



San Diego County Sheriff

Training Bulletin

William D. Gore, Sheriff

July 2018



Transfer Requests

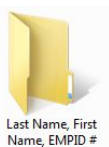
In an effort to streamline the transfer request process, Personnel has converted and updated the Transfer Request Form (*PER-1*) and the Request for Training Officer Assignment Form (*PER-55*) into PDF versions.

The forms have some updated fields to include an electronic signature box for captain approval, and a new "Current Job Classification" field which will assist personnel with routing your request to the appropriate career path sergeant, specifically DSB and LESB.

After completing a transfer request utilizing your name as it is listed and spelled in the corporate directory, email any transfer forms needing approval and signatures to your captain, facility commander or acting facility commander. Once approved, your captain, facility commander or acting facility commander will return the forms back to you by email. You will then forward all of the required forms (*Transfer Request, Field Training Officer Request, Field Training Officer Expectations and Resume*) in a **PDF FORMAT** to:

TransferRequests.Personnel@sdsheriff.org

All the required forms and attachments for the job announcement will need to be received by email at Personnel no later than 2359 hours on the closing date posted in the job announcement. The file folder name should use the following format:



"LAST NAME, FIRST NAME, EMPLOYEE ID#"



- **NO LATE TRANSFER REQUESTS WILL BE ACCEPTED**
- **NO HARD COPIES WILL BE ACCEPTED**

Unfortunately, current mobile apps don't support the digital certificate signature used by the Department. Approvers can still sign and approve the requests by creating a mobile signature for the specific app being used, such as Acrobat Reader or Adobe Fill & Sign. Although this method is not as user friendly as the approval process using a Department desktop computer, it will give supervisors another option to approve transfer requests when away from their desks.

If you have any questions about the process please contact any of the following people:

Sergeant Glen Twyman
Career Path Sergeant
[REDACTED]

Sergeant Kelly Buchanan
Career Path Sergeant
[REDACTED]

Kristina Gomez
Human Resources Assistant
[REDACTED]