

**MARIN COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

CHAPTER 5 – PERSONNEL
GO- 2-05
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DATE
5/11/11

ASSIGNMENT AND REASSIGNMENTS-SHERIFF'S SERGEANTS

POLICY

It is the policy of the Marin County Sheriff's Office to provide the public with the highest possible standard of law enforcement service. This commitment to providing quality service shall always be the primary factor in deciding the assignment and reassignment of sergeants to the varied supervisory duties within that rank.

Each sergeant shall be considered as an individual who possesses certain capabilities and qualifications. His/her assignment will be based on those known factors and the Sheriff's Office's assessment of the need for staffing and services in each Bureau and Division.

DEFINITIONS

Request for Transfer: A voluntary request for reassignment from one organizational unit to another, including but not limited to:

- Professional Standards Unit
- Patrol Division
- Investigations Division
- Court Security Division
- Major Crimes Task Force
- Custody Division
- Coroner Division

Sergeants' Rotation List: A list of sergeants maintained in order to manage the movement of sergeants from one organizational unit or bureau to another. The Sergeants' Rotation List records each sergeant's promotion date and the transfer date into and out of each subsequent duty assignment.

PROCEDURE

When a deputy sheriff is promoted to the rank of sergeant, the department will make an effort to assign that supervisor to the Patrol Division for the duration of the resulting one (1) year probationary period. Though this is the preferred length of time for that initial duty assignment, issues and/or circumstances or needs of the department can arise that may reduce the length of time the newly promoted sergeant actually serves in the Patrol Division. Generally, upon completion of the first rotation in the Patrol Division, a newly promoted sergeant will be assigned to the Detention Services Bureau. The prior dates of service within the Patrol Division will be recorded on the Sergeants' Rotation List.

A sergeant assigned to his/her first tour of duty in the Detention Services Bureau shall become eligible for transfer or selection to a specialty unit only after completing twenty four (24) months of uninterrupted service to that Bureau. Any subsequent request for transfer will be submitted to the Detentions Services Bureau Commander, who shall examine the sergeant's personnel file to confirm the employee is meeting established standards of performance and has not suffered any extended absence from duty during his/her assignment to that Bureau.

For the development of that supervisor, it is important to meet the twenty four (24) month service requirement in the Detention Services Bureau before being considered for assignment to another organizational work unit. Generally, the maximum time a sergeant will be assigned to the Detention Services Bureau during his/her initial rotation is forty eight (48) months, although transfers may occur slightly before or after that forty eight (48) month period ends to accommodate specific work unit rotational schedules. Upon completion of a sergeant's first assignment to the Detention Services Bureau, the date of his/her transfer will be recorded on the Sergeants' Rotation List.

When a supervisory vacancy within the Detention Services Bureau occurs that cannot be filled by assigning a newly promoted sergeant or by a sergeant who indicates a willingness to voluntarily return to that Bureau, the sergeant who has experienced the longest absence from that Bureau will be selected to return. When a sergeant who would otherwise qualify for a second, and all subsequent tours, within the Detention Services Bureau is assigned to a specialty work unit, or other area requiring specific training and/or expertise, the Undersheriff shall have the discretion to bypass that sergeant and instead select the next most senior sergeant on the Sergeants' Rotation List for transfer. The bypassed sergeant shall maintain his/her position on the Sergeants' Rotation List and will be eligible for assignment to the next vacancy within the Detention Services Bureau that requires the use of the Sergeants' Rotation List to fill.

A sergeant assigned to a second, and all subsequent tours, within the Detention Services Bureau may submit a request for transfer after eighteen (18) months of uninterrupted assignment to that Bureau. For the transfer to be considered, the employee must have demonstrated the ability to meet standards in all established performance areas, as described by their most recent annual performance evaluation.

Any request for transfer from the Detention Services Bureau shall be submitted, via the established chain of command, to the Detention Services Bureau Commander. The transfer will be presented on letter sized, white inter-office memorandum in the format described below. The request shall be typewritten and be signed by the member submitting the request.

The following information, in the order indicated, shall be submitted on the inter-office memorandum:

- Name and ID number
- Rank and date of rank
- Present duty assignment
- Length of time in present duty assignment
- Requested new assignment.

Some departmental transfer opportunities may also have other specific application forms that should be completed and submitted.

The Bureau Commander shall recommend approval or disapproval of the request and forward it to the Bureau Commander of the work unit the sergeant is requesting transfer to, who will also recommend approval or disapproval.

The transfer request will then be forwarded to the Undersheriff for his/her review and submission to the Sheriff for final action.

Unsuccessful transfer requests shall not be resubmitted in less than six (6) month intervals.

A sergeant who has been transferred to a new organizational unit shall contact the Commanding Officer of the Division or 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 that new assignment.

The sergeant shall also contact the Commanding Officer of the Division or Unit to which he/she was formerly assigned for the purpose of turning in equipment, as necessary, and to receive any special instructions regarding the transfer.

This order does not alter the authority of the Sheriff to make any transfer he/she deems necessary for the efficient operation and management of the Sheriff's Office.

RELATED STANDARDS:

None

DATE OF REVISIONS:

4/21/89

5/11/98

9/03/99

3/1/04

5/20/09

BY ORDER OF:

**ROBERT T. DOYLE
SHERIFF-CORONER**