3-01/110.15 Transfer Request Guidelines - Custody Assistant

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

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

The staffing needs of Custody Division are the first priority in the assignment of personnel. Custody assistants shall be assigned to Custody Division as their first assignment. Assignment to a Field Operations Region shall only occur after the custody assistant has successfully completed a minimum of one year in a custody assignment, and has received a competent probationary evaluation before transferring.

Exceptions to the provisions of this policy may be granted by the Assistant Sheriff(s), based on Department needs.

The following shall serve as the guidelines to be followed as personnel staffing requirements permit:

- The transfer preference list shall be based on seniority, (includes corrections officer item seniority)
- A transfer preference list composed of personnel who have submitted approved transfers shall be promulgated prior to January 1st of each year
- Transfers may be submitted at any time, however, the transfer preference list will be updated only twice a year, on January 1st and July 1st
- When an Academy class graduation is pending, transfer deletions will not be accepted if made later than four weeks prior to graduation
- Unless unusual or extenuating circumstances can be demonstrated, a minimum of one year will be served at the new assignment before the next transfer request will be accepted
- Administrative transfers do not void an employee's transfer request that has placed the employee on a seniority transfer list

FILING ASSIGNMENT PREFERENCE REQUEST

Custody Assistants wishing to transfer to a new assignment must submit an original and three copies of the Personnel Transfer Request, Custody Assistants form to their unit commander. Requests for transfer shall be limited to three units, listed in the order of preference. The unit commander shall sign the transfer request and forward the original and all copies to the Division Chief.

The Division Chief shall approve or disapprove the request, then date and sign the forms. Division Headquarters shall forward the transfer request to the unit commander of the unit to which the employee desires to transfer. The unit commander of the requested unit shall approve or disapprove the request and date and sign the forms and return them to Custody Headquarters. The original request is retained by Division Headquarters, and copies are distributed to the employee, the new unit of assignment and to Sheriff's Personnel Bureau.

- The custody assistant is currently a subject of an administrative or criminal investigation
- Physical limitations prevent the custody assistant from working an assignment
- The custody assistant is currently on an “Improvement Needed” evaluation program
- Significant and recent disciplinary action has been administered
- The custody assistant has less than one year in current assignment
- The custody assistant has a demonstrated poor attendance record

TRANSFER REQUEST CANCELLATION

Custody assistants who wish to withdraw a request shall submit a cancellation request on a Department Memorandum, SH-AD-32A no later than four weeks prior to an impending Departmental transfer list. It is imperative that an employee cancel requested units if he/she does not want to run the risk of an automatic assignment to a unit he/she no longer desires. Cancellations require the same number of copies and routing procedure as the original request.