3-02/010.40 - Administrative Reassignment of Personnel Positions

When any personnel position (filled or vacant) is to be reassigned permanently or for an extended period of time, the reassignment of the position must have the approval of the Sheriff or concerned assistant sheriffs, and the assistant sheriff of Administrative and Professional Standards.

The division's notification on an SH-AD-32A shall contain the following information:

- Name of bureau, facility, or unit to which the position is presently assigned;
- Title of position affected;
- Duties to be performed at new assignment;
- Current duties;
- Unit to which position is reassigned;
- Whether the reassignment is permanent or temporary and estimated duration (if temporary);
- Necessity for the change; and
- Name and employee number of employee (if position is filled) and a statement as to whether or not that employee is to be reassigned with the position.