

STRATEGIC STAFFING DEPARTMENT

Request for Transfer

SAFETY

A College Safety employee may file a request for transfer at any time during the fiscal year. The request will remain in effect until June 30th of the fiscal year.

Certified College Safety Officers and Dispatchers, who have successfully completed the initial probation period, may transfer to different locations throughout the District. A transfer is defined as a change of location within the same classification. A transfer request will be processed prior to the position being advertised.

Name	Phone Number/Home	Phone Number/Work	
Employee ID #	Please check the Desired Location:		
Current Job Title	CGCC ____	DSSC ____	EMCC ____
Current Location	GCC ____	GWCC ____	MCC ____
	PC ____	PVCC ____	RSCC ____
Signature	Today's Date	SCC ____	SMCC ____

INSTRUCTION:

1. **Complete the form.** Complete all sections of this form, printing or typing. Date and sign the form.
2. **File the request.** Send or deliver this form to the Strategic Staffing Department, DSSC. The request for transfer is considered property filed only after it has been date stamped as received by a Strategic Staffing Department staff member.
3. **Renew the request.** If you wish to renew your transfer request for an additional year, you must submit a new ***Request for Transfer*** Form, on/or after July 1st of the new fiscal year.

Please do not write below this line. For Strategic Staffing Department use only.