

Reassignment/Transfer of Probation Officers and Supervising Probation Officers

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Issuing Authority: Chief Probation Officer	

222.1 PURPOSE:

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

222.2 DEFINITIONS:

Administrative Reassignment/Transfer: An involuntary reassignment or transfer at the discretion of Administration.

Bumping: The process by which an officer transfers into a position occupied by an existing officer who is not requesting a transfer and has been in the position for 4+ years (Attachment C).

Division Director (DD) Facilitator: A DD selected by the DD group who is responsible for leading the transfer meeting and ensuring adherence to the transfer process.

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

Deputy Chief (DCPO) Liaison: An assigned Deputy Chief who assists the Division Director Facilitator and the Division Director group with the transfer process.

Must be Placed: A list of officers who are required to transfer to another position for various reasons (e.g., administrative moves, loss of position, or being bumped from prior position, etc.).

Supervising Probation Officer (SPO) Facilitator: An SPO selected by the 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-Facilitators: Assist the SPO Facilitator with the transfer process and serve as the SPO Facilitator in the absence of the primary SPO Facilitator.

Probation Training System/Officer Preference List: A database used to track an officer's training history and assignment preferences.

Time in Position: The continuous length of service in a specific allocated position number. TIP for POI/POILs will not begin until the officer has successfully completed their probationary period as either a POI or POIL.

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Time in Position (TIP) Report: A report generated by Payroll reflecting an officer's time in their position number.

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

Vacancy Trigger Point: The maximum number of vacancies a unit may have, and once reached, cannot hold additional vacancies. The trigger point is based on the number of assigned probation officer positions in a unit (Attachment B).

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

222.3 GUIDELINES:

- A. The Chief Probation Officer or designee reserves the right to reassign officers to accommodate Department needs regardless of an officer'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 Department's operational needs.
- C. The Department will make a reasonable effort to ensure reassignments to requested geographic locations with consideration of Department needs.
- D. All transfer decisions remain subject to final review and approval by the Chief Probation Officer (CPO) or designee.

222.4 REASSIGNMENT/TRANSFER PROCESS OF PROBATION OFFICERS (POI/III/III):

- A. The Selection Process Groups (Attachment A) govern the order in which vacancies will 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. The length of time a position has been vacant.
 - 3. Extenuating factors that may affect reassignment/transfer.
- C. SPOs may consider the TIP Report and the 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 of TIP may be considered for transfer if:
 - (a) They are requesting a transfer.
 - (b) An SPO selects that officer.
 - (c) Departmental need is present.

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2. Officers with over four (4) years of TIP may be considered for transfer if:
 - (a) They are requesting a transfer.
 - (b) An officer with two (2) years of TIP is requesting assignment to that position (bump).
 - (c) An SPO selects that officer.
 - (d) 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. Officers with more than four (4) years of TIP who have requested a transfer at two (2) consecutive transfer meetings and were not selected for transfer at either meeting may, upon the officer's request, be placed on the "Must Be Placed" list for the next transfer meeting.
- G. The SPO Facilitator will determine if further rounds of transfer are needed.
- H. The officer's experience, specialized training, and skill development may be contributing factors when considering an officer for transfer.
- I. Newly hired officers should be assigned to positions that do not require extensive experience and/or independence/autonomy.

222.5 RESPONSIBILITIES:

- I. Probation Officers (POI/II/III):
 - A. Update assignment preferences as desired.
 - B. Choose nine (9) preferences from the Officer Preference List.
- II. Supervisors (SPOs):
 - A. POI/II/III Transfers:
 1. Cooperate with requests made by the SPO Facilitator and/or the DD Facilitator Liaison (e.g., confirm an officer's position number or physical location, comply with timelines to report information, etc.).
 2. Ensure the information submitted throughout the process is accurate.
 3. Consider the following when conducting transfers:
 - (a) The balance between unit, bureau, and department needs.
 - (b) Succession planning.
 - (c) Basic unit operations.
 - (d) Officer professional growth.
 4. After the transfer meeting, the assigned SPO will contact the officer and provide the following information:

