

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>TRANSFER AND CHANGE OF ASSIGNMENT OF PERSONNEL</b>	<b>Policy Number</b> <b>GC-7</b> <b>Effective Date</b> <b>01-16-25</b>
<b>Related Information</b> GC-4, <i>Detention/Civilian Employee Performance Appraisals</i> GC-4(S), <i>Sworn Employee Performance Appraisals and Management</i> GC-12, <i>Hiring and Promotional Procedures</i> GG-1, <i>Peace Officer Training Administration</i> GG-2, <i>Detention/Civilian Training Administration</i> GH-5, <i>Early Identification System</i>	<b>Supersedes</b>  GC-7 (01-12-24)	

**PURPOSE**

The purpose of this Office Policy is to provide guidelines and procedures for the transfer and/or change of division assignment of Office employees.

**POLICY**

It is the policy of the Office to use its personnel in the most efficient and effective manner in order to provide enforcement and detention services to the community and for the good of the Office.

**DEFINITIONS**

**Blue Team:** The Early Identification System (EIS) application that allows employees and supervisors to record information in a database regarding incidents, performance, and conduct. The information from Blue Team is transferred to the IAPro Early Identification case management system.

**Cross-funding:** The budgetary result when employees are paid from a fund that they are not assigned to work in.

**Early Identification System (EIS):** A system of electronic databases that captures and stores threshold events to help support and improve employee performance through early intervention and/or to identify problematic operating procedures, improving employee performance, identifying detrimental behavior, recognizing outstanding accomplishments, and to improve the Office's supervisory response. The computerized relational database shall collect, maintain, integrate, and retrieve information gathered in order to highlight tendencies in performance, complaints, and other activities. The database allows the Office to document appropriate identifying information for involved employees, (and members of the public when applicable), and the actions taken to address the tendencies identified. Blue Team, IAPro, and EIPro are applications of the EIS.

**Employee:** A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

**Minimum Performance Standards:** The most basic level of activity and behavior necessary for an employee to fulfill their job requirements.

**Position:** A category that encompasses the duties and responsibilities which an employee must be able to perform and upon which compensation is based. Position examples include, but are not limited to, detention officer, deputy sheriff, and administrative specialist.

**Position Control Number:** The position control number is an identifying number that codes a position to a specific department. Usually, the position control number is assigned to a specific position in a specific department.

**Protected Leave:** Absences that are protected by Arizona’s Earned Paid Sick Leave law (A.R.S. 23-371 et seq.), the Family Medical Leave Act (FMLA), or as authorized as an accommodation under the Americans with Disabilities Act (ADA), as amended.

**Change of Assignment:** A change of assignment within the same division of the Office.

**Restricted Position:** A position that was originally created in one fund but transferred to another fund. The transfers may have been made for any number of reasons, including, but not limited to, assignment requirements, agreements with the Maricopa County Budget Office, or consulting studies.

**Specialized Assignment:** A specialized function or duty characterized by specific responsibility and Office-sanctioned training, but within the same position.

**Transfer:** A change of assignment from one division of the Office to another division.

**PROCEDURES**

1. **Transfer and Change of Assignment Requests:** Employees are permitted to request a transfer from their assigned division to another division. Employees are further permitted to request a change of assignment within their assigned division. Employees requesting a transfer or a change of assignment must meet the eligibility and qualifications for the position and complete the submission requirements, as specified in this Policy.
  - A. The Sheriff or designee may transfer any employee based on the needs of the Office and the knowledge and skillset of the employee. Employee transfer requests must be approved by the affected executive chief.
  - B. The division commander may change the assignment of any employee under their purview based on the needs of the division and the knowledge and skillset of the employee. Changes of assignments within the division shall be approved by the division commander.
  
2. **Non-Specialized Assignment Transfers:** Non-supervisory and supervisory employees, with the rank of lieutenant or below, including their civilian counterparts, are permitted to request a transfer to a non-specialized assignment within the Office.
  - A. The employee must submit a transfer request which may include work hours or day-off preferences. Work hours and day-off preferences may be taken into consideration; however, shift assignments and schedules will be determined based on the needs of the Office.
    1. Employees assigned within the Custody Bureau may request a transfer electronically through the Custody Non-Specialized Transfer Request portal. Assistance regarding submissions and rescissions of Custody Non-Specialized Transfer Requests may be submitted to the Custody Bureau administrator through e-mail [REDACTED]
      - a. If an employee no longer wants to transfer, they should immediately submit their intent to rescind the transfer request.
      - b. Once a transfer request is granted, all other requests submitted will be purged. If any of the previous transfer requests are still desired, the employee will need to resubmit those individual requests.

