


Fort Collins Police Services

Policy Manual

 FORT COLLINS POLICE	POLICY	1005
	TITLE	Transfer and Rotation

1005.1 PURPOSE AND SCOPE

The purpose of this policy is threefold: first, to ensure sworn personnel are provided with opportunities to function in a variety of assignments within the organization; second, to ensure the criteria for transfers and rotations is fair and equitable throughout the organization; and third, to ensure the valuable commodities of experience, knowledge, and continuity are maintained. Agency promotion and selection processes for transfer and rotation will be conducted in compliance with the Colorado Equal Pay for Equal Work Act.

1005.1.1 POLICY

- (a) Police officers are subject to transfer when such movement is in the best interest of the agency, the best interest of the affected officer, or both, as determined by the Chief of Police.
- (b) There are no permanent assignments for police officers, and no officer should plan to remain in an assignment indefinitely. Officers do not have a property right in any duty assignment.
- (c) Fort Collins Police Services reserves the right to make assignments of officers to help meet the overall goals, objectives, direction, and needs of the agency.
- (d) The Deputy Chief of Police or an assistant chief may request exemptions or exceptions to this policy from the Chief of Police. Final approval in the selection of personnel for all assignments and/or positions within Police Services rests with the Chief of Police.

1005.2 SUPERVISORY AND MANAGEMENT POSITIONS

- (a) Employees are subject to transfer from one assignment to another depending on the needs of the agency. Supervisory and Management employees in special assignments are generally subject to rotation after three to five years in a position outside of the Patrol schedule.
- (b) Timing of such transfers shall depend on individual performance, position vacancies, individual preference, and the needs of the agency.
- (c) When there is an anticipated vacancy in a supervisory or management position, the Deputy Chief of Police, an assistant chief, or their designee of the affected Division may conduct a process to include the notification of all Agency personnel to determine which personnel are interested in applying for the vacancy. Only employees that can meet all required criteria by the assignment date will be eligible to test.

The Deputy Chief of Police or assistant chief of the affected Division shall ensure, at minimum, an interview process with the candidates is conducted to select the best person

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for the position based on demonstrated knowledge, skills and abilities, and the needs of the agency.

- (d) Nothing will prohibit the Executive Staff from assigning a supervisor/manager to a position at any time, including when there are no applicants for an anticipated vacancy; the Division's Deputy Chief of Police or assistant chief may select a qualified person to fill the vacancy after consultation with the Executive Staff. The Chief of Police has final approval over the assignment of supervisory and management personnel.

1005.3 EXTENDED DUTY ASSIGNMENTS

(a) Eligibility and Restrictions

1. Only officers who meet the standards required by the assignment and who complete their probationary period as a sworn Fort Collins Police Services officer prior to the eligibility list expiration date shall be eligible to test.
 - (a) Candidates who successfully complete the selection process and are placed on an eligibility list cannot be selected for an extended duty assignment until they have completed their probationary period.
 - (1) However, when no qualified candidate applies for an opening, the Chief of Police may waive this requirement.
2. Restrictions may be placed on extended duty assignments which would limit or prohibit individuals occupying those assignments from competing for other assignments and/or promotions within the agency for a specified period.
 - (a) When such restriction exists, it shall be provided to all potential applicants as part of the written criteria for the assignment. Examples include K9 officers and school resource officers.

(b) Personnel Directive

1. Within 30 days after filling an assignment opportunity, the Chief of Police will notify all employees the selected employee will work with of the selected employee's name, title and, if any, prior title at the Agency and how and where to express interest in similar opportunities. Whenever an officer accepts an extended duty assignment, the Chief of Police shall issue a Personnel Directive for that assignment to the agency.
2. The Personnel Directive will provide information about the assignment and its anticipated duration.
3. If more than one officer is assigned on the same day to the same unit, the Personnel Directive will specifically state which officer has "team" seniority based upon their performance in the testing process. If the newly assigned officers had equal scores in the testing process, their team seniority (compared to each other) will align with their agency seniority.

(c) Duration of Assignment

1. Extended duty assignments have an initial limit of seven years. The seven-year time period starts when the officer assumes the extended duty assignment.

