3-02/010.36 - Filing Assignment Preference Requests Security Assistant or Security Officer Personnel

- Transfer requests should be submitted on the Security Assistant or Security Officer Transfer Request form and submitted to their unit for approval, then forwarded to Personnel Administration Bureau;
- Requests for transfer shall be limited to three units, regardless of the number of divisions involved. Order of preference shall be indicated;
- The security officer or security assistant will complete a Preliminary Transfer Request form prior to graduating from the academy. Personnel Administration Bureau will review the request to determine the first unit of assignment, given Department needs;
- Transfer requests will be void once an employee transfers to a requested unit;
- Requests once submitted, may be deleted or updated upon the employee following the procedures established; and
- When a unit commander receives a Security Assistant or Security Officer Transfer Request form, they shall add comments and recommendations, sign the form in the space provided, and forward the original and five copies to the division chief or division director.

The division chief or division director shall approve or disapprove the request, then date and sign the forms. Division headquarters shall retain one copy and forward the original and remaining four copies directly to the chief or division director of the division to which the employee desires to transfer.

The chief or division director of the requested division shall approve or disapprove the request, then date and sign the forms. Division headquarters shall then distribute them in accordance with the instructions on the most recent revision of the Security Assistant or Security Officer Transfer Request form.

Causes for disapproval of transfer may include:

- The security officer or security assistant is currently a subject of an administrative or criminal investigation;
- Physical limitations prevent the security officer or security assistant from working an assignment;
- The security officer or security assistant is currently on an "Improvement Needed" evaluation program;
- Significant and recent disciplinary action has been administered;
- The security officer or security assistant has less than six months in current assignment; and/or
- The security officer or security assistant has a demonstrated poor attendance record.

Employees who wish to withdraw a request shall submit a cancellation request on a Transfer Deletion form. It is imperative that an employee cancel requested units if he does not want to run the risk of an automatic assignment to a unit they no longer desire. Cancellations require the same number of copies and routing procedure as original reports.

In the event no qualified employee requests assignment to a vacant position, the Sheriff or his designee may assign a qualified employee with the lowest item seniority.

When ties exist with the item seniority date in determining an assignment decision, preference shall be given to the employee with the most Department time.

When ties exist between item seniority and Department time, transfer will revert to alpha order.

The Sheriff or his designee may refuse to assign any employee to a vacant position when they determine that such assignment will not be in the best interests of the Sheriff's Department.

All assignment decisions may be appealed to a board of two appropriate Department commanders in charge of personnel. The board's decision shall be final and binding.