

**REQUESTING REASSIGNMENT OF DEPUTIZED STAFF
(DPO SERIES AND SPO)**

AUTHORITY: Department Policy

RESCINDS: Procedure Manual Item 1-3-201, dated 02/27/12 (Major Revision)

FORMS: DPO/Sr. DPO/SPO Seniority List

PURPOSE: To standardize procedures for reassignment of Deputy Probation Officers (DPOs), Senior Deputy Probation Officers (Sr. DPOs), and Supervising Probation Officers (SPOs).

I. GENERAL INFORMATION

A. Criteria for Staff Reassignment

1. Staff work assignments are made to meet the operational needs of the Department. The Department will make every effort to honor assignment preference requests when filling vacant assignments. The assignment preference of the employee is considered but not guaranteed. Staff are expected to accept the assignment/reassignment with professional demeanor and to perform all assigned tasks according to performance standards.
2. The primary consideration when reassigning a DPO, Sr. DPO, or SPO requesting a transfer will be the start date in their current classification (also known as time in grade). If two or more staff have the same start date in their current classification, tie breakers will be based on the following:
 - a. County service hours
 - b. County employee ID number (lower numbers have higher seniority).
3. The seniority list (name and ranking number only) for each of the three classifications is available on Prob-net. Staff with the same time and grade will be identified on the list.
4. Staff with documented performance issues with the preceding 12 months shall not be considered for transfer unless specifically approved by their respective chain of command.
5. Certain assignments throughout the department require special skills (e.g. bilingual, public speaking, demonstrated writing skills, etc.). When a rotational opportunity requires special skills, staff members interested in transferring to that assignment may be required to submit a memo outlining their special skills with their assignment preference form (APF). When

additional information is required, the rotational opportunity will state that additional information is required.

6. Staff who have requested reassignment to a position subsequently filled by another person or staff who have not requested reassignment and are reassigned, may request and will receive feedback from their supervisor regarding that selection process. Staff may seek and will receive additional feedback from their Division Director (DD).
7. Probationary employees benefit from consistent training and therefore will generally not be reassigned without Chief Deputy Probation Officer (CDPO) approval.
8. Prior to a major deployment of a Basic Probation Officer Core (BPOC) Academy or when a new program is initiated or when other anticipated assignment vacancies are known, an e-mail will be sent to all applicable staff to inform them of anticipated vacant assignments at least seven calendar days prior to filling the vacancy.
9. During a major deployment of a BPOC Academy and after posted anticipated vacant assignments are filled, any subsequent vacancies that are created will be filled by using assignment preference forms (APF) on file.
10. Information regarding employee assignment preference will be maintained in the office of the CDPO, Adult Operation Bureau (AOB).

B. Reassignment Requests/Statements of Preference

1. Each DPO/SR. DPO/SPO is expected to update his/her Assignment Preference at least annually, immediately following any change in assignment, promotion, position reclassification, return from Leave of Absence or change in position status. The employee should update his/her Assignment Preference whenever the employee wishes to be considered for reassignment or desires to change a previously expressed assignment preference.
2. Copies of all APFs are maintained by the Bureau Secretary assigned to the AOB CDPO.
3. Requests for reassignment by DPO/SPO will be submitted via the automated APF application found in the Employee Management System (EMS) on Probnat.

II. PROCEDURE

A. Deputy Probation Officer/Supervising Probation Officer

1. The employee completes a DPO/SPO APF in EMS via the "Home" tab on Probnat.
2. Some fields on the automated APF will be auto populated and cannot be edited by the requester, as listed below:

- A. Name
- B. Date
- C. Present Location
- D. Present Assignment
- E. Present Classification
- F. Date started at current classification

- 3. The employee must fill out the required fields and select the supervisor name from the drop-down list prior to submission. The supervisor name will be displayed by default. If the immediate supervisor is not available, an option to select another supervisor is provided.
- 4. The employee will be able to select from one to three assignment choices.
- 5. Do not list the present assignment as one of your choices.

B. Supervisor/ Assistant Division Director (ADD)/ Division Director (DD) and Chief Deputy Probation Officer Review

- 1. The supervisor will be able to review the APF once he/she receives the form from his/her subordinate for completeness, accuracy and to add any comments.
- 2. The supervisor must submit the form to the ADD after his/her review. If the ADD is unavailable, the form can be submitted to the DD.
- 3. The ADD must submit the form to the DD after his/her review. If the DD is unavailable to make the final review, a "Final Review" check box is available on the ADD Review page.
- 4. Once the DD reviews the form, it is then routed to the Admin (AOB Secretary) for further processing, pending final/confirmed approval from management to identify which staff are interested in filling existing or planned vacancies as set forth in Section I. A.1. and A.2. The DD will coordinate planned reassignments with each DD involved and obtain approval from all respective CDPOs.
- 5. Bureau Secretary assigned to AOB retains a printed copy for the AOB and Juvenile Operations Bureau (JOB) CDPOs' records.

C. Notification of Reassignment to Employee

- 1. Every effort will be made to give notice to an employee being reassigned via line supervisor before information is shared with other staff.
- 2. "Sending" Director
 - a. Advises employee's supervisor when the reassignment will be effective.
 - b. Indicates when the employee is expected to assume new duties.

- c. Informs the supervisor of the reasons for change of assignment (to be shared with employee).
 - d. Instructs the supervisor when the employee is to be notified of the reassignment.
3. "Receiving" Director
- a. Confirms that the employee being assigned to the Division has been notified of the reassignment.
 - b. Notifies the receiving supervisor of the employee's reassignment and date of anticipated arrival.
4. Both "sending" and "receiving" DDs will confirm with the CPDO of AOB once staff have been notified.
5. All approved reassignments will be sent out to all users via an email notification from the CDPO of AOB.

REFERENCES:

Procedures:	1-3-205	Separation Through Termination, Resignation, Retirement, or Transfer
	1-3-206	Reporting Personnel Changes
	1-3-207	Inter-Department Transfer Request
Policy:	C-5	Work Assignments

M. Redwood

APPROVED BY: