

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	1468
Issued:	8/18/2021
Post Until:	9/18/2021

SUBJECT: DEPARTMENTAL POLICY AND NOTICE DEVELOPMENT AND REVISION PROCEDURES

This Directive outlines the process for developing and/or revising departmental policy (manuals and Directives) and Notices.

DEFINITIONS

Policy: A policy is a law, regulation, and/or administrative action taken by an organization.

Directives: Directives provide policy instructions to departmental staff and are issued to address a specific section or sections of a respective policy manual.

Notices: Notices provide notification of departmental information.

Executive Bulletins: Executive Bulletins inform the Department of executive or management changes

Policy and Procedure Manuals: Manuals are a resource of standards, guidance, expectations, and/or step-by-step instructions for a program, process, task, or operation.

POLICY DEVELOPMENT, REVISION, AND FINALIZATION

When developing or revising policies or notices, the Policy and Procedure Unit will work with applicable Bureaus to maintain accountability and support coordination and organization of this process. Adherence to the following process will ensure departmental policy development and revision is coordinated to avoid conflicts and redundancies among and across policies. The Department is developing a web-based policy platform. This policy platform will serve as a searchable repository for Department policies and procedures.

Policy and Procedure Unit:

The Policy and Procedure Unit (Policy Unit) provides support to Probation operations by developing professional policy manuals and policy Directives that provide clear instruction to staff, including those related to applicable legal and regulatory guidelines. The Policy Unit will facilitate the Department's development and publishing of new manuals, Directives and Notices. The Policy Unit will also evaluate and revise existing policies

based on new laws, regulations, court decisions, local ordinances, emerging practices and operational needs. The Policy Unit will assist subject-matter experts from the impacted operations with creating new policies and implementing changes and updates to existing policies.

The Policy Unit responsibilities include:

- Serving as the project manager of the policy/notice development process by assisting the lead operational bureau in the development of policy, Directive or Notice and operating as a consultant on national standards, relevant legislation, best practices and existing Department policies.
- Working with operations to format and organize policies (manuals and Directives) to standardize their language, organization, and utility.
- Developing timelines to periodically update manuals to incorporate changes to industry practices, community expectations, and new laws and regulations.

It is important that manuals are organized in a clear and concise manner for staff seeking specific information about the policies or procedures relevant to their job duties. The Policy Unit will also seek to avoid redundancy or conflicts in policies and organize a policy library that facilitates the ease of topical search efforts.

When developing or revising a Manual, Directive or Notice, the Policy Unit will:

- Assign a Policy Team member to contact the Bureau Operational Lead to discuss the reason(s) for development/revision of policy and potential impact(s).
- Work with Bureau Operational Lead to form a workgroup, where applicable, that includes identified stakeholders (e.g. specialized programs, labor partners, other County Departments, external stakeholders/advocates) to draft or revise the manual section, Directive or Notice.
- Review current departmental policies and determine the reason(s) that a policy or procedure needs to be created and/or changed (e.g., regulations or laws have changed, content is outdated, etc.).
- Establish a Policy Review Committee in collaboration with the Bureaus, and assist in setting the agenda to review, discuss and finalize applicable draft policies.
- Work with Bureaus to establish timelines to periodically review and update policies and procedures.
- Collaborate with the respective Bureau Operational Leads and assist with developing/revising, obtaining approval, cataloging, and disseminating policies.

- Utilize comprehensive, valid, and reliable research material to assist in the development or revision of policies and procedures (e.g., relevant County documents, approved websites, etc.).
- Serve as the liaison between the operations and relevant external vendor(s) to finalize and publish policies to the Department's web-based policy platform.

The Lead Operational Bureau will:

- Designate a Bureau Operational Lead with subject matter expertise at the Senior Manager level or above.
- Complete the Directive and Notice Request Form (Attachment I – PB.1707, Rev. 7/29/21), signed by the lead Bureau Chief.
- Email the completed Form PDF format) to the Probation Policy Unit (PROB-Policy@probation.lacounty.gov).
- Collaborate with the Policy Unit to conduct impacted internal stakeholder review:
 - Departmental Managers (Senior Directors and Directors)
 - County Counsel, where applicable
 - Labor partners through Employee Relations - Employee Relations serves as the liaison and ensures that the appropriate labor partners are notified of the draft policy/notice development. Labor partners may request a meet and confer to review the materials with their membership and prepare questions/concerns for the applicable Bureau/operation. This process involves the Bureau Chief/representative, the Policy Unit, and Employee Relations.
- Develop/revise policy and participates in the Policy Review Committee meetings, where applicable, and provides to Policy Unit for finalization.

