

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Specific Personnel / Administrative Policies</b>		<b>P&amp;P-D-114</b>
<b>Position / Division Transfer</b>		
Effective Date: 04-06-26 Supersedes: 10-19-23	Approval: Sheriff	Number of Pages: 1
References: PP-C-101	Reevaluation Date: Annually	Standards:

**I. POLICY**

It is the policy of this Office to effectively manage position changes and division transfers by setting a standard that requires employees who transfer to a new position or division to perform satisfactorily and successfully complete the training program related with their new position or division. This includes probationary status to ensure the employee is able to fulfill the requirements of the new assignment.

**II. PROCEDURE**

If an employee; 1) requests transfer back to their previous position or division, or; 2) they fail to satisfactorily complete the training program associated with their new position or division, their unwillingness or inability to perform their assigned duty or complete the applicable training program may be considered ‘Unsatisfactory Performance’ as defined in [P&P-C-101 II HH General Conduct](#), and, as such, may be subject to appropriate discipline. Documentation outlining the circumstances of the transfer back will be uploaded into the employee’s personnel file in addition to any disciplinary action.

At the discretion of the Sheriff or his designee, these employees may be assigned back to their previous or equivalent position, as long as that position is available. If their previous position has already been filled and there is a vacant position in the same or similar job title for which the employee is qualified, the employee may be transferred to that vacant position. Ultimately, assignment decisions will be made on a case-by-case basis dependant upon relevant positions available, the overall performance of the employee, and the needs of the agency.

An employee who requested a transfer back or was sent back to their previous assignment as outlined above may be permitted to re-apply to participate in the internal testing process for the same position if the opportunity becomes available. However, this approval will be at the discretion of the specific division chief or functional equivalent involved in the process. Under normal circumstances, a minimum of one year from the date of the transfer should pass before approval to take part in the process again is granted. This will be evaluated on a case-by-case basis.

By Order of the Sheriff