



Kern County Sheriff's Office **Policies and Procedures**

TITLE: VOLUNTARY TRANSFERS			NO: J-1400
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: 08/01/1990	REVIEWED: 11/06/2025	REVISED: 11/06/2025	UPDATED: 11/06/2025

POLICY

The purpose of this policy is to establish uniform guidelines and procedures for voluntary personnel transfers within the Sheriff's Office bureaus, divisions, sections and work units. Voluntary transfers may be requested by the employee within rank/classification. Voluntary transfer to the requested assignment is contingent upon the position being vacant and the degree of ability of the transfer candidate to perform the job functions of the assignment sought.

This policy does not preclude the Sheriff (or designee) from reassigning personnel, based on their discretion, in order to meet organizational goals and objectives.

Deputy Sheriff Employees

Voluntary transfers for Deputy Sheriffs shall be made in accordance with Article IX of the Memorandum of Understanding (MOU) between the County of Kern and the Kern Law Enforcement Association (KLEA).

Detentions Deputy Employees

Voluntary transfers for Detentions Deputies shall be made in accordance with Article III; Section 9 and Section 10 of the MOU between the County of Kern and the Kern County Detention Officers' Association (KCDOA).

Other Employees

Voluntary transfers for employees of the Kern County Sheriff's Office, whose associated MOU does not address intra-department transfers, shall generally be made in accordance with Article IX of the KLEA MOU. 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 labor union of affected personnel.

Management, mid-management, exempt and unrepresented staff are precluded from voluntary transfer consideration.

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 digital “Kern County Sheriff’s Office Request for Transfer” form located at: <https://portal.laserfiche.com/17568/forms/TransferRequests>. Refer to Attachment J-1400-1 for further instructions on how to enter a transfer request in Laserfiche.
2. A request shall be considered officially on file upon the employee submitting the transfer form within the portal. Each employee is encouraged to download, print, or email themselves a copy of their transfer request for their records.
3. Employees may utilize the link as often as necessary to update or change their transfer request prior to a transfer acceptance deadline date. Following the acceptance deadline, access to the transfer link portal may be suspended while transfer data is captured.
4. Only requests which are officially on file shall be considered for selection during the transfer decision process.
5. Transfer requests are purged every six (6) months, on June 30th and December 31st. To remain active, new requests must be submitted annually on or after January 1st and July 1st.
6. When filling sworn (KLEA) represented vacancies that affect multiple bureaus or divisions, the Administrative Services Division may schedule a transfer meeting. All Sheriff’s Office staff will be notified at least ten (10) days in advance.
7. Supervisors may request a list of personnel with active voluntary transfer requests to fill unit vacancies. If none are on file, the Human Resources Section may post the vacancy to generate interest, including a deadline for transfer requests. The resulting list will be sent to the supervisor for consideration.

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