



Colorado Springs Police Department

General Order

1860 Intra-Department Transfers

Section 1800 – Personnel Functions

Effective Date: 5/21/2024

Supersedes Date: 9/29/2022

.01 Purpose

The purpose of this directive is to define and outline the process for internal transfers.

.02 Cross Reference

[GO 823 Career Development](#)

[DL-1860-01 Retention of Personnel in Specialized Units](#)

[HR-05 Internal Postings for Police Officers](#)

.03 Discussion

While the basic law enforcement functions of each sworn member of the department are similar, specialized positions have been identified throughout the department that require certain skill sets for ideal operation.

While most vacancies in specialized assignments are expected to occur in conjunction with the annual shift pick process for the Patrol Bureau, vacancies may occur at any time during the year. The selection process for these units, which occurs prior to the shift pick process, often creates a domino effect resulting in candidates being selected from other positions that did not anticipate any openings.

The delay in posting of these unanticipated unit openings often results in final selections being pulled from patrol after the shift pick process has finished, creating vacancies on the impacted shift prior to the start of the year. To avoid this imbalance, it is necessary to have an active eligibility list in place for all specialized unit positions. An exception can be made if a unit supervisor can verify that no employee from that unit is competing for any other assignment.

.04 Policy

When vacancies occur in positions filled by sworn employees below the rank of commander, it is the department's responsibility to offer all qualified officers the opportunity to apply and be considered for that position.

Procedures in this directive will ensure that all qualified officers may be considered for transfer to the various department bureaus or the specialized components within them.

.05 Definitions

Specialized Position: Any sworn assignment other than a regular uniform patrol shift assignment that is held by an officer, sergeant, or lieutenant.

.10 Eligibility to Transfer

To be eligible to apply for a specialized position, candidates must be a non-probationary police officer first class (P1) or a non-probationary sergeant, or lieutenant at the time of transfer.

If a supervisor would like to post a position lower than a P1, they **must** receive approval from the deputy chief of their assigned bureau, or their designee.

Employees currently on an active Performance Improvement Plan (PIP) are precluded from applying for specialized positions.

The chief of police has the sole discretion to waive eligibility rules.

.12 Selection Considerations

Supervisors may consider any sustained allegation resulting in a Supervisory Discussion Record (SDR) within one (1) year of the date that the personnel investigation was initiated.

Supervisors can also consider any other sustained allegation resulting in a written reprimand or higher that occurred within two (2) years of the date that the personnel investigation was initiated.

.14 Transfers within Divisions by Special Direction

Deputy chiefs are authorized to make transfers within the section for the purposes of reorganization provided that a vacancy does not exist.

.20 Notice and Application Process

Position Notice and Announcements

Sergeants and Officers

The following steps are required when announcing openings and when applying for positions designated to be filled by police officers and sergeants:

- All components (bureaus/divisions/sections/units) that have any specialized positions will contact the Colorado Springs Police Department's (CSPD) Human Resources (HR) Section to initiate the posting process.
- The HR Section will prepare an internal posting and distribute it for posting on the sworn career center. Positions will be posted for a minimum of two weeks and a maximum of 30 days. Postings may indicate that an eligibility list (no less than six-months and no more than 12-months in duration) will be established; it is not necessary to establish an eligibility list for sergeant positions.
- Postings will include the expected date of transfer (if known), minimum qualifications for the position, and desired qualifications for the position (if applicable). Selection criteria may vary, according to the nature of the position to be filled but will be noted on any specific posting.
- Any officer or sergeant who meets the minimum qualifications stated in the posted announcement, and who is interested in competing for the assignment, will complete and submit the appropriate internal sworn application to their immediate supervisor.
 - Employees are encouraged to review the requirements, knowledge, desired skills and abilities, and desired training for each specialized assignment prior to submitting the application, to determine eligibility and interest in a given specialized assignment.
 - The application will be completed in eForms and forwarded through the chain of command.
- The HR Section will screen all Sworn Internal Applications, and forward those meeting minimum qualifications, including transfer eligibility, to the requisitioning entity.
- The HR Section will notify those persons not meeting minimum qualifications that their application cannot be considered or informing those who satisfy the minimum requirements that the application has been forwarded to the selecting authority.

Lieutenants

These steps are required when announcing openings and applying for positions designated to be filled by police lieutenants:

- The commander of the division will distribute an email to all eligible lieutenants announcing the vacancy, with the HR Manager carbon copied.
- Interested lieutenants will email a memo of interest to the commander of the division with a copy provided to the HR Manager.

