

Policy: 1623.14, Sworn Transfers

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Distribution Group: All Employees

Review Responsibility: Patrol Services Bureau Commander

Accreditation Chapter(s): None

Chief of Police: Eric D. Smith

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I. PURPOSE

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. 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.

Transfers remain a management prerogative.

II. POLICY

It is the policy of this Department to ensure 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.

III. DEFINITIONS

Desired Qualifications: Refers to skills, experience, education, or attributes that enhance a candidate's ability to perform successfully in a role preferred but are not mandatory pre-requisites. Unlike job-specific requirements, these qualifications are not essential for eligibility but may be used to differentiate among candidates or support stronger job performance. These may include but are not limited to additional years of relevant experience; advanced or specialized education beyond minimum requirements; supplementary certifications or training; preferred technical, language, or soft skills; industry-specific knowledge or exposure.

Job-Specific Requirements: Refer to skills, certifications, experience, physical abilities, and performance standards that are uniquely necessary and are pre-requisites to perform the essential duties of a particular role within the organization. These requirements are determined based on the nature of the position and may vary significantly between different jobs. These may include but not limited to technical or functional skills; relevant work experience; licenses or certifications; physical or environmental demands; role-specific competencies or performance expectations.

Minimum Qualifications: Refer to a member's eligibility to apply for a position which includes:

1. Required "rank" (may include a specific year of service requirement)
2. "Must be in good standing per existing OPD/FOP Contract"
3. "No negative endorsements by your chain of command"

IV. 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, job-specific requirements (optional), desired qualifications (optional), 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 advanced copy sent to the office or person designated in the Special Notice.

The member's chain of command (immediate supervisor through division commander) 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, or because they believe the member does not meet a job-specific requirement - that opinion should be stated in the endorsement. Non-endorsements shall not be considered when a member does not possess a listed desired qualification.

The applying member's bureau commander will either approve or disapprove the member's application for consideration based on the endorsements received and/or their belief in the best interest of the Department then forward the package to the soliciting commander.

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 the PTF Distribution email group, which includes 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 staff assistant) and contain at least the following information:

1. Name, Rank & Employee #
2. Departmental Seniority Date (Date of Hire)
3. Classification Seniority Date (Date of Rank)
4. Current Assignment Date (Date of Most Recent Transfer into Patrol Bureau)
5. Sex/Race
6. FTO (Yes or No)
7. MPO (Yes or No)

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.

V.FORMS AND APPENDICES

ATTACHMENT A-Uniform Patrol Transfer Request

VI.REFERENCES

This policy rescinds Policy and Procedure 1623.13

Related Policies: Not Applicable

Related Laws: Not Applicable