

## Probation Corrections Officers Rovers

### 523.1 PURPOSE:

To establish guidelines for the assignment of Probation Corrections Officer Rovers (PCO Rovers).

### 523.2 DEFINITIONS:

PCO Rover: A PCO who is not assigned to a specific facility and can be assigned to work any facility.

PCO Rover Assignment Preference Form: A form which allows PCO Rovers to indicate which facility and/or shift (1st or 2nd) they prefer.

PCO Rover Assignment Preference List: A list of PCO Rovers compiled using the PCO Rover Assignment Preference Form.

Master PCO Rover List: A confidential list of PCO Rovers based on their county seniority and is maintained and regularly updated by Staffing.

### 523.3 GUIDELINES:

- A. PCO Rover status does not affect their PCO classification and is an exception to the Standard Tour of Duty for PCOs.

### 523.3 RESPONSIBILITIES:

- I. PCO Rover Shall:
  - A. Work at any facility as assigned.
  - B. Work both set and/or rotating schedules depending on the needs of the Department.
  - C. Report to the assigned location as instructed by Staffing and/or the Watch Commander. The notification of location assignment can be either verbal or written and could be made two (2) hours prior to shift start. The Standard Tour of Duty Article in the MOU will continue to govern how employees are notified of other proposed changes or modifications.
  - D. Ensure an eight (8) hour break between shifts unless held over or volunteers to work overtime.
  - E. Not work more than sixteen (16) consecutive hours.
  - F. Complete and submit a PCO Rover Assignment Preference Form by the specified date. Although permitted to indicate a preferred work site, it is not a guarantee; all assignments will be based on the needs and operations of the Department.
  - G. Provide Staffing an updated Personal Information/Emergency Contact form whenever there is a change and/or every six (6) months, or as requested.

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#### II. Staffing Shall:

- A. Distribute a new PCO Rover Assignment Preference Form every six (6) months.
- B. Maintain and update the PCO Rover assignment preference list.
- C. Assign PCO Rovers to facilities based on the preference form whenever possible.
- D. Provide a minimum of two (2) hour notice when there is a schedule/assignment change.
- E. Ensure PCO Rovers are provided an eight (8) hour break between shifts, unless the PCO is held over or volunteers to work overtime.
- F. Ensure that PCO Rovers do not work more than sixteen (16) consecutive hours.
- G. Provide the Watch Commanders at each facility with the daily schedule for their facility.
- H. Provide PCO Rovers with a schedule that identifies regular days off.

#### III. Staffing Supervisor Shall:

- A. Track regular (Non-Rover) PCO positions in order to transfer PCO Rovers into Non-Rover PCO positions, based on seniority, when vacancies occur.
- B. Provide the appropriate Division Director with the Master PCO Rover List.
- C. Maintain a master list of PCOs and PCO Rover positions.

#### IV. Watch Commander (WC) Shall:

- A. Notify Staffing when there is a call off/no show to work, or when any unanticipated vacancies or absences occur.
- B. Review the daily schedule and notify Staffing of any necessary changes in a timely manner to ensure adequate coverage of the facility.
- C. Provide final approval of the daily schedule.

#### V. Probation Corrections Supervisor I (PCS I) Shall:

- A. Monitor and approve all EMACS requests and ensure accurate time and attendance.
- B. Meet bi-weekly with each PCO Rover under their direct supervision.
- C. Meet monthly with a minimum of two (2) on-site Supervisors who have had direct oversight of their assigned PCO Rovers.
- D. Regularly review the PCO Rover's written work and CE entries.
- E. Provide training for PCO Rovers when necessary.
- F. Complete Work Performance Evaluations (WPE) on PCO Rovers with assistance from on-site Supervisors.
- G. Respond to all written emails and telephone calls from the PCO Rovers in a timely manner.

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- VI. Probation Operations Support Manager Shall:
  - A. Provide oversight of Staffing.
  - B. Ensure compliance with applicable policies and procedures.
  - C. Ensure the proper transfer of PCO Rovers to Non-Rover PCO positions when vacancies occur.