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## Departmental Directive

### 204.1 PURPOSE AND SCOPE

Departmental Directives establish an interdepartmental communication that may be used by the Chief Probation Officer to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code section 3500 et seq. Departmental Directives will immediately modify or change and supersede sections of this Manual to which they pertain.

#### 204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL

Departmental Directives will be incorporated into the Manual as required upon concluding the review and approval process or where required, meet and confer with the appropriate bargaining unit(s). Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the Manual.

All existing Departmental Directives have now been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Directives issued after publication of the Manual shall be numbered consecutively starting with the last two digits of the year, followed by the number 01. For example, 13-01 signifies the first Departmental Directive for the year 2013.

### 204.2 STAFF

Management staff shall review and provide comment on revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Directive.

#### 204.2.1 CHIEF PROBATION OFFICER

The Chief Probation Officer or his or her designee shall issue all Departmental Directives.

### 204.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

All employees are required to read and obtain any necessary clarification of all Departmental Directives. All employees are required to acknowledge in writing the receipt and review of any new Departmental Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Coordinator.