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Sheriff's Office Salt Lake County

Corrections Bureau Special Order

Number: 17-07

Subject:	Transfer Requests	Effective Date:	1/1/18		
Reference:		Amends:			
Distribution:	All Bureau Members	Rescinds:		Pages:	1

Effective January 1, 2018 the Corrections Bureau Jail Transfer Request form JAIL009 on the I: drive will no longer be accepted.

In an effort to move to a paperless system any sworn deputy/ sergeant requesting a transfer will do so on a web form. The web forms will also be available on the Sheriff's Office Intranet and SharePoint site.

To submit a transfer click on the hyper link below and complete the form:
<https://app.smartsheet.com/b/form/2148f1c9595342019b4b08ded6922d1d>

To rescind a request click on the hyper link below and complete the form:
<https://app.smartsheet.com/b/form/0b69ea32fff9433ab87d6570bf9dfb03>

Matt Dumont
Corrections Bureau Chief Deputy

