

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**Probation Corrections Officer Rovers (PCO-Rover)**

**Authority:**

Michelle Scray, Chief Probation Officer

**Purpose:**

The purpose of this procedure is to outline the conditions in which Probation Corrections Officer Rovers (PCO-Rovers) are assigned work schedules and locations in the Detentions Corrections Bureau (DCB), as well as the process for Centralized Staffing (CS). This procedure is an exception to the Standard Tour of Duty for PCO's assigned as PCO-Rovers. The Standard Tour of Duty Article in the MOU will continue to govern how employees are notified of other proposed changes or modifications.

**Definitions:**

**PCO-Rover:** A PCO who is not assigned to a specific facility or treatment program and can be assigned to work where needed without the requirement of a two-week notification. This designation does not affect their PCO classification.

**PCO-Rover Assignment Preference Form:** A form that is completed by all PCO-Rovers which allows them to indicate which facility they prefer to be assigned. Although the PCO-Rover will be permitted to indicate a preferred work site, this is not a guarantee they will be assigned to this specific location on all assignments. All assignments will be based on the needs and operations of the Department (Attachment A).

**PCO-Rover Assignment Preference List:** A list of PCO-Rovers for each facility that has been compiled using the selections chosen on the PCO-Rover Assignment Preference Form.

**Master PCO-Rover List:** A confidential list of fifty-two (52) PCO-Rovers, which is based on county seniority (Attachment B).

**Master Schedule:** A list of all areas, schedules, and assignments within the facility. Any modifications to an employee's schedule or to the Master Schedule will require the approval of the Superintendent and notification to Centralized Staffing of the change.

**Responsibilities:**

I. PCO-Rover

- A. Shall work at any Juvenile Detention and Assessment Center (JDAC) or Treatment Program.
- B. Shall ensure an eight (8) hour break between shifts unless held over or volunteers to work overtime. Shall not work more than sixteen (16) consecutive hours.
- C. Shall complete and submit a PCO-Rover Assignment Preference Form by the specified date.

II. Centralized Staffing (CS)

- A. Shall maintain a master list of PCO's and PCO-Rover positions.
- B. Shall distribute new PCO-Rover Assignment Preference Form every six months.
- C. Shall maintain and update the PCO-Rover assignment preference list.
- D. Shall assign PCO-Rovers to facilities based on the preference form whenever possible.

## **Probation Corrections Officer Rovers (PCO-Rover)**

- E. Shall ensure PCO-Rovers will be provided an eight (8) hour break between shifts, unless the PCO is held over or volunteers to work overtime.
- F. Shall ensure that PCO-Rovers do not work more than sixteen (16) consecutive hours.
- G. Shall track Full-Time PCO positions in order to transfer PCO-Rovers back to regular (Non-Rover) PCO positions, based on seniority, when vacancies occur.
- H. Shall provide the Watch Commanders at each facility with the daily schedule for their facility.
- I. Shall provide PCO-Rovers with a schedule that identifies regular days off.

### **III. Centralized Staffing Supervisor**

- A. Shall review the daily schedule and give final approval.
- B. Shall track regular (Non-Rover) PCO positions in order to transfer PCO-Rovers into Non-Rover PCO positions, based on seniority, when vacancies occur.
- C. Provide the Director I over CS with the Master PCO-Rover List.

### **IV. Watch Commander (WC)**

- A. Shall review the daily schedule and provide final approval.
- B. Shall notify CS when there is a call off no show to work, or when any unanticipated vacancies or absences occur.

### **V. Probation Corrections Supervisor I (PCS I)**

- A. Shall monitor and approve all EMACS requests and ensure accurate time and attendance.
- B. Shall make face-to-face contact with each PCO-Rover under their direct supervision a minimum of once per month.
- C. Shall make contact with a minimum of two (2) on-site supervisors at least one time per quarter who have had direct oversight of the PCO-Rover.
- D. Shall regularly review the PCO-Rover's written work and CE entries.
- E. Shall provide training for PCO-Rovers when necessary.
- F. Shall complete WPE on PCO – Rovers with assistance from On-site Supervisors.
- G. Shall respond to all written emails and telephone calls from the PCO-Rovers in a timely manner.
- H. Shall report directly to the Division Director I.

### **VI. Division Director I**

- A. Shall provide director oversight of CS and PCS I's.
- B. Shall ensure all policies and procedures are enforced.
- C. Shall ensure the proper transfer of PCO-Rovers to Non-Rover PCO positions when vacancies occur.

### **Inspections:**

#### **Internal**

The Division Director shall conduct an inspection of various aspects of the above procedure for appropriateness and completeness not less than twice per year and submit a written inspection report to the Chief Probation Officer.

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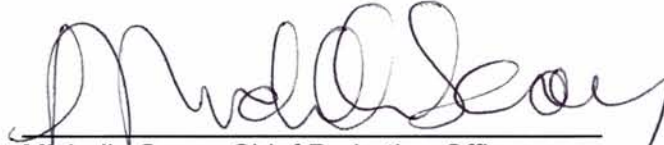
External

A supervisor assigned to the Professional Standards unit shall conduct an inspection no less than once every three years regarding various aspects of this procedure and upon completion of said inspection submit a written report to the Chief Probation Officer.

**References:**

San Bernardino County Safety Employees' Benefit Association (SEBA) Memorandum of Understanding

Issued by:

  
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Michelle Scray, Chief Probation Officer

Date:

January 11, 2011

Effective Date:

January 25, 2011

**Attachments:**

A – PCO-Rover Assignment Preference Form

B – Master PCO-Rover List