

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1623.12, SWORN TRANSFERS**

EFFECTIVE:	6/11/2019
RESCINDS:	1623.11
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS DIVISION COMMANDER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLÓN

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POLICY:

It is the policy of this Department to ensure that all members are afforded equal employment opportunities throughout their careers and that the assignment of members throughout the Department reflects the cultural diversity of the community in which they serve. When vacancies in specialized units occur, selection of people to fill those vacancies will be based on the best interests of both the Department and its members. While the needs of the Department shall always take precedence when conflicts occur, every effort will be made to ensure that deserving members have ample opportunities to advance their careers through lateral mobility. Transfers remain a management prerogative.

PROCEDURES:

1. POSTING OF VACANCIES

When a vacancy is anticipated in a section, the section commander shall draft a Special Notice announcing the vacancy and forward it to the respective bureau commander. The Chief of Police shall decide whether the vacancy will be posted. The Special Notice must include minimum qualifications, to include the required rank (years of service optional), "Must be in good standing per existing OPD/FOP Contract" and "No negative endorsements"; job-specific requirements; desired qualifications; to whom applications must be submitted and a submission due date; and a contact person for information.

Transfers of personnel within a section (i.e., from one unit to another in the same section) may be made with the approval of the division commander, and are excluded from the posting requirements of this directive.

2. APPLICATION FOR FILLING VACANCIES

Any sworn member who meets the eligibility criteria specified in the Special Notice announcing the vacancy may apply for it by submitting a written request. The request shall be routed via email through the member's chain of command, with an advance copy sent to the office or person designated in the Special Notice. The member's immediate supervisor must either recommend or not recommend the member for the position. Should a supervisor or manager in the chain of command feel that the member's transfer would not be in the Department's best interests - e.g., because of the investment made in training the individual for his or her current position - that opinion should be stated in the endorsement.

3. SELECTION PROCESS

If the section commander considers it necessary to develop a structured selection process in order to select the individual, the process used shall first be approved by the Police Legal Advisor. The commander of the section in which the vacancy occurs shall recommend from among the pool of qualified applicants the individual whose assignment will best fit the needs of the Department. A memorandum with the names of the individuals meeting minimum qualifications shall be forwarded to the bureau commander for approval, if there are no applicants for a posted position, the Chief of Police shall select a person to be assigned.

A selection eligibility list, not to exceed 90 days in duration, may be established when multiple vacancies in a particular section or unit are anticipated to occur over a relatively brief period of time. The 90-day period shall begin on the date the individual selected is officially transferred to the particular section or unit. In situations that require the individual selected to successfully complete a certification process that may exceed the 90-day period, the 90-day period shall begin the date the individual is officially certified. The decision to use such a list, once established, rests with the respective bureau commander.

In the event of a vacancy on the Special Weapons and Tactics (SWAT) Team, a selection eligibility list, not to exceed 180 days in duration, may be established to account for future vacancies. The 180 day period will begin on the last day of the selection process. The decision to use such a list, once established, rests with the Special Teams Commander.

4. RECORDS RETENTION

Once the transfer has been approved, the section commander shall store the selection packages for four years and notify the following of the selection:

- a. The selected applicant.
- b. The applicants who were not selected.

All electronic selection packages will be archived on the City's email server.

5. DOCUMENTATION AND NOTIFICATIONS

Managers are authorized to make temporary transfers of personnel within the respective bureaus, divisions, or sections they command. Temporary transfers of individuals between bureaus will be coordinated between the affected bureaus.

All permanent transfers shall be documented on a Personnel Transaction Form (PTF), which is available on the OPD Online Forms page. The section manager losing a permanently-reassigned member is responsible for providing information to his or her division staff/administrative assistant. The staff/administrative assistant will send a completed PTF via email to Fiscal, the gaining division's staff/administrative assistant, the Support Services assistant, the Department's Workday designee and Witness Management.

