

## **3-01/110.20 Filing Assignment Preference Request - Custody Assistants**

Custody assistants wishing to transfer to a new assignment must submit an original and three copies of the Personnel Transfer Request (SH-AD-166A) to their unit commander. Requests for transfer shall be limited to three units. The order of preference shall be indicated.

When a unit commander receives a Personnel Transfer Request (SH-AD-166A), he shall add comments and recommendations, sign the form in the space provided, and forward the original and three copies to Custody Headquarters.

Custody Headquarters shall retain one copy and forward the original and the remaining two copies directly 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.

Causes for disapproval of transfer may include:

- The custody assistant is currently the subject of any 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 his current assignment.

Employees who wish to withdraw a request shall submit a cancellation request on an SH-AD-32A. It is imperative that an employee cancel requested units if he does not want to run the risk of an automatic assignment to a unit he no longer desires. The same number of copies and the same routing procedures apply to cancellations of original requests.

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