

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Probation Employees Working at Off Site Locations

Authority:

Michelle Scray, Chief Probation Officer

Purpose:

In the event that an employee of the Probation Department is assigned to and housed at an off site office, it is the duty of each supervisor to conduct monthly inspections at the site and document those inspections.

Definitions:

Off Site: any location where a probation employee works either part or full time. Examples of off site locations include, but are not limited to, CST officers at police stations, court officers who maintain an office within the court house, probation officers working in a remote location, and/or personnel staff assigned to JDAC's who would normally report to a centralized location.

Responsibilities:

I. Supervisor/Manager

- A. Shall conduct inspections at the off site location at least one time per month.
- B. Shall document the inspection on the Supervisor's electronic Outlook Calendar.
- C. Shall ensure that the worksite is appropriate and meet with the employee.
- D. Shall provide the Outlook Calendar to their Division Director/Manager on a monthly basis.

Guidelines:

Work-at-home inspections shall be conducted pursuant to Department Procedure # 1.(1) Telecommuting and Work-at-Home.

Inspections:

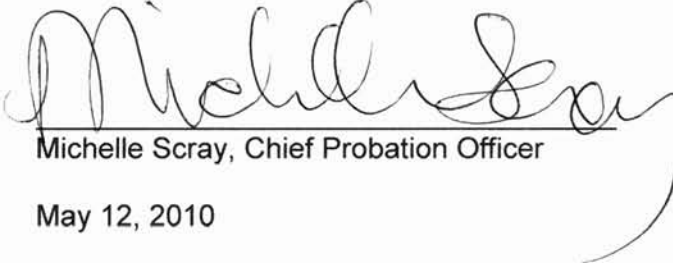
Internal

The DDII/DDI shall inspect this procedure by review of logs, incident reports, safety reviews and other safe guards conducted in the normal course of business on a weekly, monthly and yearly basis.

External

The Professional Standards Unit, or a designated representative, shall facilitate an inspection of this procedure no less than one time every 2 years. A written report documenting compliance and/or recommending modifications to the procedure shall be forwarded to the Office of the Chief Probation Officer and kept on file in the Professional Standards Unit.

Issued by:


Michelle Scray, Chief Probation Officer

Date: May 12, 2010

Effective Date: May 24, 2010

MASTER PCO-ROVER LIST

- CONFIDENTIAL -

INSTRUCTIONS

- The Master PCO-Rover List will be used to transfer PCO Rovers back to PCO positions, based upon seniority, when vacancies occur.
- This confidential list will be maintained and updated by the Staffing Supervisor.
- When a full-time PCO vacancy occurs, the Staffing Supervisor will provide a copy of this list to the Division Director overseeing Centralized Staffing, to begin the selection process.

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PCO-ROVER ASSIGNMENT PREFERENCE FORM

Name

INSTRUCTIONS

This form is only to be used by PCO-Rover staff, to indicate which facility you prefer to be assigned. Although you can indicate a preferred work site and shift, this is not a guarantee that you will be assigned to any specific location or shift. All assignments will be based upon the needs of the department.

- Print your name at the top of the form.
- Mark the three boxes below, to indicate your preferred work site and shift.
- Sign and date the completed form.
- Return completed form to Centralized Staffing by the requested date.

CENTRAL VALLEY JDAC

HIGH DESERT JDAC

NO PREFERENCE

1st Shift

2nd Shift

3rd Shift

No Preference

Signature

Date

PLEASE RETURN COMPLETED FORM TO CENTRALIZED STAFFING BY 00/00/00