

management prerogative.

Personnel transferred from the Nevada City Headquarters to the Truckee Substation shall be afforded the current Truckee differential upon reassignment. Conversely, personnel reassigned from the Truckee Substation to the Nevada City Headquarters will forego any Truckee differential, absent any contractual agreement through an employees' labor bargaining unit MOU.

- C. In the event the Sheriff decides to transfer an employee pursuant to this policy, except in times of crisis, promotion, or voluntary transfers, the Sheriff shall give the affected employee(s) written notice of the pending transfer at least fourteen (14) days prior to the date the transfer is to take effect.

ASSIGNMENT ROTATION (SAFETY):

- A. The Nevada County Sheriff's Office has three (3) Division Captains: Operations, Corrections, and Administrative Services. Personnel assigned to these positions may be transferred every four (4) years to another division or as determined by the Sheriff or his/her designee.
- B. The Nevada County Sheriff's Office has four (4) sworn Lieutenants: Investigations, Jail, Patrol Operations and Office of Emergency Services (OES). Personnel assigned these positions may be transferred after two (2) years of duty to another Lieutenant assignment or as determined by the Sheriff or his/her designee.
- C. There are sworn Sergeants assigned to Patrol Operations, Search and Rescue (SAR), Community Outreach (COS), and Professional Standards Unit (Sergeant in Training and Personnel and Sergeant in Backgrounds/IA). Sergeants assigned to these positions may be transferred after one (1) year of service. Sergeants are required to commit to a minimum one (1) year rotation, with a maximum rotation to be four (4) years.
- D. There is a sworn sergeant assigned to Court Services. Personnel assigned to these positions may be transferred after one (1) year of duty. Sergeants are required to commit to a minimum one (1) year rotation, with a maximum rotation to be two (2) years.
- E. There are six (6) Field Training Officers (FTO) assigned to Patrol Operations. Personnel assigned to this position agree to a one (1) year commitment, and a three (3) year tour of duty as determined by the Operations Commander.
- F. There are Deputy Sheriffs assigned to the following "preferred assignments" (these are distinguished from ancillary duty assignments such as: Critical Incident Negotiation's Team, S.E.D., Crime Prevention): Investigations (SIU/MCU), K-9 Deputy, Boating Safety, School Resource Officer, Campground Patrol, Civil, and Court Services. In each case, personnel selected serve a one (1) year commitment, and a four (4) year tour of duty, (with the exception of the Court Security

Deputy and Bailiffs being a one (1) year commitment, with a two (2) year tour of duty and personnel assigned to the Major Crimes Unit (MCU) being a one (1) year commitment with a six (6) year tour of duty as determined by the appropriate Division Commander.

Deputy Sheriff's selected to the Critical Incident Negotiations Team (CINT), Special Enforcement Team (SED) and the Dive Team will serve a one (1) year commitment with a four (4) year tour of duty. At the end of the four (4) year duty, the Deputy Sheriff must re-apply and successfully pass the required test to continue on the specialized team.

K-9 Deputy personnel selected will serve a one (1) year commitment, with a tour of duty to match the life expectancy of the canine.

ASSIGNMENT ROTATION (CORRECTIONAL):

- A. The jail is commanded by a sworn Captain. The Jail Commander has two (2) Lieutenants assigned to oversee Operations and Support Services. One of the Lieutenants is a sworn position. This position is known as the Jail Commander's Executive Lieutenant. Aside from other assigned duties, he/she is the second-in-command of the facility in the Jail Commander's absence. The other Lieutenant is a Correctional Lieutenant. Duties of the two Lieutenants are determined by the Jail Commander.
- B. The jail may have up to six (6) Facility Training Officers (FTO's). Personnel assigned to this position agree to a one (1) year commitment and a three (3) year tour of duty as determined by the Jail Commander.
- C. Personnel selected to the Corrections Emergency Response Team (CERT) will serve a one (1) year commitment with a four (4) year tour of duty. After a four (4) year tour of duty, personnel must re-apply and successfully pass the required test to continue on the specialized team.
- D. There are two (2) personnel assigned to the Classification Unit. Personnel assigned to this position agree to a one (1) year commitment and a four (4) year tour of as determined by the Jail Commander.
- E. There are Correctional Officers assigned to Jail Transportation. Personnel assigned to this position agree to a one (1) year commitment and a four (4) year tour of duty as determined by the Jail Commander.
- F. There is one (1) female Correctional Officer assigned to court holding. Personnel assigned to this position agree to a one (1) year commitment and a three (3) year tour of duty as determined by the Jail Commander.
- G. There are two (2) Correctional Officers assigned to "N" section. Personnel assigned to this position agree to a one (1) year commitment and a three (3) year tour of duty, as determined by the Jail Commander.
- H. There is one (1) Correctional Officer assigned to Jail Administration as

the Compliance Officer. Personnel assigned to this position agree to a one (1) year commitment and a five (5) year tour of duty, as determined by the Jail Commander.

- I. There is one (1) Correctional Sergeant assigned to Jail Administration. Personnel assigned to this position agree to a one (1) year commitment and a four (4) year tour of duty, as determined by the Jail Commander.
- J. There is one (1) Correctional Officer/Correctional Technician assigned to the facility's front counter. Personnel assigned to this position agree to a one (1) year commitment and a three (3) year tour of duty, as determined by the Jail Commander.

