

**REASSIGNMENT OF DEPUTIZED STAFF TO A NEW FACILITY
OR SHIFT (DPCO I/DPCO II/SR. PCO/SPCO)**

AUTHORITY: Administrative Directive
Department Policy

RESCINDS: Procedure Manual Item 3-1-020, dated **10/01/2024**

FORMS: Assignment Preference Form (F057-6027.13)
Transfer Request Form (F057-6060)

PURPOSE: To establish a procedure regarding the assignment of Senior Probation Correctional Officers (Sr. PCO), Deputy Probation Correctional Officers II (DPCO II), Deputy Probation Correctional Officers I (DPCO I), and Supervising Probation Correctional Officer (SPCO) staff to a shift within the assigned facility and transfer between facilities. To assist employees in establishing and maintaining their preferences on record for Management to consider.

I. GENERAL INFORMATION

A. Criteria for Staff Assignments and Reassignments

1. Staff work assignments and reassignments are made to meet the operational needs of the Department.
2. Management makes staff assignments and reassignments with consideration of the employee's expressed preference.
3. Management determines the need for assignment/reassignment to or between the facilities based on each of the following:
 - a. **The primary consideration when reassigning a SPCO requesting a transfer will be the start date in their current classification (also known as time in grade).** Seniority will be the primary consideration for **Sr. PCO, DPCO II, and DPCO I** (with the exception of those positions noted in Section 1.B) as described below:
 - 1) Total sworn service hours with the Orange County Probation Department in a regular or limited-term position.
 - 2) Start Date (date of hire) with Orange County as a regular or limited term position
 - 3) County Employee ID Number (lower numbers have higher seniority).
 - b. The need to assign/reassign staff based upon an increase or decrease in workload or detained population.

- c. The number of existing vacancies and the need to fill a vacancy to reduce overtime expenditures and/or to comply with the California Code of Regulations and Title 15 mandates.
 - d. The need to develop the employee's skills or cross-train the employee in order to affect the continuous safety, security, and control of a unit, dorm, or facility.
 - 4. Prior to staff deployment, announcements regarding open shifts will be posted on ProbNet as they become available for a minimum of 5 (five) calendar days. If appropriate, these announcements will include any special operational need i.e. safety needs based on health and physical requirements, bilingual requirements, and gender requirements.
 - 5. An employee's Assignment Preference Request or Facility Transfer Request will not be denied as a form of discipline.
- B. Positions Requiring existing Skills, Experience, Training, Knowledge, and/or Special Skills
- 1. Certain assignments throughout the department require the assigned DPCO/SPCO to possess existing skills, experience, training and/or knowledge. Transfers to these identified positions will not be based solely on seniority. Transfer decisions to these identified assignments will be made by the Chief Probation Officer (CPO), or designee based on the information received during the selection process outlined in Section I.B.3. below.
 - 2. Identified assignments requiring existing skills, experience, training, knowledge and/or special skills include the following:
 - a. College Occupational Program (DPCO)
 - b. Construction (SPCO)
 - c. Program / Training (SPCO)
 - d. Transitional Care Coordinator (DPCO/SPCO)
 - 3. When a rotational opportunity requires existing skills, experience, training, knowledge and/or special skills, the rotational opportunity will identify the assignment as such. The rotational opportunity bulletin will clearly specify what additional information, or steps will be required from a staff member pursuing transfer to the assignment. The staff member will be required to submit an Assignment Preference Form (APF) along with any required written information. The additional information or steps required could include any one or combination of the following:
 - a. A memo outlining relevant skills, experience, training, or knowledge.
 - b. Examples of relevant work (e.g., Special Incident Reports that demonstrate writing ability).

- c. An interview designed to illicit information directly related to the assignment.

4. Selection Process

The CPO, or designee, will complete the following steps:

- a. Review the APF for all candidates.
- b. Review the written material requested to be submitted with the APF (e.g., memo outlining relevant skills, experience, training, or knowledge, examples of relevant work, etc.)
- c. Review the candidates most recent performance evaluation.
- d. Review the results of interview (if applicable)
- e. In the event candidates are rated equally, time in grade seniority will be considered in the final selection process.

