



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Personnel Management

**Section:** 313.7

**Subject:** Career Development

**Topic:** Transfer Process

**Enacted:** 07/30/2015

**Last Review:** 02/27/2024

**Review:** 11/01/2026

## I. PURPOSE

To describe the procedures in which assignments and transfers will be managed within the agency and to specify minimum requirements for certain positions.

## II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to develop a transfer policy that is fair and consistent. This includes a set of standards and testing methods based on knowledge, skills, and abilities applicable to each assignment or transfer. These standards will be used as a guideline for selection and will provide deputies with advance knowledge of what expectations and information the selection panel would consider in making their selection determination.

Assignments will be based on the needs of the agency when vacancies occur on a non-standing specialty team or specialty unit. Deputies may be transferred to/from assignments at any time by the Bureau Commander, or the Sheriff. Deputies may also request to be transferred to/from a specialty team or unit.

## III. PROCEDURE

### A. Shift Assignments

Deputies, Sergeants, and 2<sup>nd</sup> Lieutenants and Sergeants assigned to the Field Operations patrol shifts, Corrections Court Division, and Public Safety Telecommunicators assigned to the Emergency Communications Center will be assigned to a permanent shift for a minimum period of six months per tour unless agency need, or exigent circumstances dictate an earlier rotation. Deputies within those divisions will be surveyed annually indicating his/her first, second and third preferences for assignment. The factors that will be considered in making the final assignments will be:

1. Agency Seniority
2. Current job performance
3. Agency need to balance experience and specific job skills

While every reasonable attempt will be made to accommodate an employee's request, there will be occasions where this is not possible. Employees who are in a probationary or training status will be assigned in accordance with his/her developmental needs and needs of the agency.

Bureau Commanders may establish time limitations for the length of time that a supervisors or deputies may remain in a specific location or function.

**B. Transfers**

Employees desiring a lateral transfer within their division will document their request in memorandum form. This should be addressed to their respective division commander through their first line supervisor. The decision to allow the transfer shall be made by the division commander.

Lateral transfers (voluntary and involuntary) that only involve movement within a station may be authorized by the station commander.

Involuntary transfers may be approved at any time within a division by the Division Commander to address the needs of the agency. If an involuntary transfer is made between divisions, the respective Bureau Commander must approve the transfer.

When an employee is transferred from a position of one grade/rank to a position in the same grade/rank, he/she shall continue to be paid at the same rate of pay and retain the same step. Specialty pay such as stipends, flat dollar market adjustments, etc. are not considered part of an employee's base salary and may be adjusted as a result of a promotion, demotion, or transfer.

**C. Transfer or Assignment through Competitive Process**

1. When an opportunity for transfer or assignment to a specialty unit or collateral duty becomes available, the division commander shall prepare a position announcement and distribute it to the appropriate career path divisions. All competitive non-supervisory transfers will require that the deputy holds, at minimum, the rank of Deputy First Class. If the announcement is a competitive process for an assignment to a non-standing unit, the Division Commander may authorize all deputies to apply.

The position announcement should contain the following information:

- a. Position description
- b. Closing date of the announcement

c. Selection criteria

2. Selection Process

The selection process shall be geared toward the responsibilities and duties of the advertised position. The following are approved selection processes that may be employed:

- a. Assessment panel
- b. Written examination
- c. Physical assessment
- d. Resume evaluation

Regardless of the selection method used, they all shall consider the deputy's attendance record, work product, performance evaluations, professional certifications, and specialized training.

If an assessment panel is selected, it is important to have members knowledgeable of the job and supervisors who understand the vision of the unit to make the transfer selections. If the selection is for a deputy level position, the assessment panel should consist of a, a first line supervisor, a Master Deputy and deputy with experience in the affected unit. (If a Master Deputy is not available, then an experienced deputy within the section may be utilized as a substitute). If the selection process is for a first line supervisor, the assessment panel shall consist of a Division or Assistant Division Commander and any combination of first line supervisors or Master Deputies. The selection process for First Lieutenants and higher shall be determined by the Sheriff.

