3-01/110.35 Extensions - Custody Operations

Deputy personnel who want to extend their Custody Operations assignment must submit a request to Custody Operations Personnel on the "Request for Extension or Deletion of Extension" form. Extensions will be granted without cause and shall be for a duration of six (6) months. Prior to each patrol school class, Custody Operations Administration will initiate an advisory Justice Data Interface Controller (JDIC) announcement establishing a cut-off date for submission of extension/deletion requests. The cut-off date will be at least one week following the JDIC announcement. Extension requests submitted after the established cut-off date will not be honored.

Deputy personnel requiring an extension of their Custody Operations assignment longer than six (6) months must submit a Personnel Transfer Request -Sworn Personnel Assignments form during the next semi-annual update designating "NO PATROL STATION SELECTED."

Deputies with active custody extensions who fail to file a Personnel Transfer Request-Sworn Personnel Assignments form designating "NO PATROL STATION SELECTED" will be identified as eligible for patrol once their six month extension has expired.

All extensions will be activated on the start date of the patrol school the deputy would have been scheduled to attend, less one day. Custody Operations Personnel will notify deputy personnel upon activation of their extension.

An extension may be canceled at any time; however, **cancellation of an extension request prior to activation is considered use of the extension**. Subsequent requests for extension will not be granted. Requests to cancel an extension must be submitted on the "Request for Extension or Deletion of Extension" form to Custody Operations Personnel **prior** to the established cut-off date.

No extension requests will be granted to deputy personnel who have returned to Custody Operations following a failure to complete the Field Training Program. Deputies who return to custody are required to submit a Personnel Transfer Request-Sworn Personnel Assignments form indicating "NO PATROL STATION SELECTED." Deputies desiring to attempt patrol training a second time are required to submit a Personnel Transfer Request-Sworn Personnel Assignments form during one of the semi-annual update periods.

Note: Deputies who fail to complete the Field Training Program a second time shall be subject to executive review by the Assistant Sheriffs of Patrol Operations and Custody Operations.

The "Request for Extension or Deletion of Extension" and "Personnel Transfer Request - Sworn Personnel Assignment" forms can be found online in the Electronic Forms Document Library (e-forms). Any questions regarding extensions and/or deletions of extensions should be directed to Custody Operations Personnel office.