

**APPENDIX D**

**ADMINISTRATIVE ORDER NO. 4**

COMMONWEALTH OF MASSACHUSETTS

SUFFOLK, ss.

TRIAL COURT

ADMINISTRATIVE

ORDER

NO. 4

This order is promulgated to bring about a more coordinated approach to the administration of the Probation Service of the Commonwealth and to meet the requirements of the Trial Court in promoting a comprehensive and uniform method for assessing the needs of probation offices and for guiding appointing authorities in the filling of the position of Chief Probation Officer.

After consultation with the Administrative Justices, the Commissioner of Probation and other interested parties, a procedure has been established for the assessment of the needs of the several Departments of the Trial Court and for recruiting candidates, when required, for the filling of the position of Chief Probation Officer. Said procedure is incorporated by reference herein as an appendix to this Order.

It is expected that the uniform procedure for ascertaining the needs of the probation service will assist the Departments in their efforts to modify existing practices where appropriate and to reassess the role and functional responsibilities of their respective probation offices. This is necessary to help meet the increasing burden placed upon the Courts brought about by the myriad of complex legal and societal problems that must be addressed on a daily basis.

The appointment of a Chief Probation Officer is the responsibility of the designated judicial authority in accordance with the provisions of G.L. c. 276 s. 83. The appointment process shall, in addition to the provision of this order, be subject to the Trial Court Personnel Policies and Procedures Manual promulgated pursuant to G.L. c. 211B s. 8.

The Commissioner of Probation, pursuant to the provisions of G.L. c. 276 s. 99, shall have the responsibility for assessing the needs of probation offices and assisting appointing authorities in this effort to maintain and enhance the quality and performance of the Probation Service of the Commonwealth.

/s/ Arthur M. Mason  
Chief Administrative Justice

Dated: March 1, 1989