1-01/060.00 Inter-Division and Intra-Division Transfers

Transfers Out of Court Services Division:
Transfers of Sergeants, Court Services Functional Lead Deputy Bonus I, #465, and Lead Process Receiving Deputy Bonus I, #460, Deputy Sheriff Generalist, or Custody Assistants (CA) out of Court Services Division (CSD) to other divisions shall be governed by provisions of the Manual of Policy and Procedures, Sections 3-02/010.20, 3-02/010.29, 3-02/010.30, and 3-02/010.39.

Transfer into Court Services Division (CSD):
Sergeantts or Deputies, excluding Court Services Functional Lead Deputy Bonus I, #465 or Lead Process Receiving Deputy Bonus I, #460, desiring transfers into CSD may request a transfer to East, West, Central or Transportation Bureaus. Employees may not request transfers to a specific court within a Bureau. It is the policy of CSD to fill vacancies at courts through Intra-Division transfers of existing Division personnel, if possible. If vacancies cannot be filled through Intra-Division transfers, then they will be filled with employees transferring into the Division.

It is also the policy of CSD that deputies approved for transfer into East or West Bureaus may first be considered for filling of vacancies in Central Bureau Courts (Clara Shortridge Foltz Criminal Justice Center, Stanley Mosk, Metropolitan, etc.). After vacancies at Central Bureau Courts are filled, transferring deputies will be assigned to vacant positions in the Bureau according to their transfer request.

Transferring employees shall be assigned to vacant positions in the Bureau of their choice based upon the following criteria applied in the following order:

- Choice
- Departmental Seniority
- Travel distance from residence

Transferring employees will be required to remain at their first unit of assignment for one year. However, they may submit an Intra-Division transfer request at any time.

Court Services Functional Lead Deputy Bonus I, #465, and Lead Process Receiving Deputy Bonus I, #460, must follow the transfer guidelines set by the Bureau of Labor Relations and Compliance.

Temporary Assignments
In the event that a branch/courthouse falls below the minimum staffing level, employees from another branch/courthouse within the same bureau may be temporarily reassigned to ensure that the minimum staffing level is maintained. The selection shall be based on the following criteria:

- Solicit interested employees to be voluntarily transferred from affected branch/courthouse.
- If an insufficient number of employees request to be voluntarily transferred, then the employee having the least branch/courthouse seniority shall be displaced.
- If branch/courthouse seniority dates are equal, then the employee having the least Department seniority

shall be displaced.

- If Department seniority dates are equal then the employee having the least County seniority shall be displaced.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved based on the last four digits of the employee's Social Security Number, the lesser number (0001) being the superior to the greater number (9999).

Intra-Division Transfers

Employees wishing to transfer from one Court Services unit of assignment to another, shall submit an Intra-Division Transfer Request Form requesting up to a maximum of three (3) units in the order of their preference. The request shall be submitted through channels to the operations staff of the requesting employee's Bureau for approval prior to being transmitted to CSD Personnel Representatives.

Transfers shall be accomplished as follows:

Sergeants

Intra-Division transfers of CSD personnel shall be based upon Division seniority. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If Division seniority dates are equal, then the employee having the most Department seniority shall receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the employee who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved based on the last four digits of the employee's Social Security Number, the lesser number (0001) being the superior to the greater number (9999).

Court Services Functional Lead Deputy Bonus I, #465 and Lead Process Receiving Deputy Bonus I, #460

Intra-Division transfers of CSD personnel shall be based upon verified superior time in grade. The superior time in grade is defined as the date an employee was appointed to the Court Services Functional Lead Deputy Bonus I, #465, or the Lead Process Receiving Deputy Bonus I, #460, for the current, uninterrupted period of assignment. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If the time in grade is equal, then the employee having the most Division seniority shall receive the transfer.
- If Division seniority dates are equal, then the employee having the most Department seniority shall receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the employees who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

Deputy Sheriff Generalist

Intra-Division transfers of CSD personnel shall be based upon Division seniority. The Division seniority date is defined as the date a deputy transferred into CSD for the current, uninterrupted period of assignment. For

former Deputy Marshals, the Division seniority date shall be the most recent date of hire as a Deputy Marshal, unless an interruption in continuous service within CSD has occurred since January 1, 1994. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If Division seniority dates are equal, then the deputy having the most Department seniority shall receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the deputy who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

The CSD Personnel Repersentatives shall develop transfer preference lists for each branch, in order of seniority, and shall execute transfers to fill vacancies as needed based upon Divisional priorities. CSD Personnel Representatives shall announce an initial update period during which employee may submit their Intra-Division Transfer Request form. Thereafter, CSD shall announce transfer update periods establishing cut-off dates after which neither additions nor deletions shall be accepted. These update periods shall coincide with the start date of scheduled patrol schools.

Levy Crew Deputy - Effective March 1, 2004
Deputies wishing to transfer from one levy crew to another shall submit a Levy Crew Transfer Request Form requesting up to a maximum of six (6) units in order of their preference. The request shall be submitted through channels to the Operations' staff of the requesting deputy's Bureau for approval prior to being transmitted to CSD Personnel Representatives.

In accordance with the Side Letter Agreement with the Association of Los Angeles Deputy Sheriff's (ALADS) dated April 01, 1999, and amended on September 04, 2002. The following criteria has been established when selecting deputy personnel for a position on any Court Services Levy Crew assignment:

- To be eligible to apply for a levy crew assignment, the applicant must be patrol certified or pre-Class 214. Deputies assigned to the position on or before September 4, 2002, are exempt from the qualification criteria.
- Applicants shall submit an Intra-Division Transfer Request through their Bureau of assignment to Court Services Division Headquarters.
- Seniority in the CSD shall be the criteria for selection.
    - If there are not enough qualified deputy applicants from within Court Services Division to fill levy crew vacancies, then patrol certified deputy applicants shall be accepted and appointments made from other Department divisions.
- A deputy will be allowed to refuse the assignment and will be allowed to remain on the eligibility list.
- Current levy crew deputies will be given first consideration for future levy crew vacancies within the Civil Management Unit. They shall submit a memorandum to their Unit Commander.

Custody Assistant
Intra-Division transfers of CSD personnel shall be based upon Division seniority. The Division seniority date is defined as the date an employee transferred into CSD for the current, uninterrupted period of assignment. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If Division seniority dates are equal, then the employee having the most Department seniority shall receive the transfer.

- If Department seniority is also equal, then the transfer shall be awarded to the employee who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved based on the last four digits of the employee's Social Security Number, the lesser number (0001) being superior to the greater number (9999).

The CSD Personnel Representatives shall develop transfer preference lists for each branch, in order of seniority, and shall execute transfers to fill vacancies as needed based upon Divisional priorities. CSD Personnel Representatives shall announce an initial update period during which employees may submit their Intra-Division Transfer Requests form. Thereafter, CSD shall announce transfer update periods establishing cut off dates after which neither additions nor deletions shall be accepted. The Transfer Preference List will be updated twice a year.

SIGNIFICANT BURDEN TRANSFERS

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 the significant burden. Once a significant burden transfer request is approved by the employee's Unit Commander, it will be forwarded to CSD Personnel Representatives for final approval by the Division Chief and processed as an intra-division transfer. A Memorandum (SH-AD-32) of justification shall be submitted with the transfer request. Approval shall be based upon the individual merits of each employee's request.

Significant burden requests will be processed into the Division's Transfer Preference List, as described in the Intra Division Transfers – Deputy Section of this policy.