

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Reassignment/Transfer of Probation Officers and Supervising Probation Officers

Authority:

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Purpose:

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

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/POIs 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.

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.
 - c. An SPO selects that staff.
 - d. A Departmental need is present.
- E. Officers assigned to the following positions shall not be transferred without the Chief Probation Officer (CPO) or the Assistant Chief Probation Officer's (ACPO) approval:
 - 1. Criminal Intelligence Unit (CIU)
 - 2. Compliance Ombudsman
 - 3. Professional Standards
 - 4. Range Master/Assistant Range Master
 - 5. External Affairs
 - 6. Policy and Procedure
- F. The SPO Facilitator will determine if further rounds of transfer are needed.

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.
 - 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.


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.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Issued by:



Tracy Reece, Chief Probation Officer

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Attachment A – Selection Process Groups

Selection Process Groups

Group A

Administrative Decisions/Transfers
CIU
Compliance Ombudsman
External Affairs
K9
Policies & Procedures
Professional Standards
Range Master/ Assistant Range Master
Research
Training

Group B

Court Officers*
Domestic Violence
DUI
HOPE/CARE
ILP/Wraparound
MET
Out of County Supervision
Pre-Trial Unit
Sex Offender (Adult/Juvenile)

Group C

Adult Homeless Unit
INFO
Mental Health
School PO

Group D

Adult Community Supervision Unit
ARISE
Juvenile Supervision Unit
Placement
Transportation

Group E

Adult Mental Health Diversion
CASE
CITA/Drug Court
CST/ YAB
Day Reporting Center
Detention Liaison Officers
GRACE
Intake
Juvenile HAP (pre-supervision services)
Orientation and Assessment
Transfer Unit (1203.9/ISC)

Group F

Adult General Supervision (Low)
Adult Investigations
Juvenile Investigations
All Others

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

*All positions are listed alphabetically in their groups.