

	GENERAL ORDER Effective: 02-28-2022	# 03-02
	Section: Management & Supervision	Replaces or Modifies: G. O. 18
	Title: Duty Assignments, Transfers and Seniority Issued by: Chief Deputy Mattie Provost	

I. Purpose:

To set standards on duty assignments and operational seniority within the Fort Bend County Sheriff's Office (FBCSO).

II. Policy Statement:

Duty assignments will be based upon the operational needs of the FBCSO.

III. Definitions

Duty Assignment – The particular duties, work hours (including shift and days off), organizational placement, and related issues of any position an employee is assigned to. Duty assignments may have a correlation with an employee's title and/or rank due to the nature of work being performed; however, within any particular title and/or rank there may be multiple duty assignments (example includes but is not limited to the following duty assignments within the rank of Sergeant – Patrol Shift, CID, Detention, Training Academy, etc...). Changes to an employees' duty assignment cannot create a change in the employee's pay grade or pay step (these changes are dealt with in promotions or demotions in compliance with FBCSO Civil Service Rules).

Lateral Transfer – A type of change in duty assignment. This term includes the term intra-office transfers as defined in FBCSO Civil Service Rule 6.02 as amended.

IV. Details and Procedure:

A. Duty Assignment Details

1. The following are the home duty assignments for particular positions. The home duty assignment is the base assignment for the particular position, other assignments are generally specialized assignments.
 - a. Sergeant / Corporal – Patrol or Detention shift supervisor
 - b. Investigator – CID or Warrants
 - c. Deputy Sheriff (Includes Detention Deputy) – Patrol or Detention shift work (Detention shift work in this General Order refers to those assigned to the inmate housing function)
 - d. TCO Trainee, I, II, & Coordinator [Shift Leaders] – Emergency Communications shift work
 - e. DOC Trainee, I, & II – Detention shift work
 - f. Lieutenant and higher ranking positions do not have home duty or specialized assignments, they fill roles as determined by the Chief Deputy
 - g. All other positions fill roles as assigned

B. Specialized Assignments

1. Specialized Assignments are a form of duty assignment requiring special skills or specialized application of skills. They may either be a full or part time assignment.
2. Specialized Assignments may include but are not limited to:
 - a. Traffic Unit
 - b. Livestock Unit
 - c. Crime Prevention / Youth Services Unit
 - d. Training Academy
 - e. Detention - Booking & Releasing and other specialized areas
 - f. Investigator IAD
 - g. Investigator Narcotics
 - h. ID Tech (Investigator)
 - i. Sergeant / Corporal in any assignment other than patrol or detention shift supervisor
 - j. Administrative / Support Duties within a Division or Bureau
 - k. SWAT (part time assignment)
 - l. Conducting Background Investigations (full or part time assignment)
 - m. K-9 Deputy
 - n. Crisis Intervention Team
 - o. Contract Deputy
 - p. Intake Deputy

C. Changes to Duty Assignments

1. The movement of employees between duty assignments (including but not limited to specialized assignments) other than those covered in III.B. of this General Order dealing with shift bids will be regulated by the following:
 - a. Lieutenants and higher ranking positions are placed into their assignments with approval of the Chief Deputy (the other procedures in this section do not apply to these ranks, except as specifically authorized by the Chief Deputy).
 - b. Movements that are within a Division will be approved by the Bureau Commander and communicated to the Chief Deputy.
 - c. Movements that are between Divisions or Bureaus will be approved by the Chief Deputy.
 - d. Movements that involve positions that are part of multi agency Task Forces or similar operational units will be approved by the Chief Deputy.
 - e. Movements will be based upon operational needs, as well as considerations of diversity, liability, special skills, and to promote harmony within the FBCSO. Movements may also be used to aid in the development of an employee by providing experience in different operational areas of the FBCSO. Movements will not be approved if there is sufficient evidence to show that the movement is solely based upon a malicious or capricious reason.
 - f. An open specialized assignment will be filled with an announcement of vacancy. In these cases the announcement will include the details on the assignment, any particular minimum qualifications, any duration limitations on the assignment, and the process to be used in filling the assignment. On a case by case basis the Chief Deputy may waive the vacancy announcement requirement.
 - g. If a process for filling a specialized assignment does not result in the assignment(s) being filled due to reasons including but not limited to candidate(s) not passing the process or a lack of expertise in the field of candidates – the matter will be referred to the Chief Deputy who may then order appropriate means to fill the assignment(s)