2. Employees assigned within the Enforcement Bureau and the Records and AFIS Division must submit a memorandum or e-mail through the employee's chain of command to the respective bureau or executive chief.
  3. Employees assigned within the Bureau of Compliance which includes the Bureau of Internal Oversight (BIO), Court Implementation Division (CID), Professional Standards Bureau (PSB), and the Training Division must submit a memorandum or email through the employee's chain of command to the Bureau of Compliance Executive Chief.
  4. Employees assigned to any other division or unit, not identified in this Policy, may submit a memorandum or e-mail through the employee's chain of command to their respective bureau or executive chief.
- B. Transfers involving civilian employees must be in the same Job Profile, such as Administrative Specialist at Estrella Jail to Administrative Specialist at Towers Jail.
  - C. A supervisor must submit a transfer request, as specified in this Policy. The supervisor requesting a transfer must have completed one year in their current position/rank, in addition to one year in their current division assignment.
  - D. Employees may have up to four transfer requests pending at any given time.
3. **Selection Process for Specialized Assignments:** Specialized assignments are filled through a recruitment and selection process facilitated by the Pre-Employment Division, unless otherwise directed by the Sheriff.
- A. The division commander or designee shall submit a job description for the specialized assignment to the Pre-Employment Division, to include any special selection processes beyond a regular interview process, such as but not limited to, physical agility and firearms qualifications.
  - B. The Pre-Employment Division shall evaluate and finalize the specialized assignment announcement.
  - C. The Pre-Employment Division will announce through an Office-wide e-mail that a specialized assignment has been posted in Workday. The posted assignment will have a direct link for employees to view the full requirements for the specialized assignment and can be accessed by logging into Workday and selecting the "Find Jobs" option within Workday.
  - D. Employees interested in applying for a specialized assignment shall submit an application for the internally posted assignment through Workday prior to the established closing date. Assistance regarding application submissions for a specialized assignment may be submitted to the Pre-Employment Division by phone or through e-mail at: [REDACTED]
  - E. At the conclusion of the recruitment period, the Pre-Employment Division shall review applications and screen for minimum qualifications and required documentation. Qualified candidates shall be referred back to the assigned division commander or designee, for consideration.
  - F. Employees meeting or exceeding the minimum qualifications may be invited to participate in the selection process. Selection for a specialized assignment shall be made by review of the application materials, which may include Employee Performance Appraisals (EPAs) and memorandums of interest, and an evaluation of the employee's work history and work performance.
  - G. Detention Specialized Assignments: The division commander shall provide the list of candidates to the respective custody bureau chief for review prior to notifying participants of their ranking or

selection for the specialized assignment. The custody bureau chief will review the list and documentation collected throughout the recruitment process to ensure the process was fair and impartial and will grant the final approval for any transfers to specialized assignments. Documentation shall include, but not be limited to:

1. The candidate's recruitment application to ensure the minimum requirements were met for the specialized assignment;
  2. The candidate's assessment sheet, if applicable;
  3. The candidate's test score(s), if applicable; and
  4. The candidate's oral board panel interview notes, if applicable.
- H. In cases where there are no applicants for the assignment, the Sheriff or designee, may transfer an employee at their discretion, based upon business needs, as specified in this Policy.
- I. Any transfer of employees in or out of the BIO, CID, PSB, and Training shall require advance approval from the Sheriff, or designee.
4. **Minimum Qualifications for Specialized Assignments:** Unless otherwise noted in a specific announcement, the following are minimum qualifications necessary for consideration in any specialized assignment:
- A. The employee must have two years of experience in their current position and have completed their probationary period, if applicable;
  - B. The employee must have achieved minimum performance standards as indicated by a "Meets" or "Successful" overall performance rating on their most recent annual EPA;
  - C. The employee's misconduct and disciplinary history shall be considered, as specified in this Policy; and
  - D. Employees requesting to be transferred into a specialized assignment must have sound integrity, good judgment, and a capacity to conduct the mission of each specialized unit in a constitutional, lawful, and bias-free manner. These characteristics should be reflected in the Blue Team Supervisor Notes for that employee.
    1. Upon selection for a specialized assignment, employees are expected to continue to meet or exceed performance expectations.
    2. Employees who do not meet performance expectations in the specialized assignment may be provided additional training, mentorship, or other supervisor intervention, or may be transferred out of the specialized assignment into another division.
5. **Transfer of Positions:**
- A. If a position is abolished in order to create a different position, or if a position is transferred across funds, the action must be documented on the *Maricopa County Sheriff's Office Transfer Request* form.
    1. Final approvals for transfers across funds shall be granted by the gaining and losing executive chiefs.

