

In order for the Erie County Sheriff's Officer to obtain an approval for your request to be transferred to this Office as a **Deputy Sheriff Officer/Correction Officer in the Jail Management Division**, Erie County Personnel must have proof of your employment and that you passed your probationary period.

You must obtain a letter from your employer(s), **regarding proof of your employment**, faxes not accepted, and other information and/or attachments as stated below.

**Your Human Resources Department can furnish the following documents that should be sent directly to Erie County Sheriff's Office - Personnel, at 10 Delaware Avenue, Buffalo, NY 14202; on department letterhead:**

- Your name and exact title
- Title and # of eligible list you were appointed from;
- The date the list was established;
- The date you were hired;
- The date you passed your probation;
- Your status, full-time or part-time;
- Are you still employed?
- Copy of the exam announcement;
- Copy of the list you were appointed from;
- Copy of your roster card; (This is mandatory you can get from NYSTEP)

The following documents should also be included:

- Copy of your driver's license
- Proof of completion of high school or high school equivalency diploma and or college transcripts

Finally to complete the transfer; a Letter of Good Standing to include your Overall Attendance Record (Below Average/Average/Above Average); any disciplinary action, if so, please describe briefly.

Note: Active duty military service does not include active duty for training.

Note: Up to one year of active duty military service may be substituted for education on the basis of one month of active duty equals 2.5 college semester credit hours.

Again, the documents from your Human Resources Department should be sent to Erie County Sheriff's Office - Personnel, at 10 Delaware Avenue, Buffalo, NY 14202.

If you have any questions or would like information regarding the required documents, contact Lieutenant Marc Priore at [Marc.Priore@erie.gov](mailto:Marc.Priore@erie.gov).