

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE September 24, 2024	EFFECTIVE DATE September 24, 2024	No. 040-24
SUBJECT: GENERAL ORDER Intra-Departmental Request Form		DISTRIBUTION All Personnel	AMENDS
REFERENCE:			RESCINDS 040-19

Purpose: To establish standardized procedures for employees to follow when requesting special assignments, transfers, schools, etc.

Policy: All employees shall utilize an Intra-Departmental Request Form (MB-90) when requesting any special assignment, transfer, school, etc. (use for posted or non-posted requests). However, job postings are 'Informational only' and it is not a requirement to complete an Inter-Department request form in order to be selected for posted position.

I. Procedural Responsibilities

A. Requesting Employee:

Complete Part I of MB-90 Intra-Departmental Request form. A separate request form will be used for each individual posting. For individual postings with multiple options (i.e., All Zones/All Platoons) the order or preference should be indicated. (i.e., 1st, 2nd, 3rd choice, etc.), When submitting requests for multiple individual postings at the same time, the order of preference should be indicated on each request as they relate to other individual requests. (Additional Comments/Qualifications-optional). Submit completed MB-90 form to immediate supervisor.

B. Immediate Supervisor:

1. Review request, fill out and complete Part II.
2. Submit request form to next level supervisor or lieutenant.

C. Supervisor or Lieutenant:

1. Review request, fill out and complete Part III.
2. Submit request form to Unit Commander or Captain.

D. Unit Command Officer or Captain:

1. Review request, fill out and complete Part V.
2. Submit request to Bureau or Division Head.

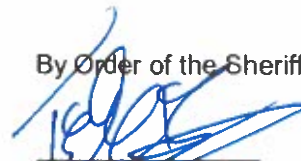
E. Bureau or Division Head:

1. Review request, fill out and complete Part V.
2. Return a copy of the completed request form to the employee initiating the request.

II. Selection Process

- A. The Bureau Chief will select those employees qualified for the position, training, special assignment, school, etc. and will consider the following:
1. The individual's qualifications.
 2. The individual's experience.
 3. The benefit to the individual and the Sheriff's Office.
 4. All recommendations indicated on the Intra-Departmental Request Form as well as recommendations from other supervisors and/or command staff.
 5. Any other criteria relative to the posting that would qualify the individual for the position or training.
 6. The individual's seniority.
- B. The final decision for all selections remains with the Sheriff and Undersheriff.

By Order of the Sheriff,



Todd K. Baxter