



# POLICY AND PROCEDURES

NUMBER: 117

SUBJECT: Employee Intra-Departmental Transfers

ACA STANDARDS: 3-ALDF-1C-04

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 11/24/80

REVISION DATE: 12/3/84, 9/97,  
5/05, 7/08, 10/12, 11/13

## I. POLICY

The St. Louis County Department of Justice Services shall allow intra-departmental transfers for employees with the same job classification.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. DEFINITIONS

**[Intra-departmental Transfer:** Employee transfers between divisions of the Department of Justice Services. *The department consists of three divisions, Security, Operations, and Community Corrections.* This transfer requires an employee from each of the divisions involved, unless a vacancy exists in the division.]

## IV. PROCEDURE

### A. Voluntary Transfers

1. If an employee wishes to transfer to another division within the Department, he/she shall submit a request via email to his/her Division Superintendent.

2. The request shall be forwarded to the appropriate division and discussed among area supervisors.
3. When a job announcement is posted, employees wishing to respond to the announcement shall submit a request via email to his/her Division Superintendent.
4. The Division Superintendents will send their recommendations to the Director or his/her designee. They will confer and announce the final decision.

B. Mandatory Transfers

1. Mandatory transfers shall be implemented by the administrative personnel when it is determined that it will improve employee performance or strengthen the facility staffing pattern.
2. The Director or his/her designee shall receive recommendations from the Division Superintendents. After conferring with the Division Superintendents, the final decision will be announced.

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