



Kern County Sheriff's Office
Policies and Procedures

TITLE: VOLUNTARY TRANSFERS		NO: J-1400	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 06/08/2018	REVISED: 02/22/2008	UPDATED: 06/08/2018

POLICY

Deputy Sheriff Employees:

Voluntary transfers for Deputy Sheriffs shall be made in accordance with Article IX of the Memorandum of Understanding between the County of Kern and the Kern Law Enforcement Association. The following procedure will be applied in the submission of voluntary transfer requests.

General Service Employees:

Voluntary transfers by general service employees of the Kern County Sheriff's Office shall generally be made in accordance with Article IX of the Kern Law Enforcement Association Memorandum of Understanding. Nothing shall be binding on the part of the Kern County Sheriff's Office to continue this practice which may be discontinued upon reasonable notice to the Service Employee's International Union. The following procedure will be applied in the submission of voluntary transfer requests.

PROCEDURE

Voluntary transfer requests may be submitted by employees at any time. In order to assist in the timely filing of such requests, the following procedure will be employed:

1. Complete the "Kern County Sheriff's Office Request for Transfer" form in duplicate. (Supervisors' signatures are not required).
2. The employee shall deliver in person, mail, or electronically the request to the Sheriff's Office Human Resources Section at 1350 Norris Road, Bakersfield, California 93308.
3. The request shall be time stamped immediately upon receipt by the Human Resources Section and a copy shall be returned to the employee requesting the

transfer. If the employee has delivered the request in person, a copy will be returned to the employee as soon as it is time stamped. All other requests will be returned to the employee in the same manner in which they were received.

4. A request shall be considered officially on file upon receiving a time stamp.
5. Only requests which are officially on file shall be considered for selection during the transfer decision process.
6. Employees are reminded that transfer requests are purged every six (6) months. New requests must be filed on or after January 1st and July 1st each year in order to remain officially on file.
7. The Personnel Division will notify all Department staff of a scheduled transfer meeting 10 days before a transfer meeting is to occur.
8. Detentions Deputies who have submitted a completed Kern County Sheriff's Office Request for Transfer form shall be given priority consideration over new hires when requesting a transfer from or to Ridgecrest or Mojave assignments, if they have completed 12 months of continuous employment in their original assignment.
 - In the event of a Detentions Deputy vacancy in Ridgecrest or Mojave, an email notification will be sent to all Detentions Deputies serving as official notice of the available position.
 - Detentions Deputy positions in Ridgecrest and Mojave shall be filled based on seniority.

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