

## **PART 347 PROBATION MANAGEMENT – Adopted December 7, 2011**

(Statutory authority: Executive Law, §243)

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**§347.1 Definition.** *Probation*, as used in the context of management, means a department of government at the county or city level administering and carrying out probation functions, programs and services pursuant to laws, policies and rules.

### **§347.2 Objective.**

To provide organizational structure and administration of probation services for attainment of basic purpose, objectives and prescribed practices with effectiveness and economy.

### **§347.3 Rationale.**

(a) The purpose of the probation department is to protect the safety and property of persons by prevention of juvenile delinquency and adult crime and related family malfunctioning, with maximum effectiveness and at reasonable cost.

(b) Probation is concerned with assisting individuals and families through a full range of services to avoid behavior which caused their original difficulties.

(c) In the broadest context, management of probation operations includes the participation of those executives and legislators who have responsibility for determination of the laws, policies, staffing and budgets for the probation department. Probation administrators must be effective in their relationships and dealings with executives and legislators.

(d) Probation management must share with the community in identifying and developing resources and innovative programs for prevention of crime and delinquency.

(e) Another important management perspective is the organization and coordination of all levels of employees of the probation department in the execution of probation functions.

(f) A body of sound management knowledge and practice, expressed in "rules", has been developed through long experience of both private industry and government. It is important that the employees of the probation organization understand and apply the "rules" of sound probation management.

#### **§347.4 Rules.**

- (a) The organizational arrangement of probation functions and positions shall be specified in a chart of organization.
- (b) The authority and responsibility of all positions shall be specified, communicated to all personnel, and maintained on file.
- (c) Channels of internal and external communications to be followed by employees shall be specified.
- (d) Statements of general purpose and objectives by functions shall be used in planning and maintaining the organization and management of the probation department.
- (e) Staff authority and responsibility shall be arranged for the planning and evaluation of probation programs.
- (f) The recruitment, selection, and promotion of probation professional personnel shall be based on the "Standard Specifications for Professional Probation Positions" (Appendix H-10, *infra.*), as promulgated by the Commissioner of the Division of Criminal Justice Services in cooperation with the Office of Commission Operations and Municipal Assistance of the New York State Department of Civil Service.
- (g) Collaboration with criminal justice and related community services shall be maintained to facilitate communications, coordinate activities and effectively use resources for carrying out probation services.
- (h) Written statements of probation policies and procedures shall be developed and maintained with the involvement of all appropriate levels of employees.
- (i) Periodic progress reports on probation operations shall be made to all staff, appropriate authorities and the public.