.22 Selection Process for Officers and Sergeants

Specialized unit testing processes will be finalized at least 30 days prior to the annual patrol shift pick process.

Selecting Authority

The selecting authority must be composed of no less than three people of a rank greater than the position under consideration. Every effort must be made to ensure a diverse selecting authority to encompass different perspectives including but not limited to race, ethnicity, gender, age etc. The selecting authority may consider representation from outside the division or bureau, when appropriate. Incumbent employees can be used to enhance the selection process by participating on an interview panel, but do not have selection authority. There must be more people of a greater rank on the panel than incumbent employees. Incumbent employees will not have access to candidate's IA file, personnel file, or supervisor surveys.

The selecting authority **must** submit potential interview questions/test components to the HR Section prior to conducting the selection process. The HR Section will review the proposed questions for appropriateness and ensure its compliance with appropriate employment law.

Prior to the selection process, the selecting authority will establish a minimum cut score for the eligibility list. The cut score **must** be reviewed and approved by the HR Section.

CPSD HR will provide applications electronically to the selecting authority within one (1) business day of the posting closing date. Based off the timing of application submission, applications missing the chain of command signatures may initially be provided to the selecting authority however, once a completed application is received, CPSD HR will forward the updated application to the selecting authority. Selecting authorities are encouraged to discuss an employee's performance with their current chain of command.

The selecting authority is **required** to review: *(no less than two years prior, plus the current year)*

- personnel records
- internal affairs records
- past performance evaluations

The selecting authority **may** use any or all of the following methods in their selection process:

- past and/or current work product sample
- written exam or exercise
- oral interview
- role-playing scenario
- physical ability test (based on assignment)
- professional certification(s)
- written comments from or interviews with current and/or past supervisors
- written comments from or interviews with current and/or past peers
- drug screening (based on assignment)
- polygraph exam (based on assignment)
- psychological evaluation (based on assignment)

The selecting authority is not required to interview all applicants; the selecting authority may screen applications and select applicants for interview, especially when there are large numbers of applicants.

Current and future reassignments will be made from the eligibility list (if applicable) to fill existing vacancies for a designated length of time. The eligibility list will be sent to the HR Section. As a courtesy, the selecting authority should personally contact all individuals to inform them of the eligibility list.

If, when the selecting authority does not choose to establish an eligibility list, a memorandum or email will be sent to all applicants indicating the name of the person selected to fill the position. As a courtesy, the selecting authority should personally contact all individuals who were not selected.

All documents used to qualify, post, test, and assess candidates will be packaged by the selecting authority and forwarded to the HR Section, where they will be retained for two years. The HR Section will maintain all eligibility lists.

Applicants

Applicants selected for an interview will be notified by the selection authority of the date, time, and location of the interview, and will be advised again of the selection process.

Applicants not selected for an interview may request an explanation by sending a memorandum through the chain of command to the deputy chief or commander of the division filling the vacancy.

Applicants not available during the designated date/time for any of the testing components due to protected leave status are responsible for promptly contacting the selecting authority to discuss potential alternative testing options or alternative testing dates. Persons not on an active eligibility list will not be selected for any vacancy. The selecting authority should contact CSPD HR to discuss the applicability and granting of potential accommodations if accommodations are requested by an applicant. A selecting authority may fill a vacancy from the eligibility list at any time without awaiting testing of applicants on protected leave status or that require other accommodations.

Those applicants who meet or exceed the minimum cut score will be considered eligible for selection and will be placed on an eligibility list. Those who do not achieve the minimum cut score will not be eligible for selection.

If an applicant has been placed on eligibility lists for more than one specialized unit and they accept an assignment, that applicant will be removed from the other eligibility lists at that time and will no longer be able to be considered. The employee will be allowed to apply and test for other units during the next testing process.

A commander can make a request to retain an applicant on an eligibility list with approval from the appropriate deputy chief(s). The HR Section **must** be advised of any approvals for eligibility list retention.

.24 Selection Process for Lieutenant

The division commander, with approval from the deputy chief, will establish the selection process for lieutenants.

Documents used to assess candidates will be forwarded to the HR Section where they will be retained for two years.

.30 Polygraphs and/or Psychological Examinations Required

Sworn personnel who transfer into a section the chief of police considers sensitive will be given and must satisfactorily complete additional examinations before the transfer is approved and at any point during the assignment. This includes but is possibly not limited to a psychological examination with satisfactory results.

.40 Exceptions

The chief of police or their designee may intervene in any case involved in this order and make appointments to positions, as deemed appropriate.