3-01/110.10 Hardship and Significant Burden Transfer

Requests for an intra-divisional transfer due to a personal hardship or significant burden may be submitted at any time during an employee's assignment to Custody Division. Requests shall be submitted to the employee's unit commander on a standard Personnel Transfer Request form (SH-AD-166) for deputy personnel, or a Personnel Transfer Request - Custody Assistants form for custody assistants. A Memorandum (SH-AD-32) of justification shall also be submitted with the transfer request. Approval shall be based upon the individual merits of each employee's request.

Hardship cases are those situations where the employee's current assignment causes an extreme hardship on the concerned individual. Driving distances alone are not considered, nor constitute a hardship. While it is the employee's responsibility to sustain his claim of hardship, final approval rests with the Division Chief. Once final approval has been obtained the transfer shall be implemented as soon as possible.

Significant burden cases are those situations which are more than merely inconvenient to an employee, but are not severe enough to be considered a hardship. The employee is responsible to prove a significant burden, while final approval rests with the Division Chief. Once a significant burden transfer request is approved by the employee's unit commander and the Division Chief, it will be forwarded to Custody Division Headquarters for processing as an intra-divisional transfer.

Significant burden requests will be incorporated into the Department's transfer list during the next re-assignment of Department personnel and academy graduates. They will, however, only be included after all requests for that facility have been cleared from the Seniority Preference Roster, in accordance with intra-divisional seniority transfer policy.