

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 6.14</b>
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; August 15, 2016; October 25, 2017
<b>CHAPTER:</b> Human Resources		Related Policy: G.O. 6.12 (Temporary Assignments), G.O. 6.13 (Work Assignments)
<b>SUBJECT:</b> In-Class Transfers		Related Laws:

**POLICY:** Each Sheriff's Office classification description contains specific prerequisites as outlined in the County Classification Manual. Every applicant for a position must demonstrate that they meet these basic requirements. The Sheriff's Office may revise the prerequisites of any Sheriff's Office classification.

**RULE:** A standardized method in which employees in the Records Officer classification series receive non-promotional in classification transfers will be followed.

**PROCEDURE:**

I. Transfers Procedures

A. Records Officer Series

1. All persons initially hired for this position are normally placed on the first step of the Records Officer I Classification pay scale.
2. The Sheriff's Office has the flexibility of starting experienced, qualified applicants at higher steps of the Records Officer I or the Records Officer II classification range, contingent upon the applicant's level of related experience and education.
3. Applicants hired as a Records Officer I but do not meet the minimum standards for Records Officer II, will under-fill vacant Records Officer II positions.
4. When reviewing new hire or in-class transfer applications for the classification of Records Officer II, the experience and training required to qualify is:
  - a. Graduation from a senior high school;
  - b. Two years of acceptable criminal justice work experience with equivalent or similar job duties and responsibilities;
  - c. Any satisfactory equivalent combination of experience and training.

5. Employees moving from Records Officer I to Records Officer II shall be placed on the first step in the Records Officer II pay scale in which the employee does not receive a decrease in pay.
  - a. Employees in the Records Officer I classification that are hired as under-fill in Records Officer II positions will move to the Records Officer II classification when they have met the minimal training and experience qualifications required for that classification.
  - b. This is an in-class transfer and not a promotion.
  - c. The in-class transfer is based upon the applicant meeting the minimal experience and training qualifications required for the Records Officer II classification.
6. Pay increases in the new classification shall occur according to the Lane County Merit System Schedule up through the top step of the Records Officer II pay range.

B. Records

1. It shall be the responsibility of the individual employee to provide documentation to the Sheriff's Office Training Section regarding their experience and training that would qualify them for an in-class transfer.
2. Failure to provide and keep these records current may result in the delay of an in-classification transfer.
3. The Sheriff's Office Fiscal Section shall be required to keep current the status and records relating to all employees who are under-filling a Records Officer II classification.
4. The Sheriff's Office Fiscal Section shall notify the appropriate division commander in writing when an employee becomes eligible for an in-classification transfer and elaborate on any changes in the status and/or salary resulting from such transfer.
5. The Sheriff's Office Fiscal Section shall calculate the effective date of all employees eligible for an in-classification transfer from information available in each employee's personnel and training files, which reiterates the necessity for each employee that these records are accurate and current.