2. If the actions cannot be agreed upon at the executive chief level, the Sheriff or designee will make the final decision.
- B. Restricted positions will be tracked by the Budget and Finance Bureau and flagged as belonging to their original funding source.
- C. Any future actions regarding restricted positions must be approved by the executive chief of the originating fund.

**6. Management of Transfer Requests:**

- A. The Custody Bureau shall establish and maintain a system for transfers of employees assigned to the Custody Bureau by which transfer requests are received and maintained. Transfer requests will remain in effect for at least one year, unless fulfilled or rescinded. If an employee is transferred based on their request, all other transfer requests submitted by the employee shall be purged by the Custody Bureau's Executive Lieutenant.
- B. The Enforcement Bureau shall establish and maintain a system for transfers of employees assigned to the Enforcement Bureau by which transfer requests are received and maintained. Transfer requests will remain in effect for at least one year, unless fulfilled or rescinded. If an employee is transferred based on their request, all other transfer requests submitted by the employee shall be purged by the designated employee assigned by the Enforcement Bureau Executive Chief.
- C. The Bureau of Compliance shall establish and maintain a system for transfers of employees assigned to the Bureau of Compliance by which transfer requests are received and maintained. Transfer requests will remain in effect for at least one year, unless fulfilled or rescinded. If an employee is transferred based on their request, all other transfer requests submitted by the employee shall be purged by the designated employee assigned by the Bureau of Compliance Executive Chief.
- D. Other divisions or units, not identified in this Policy, shall establish and maintain a system for transfers of employees assigned to their respective bureau by which transfer requests are received and maintained. Transfer requests will remain in effect for at least one year, unless fulfilled or rescinded. If an employee is transferred based on their request, all other transfer requests submitted by the employee shall be purged by the designated employee assigned by the Executive Chief of the respective bureau.
- E. Employees wishing to withdraw a transfer request shall do so by submitting a memorandum indicating their request to withdraw. The memorandum shall be submitted to the respective bureau they submitted their transfer request memorandum through, prior to the transfer. Failure to withdraw a transfer request may result in a transfer per the original request.

**7. Transfer of Personnel:**

- A. When considering an employee for a transfer, the *Maricopa County Sheriff's Office Transfer Request* form shall be initiated and completed as follows:
  1. The Custody Bureau will be responsible for transfers occurring within the Custody Bureau;
  2. The Enforcement Bureau will be responsible for transfers occurring within the Enforcement Bureau;
  3. The Executive Chief of the Compliance Bureau will be responsible for transfers occurring

