

## **3-02/010.32 - Filing Assignment Preference Requests - Custody Assistant Personnel**

Transfer requests shall be submitted on the Personnel Transfer Request - Custody Assistant forms and submitted to the employee's unit for approval. Once approved, the form shall be forwarded to Personnel Administration Bureau, Sworn Staffing Unit.

Requests for transfer shall be limited to three units, regardless of the number of divisions involved. The order of preference shall be indicated on the form.

The custody assistant will complete a Preliminary Transfer Request form prior to graduating from the academy, delineating their preference(s) within custody division. Personnel Administration Bureau, Sworn Staffing Unit, and Custody Services Administration Headquarters Unit will review the request to determine the first unit of assignment, while considering Department needs.

Once submitted, requests may be deleted or updated upon the employee following the established procedure.

When a unit commander receives a Personnel Transfer Request - Custody Assistant form, they shall add comments and recommendations, sign the form in the space provided, and forward the original to their division chief or division director.

The division chief or division director shall approve or disapprove the request, then date and sign the forms. Division headquarters shall retain one copy, forward one copy to the requested division(s), and forward the original to Personnel Administration Bureau, Sworn Staffing Unit.

Causes for a denial of transfer requests may include:

- 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; and/or
- The custody assistant has a demonstrated poor attendance record.

Employees who wish to withdraw a request shall submit a Deletion of Transfer Request(s)-Custody Assistant form (SH-AD-32A). It is imperative that an employee delete requested units if they do not want to run the risk of an automatic assignment to a unit they no longer desire. Deletions require the same distribution as the Personnel Transfer Request form.

In the event no qualified employees request assignment to a vacant position, the Sheriff, or his designee, may assign a qualified employee with the lowest item seniority.

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When an item seniority date tie(s) exists when determining an assignment decision, preference shall be given to the employee living closest to the new work location.

The Sheriff, or his designee, may refuse to assign any employee to a vacant position when they determine that such assignment will not be in the best interests of the Sheriff's Department.

All assignment decisions may be appealed to a board of two appropriate Department commanders in charge of personnel, one of which shall be a custody division commander. The board's decision shall be final and binding.

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