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- (a) Effective transfer date.
 - (b) Assignment information.
 - (c) Advise the officer that the transfer is pending Administrative approval and is subject to change.
 - (d) Shall not disclose confidential personnel information or details of the decision-making process discussed during the transfer meeting to any subordinate.
- B. SPO Transfers:
 - 1. Update assignment preferences as desired.
 - 2. Choose nine (9) preferences from the Officer Preference List.
- III. 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.
- IV. Division Directors (DDI/II):
 - A. May request the transfer of an officer based on departmental needs by submitting a written transfer request, including justification, through their chain of command. If the request is approved, the officer will be placed on the "must be placed" list.
 - B. SPO Transfers:
 - 1. Cooperate with requests made by the DD Facilitator and/or the DCPO Facilitator (e.g., confirm an officer's position number or physical location, comply with timelines to report information, etc.).
 - 2. Ensure the information submitted throughout the process is accurate.
 - 3. Consider the following when conducting transfers:
 - (a) The balance between bureau and department needs.
 - (b) Succession planning.
 - (c) Basic division operations.
 - (d) Officer professional growth.
 - 4. After the transfer meeting, the assigned DD will contact the officer and provide the following information:
 - (a) Effective transfer date.
 - (b) Assignment information.

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- (c) Advise the officer that the transfer is pending Administrative approval and is subject to change.
 - (d) Shall not disclose confidential personnel information or details of the decision-making process discussed during the transfer meeting to any subordinate.
- V. Division Director Liaison (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.
- VI. Division Director Facilitator (DDI/II):
 - A. SPO Transfers:
 - 1. Facilitate SPO transfer meetings.
 - 2. Present decisions to the Administration regarding SPO assignments.
- VII. Deputy Chief Liaison (DCPO):
 - A. SPO Transfers:
 - 1. Serve as liaison between Administration and the DD Facilitator.
 - 2. Attend SPO transfer meetings.
 - 3. Review the transaction memo and forward it to all the DCPOs for review.
 - 4. Notify the DD Facilitator once the CPO or their designee has approved the transfers.

222.6 ATTACHMENTS:

See [attachment: Reassignment Transfer of PO and SPO_Attachment A-Selection Process Groups_Attachment B-Vacancy Trigger Point_Attachment C-Bumping Rules.pdf](#)

Attachments

Reassignment Transfer of PO and SPO_Attachment A-Selection Process Groups_Attachment B-Vacancy Trigger Point_Attachment C-Bumping Rules.pdf

Selection Process Groups

Group A

CASE/GRACE
CITA
Domestic Violence
Drug Court
DUI
HOPE/CARE
Placement
Re-Entry (ARISE/DJJ) Supervision
Sex Offender (Adult/Juvenile)
School PO
Specialty Courts*

* Officers assigned to Mental Health, Drug, and Veterans Courts.

Group B

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

Group C

Adult Case Management
Adult DRC Liaison
Adult Field Operations
Adult General Supervision
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.

Backgrounds
CUI
Juvenile Court Officers
K9
PIO/External Affairs
Policies & Procedures
Professional Standards
Range Master/ Assistant Range Master
Research
Safety and Emergency Operations
Training



Vacancy Trigger Point

# of assigned PO positions	# of vacant
3	1
4	1
5	2
6	2
7	2
8	3
9	3
10	3
11	4
12	4

*Example: For a unit with three (3) assigned PO positions, the vacancy trigger point is one (1) vacancy.



Bumping Rules

Pre-Harper Placement

1. Dedicated Placement Round

- Probation Officers (POs) in the Pre-Harper category will participate in a dedicated placement round.
- Pre-Harper officers shall not be placed on the Must Be Placed list.
- Pre-Harper placements must be completed before placement begins for Groups A–D (Attachment A).

2. Bumping Restrictions

- If a Pre-Harper PO is bumped, one of the following actions must occur:
 - The PO is placed into an unarmed vacancy, or
 - The PO bumps a 4+ year PO assigned to an unarmed position, including but not limited to:
 - Investigations
 - Pre-Trial Assessment
 - School Liaison
 - Intake

3. Unarmed Vacancies

- All unarmed vacancies will be **identified in advance** of the placement meeting.

Groups A–D Placement

1. Eligibility to Bump

- Probation Officers in the 2+ years or 4+ years list may bump a 4+ year PO.

2. Conditions to Exercise Bumping Privileges

- To exercise bumping privileges, officers must either:
 - Select “Yes” when requesting a transfer, or
 - Be placed on the Must Be Placed list by the administration.

3. Supervisor Authority

- The receiving supervisor retains primary authority to accept or deny a bump.
- If a formal objection is raised, the matter will be presented for a vote for resolution.

4. Post-Bump Status

- Any officer who is bumped shall be added to the Must Be Placed list.