



INTER OFFICE MEMO



DATE: September 4, 2025

TO: Paul Nerland, County Administrative Officer

FROM: Kirk Haynes, Chief Probation Officer

A blue ink signature of Kirk Haynes.

SUBJECT: Request for Approval – 4th Annual Department-Wide Trunk or Treat Event

I am writing to formally request approval to hold the Probation Department's 4th Annual Trunk or Treat event on **Friday, October 31, 2025**, at the **Juvenile Justice Campus**.

This annual event has become a meaningful tradition that brings together Probation staff and community partners in a family-friendly, festive environment. Staff and community members are invited to bring their children, dressed in Halloween costumes, to participate in the event. The event is voluntary.

An informal planning committee has already begun organizing the event and is currently seeking volunteers to decorate themed trunk-or-treat stations and donate candy. Staff participation is entirely voluntary.

This event provides a unique opportunity for our department to create a welcoming environment that helps bridge the gap between the important work we do and how our roles are perceived by our families. Over the past three years, the Trunk or Treat event has proven to be a positive morale booster for staff.

Pending your approval, we will proceed with internal coordination and planning, ensuring all necessary safety and operational considerations are addressed.

Thank you for your consideration. Please let me know if additional information is needed to move forward with this request.

APPROVED / DENIED

A blue ink signature of Paul Nerland.

Paul Nerland
County Administrative Officer

OFFICE OF THE CHIEF PROBATION OFFICER

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