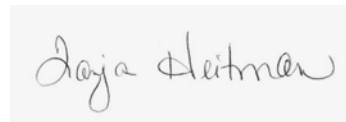


**PROBATION DEPARTMENT
ADMINISTRATIVE MANUAL**

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**Notes and
References**

Policy Statement on Procedure and the Law



Tanja Heitman
Chief Probation Officer

- I. The Probation Department is an arm of the Court. The Chief Probation Officer is legally mandated to provide specific services and has the authority to provide other services to the Court and to the community. These services may be delegated to staff in the agency. Services are to be provided in a lawful and professional manner and staff are expected to implement policy and procedure in a lawful manner. Staff are responsible for keeping current on departmental policies and procedures as well as changes in the law.
- II. Should any employee become aware of a conflict between the law, policy manuals or procedures, the employee shall notify their direct supervisor of the apparent conflict. The supervisor will take the appropriate action to notify Department administrators through the chain of command.
- III. If an employee is directed by the Court to perform in a manner which does not appear to be consistent with the departmental policy or procedure, the employee will attempt to make the Court aware of the problem. If an immediate action on the Court order is not required, the employee will seek direction from their immediate supervisor. If an immediate response to the Court order is required, the employee will comply with the directive of the Court and promptly advise their immediate supervisor of the situation.
- IV. All employees are expected to provide accurate, complete and relevant information to the Court, other employees and to other agencies as appropriate.
- V. Any employee who intentionally provides inaccurate, misleading or untruthful information to, or intentionally withholds significant information from, the Court or the administrators or supervisors of the department will be subject to disciplinary action.

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