

120.00 – Personnel Order

Refer:

- Policy 105.00 – Policy and Procedure Manual
- Policy 110.00 – Standard Operating Procedures
- Personnel Order Format Form

Definitions:

- Personnel Order – An order, announcing changes in a member’s shift, days off, job assignment, or job classification. Such changes include, but are not limited to, transfer between units in different divisions or to assignments outside the Sheriff’s Office (such as schools or jury duty), promotions, and administrative transfer to the MCSO Human Resources Unit (HR) pending return to work. A Personnel Order is a directive and shall be obeyed by all members to whom the order applies. Except as provided in Subsection 1.4. below, a Personnel Order shall have an effective date and will remain in effect until superseded by a new Personnel Order.

Procedure:

1. Personnel Order:

- 1.1. Only the Sheriff or his/her designee may issue a Sheriff’s Personnel Order. The Undersheriff, Chief Deputy, Chief of Business Services, Chief of Staff and Unit Manager may publish any other Personnel Order.
- 1.2. Only the Sheriff or his/her designee may issue a Sheriff’s Personnel Order authorizing a change in a member’s job classification, or a change within the Executive Staff. Those Personnel Orders shall be created by, published Agency-wide and retained by the Inspections Unit.
- 1.3. All other Personnel Orders shall be created, published and retained by the respective division and may only be signed by that division’s Chief.
- 1.4. A Personnel Order assigning a member to a temporary assignment shall state the duration of the temporary assignment and shall contain a cancellation date. When a Personnel Order assigning a member to a temporary assignment expires, the member shall revert to his/her previous assignment, unless provided otherwise by the Personnel Order.
- 1.5. The Inspections Unit shall retain all original Personnel Orders issued by the Sheriff.
- 1.6. Each division or unit shall retain all original Personnel Orders issued by each, respectively. The member issuing a Personnel Order shall provide a copy to the MCSO HR Unit.

History:

- Originating Policy and Procedure: 06/23/2021
- Next Review Date: 06/23/2023
- Review By: Sheriff’s Office