3-02/010.37 - Hardship Transfer Requests - Security Assistant/Security Officer

After exhausting all other reasonable alternatives, a security officer or security assistant who believes their circumstances are so unique that they represent a hardship, and a transfer is the only viable resolution, shall forward a memorandum to their unit commander. The memorandum shall contain the specific circumstances posing the hardship and the step(s) the employee has taken to date to resolve the matter.

The unit commander shall review the hardship transfer request memorandum and either (1) resolve the situation, or (2) forward the memorandum with a recommendation to the concerned division chief or division director. The division chief or division director shall personally review each situation individually and make every effort to assist the employee consistent with the needs of the Department.

Intraâ€‘division hardship transfer requests may be approved by the concerned division chief or division director.

Interâ€‘division hardship transfer requests shall be approved by the concerned assistant sheriffs and undersheriff.

In either case, Personnel Administration Bureau shall be notified of all transfers. Copies of all memoranda shall be forwarded to Personnel Administration Bureau for review and disposition.