within the Bureau of Compliance; and

4. The respective bureau chief of any employees assigned to any other divisions or units, not identified in this Policy, will be responsible for transfers occurring within their bureau.
- B. When a transfer request is being processed, the Office shall take into consideration the misconduct and disciplinary history of the individual and document it on the *Maricopa County Sheriff's Office Transfer Request* form.
1. The EIU Employee Report shall be provided by the Early Intervention Unit (EIU) to the respective losing and receiving division commanders for review.
  2. Employees whose disciplinary history demonstrates three or more sustained allegations of misconduct, or one sustained allegation of a Category 6 or 7 offense from the Office's disciplinary matrices that resulted in discipline, may result in an employee being ineligible for a transfer. The discipline lookback period shall be five years. Assignments to BIO, CID, PSB, or the Training Division shall have a ten-year lookback review conducted for patterns of behaviors and misconduct, as specified, in Office Policies, GC-12, *Hiring and Promotional Procedures*, or GG-1, *Peace Officer Training Administration* and GG-2, *Detention, Civilian Training Administration*.
    - a. The receiving division commander shall provide a written justification for the transfer of an employee who has a history demonstrating three or more sustained allegations of misconduct or a sustained Category 6 or 7 offense.
    - b. The written justification must be submitted through the division commander's chain of command for approval.
    - c. The Sheriff or designee shall have the final approval for the employee's transfer. If approved, the written justification shall be included in the employee's Personnel File.
  3. When an employee has prior discipline within the last five years that **does not** require a written justification, the receiving division commander shall review the details associated with the prior discipline when making the determination to approve or deny the transfer request. The receiving commander shall document on the transfer form that the employee's prior discipline has been reviewed once their final decision to approve or deny the transfer has been made.
  4. In the event that a position transfers across funds or there is a restricted position action, both the losing and gaining executive chiefs shall approve the employee's transfer and the written justification shall be included in the employee's Personnel File.
- C. Employees shall not be transferred or receive a change of assignment as a form of reprisal, discouragement, intimidation, coercion, or adverse action against any person, member of the public, or employee because that person reports misconduct, attempts to make or makes a misconduct complaint in good faith, or cooperates with an investigation of misconduct, conducts an investigation, or enforces the findings of a misconduct investigation. These forms of transfers constitute retaliation and are strictly prohibited. This also includes reports of misconduct made directly to any outside entity authorized to take corrective action.

- D. A division commander considering a transfer of an employee out of their division, who has been approved for protected leave or an accommodation, shall consult with the Leave Management Section of the Employee Retention and Performance Division, prior to considering a transfer of the employee.
- E. A division commander considering transfers into their division should review the transfer request lists as maintained by the Bureau of Compliance, Custody Bureau, Enforcement Bureau, or their respective bureau.
- F. Once the division commander has identified the employees they would like to acquire, the following process shall occur prior to the movement of any employees in order to prevent cross-funding.
  - 1. The name of each employee shall be provided to either the Bureau of Compliance, Custody Bureau, Enforcement Bureau, or their respective bureau chief, as applicable.
  - 2. The Bureau of Compliance, Custody Bureau, Enforcement Bureau, or the respective bureau chief shall determine where each employee is currently assigned and confirm where the division commander would like them to be transferred.
  - 3. The Bureau of Compliance, Custody Bureau, Enforcement Bureau, or the respective bureau chief shall e-mail the names, locations, and any other relevant information of current and desired employees to the Human Resource Services Division.
  - 4. The Human Resource Services Division shall research the requested transfers to determine the employee's position control number (PCN), their current funding string, and the funding string they would be moving into. The Human Resource Services Division shall also ensure the move can take place based upon funding criteria, available PCNs in the respective divisions, or other factors of consideration.
  - 5. The Human Resource Services Division shall respond to the Bureau of Compliance, Custody Bureau, Enforcement Bureau, or the respective bureau chief by e-mail as to the outcome of the research based upon the information supplied.
    - a. If the transfer cannot take place, the Human Resource Services Division shall provide a response as to the reasons why. Most common reasons would be a cross-funding issue or no available PCNs in the receiving division.
    - b. If the transfer can take place, the Human Resource Services Division shall identify the PCN and funding string the employee currently occupies and what PCN and funding string into which they will move. This exact information shall be used to complete the *Maricopa County Sheriff's Office Transfer Request* form.
      - (1) The *Maricopa County Sheriff's Office Transfer Request* form and the Human Resource Services Division e-mail shall be forwarded for signatures by the bureau chiefs affected by the transfer.
      - (2) Final approval for the transfer shall be obtained when the Human Resources Bureau Chief, or designee signs the *Maricopa County Sheriff's Office Transfer Request* form.
    - c. Upon final approval of the *Maricopa County Sheriff's Office Transfer Request Form*, the Human Resource Services Division shall update the applicable human resources information system(s).

6. The Bureau of Compliance, Custody Bureau, Enforcement Bureau or the respective bureau chief shall, upon final approval from the Human Resources Bureau Chief, or designee, e-mail the employee as official notification of the approved transfer. Transfers must be effective at the beginning of a pay period, unless there are extenuating circumstances requiring the transfer to be effective immediately.
  - a. The email shall include the effective date of the transfer and who the employee should contact regarding the transfer.
  - b. The e-mail shall be distributed to the employee, the Human Resource Services Division Commander, the Employment Services Section, the Payroll Section, the Early Intervention Unit, the Budget Development and Risk Management Division, and the transferred employee's gaining and losing chains of command. If the transfer is to a specialized assignment as specified in this Policy, the PSB Commander shall also be notified of the transfer.
  - c. Employees being transferred should normally be given a minimum of 14 business days notification of an impending transfer.

