



Approved:  
Chief Marcia Harnden

Subject:

# 817. Promotions, Transfers, and Collateral Assignments

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Page:  
1

## 817.1: PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion, transfer, or collateral assignments within the ranks of the Albany Police Department and the processes to be followed.

### 817.1.1: DEFINITIONS

**Promotion** - Advancement as a result of selection, based on a competitive process, for a permanent position identified by a separate job description and a separate and higher pay range than the position previously held.

**Transfer** - Assignment to a different shift, work assignment or duty station. Although the duration of the assignment may vary, it is generally considered to be temporary and subject to change at the discretion of the Chief of Police. The applicability of premium pay to an assignment based on special skills or hazardous duty does not alter the temporary nature of the assignment and does not constitute a promotion.

**Transfer Assignments** – The following is a non-exhaustive list of transfer assignments:

- School Resource Officer
- Traffic Officer
- K9 Officer
- Detective
- Telephone Report Officer

**Collateral** – Assignment to additional duties beyond the member's regular duties. Although the duration of the assignment may vary, it is generally considered to be temporary and subject to change at the discretion of the Chief of Police. The applicability of premium pay to an assignment based on special skills or hazardous duty does not alter the temporary nature of the assignment and does not constitute a promotion.

**Collateral Assignments** – The following is a non-exhaustive list of collateral assignments:

- Field Training Officer
- SWAT Officer
- Drone Pilot
- Crash Investigator
- Drug Recognition Expert
- Communications Training Officer

**817.2: POLICY**

**It is the policy of the Albany Police Department to make promotions, transfers, and collateral assignments within the organization which provide members with the opportunity for professional growth and provide excellent service to the community.**

**817.4: TRANSFER AND COLLATERAL SELECTION**

- a. The following criteria generally apply to transfer and collateral assignment selections:
  - 1) Administrative evaluation as determined by the Chief of Police. This shall include a review of supervisor recommendations. The current supervisor will submit these recommendations.
  - 2) The supervisor recommendations will be submitted to the Division Captain for whom the candidate will work. The Division Captain will schedule interviews with each candidate.
  - 3) Based on supervisor recommendations and those of the Division Captain after the interview, the Division Captain will submit his/her recommendation(s) to the Chief of Police.
  - 4) Appointment by the Chief of Police.
- b. Specific skill testing may be added to the evaluation process based on the assignment (e.g., SWAT testing).
- c. The selection process for transfers and collateral assignments may be waived for emergency situations, or trainings.

**817.4.1: TRANSFER AND COLLATERAL QUALIFICATIONS**

The following qualifications generally apply for transfers and collateral assignments:

- a. Three years' experience;
- b. Not on probation;
- c. Has shown an interest in the position applied for;
- d. Education, training, and demonstrated abilities in related areas, such as, enforcement activities, investigative techniques, report writing, public relations, etc;
- e. Complete any training required by the Department of Public Safety Standards and Training or law.

**817.5: PROMOTIONAL SELECTION PROCESS**

- a. Promotions are based upon merit considering a candidate's knowledge, skills, abilities, record of performance, and compatibility with the organization's management and operational philosophy as demonstrated through a competitive selection process and actual job performance.
- b. When a vacancy exists in a supervisory position, the announcement will include:
  - 1) Description of the position(s) of job classification.
  - 2) Method of application.
  - 3) Proposed schedule of dates, times, and locations of all elements of the process.
  - 4) Description of eligibility requirements.
  - 5) Description of the promotional process.
- c. Specifications for promotional opportunities are on file with the City of Albany Department of Human Resources. Promotions will be determined in accordance with the following procedures:
  - 1) Administrative evaluation as determined by the Chief of Police.
  - 2) The selection process may include any of the following components depending on the position being filled, the job requirements and the skills to be evaluated:
    - A. Written Examination – Written questions or a written exercise designed to test the applicant's knowledge and/or skills for the position being tested.
    - B. Oral Interview Panel – Standardized questions for all applicants for the particular position will be used. Additional questions, which are clarification of answers to questions, may be sought by the interviewer. Questions will be reviewed by the appropriate Division Captain prior to the interview process to ensure the questions are appropriate and relevant for the selection process and are nondiscriminatory in nature.
    - C. Specific skill testing – Standardized skill testing that is job-related to the particular position may be used.
    - D. Assessment Center – Used for the promotional process of sergeant and lieutenant. The specifics for each process will be outlined in the memorandum to the potential candidates. The Assessment Center process is assigned to one of the Division Captains by the Chief of Police for development and implementation.
    - E. Interview with the Chief of Police.
- d. Promotional materials, including written examinations, interview questions, roleplay exercises, etc., shall be kept in a locked cabinet under the control of the Police Business Manager.

e. Lateral Entry Promotions:

- 1) The Police Department may solicit qualified candidates from outside the agency to fill promotional opportunities.
- 2) Determination of lateral entry status and eligibility remains solely at the discretion of the Chief of Police.

#### **817.5.1: ELIGIBILITY LISTS**

- a. When the Chief of Police determines an eligibility list is to be established for a sworn position, s/he shall specify:
  - 1) The numerical weight, if any, assigned to each eligibility requirement.
  - 2) The system of ranking eligible employees on the lists; and
  - 3) Time-in-grade and/or time-in-rank eligibility requirement.
- b. The Chief of Police will make the final selection based on the "Rule of Three," (i.e. selection for the position can be from any one of the top three (3) eligible candidates.)
  - 1) Prior to selection, the Chief of Police may conduct oral interviews with the top three (3) candidates to aid in his/her final determination.
  - 2) As selections from the promotional eligibility lists are made, the next top scoring candidate moves into the top three (3) for selection consideration for any promotional opportunities that arise prior to expiration of the eligibility list.
- c. Eligibility list duration shall be at the discretion of the Chief of Police and shall not exceed a period of one year unless extended based upon operational need.

#### **817.6: REVIEW AND APPEAL PROCESS**

- a. Employees are permitted to review and appeal decisions concerning their eligibility for appointment to promotional vacancies. Inquiries and appeals may be submitted to the Chief of Police. The decision of the Chief of Police is final.
- b. Procedures for the review and appeal are outlined as follows:
  - 1) Candidates are permitted to review their written results for scored/evaluated elements of the selection process.
  - 2) If a candidate still wants to appeal any aspect of the selection process, an inquiry or appeal will be submitted in writing to the Police Business Manager who will provide all relevant materials to the Chief of Police. The Chief, or his/her designee, will review and/or investigate the disputed

element(s) of the selection process. The Chief will make a determination based on the review/investigation and his/her decision will be final.

- c. Employees failing to meet eligibility requirements or who are not successful in the promotional process are permitted to reapply for future openings.