

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

CHAPTER 1 - PERSONNEL

GO-02-26

PAGE 1 of 3

DATE: 07/22/15

SHERIFF SERVICE ASSISTANT ASSIGNMENT

POLICY

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

DEFINITIONS

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

- Documentary Services Division
- Court Services Division
- Custody Services Division

PROCEDURE

A Sheriff's Service Assistant (SSA) may submit a request for transfer to or from one organizational unit to another after one calendar year of permanent assignment in the organizational unit from which he/she is requesting transfer. The requesting employee must have received a "meets" or "exceeds" standards rating on his/her two previous annual employee evaluations to be eligible to submit a request for transfer.

The request for transfer shall be submitted on a letter sized, white inter-office memorandum and include the below information:

- Name and ID number
- Date of 1st employment as an SSA
- Current duty assignment
- Length of time in current duty assignment
- Probationary status
- Name of the desired organizational work unit

The request will be typewritten and be signed by the SSA submitting the request.

The SSA shall forward the request through his/her chain of command to the Commander of the Bureau to which he/she is presently assigned. The Bureau Commander shall indicate approval or disapproval of the request and forward it to the Bureau Commander of the requested unit, who will also indicate approval or disapproval.

From time to time it may be necessary to fill SSA vacancies within the different organizational units within the department. In such cases, a request for volunteers to fill those vacant assignment(s) will be made. In the event there are no volunteers, a seniority based assignment will be made, with the most junior, non-probationary SSA being selected for transfer.

Newly hired SSA's are assigned to the Custody Services Division for the entirety of their probationary employment period and must satisfactorily complete that probationary period prior to requesting transfer to another organizational unit.

Decisions on transfer are made at the sole discretion of the Bureau Commander and are not subject to grievance.

An SSA 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 formally assigned for the purpose of turning in training materials, and/or such other equipment as is necessary, and /or 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 Department.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

All

DATE OF REVISIONS:

None

By order of

ROBERT T. DOYLE
SHERIFF-CORONER