

504.12 TRANSFERS AND SPECIALIZED ASSIGNMENTS

- I. PURPOSE: To describe procedures for requesting assignments and transfers within the department and to specify minimum requirements for certain positions.
- II. DISCUSSION: There are a variety of positions that can be filled within the department that do not require a formal promotional process. These positions do require demonstrated mastery of basic police skills and have different responsibilities from those of uniformed patrol officers. Assignment to, or transfer from, such positions shall be at the sole discretion of the chief of police.

- III. DEFINITIONS:

Specialized Assignments: A non-biddable assignment is often characterized by increased levels of responsibilities and specific training. Examples of specialized assignments are, but not limited to, School Resource Officer, C.O.P., Street Anti-Crime, etc. Assignments will be made at the sole discretion of the Chief of Police. Although a specialized assignment may include advancement in pay grade, it is not a promotion. Officers may be removed from specialized assignments at any time by order of the Chief.

Lateral transfer: Transfers, at any rank, to other positions, bureaus, or divisions that are made without a change in the employee's rank or pay grade.

- IV. ELIGIBILITY STANDARDS:

- A. To be eligible for lateral transfer, an employee must:
 - 1. Successfully complete the probationary period in the current rank, or pay grade, held.
 - 2. Receive a rating of satisfactory or higher on the most recent performance evaluation.
- B. Specialized Assignments - See SOP 504.13.

- V. PROCEDURES:

- A. Transfers:
 - 1. Employees desiring transfer from their present division to another will document their request in letterform addressed to the Chief of Police, attention to the Major of the Support Services Division, in an original and three copies. The letter will be submitted to the employee's immediate supervisor and should contain the following information:
 - a. Present assignment;

- b. Division requested; and
 - c. Experience, training, or other special qualifications which would be beneficial in the desired assignment.
- 2. The immediate supervisor will attach a cover letter stating why he believes the request should or should not be considered.
- 3. Any supervisor in the chain of command who has information that would be beneficial when considering the request will document the information and attach it to the request.
- 4. After review by the officer's division/bureau commander, the original and three copies of the letter, and any other attachments, will be forwarded to the Office of the Chief of Police for review. After the letter and all copies are signed acknowledging review, they will be forwarded to the Support Services Division.
- 5. The Support Services Division will retain the original and one copy of the letter and attachments.
 - a. One copy of the letter and attachments will be filed in the employee's department personnel service record.
 - b. The original letter with attachments will be filed in a "Request for Transfer" file which is divided by "division requested" and maintained in the Personnel Unit.
- 6. The commander of the requested division/bureau will retain the copy of the request for his division/bureau file. He will forward the remaining copy to the requesting employee with acknowledgement of review.
- 7. The Personnel Unit will periodically review the "Request for Transfer" file and purge obsolete requests. Requests that have been on file for more than two years will be returned to the requesting employee for updating.

Supersedes SOP 504.12, dated 11/19.