

SAN BERNARDINO COUNTY PROBATION DEPARTMENT

POLICY MANUAL

Each policy establishes the overall operational rules and regulations that govern the Department. They state the precepts which management considers important for formal documentation. The Chief Probation Officer will exercise approval authority for policies.

Each bureau has established and published procedures under separate individual *Procedure Manuals*. The procedures establish the methods for implementing policies. The Chief Probation Officer will exercise approval authority for procedures.

Each Department employee—full time, part-time, contract, Associate Probation Officer and volunteer—is responsible for reading and understanding each policy and their bureau's procedures. They shall perform their duties and tasks in compliance with these policies and procedures and shall be subject to discipline for violation of policies and/or procedures.

3. Employee Responsibility

Employees of the Department have the responsibility to use their authority and power properly in the performance of their official duties. Employees are expected to demonstrate the highest standards of ethics and conduct consistent with the requirements of the law and of their positions. Employees will refrain from conduct that violates, or appears to violate, the law or public trust.