3-02/010.33 - Hardship Transfers - Custody Assistant Personnel

Custody assistants shall outline the specifics of their hardship situation requiring a transfer in a memorandum addressed to the unit commander. After review, the unit commander may resolve the situation or forward the memorandum with recommendations to the division chief or division director for review and solution. The division chief or division director shall review each situation and make every effort to assist the employee to resolve the hardship, consistent with the needs of the Department. Those resolved within the division will be forwarded to Personnel Administration Bureau when transfers are involved.

Hardship cases requiring movement from the custody assistant's division require the approval of an assistant sheriffs and the undersheriff. Personnel Administration Bureau shall be notified of all transfers.