

MARIN COUNTY SHERIFF'S DEPARTMENT  
GENERAL ORDER MANUAL

**CHAPTER 2 - PERSONNEL**  
CO -02 -04  
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DATE  
05/01/98

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**ASSIGNMENT AND REASSIGNMENTS - DEPUTY SHERIFFS**

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**POLICY**

It is the policy of the Mann County Sheriff's Department to provide the public with the highest possible standard of law enforcement. This quality service shall always be the primary factor in the assignment and reassignment of its members and employees.

Each Deputy shall be considered as an individual who possesses certain capabilities and qualifications. His/her assignment will be based on these known factors and the Department's need for manpower and services.

**DEFINITIONS**

Request for transfer - For the purposes of this order, means a voluntary request for reassignment from one Organization Unit to another.

Organizational Unit - Is defined by its budget code indicator:

- Communications 161
- Administration 321
- Patrol 322
- Investigations 323
- Civil 324
- Courts 325
- Major Crimes Task Force 327
- Jail 331
- Office of Emergency Services 370
- COPE 391

**PROCEDURE**

A Deputy may submit a request for transfer after 24 months of permanent assignment in the organizational unit from which he/she is requesting transfer, and the last two employee evaluations while in that assignment must have been satisfactory (meet or exceed standards).

Exception: A Deputy may submit a request for transfer before the 24 month period if the Department has published a notice of transfer opportunity and requested applications from interested members or employees.

The new organizational unit to which a Deputy is requesting a transfer must have a position of the same rank or employee classification in order for the request to be considered the request for transfer shall be submitted on a letter sized, white inter-office memorandum in the format below: The request will be

typewritten and be signed by the Deputy submitting the request. The following information, in the order indicated will be submitted on the inter-office memorandum:

Name and organizational identification number, rank and date of rank, present duty assignment, length of time in present duty assignment, previous duty assignment wherein the length of assignment exceeded six (6) months, preference as to duty assignment, list at least two (2).

Exception: Some departmental transfer opportunities may have specifically prepared application forms that should be completed and submitted.

The Deputy shall forward the request through his/her chain of command to the Commander of the Bureau to which presently assigned.

The Bureau Commander shall indicate approval or disapproval of the request and forward to the Bureau Commander of the requested unit, who will also indicate approval or disapproval.

The transfer request will then be forwarded to the Undersheriffs Office for review or veto.

Transfer requests shall not be re-submitted at less than six (6) month intervals.

A Deputy who has been transferred to a new organizational unit shall:

- Contact the unit to which he/she has been newly assigned for the purpose of determining his/her duty assignment, and the time he/she is to report to the new assignment.
- Contact the Commanding Officer of the unit to which he/she was formerly assigned for the purpose of turning in citation books, and/or such other equipment as is necessary, and/or receive any special instructions regarding the transfer.

All members above the rank of Sergeant are excluded from transfer policies and are assigned at the discretion of the Sheriff.

This order does not alter the authority of the Sheriff to make such transfers that are necessary for the efficient management of this Department and providing the public with the highest possible standard of law enforcement.

## **INDEXING**

Assignment and Reassignments  
Reassignments, Requests for  
Transfers, Requests for

## **RELATED STANDARDS:**

None

## **AFFECTED DIVISIONS:**

All