

Administrative Communications

214.1 PURPOSE AND SCOPE

Administrative communications of the Yolo County Probation Department are governed by the following policies.

214.2 INTERNAL MEMORANDUM

Internal memorandums may be issued periodically by the Chief Probation Officer or his/her designee to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

214.3 DEPARTMENT LETTERHEAD

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the identity of the Chief Probation Officer. Personnel should use Department letterhead only for official business and with approval of their Supervisor.

214.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief Probation Officer or his or her designee.