3-02/010.30 - Transfer - Custody Assistant Personnel

Routine transfers of personnel shall be made effective at the beginning of the workweek--0001 hours on Sunday. Transfer lists will be broadcast sufficiently in advance of the effective date, to allow employees the opportunity to obtain their schedule at the new unit. This will also allow for any rescheduling which may be needed to meet Creditable Service Hours (CSH) requirements.

When other than routine transfers occur, immediate attention should be given to the employee's current work status so that shortages or overages in required CSH will not occur.

The staffing needs of this Department are the first priority in the assignment of personnel. The following policies will serve as guidelines which will be followed to the extent staffing requirements permit.

Exceptions to the provisions of this policy may be granted by the assistant sheriffs, based on Department needs.

Transfer Policy

- The Transfer Preference List shall be based on custody assistants item seniority (includes corrections officer item seniority);
- Transfer requests may be submitted throughout the year, however, will only be updated twice a year (prior to January and July);
- Custody assistants in the Station Jailer Program shall not be considered or transferred to a preferred facility if the transfer is to be filled before their station jailer time commitment is met (all station jailer assignments have a one-year commitment); unless unusual or extenuating circumstances can be demonstrated, a minimum of one year will be served at the new assignment before the next transfer request will be processed;
- When an academy class graduation is pending, transfer deletions will not be accepted if made later than four weeks prior to graduation;
- Administrative transfers do not void an employee’s transfer request that has placed the employee on a seniority transfer list;
- Transfer requests will be used to fill available vacancies in custody division and patrol stations/units. New transfer requests will be processed and supersede current requests on file.