
Policy Manual

106.1 PURPOSE AND SCOPE

The Manual of the Yolo County Probation Department is hereby established and shall be referred to as the Policy Manual or the Manual. The Manual is a statement of the current policies, rules and guidelines of this Department, and does not supersede MOU's of the various bargaining units. All employees are to conform to the provisions of this Manual.

All prior and existing manuals, orders and regulations that are in conflict with this Manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this Manual.

106.1.1 DISCLAIMER

The provisions contained in this Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this Manual are for the internal use of the Yolo County Probation Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or employees. Violations of any provision of any policy contained within this Manual shall only form the basis for Departmental administrative action, training or discipline. The Yolo County Probation Department reserves the right to revise any policy content, in whole or in part.

106.2 POLICY

Except where otherwise expressly stated, the provisions of this Manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this Manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this Department under the circumstances reasonably available at the time of any incident.

106.2.1 MANAGEMENT AND SUPERVISORS

Management Staff shall consist of the following:

- Chief Probation Officer
- Superintendent of the Juvenile Detention Facility
- Manager of Operations and Strategy
- Chief Fiscal Administrative Officer
- Probation Division Manager of Administration
- Probation Division Manager of Operations

These staff shall review all recommendations regarding proposed changes to the Manual at Management staff meetings.

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Supervisor Staff shall consist of the following:

- Supervising Probation Officers
- Supervising Detention Officers
- Business Services Supervisor
- Supervising Legal Secretary
- Secretary to the Director--Supervisory
- Administrative Assistant

All policy revisions as well as all new policies shall not be adopted and formalized until all Bargaining Units have reviewed the proposed and revised policies pursuant to Government Code section 3500. However, Departmental Directives may be issued by the Chief Probation Officer in order to make immediate changes to policy and procedure per Section 204.

106.2.2 OTHER PERSONNEL

All Department employees suggesting revision of the contents of the Policy Manual shall forward their suggestion, in writing, to the Chief Probation Officer or his/her designee who will consider the recommendation and forward to Management staff.

106.3 AUTHORITY

The Chief Probation Officer shall be considered the ultimate authority for the content and adoption of the provisions of this Manual and shall ensure compliance with all applicable federal, state and local laws. The Chief Probation Officer or his/her designee is authorized to issue Departmental Directives, which shall modify those provisions of the Manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the Manual.

106.3.1 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CCR - California Code of Regulations

CHP - The California Highway Patrol.

CFR - Code of Federal Regulations.

County - The County of Yolo.

Department /YCPD - The Yolo County Probation Department.

DMV - The Department of Motor Vehicles.

Employee/Personnel - Any person employed by the Department.

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Juvenile - Any person under the age of 18 years.

Manual - The Yolo County Probation Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed or appointed by the Yolo County Probation Department including sworn officers, reserve officers, non-sworn employees and volunteers.

Non-sworn - Employees and volunteers who are not sworn peace officers.

Officer/Sworn - Those employees, regardless of position, who are sworn employees of the Yolo County Probation Department.

On-Duty - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

PC - Penal Code

POST - The California Commission on Peace Officer Standards and Training.

Position- The job classification title held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

STC - Standards and Training for Corrections.

USC - United States Code

W&I - Welfare and Institutions Code

106.3.2 DISTRIBUTION OF MANUAL

Copies of the Policy Manual shall be distributed to the following:

- Chief Probation Officer
- Chief Fiscal Administrative Officer
- Manager of Operations and Strategy
- Superintendent of the Juvenile Detention Facility
- Probation Division Manager of Administration
- Probation Division Manager of Operations
- Training Coordinator

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A computerized version of the Policy Manual will be made available on the Department network for access by all employees. The computerized version will be limited to viewing and printing of specific sections. No changes shall be made to the electronic version without authorization.

106.4 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief Probation Officer or his or her designee will ensure that the Policy Manual is periodically reviewed and updated as necessary.

106.5 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each employee on or before the date the policy becomes effective. Each employee will be required to acknowledge that he or she has reviewed the revisions and shall seek clarification from an appropriate Supervisor as needed.

Employees are responsible for keeping abreast of all Policy Manual revisions.

The Chief Probation Officer or his or her designee will ensure that employees under his or her command are aware of any Policy Manual revision.

All Department employees suggesting revision of the contents of the Policy Manual shall forward their written suggestions to the Chief Probation Officer or his or her designee, who will consider the recommendations and forward them to the management staff as appropriate.