

## Reassignment/Transfer of Probation Officers and Supervising Probation Officers

<b>Effective Date:</b>	12/4/24
<b>Revised Date:</b>	12/4/24
<b>Issuing Authority:</b> Chief Probation Officer	

### 222.1 PURPOSE:

To establish guidelines for the reassignment/transfer of Probation Officers (POs) and Supervising Probation Officers (SPOs).

### 222.2 DEFINITIONS:

Administrative Reassignment/Transfer: The involuntary reassignment/transfer of an officer at the discretion of Administration.

Voluntary Reassignment/Transfer: A reassignment/transfer done at an officer's request.

Time in Position (TIP) Report: A report generated by Payroll reflecting an officer's time in their position. For transfer purposes, TIP for POI/POIIs will not begin until their probationary period has been successfully completed.

Probation Training System/Officer Preference List: A database that manages an employee's training history and assignment preferences.

Division Director (DD) Facilitator: An assigned DD who assists the SPO Facilitator and SPO group with the transfer process.

Supervising Probation Officer (SPO) Facilitator: An SPO selected by the DD and SPO group who is responsible for leading the transfer meeting and ensuring adherence to the transfer process. This position is held for one (1) calendar year.

Supervising Probation Officer (SPO) Co-Facilitator: The SPO Co-Facilitator assists the SPO Facilitator with the transfer process, serves as the SPO Facilitator in absence of the primary SPO facilitator, and is responsible for assuming the role of SPO Facilitator once the current SPO facilitator's term has ended. This position is held for one (1) calendar year.

Transaction Memo: A document submitted to Payroll used to process changes for an employee when there is a modification in unit assignment, position number, supervisor, caseload, call sign, work phone number, etc.

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#### **222.3 GUIDELINES:**

- A. The Chief Probation Officer or designee reserves the right to reassign officers to accommodate Department needs regardless of an employee's Time in Position (TIP) and/or an officer's preferences.
- B. The needs of the Department supersede all preferences and requests. Transfers will be made to meet the needs of the Department.
- C. SPOs/DDs should consider the following when conducting transfers:
  - 1. The balance between unit, bureau, and department needs.
  - 2. Succession planning.
  - 3. Basic unit operations.
  - 4. Employee professional growth.
- D. The Department will make a reasonable effort to ensure reassignments to requested geographic locations with consideration of Department needs.
- E. An employee's experience, specialized training, and skill development may be contributing factors when considering an officer for transfer.
- F. Newly hired officers should be assigned to positions that do not require extensive experience or knowledge.

#### **222.4 REASSIGNMENT/TRANSFER PROCESS:**

- A. The Selection Process Groups (Attachment A) govern the order in which vacancies may be filled.
- B. The order of priority within each of the separate Selection Process Groups will be determined by the facilitators based on the following criteria:
  - 1. The number of vacancies.
  - 2. How long a position has been vacant.
  - 3. Extenuating factors which may affect reassignment/transfer.
- C. SPOs may consider the TIP Report and Officer Preference List.
  - 1. Efforts will be made to place officers in one of their nine (9) preferences.
- D. Officers will be considered for transfer based on the following:
  - 1. Officers with two (2) years TIP may be transferred if:
    - (a) They are requesting a transfer.
    - (b) An SPO selects that staff.
    - (c) A Departmental need is present.
  - 2. Officers with over four (4) years TIP may be transferred if:
    - (a) They are requesting a transfer.
    - (b) An officer with two (2) years TIP is requesting assignment to that position.

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- (c) An SPO selects that staff.
- (d) A Departmental need is present.
- E. Officers assigned to any of the positions in the Administrative Decisions/Transfers list shall not be transferred without the Chief Probation Officer (CPO) or the Assistant Chief Probation Officer (ACPO) approval.
- F. The SPO Facilitator will determine if further rounds of transfer are needed.

#### **222.5 RESPONSIBILITIES:**

- I. SPO Facilitator/Co-Facilitator:
  - A. Facilitate POI/II/III transfer meetings.
  - B. After a transfer meeting is complete:
    - 1. Make any required corrections to the transaction memos.
    - 2. Ensure the transaction memos are completed and submitted to the DD Facilitator.
- II. Probation Officers (POI/II/III):
  - A. Update assignment preferences as desired.
  - B. Choose up to nine (9) preferences from the Officer Preference List.
- III. Supervisors (SPOs):
  - A. Cooperate with requests made by the SPO Facilitator and/or the DD Facilitator (e.g. confirm an employee's position number or physical location, comply with timelines to report information, etc.).
  - B. Ensure the information submitted throughout the process is accurate.
  - C. After a transfer meeting, the assigned SPO will contact their staff and provide the following information:
    - 1. Effective transfer date.
    - 2. Assignment information.
    - 3. Advise staff the transfer is pending Administrative approval and is subject to change.
    - 4. Shall not disclose to any subordinate, confidential personnel information and/or information regarding the decision making process, which was discussed during the transfer meeting.
- IV. Division Director (DDI/II):
  - A. PO I/II/III Transfers:
    - 1. Serve as liaison between Administration and the SPO Facilitator.
    - 2. Attend POI/II/III transfer meetings.

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3. Review the transaction memo and forward it to all DCPOs and DDs for review.
  4. Notify the SPO Facilitator once the CPO or their designee has approved the transfers.
- B. SPO Transfers:
1. Facilitate SPO transfer meetings.
  2. Present decisions to Administration regarding SPO assignments.

#### **222.6 ATTACHMENTS:**

See [attachment: Reassignment Transfer of PO and SPO\\_Attachment A-Selection Process Groups \(Lexipol 12-4-24\).pdf](#)

## Attachments

# **Reassignment Transfer of PO and SPO\_Attachment A-Selection Process Groups (Lexipol 12-4-24).pdf**

## Selection Process Groups

### Group A

Specialized
CASE/GRACE
CITA
Court Officers*
Domestic Violence
Drug Court
DUI
External Affairs
HOPE/CARE
MET
Placement
Re-Entry (ARISE/DJJ) Supervision
Sex Offender (Adult/Juvenile)
School PO

\* Officers assigned to court full time (Juvenile Court officers, Mental Health, Drug, and Veterans Court, etc.)

### Group B

Offsite Duty Requirements
CST
Detention Liaison Officers
Juvenile Day Reporting Center
K9
Transfer Unit (1203.9/ISC)
Transportation
YAB

### Group C

Essential Assignments
Adult Case Management
Adult DRC Liaison
Adult Field Operations
Adult Homeless Unit
Adult Investigations
Adult Mental Health Diversion
ILP
INFO
Intake
Juvenile Field Supervision Unit
Juvenile HAP (pre-supervision services)
Juvenile Investigations
Mental Health
Orientation and Assessment
Out of County Supervision
Pre-Trial Assessment/Monitoring Unit
Wraparound

### Group D

All Others

\* All positions are listed alphabetically in their groups.

Administrative Decisions/Transfers
CIU
PIO
Policies & Procedures
Professional Standards
Range Master/ Assistant Range Master
Research
Safety and Emergency Operations
Training