POLICY AND PROCEDURE APPROVAL AND DISSEMINATION

Once a policy draft is developed, it moves through a four-tier review process (see table 1):

1. External Stakeholder Review

The Policy Unit distributes the new or revised policy via email for review and comment to an external stakeholder group, which is provided an opportunity to offer input to the draft policies within two weeks of receipt. Once this input is received (if any), policy

drafts are sent to the Policy Review Committee and Bureau Operational Lead for their advanced review prior to the Policy Review Committee meeting.

The external stakeholder group is a public distribution list made up of advocates, other county partners, and the Probation Oversight Commission.

2. Policy Review Committee

The Policy Unit hosts a Policy Review Committee meeting to review, discuss and finalize applicable draft policies.

- Each Bureau is expected to provide a primary policy representative, at the level of Senior Director or above, to participate in the policy review and approval process.
- Operation, program leads, key stakeholders, and/or SMEs may be invited to attend the Policy Review Committee as needed.
- Bureau representatives to include Deputy Directors and their designees to discuss and provide input regarding policies on the agenda.
- The Policy Review Committee will meet monthly, as needed.

3. Employee Relations and Labor Review

The Policy Unit is responsible for submitting the policy, Directive or Notice to the Employee Relations Division of Human Resources. Employee Relations will operate as the liaison and ensure the appropriate Labor Union is notified of the prospective policy. Unions may request a meet and confer to review the materials with their membership and prepare questions/concerns for the authoring Bureau/operation. This process involves the Bureau/operation content experts, Employee Relations, and the Policy Unit.

4. Final Approval and Dissemination

Policy drafts that are approved by the Deputy Directors are submitted to the Chief Deputies or Chief Probation Officer for final approval. Policies, Directives, or Notices that have department-wide impact will be approved and signed by the Chief Probation Officer. Policies, Directives, or Notices that only impact a specific Bureau or operation will be approved and signed by the respective Chief Deputy. The finalized policy is disseminated department-wide by the Policy Unit. Upon release, the Policy Unit will ensure all policies, (manuals/manual sections and Directives) Notices, and bulletins are appropriately organized on Probnets and categorized for viewing according to the topic and operation.

The new policy will also be posted on Probation's public website in accordance with Senate Bill No. 978 (January 1, 2020). The Policy Unit in collaboration with the respective Bureau/operation, will also ensure that any outdated or superseded policies, manual sections, Directive(s), Notice(s), and Bulletin(s) are electronically archived on Probnnet.

Table 1: Policy and Procedure Approval and Dissemination

Stakeholder Review	Internal and external partners review policy drafts.	Feedback required within 2 weeks.
Deputy Director Review	Policies submitted to the Deputy Directors 2 weeks prior to the Policy Review Committee meeting	Deputy Directors will have 2 weeks to review the draft language and provide feedback.
Policy Review Committee	Policies are presented to the committee by the lead operational Bureau and the Policy Unit.	Monthly meeting with all Bureaus to present policy drafts and elicit final feedback.
Employee Relations Review	Policies are provided to labor partners.	Labor partners have 10 days to review and provide feedback or request a meeting for discussion.
Final Signature and Dissemination	Directive, Notice, or manual are posted to the policy platform and staff are notified of the update.	Signed by Chief or Chief Deputy and disseminated.

For questions related to this Notice, please contact the Probation Policy Unit at PROB-Policy@probation.lacounty.gov.



Brandon Nichols
Chief Deputy Probation Officer

8/12/21

Date

**PROFESSIONAL ACCOUNTABILITY BUREAU POLICY UNIT
DIRECTIVE & NOTICE REQUEST FORM**

Please complete and scan to PROB-Policy.Probation.LACounty.gov

Bureau _____

Operational Lead _____

Type of Request:

☐ New Policy (Directive, Manual Section, Manual)

☐ Revision of Existing Policy (Directive, Manual Section, Manual)

☐ New Notice

New and Revised Policy/Notice Questions:

Does your request affect any other Bureaus?

☐ Yes ☐ No

If yes, state which Bureaus:

Will this Policy/Notice supersede or otherwise impact another existing Policy/Notice?

☐ Yes ☐ No

If yes, state which Policy/Notice:

Operational Lead: _____

Tel No.: _____

Bureau: _____

Policy/Notice Title: _____

POLICY/NOTICE DESCRIPTION Please provide a brief description of the Policy/Notice that is being created and or amended. Include any legislation, motions or corrective actions associated with the Directive/Notification. In addition, identify any critical deadlines and include the name and contact information of the designated point of contact.

Operational Lead Signature: _____

Date: _____

Bureau Chief Signature: _____

Date: _____

Deputy Director Signature: _____

Date: _____