

Provisional Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Provisional Orders.

201.2 POLICY

Provisional Orders will be used to modify policies of the Humboldt County Probation Department (HCPD) when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable memorandums of understanding and other alternatives should be considered before a Provisional Order is issued.

201.3 PROTOCOL

Provisional Orders will be incorporated into the Policy Manual, as required, upon approval. Provisional Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Chief Probation Officer or the authorized designee shall ensure that all Provisional Orders are disseminated appropriately. Provisional Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a Provisional Order is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 DIVISION DIRECTORS

Division Directors shall periodically review Provisional Orders to determine whether they should be formally incorporated into the Policy Manual and, as appropriate, will recommend necessary modifications to the Chief Probation Officer.

201.4.2 CHIEF PROBATION OFFICER

Only the Chief Probation Officer or the authorized designee may approve and issue Provisional Orders.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Provisional Orders. Each member shall acknowledge that the member has been provided access to and has had the opportunity to review the Provisional Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.