3-02/040.41 - Administrative Reassignment of Personnel - Loans

Inter-division loans of personnel, or inter-unit loans of deputies to coveted unit assignments, shall be approved by the concerned assistant sheriff and authorized in writing by the assistant sheriff of Administrative and Professional Standards.

All other personnel loans not subject to the provisions outlined above shall be approved in writing by the concerned division chief.

All current or future loans of personnel which are anticipated to extend beyond or have reached thirty calendar days in duration, must be submitted on a Personnel Transaction Request (PTR) and processed in the Electronic Human Resources System (eHR) to reflect the employee *and* personnel position loaned to the receiving unit.