DETERMINATION OF ROTATION AND ASSIGNMENTS:

- A. Rotation of assignment is at the direction of the Sheriff. Seniority in rank may be used as a component in the Sheriff's decision. The overall good of the Sheriff's Office, as well as the individual employee(s), are of paramount importance.
- B. In those "preferred assignments" the Division Commanders may utilize their discretion in a selection process that is reasonable and impartial. Internal rating boards, and one-on-one interviews are generally used to help facilitate the decision. Seniority may be used as a component in the final selection process. Division Commanders are to confer with the Undersheriff on their final decision of assignment for final approval.
- C. Changes in assignment are recommended to occur in conjunction with patrol shift rotations. In some cases it may be reasonable to rotate at a different time other than shift rotation. Division Commanders shall take into account current employee(s) assigned and their overall unit seniority when deciding who should be rotated in or out of a particular unit. Overall efficiency of the particular unit shall not be unduly compromised by the rotation of personnel, with little or no experience, in the unit.
- D. Disciplinary issues relating to and having a negative effect on the assigned position's mission, failure to perform to stated expectations, and insubordination, shall be sufficient reason for removal from a preferred assignment prior to normal rotations.

SELECTION PROCESS AND REQUIREMENTS FOR PREFERRED ASSIGNMENTS

- A. Major Crimes Unit (MCU)/ Special Investigations Unit (SIU) requirements
 - 1. Three years law enforcement experience and off probation with this department, prior to being assigned.
 - 2. Recent satisfactory or better annual evaluation.

To Apply:

1. Send a letter of interest to the Operations Commander.

Selection Process

1. The Investigation Lieutenant, MCU Sergeant and the SIU Sergeant will interview the qualified candidates.

List Duration

1. A list of successful candidates will be established and maintained for six months. The list can be extended at the discretion of the Sheriff or his/her designee.

B. Boating Officer Requirements

1. Two (2) years law enforcement experience and off probation with this department, prior to being assigned.
2. Recent satisfactory or better annual evaluation

To Apply:

1. Send a letter of interest to the Operations Commander

Selection Process

1. The Patrol Lieutenant, SAR Sergeant, and the current Boating Officer(s), if applicable, will interview the qualified candidates.

List Duration

1. A list of successful candidates will be established and maintained for six months. The list can be extended at the discretion of the Sheriff or his/her designee.

C. School Resource Officer (SRO) Requirements

1. Two (2) years law enforcement experience and off probation with this department, prior to being assigned.
2. Recent satisfactory or better annual evaluation

To Apply:

1. Send a letter of interest to the Operations Commander

Selection Process

1. The Invest Lieutenant, Community Outreach Sergeant (COS), and a current SRO will interview the qualified candidates.

List Duration

1. A list of successful candidates will be established and maintained for six months. The list can be extended at the discretion of the Sheriff or his/her designee.

D. USFS Campground Summer Assignment Requirements

1. Two years law enforcement experience and off probation with this department, prior to being assigned.
2. Recent satisfactory or better annual evaluation.

To Apply:

1. Send a letter of interest to the Operations Commander

Selection Process

1. Qualified candidates will meet with the Operations Commander and be interviewed.

List Duration

1. A list of successful candidates will be established and maintained for six months. The list can be extended at the discretion of the Sheriff or his/her designee.

E. Civil Deputy Requirements

1. Two years law enforcement and off probation with this department, prior to being assigned.
2. Recent satisfactory or better annual evaluation

To Apply

1. Send a letter of interest to the Administrative Captain

Selection process

1. The Administrative Captain, Communications Manager, and the current Civil Deputy, if applicable, will interview qualified candidates.

List duration

1. A list of successful candidates will be established and maintained for six months. The list can be extended at the discretion of the Sheriff or his/her designee.

F. K-9 Deputy Requirements

1. Three years of law enforcement and off probation with this department, prior to being assigned.
2. Recent satisfactory or better annual evaluation.

To Apply

2. Send a letter of interest to the Operations Captain

Selection process

2. The Operations Captain, K-9 Sergeant, and the current K-9 Deputy, if applicable, will interview qualified candidates.

List duration

2. A list of successful candidates will be established and maintained for six months. The list can be extended at the discretion of the Sheriff or his/her designee.

G. SAR Sergeant, COS Sergeant, Professional Standards Unit (Background/IA Sergeant and Training & Personnel Sergeant) Requirements

1. Two years as a Sergeant with this department, prior to being assigned.
2. Recent satisfactory or better annual evaluation

To Apply:

1. Send a letter of interest to the Division Commander

Selection process

1. The Division Commander, the Patrol Lieutenant and the Investigative Lieutenant will interview qualified applicants for SAR and COS. The Undersheriff, Operations Captain and Administrative Captain will interview qualified applicants for the Professional Standards Unit

List Duration

1. A list of successful candidates will be established and maintained for six months. The list can be extended at the discretion of the Sheriff or his/her designee.

H. Field / Jail Training Officers (FTO/JTO) Requirements

1. Three years law enforcement experience at time of appointment (Operations)

2. Two years Correctional experience at time of appointment (Jail)
3. Two recent consecutive satisfactory or higher performance evaluations

To apply

1. Send a letter of interest to the Division Commander

Selection Process

1. The Division Commander, Patrol/Jail Lieutenant and FTO Sergeant will interview qualified applicants.

List duration

1. A list of successful candidates will be established and maintained for six months. The list can be extended at the discretion of the Sheriff.