- which may include but are not limited to entry level job postings or another appropriate process.
- h. An employee in a specialized assignment remains in that assignment until removed by competent authority.
 - i. An employee who changes duty assignment must meet the training and performance expectations of the new assignment. If these expectations are not met the employee may be moved to a different duty assignment (based upon availability and overall Agency needs) or disciplined if appropriate.
 - j. The Bureau and Division Commanders will insure that any processes used to aid in making determinations on lateral transfers are communicated to involved employees and are based upon job related factors.
 - k. The Sheriff and Chief Deputy reserve the right to make any duty assignment (including specialized assignments and lateral transfers) by order without further process or by a different announced process if they determine it is in the best interests of the FBCSO.
 - l. Once an employee has been notified of an impending transfer, the Division Commander or designee receiving the employee will notify support personnel of the transfer, including administrative and technology, to properly manage logistical needs.
2. The movement of employees that consists solely of a change in work hours (including shifts that may also include a change in scheduled days off) will be regulated by the following:
- a. In areas of the Agency where employees work different shifts, the Division Commanders are responsible for assigning employees to the different work hours and / or days off.
 - b. The assignment of the actual numbers of employees on each shift and days off will be done based upon analysis of the workload. Prior to implementation of changes to the authorized number of personnel to any shift, change to the scheduled days off, or change to the scheduled hours worked each day (example going from a 10 hour shift to an 8 hour shift) the Bureau Commander will approve the Division Commander's plan.
 - c. Placement on shifts (work hours and days off) may be accomplished by assignment or a bid system.
 - (1.) If the Division Commander makes a change under this section by assignment, he/she will do so in compliance with the concepts found in III.A.5. of this General Order.
 - (2.) Upon approval by the Bureau Commander, the Division Commander may institute a shift bid process. Sergeants and higher ranking positions are not subject to a bid process unless authorized by the Chief Deputy.
 - d. In a shift bid process under this subsection, employees in an assignment not bidding (example a specialized assignment) are not automatically entitled to remove himself/herself from the assignment to participate in the bid. An employee wishing to participate in the bid must have approval from the Division Commander prior to the bid taking place.
 - e. Full Shift bid(s) for any particular group of employees under this subsection will take place no more than once each calendar year unless the Chief Deputy authorizes an exception.
 - f. Division Commanders may authorize partial bids (examples- limited only to evening shift personnel or filling an open position) in between or in place of full bid processes to deal with ongoing personnel issues including but not limited to new hires.
 - g. Bureau Commanders may authorize bidding restrictions due to certain operational needs (Example: the Detention Shift Bid may require that a certain number of

Detention Deputies be on each shift. In this case the number of Detention Deputy slots on a bid will be determined and only Detention Deputies would bid on these spots based on the seniority standard in this General Order).

- h. Bureau Commanders may authorize a shift bid within a specialized assignment if an operational need for such action exists.
 - i. Regardless of whether a shift bid process is in place, Division Commanders and higher ranking authority reserve the right to place any employee into any duty assignment on a case by case basis if it is in the best interests of the FBCSO.
- D. Seniority for operational issues including but not limited to lateral transfers, shift/duty assignments, and shift/duty bids will be determined as follows:
- 1. Seniority for all positions defined as entry level in the Civil Service Rules will be calculated using the continuous service time – agency wide principle (the number of years, months, and days of continuous service in a full time position with the FBCSO).
 - 2. Seniority for positions higher than entry level will use the continuous service time – agency wide principle; however, the number of years, months, and days of continuous service will only be calculated for time in the employee’s current and higher ranks. (Examples: A person makes Sergeant on 01-01-13, and has continuous service time as a Sergeant of 5 years [these equals 5 years seniority]. This same person then promotes to Lieutenant [seniority in the Lieutenant rank starts on the promotion date]. This same person spends 5 years as Lieutenant and then returns to Sergeant [seniority for this person returning to the Sergeant rank is now 10 years]. This provision only applies for current and higher ranking positions (If a person goes from Lieutenant to Sergeant and then back to Lieutenant, the seniority time in Lieutenant rank starts over).
 - 3. Seniority for a bid within a specialized assignment will be based on the number of years, months and days of continuous service in that particular specialized assignment.
 - 4. The Chief Deputy will determine final resolution in cases where seniority calculations result in a tie or where there is a question on calculations /definitions.