3-02/010.39 - Transfer - Supervisors

The staffing needs of the Department are the highest priority in the assignment of supervisory personnel. The following will establish guidelines to be followed to the extent manpower requirements permit. Exceptions to the provisions in this policy shall be granted by an assistant sheriffs.

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

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

Transfer Policy

The Supervisor Transfer Preference List shall apply to line positions and be based upon the following:

Sergeants and lieutenants assigned to a custody division who are patrol trained, have completed their time commitment, and desire a transfer to a patrol or a court services assignment shall be required to submit a transfer request designating, in numerical order, their patrol station or court services preferences. Transfers will be based solely on seniority in their current rank.

Lateral transfers of existing non-custody sergeants and lieutenants will also be based on seniority and take place in conjunction with the above transfers.

Once all transfers are identified, any remaining vacancies in a custody division, patrol divisions, and countywide services, including Court Services Division, will be filled from the respective Intent-to-Promote lists. Exceptions to this process will require the approval of the assistant sheriffs.

Absent extenuating circumstances, a minimum of one year shall be served at the new unit of assignment before a subsequent transfer request will be accepted. Administrative transfers do not void a supervisor’s transfer request that has placed the employee on the Supervisor Transfer Preference List.