

20.3 Assignment Rotation

The purpose of the following is to outline procedures for determining internal transfers of Deputy Sheriffs to lateral or contract city assignments.

A. Policy

1. It shall be the policy of the Solano County Sheriff's Department to periodically reassign personnel laterally to various bureaus within the department in order to broaden and develop individual skills; utilize, where practical, particular talents and abilities; and carry on the many facets of the department's responsibilities in an effective and efficient a manner as possible. Lateral assignments and contract city assignments will be made in a fair and equitable manner, consistent with the guidelines below.

The filling of lateral or contract city assignment positions must be considered in view of the attainment of overall departmental goals and objectives. Thus, the careful evaluation of the factors below will be done in conjunction with the requirements of the position and the needs of the department. The final selection for all lateral assignments and contract cities rests solely with the Sheriff or his/her designee.

2. For the purpose of this policy, the term "lateral assignment" refers to the reassignment of Sergeant-Sheriffs from one bureau to another internally, for periods of up to four (4) years with the exception of the Coroner assignment which shall be a minimum of five (5) years. The actual term of assignment will be dependent on the employee performing satisfactorily and the needs of the organization.
 - a. The term "lateral assignment" is synonymous with the internal reassignment of Sergeant-Sheriffs from one bureau to another.
 - b. The term "lateral assignment" most commonly refers to the reassignment of Sergeant-Sheriffs to one of the following bureaus: Civil, Marine Patrol, Investigations, SOLNET, Coroner, SET, and other lateral assignments created and designated as such by the Sheriff, excluding the Resident Deputy, Sergeant.
3. For the purpose of this policy, the term "contract cities" refers to the reassignment of Deputy Sheriffs to a city that contracts with the County of Solano for police services.

B. Basic Lateral/Contract City Assignment Eligibility

1. Candidates shall have completed a minimum of three (3) years law enforcement service, prior to the effective date of the transfer.
 - a. At least two (2) of those years shall have been continuous and current employment with the Solano County Sheriff's Department.
 - b. If there are no candidates meeting the above criteria, selections shall be made in the following order:
 - a. Three (3) years of law enforcement service and successful completion of his/her/their probationary period.
 - b. Lateral peace officer who has completed his/her/their field training.
 - c. Any deputy successfully completed his/her/their probationary period.
 - c. Candidates who, subsequent to an authorized leave of absence, are duly reinstated will be entitled to consider service prior to the reinstatement as continuous with current employment, less the actual period away on leave.
2. Subject to (a), (b) and (c) above, employees holding other lateral transfer assignments at the time of selection may be considered for a consecutive lateral or contract city assignment in the same bureau if the Sheriff determines it is necessary for the good of the department. Deputy Sheriffs may apply and be assigned to other bureaus for successive lateral or contract city assignments.

C. The Selection Process

An announcement of intention to fill lateral or contract city assignments will solicit from interested candidate and interoffice memorandum (an original, and one copy), stating the lateral or contract city assignment position the candidate is interested in; the candidate's qualifications, experience, training or exposure, and other pertinent data the employee may wish to have considered. Memos shall be submitted directly to the office of the Sheriff or his/her the Sheriff's designee.

Candidates may submit a memorandum of interest for any lateral or contract city assignment position to be filled. (Two (2) different positions require two (2) separate memos.)

The memorandum will be reviewed by the appropriate division commander to determine eligibility. The appropriate division commander will notify those candidates who are determined to be ineligible. Such notification shall be in writing to the candidate.

The Contracted City Manager will interview and support the selection of the deputy sheriff prior to the Sheriff making the final determination.

Candidates and supervisors will be notified as soon as practical of the final selection.

The results of a candidate's lateral or contract city assignment evaluation will be retained for a period of eight (8) weeks after the selection is made for the open position. These results will be open for review by the candidate. After the eight (8) week period, the results will be purged from the employee's file, unless a grievance has been filed.

All candidates are encouraged to discuss the results of their candidacy with the appropriate bureau supervisor, division commanders, and the Sheriff.

D. Evaluation Criteria

1. Interview

All eligible candidates will be interviewed. The interview will be conducted by at least one (1) lieutenant and a member from the candidate's immediate supervisory.

2. Supervisory Input

Division commanders will consult with the supervisors within their divisions regarding all eligible candidates under consideration. Due consideration must be given for the timeliness of each supervisor's relationship with each candidate.

Supervisory input will be considered in the light of the supervisor's direct knowledge of the candidate's job performance in relation to the lateral assignment to be filled.

The commander of the division in which the vacancy exists will confer with his/her/their bureau supervisors, regarding the recommendation of his/her/their division, and will present their recommendations in writing to the sheriff.

3. Performance Evaluation

The candidate's last two (2) written evaluations will be reviewed by the division commander and summarized for the Sheriff.

4. The division commander will review the following items and prepare a summary for the Sheriff.

- Attendance
The candidate's attendance and punctuality record.
- Written Skills
The candidate's ability to prepare complete, concise, and grammatically written communications and reports.
- Interpersonal Relationships and Communication Skills
The candidate's verbal communications skills, including interviewing and interrogating, and his/her/their interpersonal relationship skills.

- **Demonstrated Skills**
The candidate’s performance in current and previous assignments. The term “performance” includes initiative, tenacity, thoroughness, and proven ability.
- **Training, Education and Specific Employee Interests**
The candidate’s formalized training and educational efforts will be reviewed by the Sheriff.
 - Training, both inside and outside the department as well as self-initiated education, may be particularly helpful in certain lateral or contract city assignments.

Memorandums of interest should reflect any extracurricular training and education the candidate wishes to have considered.

An employee’s specific job-related interests and dislikes, as expressed by the candidate in the employee’s memorandum of interest, will be reviewed by the Sheriff.

E. Assignment to Contract City

Generally, assignment to the contract city will be up to four (4) years, however, the Sheriff may need to extend that timeline for the needs of the customer city. The actual term of assignment will be dependent on the employee performing satisfactorily and the needs of the organization.

COUNTY:

UNION:

Georgia Cochran

David Brock

Date: _____

Date: _____