G. The Law Enforcement Rule 15 Disclosure standing shall be considered in all transfer decisions.

8. **Change of Division Assignment:**

- A. Requests for a change of assignment within the same division, or for change of shift or regular days off (RDO), shall be submitted by memorandum through the chain of command to the division commander.
  1. If granted, RDO and shift assignment changes shall be approved by the immediate supervisor.
  2. If granted, a change of assignment within the division shall be approved by the division commander.
    - (a) The standards for approval of requests shall be based on factors including, but not limited to, knowledge, skills, and abilities, performance at present assignment as documented in the EPAs, and the employee's disciplinary history, as specified in this Policy.
    - (b) These factors shall be documented within the Blue Team Supervisor Notes.
- B. Transfer Evaluations shall be completed when an employee is transferred out of their current division or when an employee is promoted, demoted, or moved to any other new position under a different Job Profile, regardless of whether the employee remains in the same division or not.
  1. Upon notification of transfer, the losing supervisor shall complete a Transfer Evaluation, as specified in Office Policies GC-4, *Detention/Civilian Employee Performance Appraisals* or GC-4(S), *Sworn Employee Performance Appraisals and Management*.
  2. Transfer Evaluations shall not be required for employees receiving a change of assignment within the same division holding the same Job Profile.

9. **Chain of Command Application Requirements:** Commanders, supervisors, or their respective support staff shall complete a *Chain of Command Transfer Request Form* in the Praxis system, when requesting any new change to the reporting structure of an employee.
- A. The *Chain of Command Transfer Request Form* required fields must be completed before the system will accept the request. It will then be automatically routed through Praxis to the EIU. Once the change/edit has been processed, both the new supervisor and the past supervisor will be notified through an e-mail when the update has been completed.
  - B. The Chain of Command application will be used to align every employee with their current supervisor so that necessary and/or required documentation is routed/captured by systems that currently link into Chain of Command, such as:
    - 1. EPA;
    - 2. EI Pro;
    - 3. Training (HUB) approvals; and
    - 4. Blue Team Purview Inbox.
  - C. Upon submission of a change to the reporting structure of an employee, the *Chain of Command Transfer Request Form* will also be automatically sent to the Human Resource Services Division for an update to Workday.
10. **Supervisor Responsibilities When Losing and Receiving a Transferred Employee:**
- A. Upon notification of transfer, the losing supervisor shall complete a Transfer Evaluation entry in Blue Team within 14 business days of the transfer notification, capturing the performance of the employee up to that point in the rating period, as specified in Office Policies GC-4, *Detention /Civilian Employee Performance Appraisals* and GC-4(S), *Sworn Employee Performance Appraisals and Management*.
    - 1. Transfer Evaluations shall be completed when an employee is transferred out of their current division or when an employee is promoted, demoted, or moved to any new position under a different Job Profile, regardless of whether the employee remains in the same division or not. Transfer Evaluations shall not be required for employees receiving a change of assignment within their same division.
    - 2. When a supervisor is transferred, their commander shall complete a Transfer Evaluation entry in Blue Team within 14 business days of the transfer notification, capturing the supervisor's performance up to that point in the rating period, through Blue Team.
    - 3. The supervisor being transferred does not need to complete a Transfer Evaluation on their subordinates.
  - B. Commanders and supervisors shall conduct a review of EIS records within 14 business days, including disciplinary history, of employees upon transfer to their supervision or command. This review shall be documented within the Blue Team Supervisor Notes, as specified in Office Policy GH-5, *Early Identification System*.

- C. The receiving supervisor shall review the Transfer Evaluation in EIPro and make an entry into the Blue Team Supervisor Notes within 14 business days of the employee's transfer to their command, stating the employees Transfer Evaluation has been reviewed. If the Transfer Evaluation has not been made available by the losing supervisor within 14 business days, the receiving supervisor shall have 14 business days to review the entry from the date the Transfer Evaluation is made available.