

## DEPARTMENT TRANSFERS AND TITLE CHANGES

### X.1 POLICY

It is the policy of the Cook County Sheriff's Office that the respective department head has the right to transfer non-union, non-exempt employees, pursuant to this article, in order to address budgetary or operational needs. Department transfers and title changes will not be used for either political discrimination and/or as a political reward and will not be based on political reasons or factors.

### X.2 PROCEDURE

#### X.2.1 INITIATING A DEPARTMENT TRANSFER

Each department head or the authorized designee may elect to transfer non-union and non-exempt employees in/out of the respective department.

- (a) After identifying a budgetary or operational need, the respective department head or the authorized designee shall determine the number of spots needed to be filled or transferred and select the employees.
- (b) The respective department head or the authorized designee shall provide a written request to the respective Executive Office Chief and Compliance Officer for each department transfer. The request shall include the following information:
  1. Name of employee(s);
  2. Position description, including location, shift and duties;
  3. Effective date of the department transfer; and
  4. Justification for the department transfer.
- (c) The respective department head should work with HR to determine if the requested transfer meets the minimum qualifications of the position being filled.
- (d) Upon approval by the respective Executive Office Chief or the authorized designee and the Compliance Officer, the respective department head or the authorized designee shall forward a copy of the approved request to the Executive Director of Human Resources (HR).

**Cook County Sheriff's Office**  
Sheriff's Employment Action Manual (SEAM)

SEAM Article X – Department Transfers and Title Changes

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No political reasons or factors shall be taken into account when making transfer decisions.

- (e) A department transfer of an employee does not change the employee's anniversary date.

**X.2.2 EMPLOYEE REQUEST TO RETURN TO ORIGINAL DEPARTMENT/UNIT**

- (a) If an employee requests to return to his/her original department/unit, he/she must submit a request in writing to both his/her current and former department heads.
  - 1. Both department heads or the authorized designees shall review the request and make a joint recommendation based on the budgetary or operational needs of each department.
  - 2. If the recommendation is to return the member to his/her original department, the recommendation shall be forwarded to each respective Executive Office Chief for final approval.
  - 3. The employee will be advised, via a written memorandum, whether the request has been approved or denied. A copy shall also be sent to the Compliance Officer.
- (b) If an employee requests a transfer or return from a transfer under this article, that employee must sign an Applicant Certification and a No Political Consideration Certification (NPCC).

**X.3 ORGANIZATIONAL TITLE CHANGE REQUEST**

Each department head or the authorized designee shall provide a written request of the title change to the respective Executive Office Chief for approval. The request shall include the following:

- (a) Employee's name
- (b) Employee's department
- (c) Current title
- (d) Requested new title
- (e) Justification for title change
- (f) Updated job description to reflect new title a revised responsibilities

A copy of the approved request shall be sent to the affected employee, Compliance Officer, Executive Director of HR and the coordinator of the exempt list when applicable.

**X.4 CERTIFICATION**

The respective department head or the authorized designee will complete and sign a NPCC on all memorandums and related documentation affirming that all employment decisions and employment actions were made in accordance with the procedures set forth in this article.