and procedures as well as changes in law.

Should any employee become aware of a conflict between the law and policy manuals or procedures, the employee shall notify his or her immediate Supervisor of the apparent conflict. The Supervisor will take the appropriate action to bring the matter to the attention of the Chief Probation Officer.

If an employee is directed by the Court to perform in a manner that does not appear to be consistent with Departmental policy and procedures, the employee will attempt to make the Court aware of the problem. If an immediate decision is not required, the employee will seek direction from the immediate Supervisor. If an immediate response is required, the employee will comply with the directive of the Court and advise the immediate Supervisor of the situation as soon as possible.

Any employee who intentionally provides inaccurate, misleading or untruthful information to, or intentionally withholds significant information from, the Court, Managers, or Supervisors of the Department is subject to disciplinary action.