The section manager receiving a reassigned member is responsible for the submission of a Technology Management Service Request form. This form is to be forwarded to the Technology Management Business Analyst assigned to OPD. The completed form provides Technology Management with the necessary information to ensure the newly assigned member's technology needs are met (the Technology Management Service Request form can be found as Attachment B in the current version of P&P 1625, Use of Electronic Communication Systems).

The manager authorizing a temporary transfer (TDY) is also responsible for providing information to his or her division staff/administrative assistant so that the assistant can notify OPD payroll via email of the temporary transfer. The staff/administrative assistant shall copy the gaining division's staff/administrative assistant, the Support Services assistant, the Department's Workday designee and Witness Management on the email.

The email shall contain the employee's name, employee number, temporary transfer start date, unit number, unit name and cost center from which they are leaving and the temporary transfer end date, unit number, unit name and cost center to which they are going to.

6. PATROL TRANSFERS

6.1 TRANSFERS WITHIN PATROL SERVICES BUREAU

Officers or sergeants may request a transfer from one shift to another by completing the Uniform Patrol Transfer Request form (Attachment A). Members can only submit a Uniform Patrol Transfer Request if they are currently in a patrol division or as soon as they are notified that they are being transferred to a patrol division.

Once selected for a transfer, officers and sergeants cannot request transfer again for a period of 90 days from the date they accepted or declined the transfer.

A transfer request list will be created, maintained and posted. The list will be maintained and continually updated by the OPD designated Transfer Liaison (a patrol administrative assistant) and contain at least the following information:

- Name, Rank & Employee #
- Departmental Seniority Date (Date of Hire)
- Classification Seniority Date (Date of Rank)
- Current Assignment Date (Date of Most Recent Transfer into Patrol Bureau)
- Sex/Race
- FTO Y N
- MPO Y N

Selection criteria:

Officers will be transferred according to the following priorities, including tiebreakers:

1. Departmental seniority date
2. Current assignment date (tiebreaker #1)
3. Cumulative time assigned to Patrol (including Field Training) since date of hire (tiebreaker #2)

Sergeants will be transferred according to the following priorities, including tiebreakers:

1. Classification seniority date
2. Departmental seniority date (tiebreaker #1)
3. Current assignment date (tiebreaker #2)
4. Cumulative time assigned to Patrol (including Field Training) since date of hire (tiebreaker #3)

If there are vacancies, all pending requests will be addressed prior to recruit assignment or placement of officers and sergeants returning to Patrol from another bureau.

In the event of an unforeseen life-altering event or hostile work environment as determined by the Chief of Police (or designee) or as otherwise may be required under law, exceptions may be made. Additionally, all management rights in Article 2 of the current Collective Bargaining Agreement would apply as it relates to the need for diversity and veteran officers on each shift.

Intra-bureau transfers will not adversely affect those applying for an assignment outside of Patrol.

6.2 TRANSFERS OUTSIDE OF PATROL

The following procedures must be accomplished prior to being released from the Patrol Services Bureau. All Patrol watch commanders, sergeants, and officers must turn in all patrol-specific equipment and have a property clerk

complete and sign Attachment B, Equipment Transfer Form. The transferring officer and supervisor must replace any supplies that are missing from the vehicle and complete Attachment C, Vehicle Transfer Form. The original Vehicle Transfer Form shall be forwarded to the Fleet Coordinator. Officers transferring from a patrol assignment in the Patrol Services Bureau or the Special Services Bureau must turn in their patrol vehicles to the Fleet Coordinator for their division no later than the first working day of their new assignment.

Copies of the Equipment Transfer Form and Vehicle Transfer Form must be attached to the Personnel Transaction Form and submitted to the Patrol Services Bureau commander for final transfer approval.

1623.12 P&P

ATTACHMENT A

ORLANDO POLICE DEPARTMENT
UNIFORM PATROL TRANSFER REQUEST

To: TRANSFER LIAISON Date: _____

Via: CHAIN OF COMMAND

From: _____
(Rank) (First Name) (Last Name) Emp #

Current Assignment: _____

Date of Current Shift: _____ Total Time in Patrol: _____

Date of Hire: _____ Race: _____ Sex: _____

Date of Rank (Sgts only): _____ Master Sgt: Yes No

Languages Spoken: _____

FTO: Yes No MPO: Yes No

Desired Division: (Choose Only One)

East Patrol North Patrol West Patrol Central Patrol (Foxtrot Only)
Any Division

Desired Platoon/Shift: (Choose Only One)

A Platoon Days A Platoon Eves A Platoon Mids
B Platoon Days B Platoon Eves B Platoon Mids
Any Days Any Eves Any Mids

Endorsements

Supervisor: _____ Date: _____

Watch Commander: _____ Date: _____

Division Commander: _____ Date: _____

Transfer Liaison: _____ Date: _____

ATTACHMENT B

ORLANDO POLICE DEPARTMENT
PATROL SERVICES BUREAU
EQUIPMENT TRANSFER FORM

_____ SAGE # _____	_____ TACTICAL VEST (TAC ONLY)
_____ CARRYING CASE	_____ CELL PHONE
_____ SLING	_____ DIGITAL VOICE RECORDER
_____ FLASHLIGHT	_____ NIK KIT w/ PLASTIC BOX
_____ 6 ROUNDS	_____ MCT ASSET # _____
_____ AR-15 # _____	_____ AIR CARD
_____ CARRYING CASE	_____ CD ROM
_____ SLING	_____ FLOPPY DRIVE
_____ FLASHLIGHT	_____ MOUNT KEY ON KEY RING
_____ MAGAZINES (3 ea.)	_____ POWER CORD
_____ SHOTGUN # _____	_____ BREACHING KIT CONSISTING OF:
_____ SLING	_____ NYLON BACKPACK
_____ FLASHLIGHT	_____ BREACHING SLEDGE
_____ AED w/CASE	_____ HALOGAN TOOL
_____ DIGITAL CAMERA w/CASE	_____ BOLT CUTTERS
_____ PORTABLE BREATH TESTER	_____ GAS MASK CARRIER
_____ POLICE SHIELD	_____ CHEMICAL AGENT PACKS
	_____ CLEAR OUT (3 ea.)
	_____ CLEAR OUT KEY HOLDER (1 ea.)
	_____ AUTO INJECTOR (1 ea.)

EMPLOYEE: _____
(Name - Please Print) (Signature) (Emp #) (Date)

SUPPLY
CLERK: _____
(Name - Please Print) (Signature) (Emp #) (Date)

ATTACHMENT C

ORLANDO POLICE DEPARTMENT
PATROL SERVICES BUREAU
VEHICLE TRANSFER FORM

____ VEHICLE # _____
____ RIPP HOBBLE
____ TRUNK STRAP
____ FIRST AID KIT
____ LUMBER CRAYON
____ FLEX CUFFS (4ea.)
____ FLEX CUFF CUTTER
____ CRIME SCENE TAPE
____ PRINT KIT
____ BLANKET
____ TOOL BOX
____ FLARES (12 ea.)
____ GUN LOCK KEY

BIOHAZARD KIT CONSISTING OF:
____ RED BIOHAZARD BOX
____ FACE SHIELD
____ LATEX GLOVES
____ BIOWIPE
____ GOGGLES
____ BIOHAZARD BAG w/TIE
____ TOWELETTES
____ SHARPS CONTAINER (2ea.)
____ BIO LABEL
____ FILTER MASK
STOP STICKS CONSISTING OF:
____ STOP STICKS (3ea.)
____ NYLON SLEEVE
____ CORD REEL
____ MOUNTING TRAY OR BAG

EMPLOYEE: _____
(Name - Please Print) (Signature) (Emp #) (Date)

SUPERVISOR: _____
(Name - Please Print) (Signature) (Emp #) (Date)

Vehicle Turned in Vehicle to Remain with Officer/Sergeant

FLEET COORDINATOR: _____
(Name - Please Print) (Signature) (Emp #) (Date)