

**DEPARTMENT OF PUBLIC SAFETY**  
**INTEROFFICE MEMORANDUM**

To: Gabriel Ortiz, Regional Director, Capitol Region

Division: THP

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name) (Rank/Position)

Subject: Transfer Request

This is to respectfully request a transfer from :

\_\_\_\_\_  
(Area)

Transfer to:

\_\_\_\_\_  
(1st Area Choice)

\_\_\_\_\_  
(2nd Area Choice)

\_\_\_\_\_  
(3rd Area Choice)

\_\_\_\_\_  
(Employment Date)

This transfer is requested for the following reason(s) \_\_\_\_\_

(May attach additional pages as required)

I certify that this transfer, if granted, will not violate provisions of the nepotism policy contained in General Manual 01.15.10.02.

\_\_\_\_\_  
(Signature)

Recommended

Not  
Recommended

☐☐

\_\_\_\_\_  
(Signature) Ist Line Supervisor

\_\_\_\_\_  
Date

☐☐

\_\_\_\_\_  
(Signature) In-Line Manager

\_\_\_\_\_  
Date

☐☐

\_\_\_\_\_  
(Signature) In-Line  
Service Commander

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommended Date

☐☐

\_\_\_\_\_  
(Signature) Major

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommended Date

Approved ☐ Effective Date \_\_\_\_\_

Denied ☐ Additional Information \_\_\_\_\_

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Date