

# Assignments, Shift Changes, Intra-Departmental Transfers, and Breaks in Service

## 1013.1 POLICY

1. Duty assignment, work schedules, hours of employment, overtime, and days off of Department Members are based on operational goals and objectives as determined by the Sheriff-Coroner.
2. The Department shall give the required advance notice of pending shift change or transfer based on the current Memorandum of Understanding. The time periods may be waived by the Member.
3. The selection to fill an announced vacancy by way of transfer shall be based on the following criteria: The Member must hold the same classification as the vacancy and must be able to meet all training, experience, qualifications, and requirements for the vacancy as determined solely by the Department. The overall needs of the Department as determined by the Sheriff-Coroner shall be a determinative.
  - (a) Sergeants assigned to the Custody & Inmate Services Command and the Corrections & Court Operations Command seeking to transfer to the Patrol Operations Command shall place their name on the Sergeant Patrol Transfer list, as that list is maintained by the Department.
    1. While the transfers of sergeants to Patrol Operations shall normally follow seniority, the Sheriff-Coroner reserves the right to transfer uniquely qualified personnel to Patrol Operations without regard to seniority and instead based on Department operational goals and objectives, as determined exclusively by the Sheriff-Coroner.
    2. Although there may be exceptions, it is the intention of the Department to wait until a Sergeant has successfully completed their probationary period before they are transferred to a new Command.
    3. Sergeant positions that require a special skill or experience shall be selected regardless of their seniority.
4. When any Member (sworn or professional staff) has a break in service of more than 15 days, they shall be required to successfully complete the background process to the satisfaction of the Sheriff-Coroner prior to being returned to work.