- 5. Staff who have requested reassignment to a position but not selected to fill the position based on existing skills, experience, training, and knowledge may request and receive feedback regarding the selection process from their respective CDPO.

C. Assignment Requests/Statements of Preference

- 1. An employee must submit an Assignment Preference Form (for reassignment within the current location) or a Facility Transfer Request (for reassignment to another location), whenever the employee wishes to be considered for reassignment or desires to change a previously expressed assignment preference.

II. PROCEDURE

A. The employee completes the Assignment Preference Request or Facility Transfer Request.

- 1. Use black or blue ink.
- 2. Do not list the present assignment as one of your choices.
- 3. Refer to the forms on ProbNet for ASSIGNMENT PREFERENCE FORM and/or TRANSFER REQUEST FORM.
- 4. Obtain immediate supervisor signature.
- 5. Date stamp form and place in deployment ADD mailbox or scan/email to deployment ADD.

B. Process for filling a vacant shift

1. The ADD (when possible, with input from the current and receiving unit supervisors), will consider for deployment all employees on record noting a preference for a particular opening.
2. Staff who transfer between facilities will be selected for a vacant shift based on the criteria set forth in A 1-3 of this PMI.
3. Staff who are selected to transfer to another location to fill a vacant shift will be required to remain at that location for a minimum of six months in order to ensure the integrity of the programs offered at each location.
4. If no staff has listed the vacant shift under consideration at deployment, the ADD will assign the shift to the floater at that location who has been floating the longest, taking into account the factors listed previously under I.A.3 (seven days advance notice will be given when practicable).

Regular floater status is not a permanent assignment. Staff members on the floater list are utilized to cover shifts that are vacant due to unanticipated absences, vacations, and leaves of absence. Generally, the staff is placed on the floater list upon promotion to DPCO II, return from an LOA that exceeds 120 days, or the closing of a unit or facility.

5. Staff displaced when a previously existing shift is closed will be given seven days advance notice of the proposed closing when practicable. Also, within this context:
 - a. Displaced staff may apply for reassignment in the same manner as those applying for vacant or newly created shifts and will be selected in the same manner.
 - b. Displaced staff who cannot be placed in regular shifts will be assigned a shift with fixed hours and two consecutive days off until a regular vacancy becomes available (seven days advance notice of impending shift change will be given when practicable).
 - c. If a previously closed shift is reopened within 90 calendar days (i.e., by reopening a closed unit), the staff members displaced by its closure will be replaced in that shift if they so desire.
6. When a regular status employee is absent from their work assignment for 120 consecutive calendar days or less, their shift will be made re-available to them upon return to work (assuming there are no work restrictions).
7. When a regular status employee has been absent from their work assignment for more than 120 consecutive calendar days, they will lose their permanent shift. Upon return to work, they may request to be assigned to a similar shift pattern (days off and hours) for the first 30 days (assuming there are no work restrictions). After 30 days, they will be assigned as a Regular Floater.

C. Notification of Reassignment to Employee

1. Every effort will be made to give notice to an employee being reassigned before the information is shared with other staff.
2. In all instances of assignment, reassignment, or failing to receive a requested assignment, staff are expected to:
 - a. Accept assignment/reassignment with a professional demeanor.
 - b. Perform all assigned tasks according to performance standards.
3. The Office Supervisor at JH will submit an EMS request to update staff's new assignment in rDirectory.
4. Once the newly assigned SPCO receives email confirmation that updates have been completed in rDirectory, they will submit a request to update their new direct report(s) through the Supervisor ID ESS module. (A step-by-step instruction guide is available in ProbNet).

REFERENCES:

Procedures:	1-3-201	Reassignment of Deputized Staff (DPO Series and SPO)
	1-3-202	Requesting Reassignment
	1-3-205	Separation Through Termination, Resignation, Retirement, or Transfer
	1-3-206	Reporting Personnel Change
Policies:	C-5	Work Assignment

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APPROVED BY: