

Establishing, Revising and Reviewing of Departmental Policy and Procedures

202.1 PURPOSE AND SCOPE

To establish guidelines for creating, revising and reviewing of departmental policies and procedures. This policy applies to all employees.

202.2 AUTHORITY AND REFERENCES

- Executive Team

202.3 POLICY

To create and revise departmental policy and procedure, the following established format and chain of command is to be followed in obtaining approval for the publishing and implementation of the policy. Once implemented, the policy will be reviewed annually by the appropriate Policy and Procedure Committee to evaluate its relevance and to make sure it complies with current legislation.

202.4 PROCEDURE

- (a) When a new policy and procedure is to be created or an existing policy and procedure is to be revised, it is to be first presented to either the Chairperson of the Administrative and Business Services, Field Services, Arming Committee or Institutional Policy and Procedures Committee, who shall review, edit and submit it for review and comments to all appropriate Managers or designees. The Managers will have a two week period to review, edit and comment on the policy and return it to the Chairperson of the appropriate Policy and Procedure Committee.
- (b) Following the Managers review, the Chairperson will make any changes and will then provide revised hard copies to the appropriate Chief Deputy for distribution to the other Chief Deputies for review and comments. The Chief Deputy will then send those revisions back to the Chairperson to make the necessary changes.
- (c) The Chairperson shall then submit the revised policy to the Director of Personnel Services Division (PSD) for submission to the Executive Team for approval. Upon approval by the Executive Team, the Executive Assistant will obtain the Chief's signature. The signed policy will then be forwarded to the PSD secretary.
- (d) The PSD Secretary will either submit the policy for publication on the Probation Intranet or forward the policy to the appropriate secretary of Field Services Division or Institutions Division for publication. The Division secretaries will ensure that both the final version and a strike-through version with all changes in red lettering are published on the Probation Intranet [REDACTED].
- (e) The Personnel Services Division Director will ensure that the policy is appropriately indexed and published in the Probation Department's Policy and Procedures Manual

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and that all Probation Staff are made aware of the new or revised Policy and Procedure via email announcement. Those staff that do not have access to email will be provided a copy of the new policies by their Division Director or designee.

- (f) The initial date the policy is published will become the created date and all revisions thereafter will be listed as revised dates at the end of the policy. All policies will be reviewed annually by the appropriate Policy and Procedure Committee to ensure they are still relevant and complies with the latest legislation.
- (g) Deleted policies will be referenced in the list of the Policy and Procedures Manual with the date of deletion noted. A copy of all original, signed policies and deleted policies will be kept for historical reference by the Personnel Services Division Director.

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