

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1383

Issued: 07/16/15

Post Until: 08/16/15

SUBJECT: E-MAIL DISTRIBUTION OF BEREAVEMENT ANNOUNCEMENTS

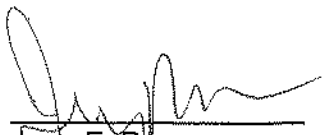
This Directive Replaces Directive 1115 Dated 12-28-06

Only bereavement announcements for an employee (current and retired), may be sent through e-mail to all Probation employees and locations. The work location manager or designee will provide funeral and donation information, as applicable, ensure approval of the information distribution from the decedent's family, and forward to the Probation Department, Human Resources Division (HRD): Attention Departmental Human Resources Manager. HRD will e-mail the announcement to all Probation employees within one (1) business day of receipt.

This policy does not preclude work locations from sending limited targeted e-mail distribution within the work location of announcements for relatives of an employee (i.e., spouse, child, parents and siblings) within their own work location or other selected individuals.

In keeping with the sensitivity of such matters, and the family's right to privacy, any distribution of death announcements should have the concurrence of the decedent's family.

If you have questions or need additional information, please contact Human Resources.



Jerry E. Powers
Chief Probation Officer

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE