

REASSIGNMENT OF SUPERVISING JUVENILE CORRECTIONAL OFFICERS

AUTHORITY: Department Policy

RESCINDS: Procedure Manual Item 3-1-204, dated 11/20/14

FORMS: [Supervising Juvenile Correctional Officer Assignment Preference Form](#)
[Supervising Juvenile Correctional Officer Assignments](#)

PURPOSE: To standardize procedures for reassignment of Supervising Juvenile Correctional Officers

I. GENERAL INFORMATION

A. Criteria for Supervising Juvenile Correctional Officer (SJCO) Reassignment

1. SJCOs' 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.
2. County service hours and assignment preference will be the primary consideration when reassigning SJCOs who are requesting transfer. Other considerations may include one or more of the following:
 - a. Mandated workload coverage
 - b. Special skills or ability of employee
 - c. Safety, health and physical ability limitation
 - d. Stability of service delivery
 - e. Availability of staff
3. SJCOs who have requested reassignment to a position subsequently filled with 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. SJCOs may seek and will receive additional feedback from their Division Director.
4. Probationary employees benefit from consistent training and therefore will generally not be reassigned without Chief Deputy Probation Officer (CDPO) approval.
5. When anticipated assignment vacancies are known, a rotational opportunity e-mail will be sent to all SJCOs to inform them of anticipated vacant assignments at least seven calendar days prior to filling the vacancy.

6. After posted anticipated vacant assignments are filled, any subsequent vacancies that are created will be filled by using assignment preference forms on file.

B. Reassignment Requests/Statements of Preference

1. Each SJCO is expected to update his/her Assignment Preference (F0502-6350AF) at least annually and immediately following any change in assignment, promotion, position reclassification, return from Leave of Absence or change in position status.
2. Each SJCO may update their Assignment Preference Form at any time.
3. Copies of all Assignment Preference Forms are maintained by the CDPO, Juvenile **Facilities Bureau**.
4. Requests for reassignment will be forwarded to the **secretary for the CDPO of Juvenile Facilities Bureau** within seven days of submission by the SJCO or prior to the deadline date outlined in the rotational opportunity email.

II. PROCEDURE

A. CDPO

1. Reviews Assignment Preference forms to identify which staff are interested in filling existing or planned vacancies, as set forth in Section A.1. and A.2.
2. Coordinates planned reassignment with each Division Director involved.

B. Notification of Reassignment to Employee

1. Every effort will be made to give notice to the SJCO being reassigned via supervisor before information is shared with other staff.
2. "Sending" Director
 - a. Advises SJCO's supervisor when the reassignment will be effective.
 - b. Indicates when the SJCO is expected to assume new assignment.
 - c. Informs the supervisor of the reasons for change of assignment (to be shared with SJCO).
 - d. Instructs the supervisor when the SJCO is to be notified of the reassignment.
3. "Receiving" Director
 - a. Confirms that the SJCO being assigned to the Division has been notified of the reassignment.

- b. Notifies the receiving supervisor of the SJCO's reassignment and date of anticipated arrival.

C. Notification of Reassignment

- 1. The "receiving" division designee submits a **change request in the Employee Management System (EMS) at least two weeks prior to the effective date.**
- 2. To the extent possible, the date of reassignment should correspond with the commencement of a pay period.
- 3. **The "receiving" division designee updates the staff directory (rDirectory) after the EMS request has been approved by budget staff.**

REFERENCES:

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

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APPROVED BY: