3-01/110.05 Transfers - Deputy Personnel

Introduction

The staffing needs of Custody Services Division are the first priority in the assignment of personnel. The following policies shall be followed to the extent manpower requirements permit.

General Transfer Request Guidelines

Under normal circumstances, deputy personnel shall satisfactorily complete a minimum of one year at their current assignment before they are eligible to submit an intra-division or inter-division transfer request.

Custody Services Division Administration Headquarters utilizes one master transfer preference list ("Master Transfer Preference List") based on Department seniority for both intra- and inter- division transfer requests. The Master Transfer Preference List shall be canvassed each time before a deputy break-up occurs, and becomes effective as openings occur within the respective facilities.

Intra-Division Transfer

Intra-division transfer requests shall be submitted to Custody Services Division Administration Headquarters on the Personnel Transfer Request form (SH-AD-166). Upon the Chief's approval/disapproval, the requested unit shall be notified and forwarded the response with a copy of the original request.

The following guidelines apply to all intra-division transfer requests:

- Members on probation may be required to serve the remainder of their probationary period at their first unit of assignment. Exceptions may be made by their unit commander for the good of the Department,
- Requests that specify a particular shift or regular day off (RDO) will not be approved,
- Every attempt will be made to honor the deputy's first choice; however, if that cannot be accomplished, they may be transferred to their second or third choice,
- Intra-division transfer requests shall not affect the deputy's mandated transfer request for patrol station choices.

Intra-Division Transfer of Supervising Line Deputy (PSN 475)

Personnel holding the rank of Supervising Line Deputy, Protective Service Number (PSN) 475, may submit an intra-division transfer. A Supervising Line Deputy Transfer Preference List composed of personnel currently assigned to the aforementioned Coveted Position and who have submitted an approved intra-division transfer request, shall be promulgated triannually by Custody Services Division Administration Headquarters personnel. Transfer requests may be submitted to Custody Services Division Administration Headquarters only during tri-annual updates.

The Supervising Line Deputy Transfer Preference List shall be canvassed each time before a deputy break-up occurs and/or before a Supervising Line Deputy appointment occurs, and the following provision shall apply:

- The order of deputies on the Supervising Line Deputy Transfer Preference List shall be based upon

Department verified superior time in grade in a Coveted Position (i.e. continuous service time in the same and currently held Coveted Position),

- A minimum of one year shall be served at the new assignment before the transfer request will be considered,
- Coveted Position vacancies not filled by incumbent transfers shall be filled through the new appointment of a candidate from the Department's existing centralized rank ordered Supervising Line Deputy Coveted Position lists.
- Filling coveted position vacancies will be made consistent with the standards set forth in the current Advanced Testing Unit Handbook and Bargaining Unit 611 MOU.

Inter-Division Transfer

Deputies desiring inter-division transfers into Custody Services Division shall submit a Personnel Transfer Request form (SH-AD-166) to their respective division headquarters indicating the custody facility of their preference. Deputies may select up to three facilities, in the order of their preference. Every attempt will be made to honor the deputy's first choice; however, if that cannot be accomplished, they may be transferred to their second or third choice, if applicable.

Notice of Personnel Transfers

The initial request for transfers shall be made by e-mail to Custody Services Division Administration Headquarters by the unit commander or designee. It shall be the responsibility of Custody Services Division Administration Headquarters to ensure that proper notification is made to each unit commander of the transfer of all personnel under their command. This includes both incoming and outgoing personnel.

This notice shall be made on the standard Personnel Transaction Request Form (PTR) and an approval copy shall be forwarded to the impacted unit within five days of any personnel movement.

The notification to Sheriff's Personnel Administration Bureau of all intra-division and inter-division movement shall be the responsibility of Custody Services Division Administration Headquarters.