The results of the selection process shall be submitted to the division commander for review and forwarded on to the Sheriff for final validation of the eligibility list.

3. Applicant Review of Results

All deputies participating in the process, whether selected or not, may review the data utilized by the assessment panel to make the final determination. This will ensure that fairness was applied in making the selection and will provide the deputies with a guide to use in preparation for future openings.

#### 4. Eligibility List

The eligibility list will be made up of two selection groupings: “qualified” and “not qualified”. The selection groups shall be made up of a percentage of the total number of applicants.

Once the eligibility list has been approved by the Sheriff, each applicant will be notified of their grouping.

The following list is the positions that would require a competitive process for selection:

- a. Detective (CID and CIS)
- b. Instructor (Firearms, NVCJA, Defensive Tactics, EVOC)
- c. Crime Scene Investigator
- d. Applicant Investigator
- e. Motor Carrier Safety
- f. Motor Unit
- g. Crash Investigators
- h. Tactical Support Unit
- i. Crime Prevention
- j. Community Resource
- k. Canine
- l. School Resource
- m. DARE
- n. FTO/CTO

- o. Non-standing units (CDU, SAR, CNT, Peer Support, Honor Guard, other non-fulltime units, etc.)

#### D. Ineligibility

Personnel will be ineligible to apply for a transfer if they have any of the following within one (1) year of the selection process (the eligibility date is calculated from the date of the position announcement):

- a. Letter of Reprimand
- b. Two Letters of Warning
- c. Are under a remediation plan
- d. A disciplinary suspension within the preceding year calculated from the date of the position announcement.

#### E. Temporary Assignment or Transfer

Bureau Commanders may authorize the temporary assignment or transfer of any personnel to respond to the needs of the agency.

#### F. Career Path Transfer

1. Deputies serving in either the corrections or law enforcement career path who wish to change career paths must notify their respective Division Commander by memorandum requesting a transfer. The Division Commander shall be responsible for maintaining the transfer list.
2. Currently, the corrections career path is made up of both single and dual certified deputies. To address each category of deputies, it will require that two separate transfer lists be established - those who are dual certified and those who need to attend the academy.
3. The Corrections and Court Services divisions shall advertise annually to establish an eligibility list for transfer to the law enforcement career path.
4. The selection process shall consist of the following:
  - a. The deputy making application for transfer will have their employee personnel file reviewed by the designated Corrections or Court Services supervisor.

- b. If the review does not reveal any disqualifying information, the applicant will be notified to submit a resume.
  - i. The resume should include information about their background, education, work accomplishments and a brief statement as to why they would like to change careers and how that would benefit both them and the agency.
  - j. The resume shall be submitted to the designated Corrections or Court Services supervisor once the list of eligible deputies has been established and their resumes will be forward to the panel assessment members.
  - k. The selected applicants will be scheduled to appear before a panel interview. The panel shall consist of a Field Operations Division (FOD) supervisor, FOD FTO or FOD MDS, and a supervisor from the applicant's current division. The panel will assess the deputy's ability to make the transition to a field deputy and perform the associated tasks. Once the panel has completed the panel interviews and reviewed the applicant's resumes, they shall submit a list of the rankings of the deputies to the commander of the Corrections or Court Services Divisions.

The agency will make every reasonable attempt to allow deputies to further their career goals, however, transfers will be based on the agency's needs, staffing levels and the financial impact of overtime. The Corrections and Court Services Division Commanders shall work with the Field Operations Division Commander and the Employment Services Section supervisor to ensure that the vacant positions are properly filled.

Deputies in the field wishing to transfer into the corrections career path will undergo a similar process using the corresponding corrections personnel on the interview panel.

Deputies who are in a recruit or training status may be transferred between divisions without having to undergo the Career Path Transfer procedure.