



Minnesota Judicial Branch Policy

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Judicial Procedures for County Probation Offices

I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch that these Guidelines be followed in all counties which utilize the services of county probation agents, appointed pursuant to Minn. Stat. M.S. 244.19, commonly known as CPO (county probation office) counties.

II. DEFINITIONS

- A. Appointment – The written designation by the court to a county probation director or agent position.
- B. Court – The judges of the judicial district who appoint county probation officers, pursuant to Minn. Stat. §244.19.
- C. Serve at the pleasure - Performs the duties and responsibilities of the position in a manner that is acceptable to the court.
- D. Probation Director- The designated supervisor/manager of county probation offices and agents.

III. PROCESS AND PROCEDURES

- A. Appointment, Recruitment and Selection
 - 1. The judges of the district may delegate the appointment authority to the judge(s) in the county where county probation is provided pursuant to Minn. Stat. §244.19.
 - 2. Pursuant to Minn. Stat. §244.19, the court is responsible for the appointment of county probation directors. The court shall collaborate with the county in the selection process of probation directors.
 - 3. The selection of probation agents, to be appointed by the court, is delegated to the director. The director shall follow the county hiring process in the hiring of probation agents.
 - 4. All county probation directors and agents are county employees.

B. Employment and Supervision

1. Pursuant to Minn. Stat. §244.19, agents and directors serve at the pleasure of the court except with respect to terms and conditions of employment.
2. Compensation and benefits of county probation directors and agents are determined by the county, pursuant to Minn. Stat. §244.19.
3. The court's authority to set salaries, pursuant to Minn. Stat. §244.19, is delegated to the county.
4. The county is responsible for performance evaluations of probation directors, in accordance with county policies and procedures, subject to fulfillment of expectations of service to the court.
5. The probation director is responsible for performance evaluations of probation agents, in accordance with county policies and procedures, subject to fulfillment of expectations of service to the court.
6. All other terms and conditions of employment for probation directors and agents, including discipline and discharge, are determined by the county.

C. Withdrawal of Appointment

1. The court may withdraw the appointment of probation directors and agents if the court determines that the individual no longer serves at the pleasure of the court.
2. County probation directors and agents serve at the pleasure of the court, and in all other aspects are county employees including discipline and discharge.

IV. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the Chief Judges of the Judicial Districts which utilize the services of county probation agents, appointed pursuant to Minn. Stat. §244.19. The Chief Judge shall enter an order delegating salary setting authority for probation directors and agents to the applicable county office. The Chief Judge shall enter an order delegating probation agent appointment for each county probation agent to the director.

V. EXECUTIVE LIMITATIONS

None.