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2. Rotations will occur with the normal Patrol shift rotation dates, following the maximum time allowed, except for school resource officers, whose positions will rotate at the end of the given school year.
3. At the end of the initial seven-year period, an incumbent may test to remain in their position. If the incumbent is reselected for the position, they may remain for up to seven additional years.
4. After an initial seven-year extension, an officer will be required to retest for their position every seven years if they want to remain in their assignment.
5. When an incumbent has reached the maximum time allowed for their position, but there is a lack of applicants or candidates deemed qualified by the Division's Deputy Chief of Police or assistant chief, the Chief of Police may grant the incumbent an additional one year in the assignment before the position is again opened to candidates.
 - (a) The incumbent officer may test again for their position each time it reopens.
6. There are a limited number of job assignments within the agency which are so technical and/or job knowledge specific that it would not be practical to rotate personnel after seven years. For these positions, the assignment will be up to 15 years duration.
 - (a) At the end of the initial period, an incumbent may test to remain in their position. If the incumbent is reselected for the position, they may remain for five years.
 - (b) The officer will be required to retest for their position every five years thereafter if they want to remain.
 - (c) The current positions designated for extended rotations are:
 1. Intelligence Detective/Corporal,
 2. Forensic Services Unit detectives, and
 3. Certified Fraud Examiners (assigned to the Cyber Crimes Unit).
7. The administrative assistants of each affected Division shall compile and maintain a matrix showing the rotation dates of personnel in extended duty and temporary duty assignments.
8. Exceptions to the seven and 15-year assignment durations may occur when it is determined that it is in the best interest of the agency to delay or accelerate a given rotation. These exceptions must be approved by the Chief of Police.
9. Officers in extended duty assignments may apply for other assignments or request reassignment to other positions at any time unless they agreed to a minimum year commitment or other restriction for their current assignment.
 - (a) Any early reassignments of these minimum-year roles are subject to approval by the Chief of Police.
 - (b) Placement in a new extended duty assignment restarts the officer's seven or 15-year duration as appropriate for the role.
10. Officers in extended duty assignments may be reassigned by the agency at any time with or without cause, in the best interest of the agency.
11. Selection for the extended duty assignment of a corporal will follow this policy, but the supervisor initiating the selection process must first contact the Personnel and Training Sergeant who will coordinate with the City's Human Resources Department for posting.

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1005.4 TEMPORARY DUTY ASSIGNMENTS

The Chief of Police shall determine the number and placement of temporary duty assignments (TDAs).

(a) Eligibility and Restrictions

1. Only officers who will complete their probationary period as a sworn Fort Collins Police Services officer prior to the eligibility list expiration date shall be allowed to test for temporary duty assignments.
 - (a) Candidates who successfully complete the selection process and are placed on an eligibility list cannot be selected for a TDA until they have completed their probationary period.
 - (1) However, when no qualified candidate applies for an opening, the Chief of Police may waive this requirement.
2. Restrictions may be placed on temporary duty assignments which would limit or prohibit individuals occupying those assignments from competing for other assignments and/or promotions within the agency for a specified period.
 - (a) When such restriction exists, it shall be provided to all potential applicants as part of the written criteria for the assignment.
3. Officers in a TDA are generally eligible to apply for extended duty assignments. If granted an extended duty assignment within the same unit that they serve a TDA, the duration of the extended duty assignment will be reduced by the number of years they served in that TDA.
4. Movement from a TDA directly to an extended duty assignment in a unit other than in the one they served a TDA shall not impact the duration of the extended duty assignment.

(b) Personnel Directive

1. Within 30 days after filling an assignment opportunity, the Chief of Police will notify all employees the selected employee will work with of the selected employee's name, title and, if any, prior title at the Agency and how and where to express interest in similar opportunities. Whenever an officer accepts a TDA, the Chief of Police shall issue a Personnel Directive for that assignment to the agency.
2. The Personnel Directive will provide information about the assignment and its anticipated duration.
3. If more than one officer is assigned on the same day to the same unit, the Personnel Directive will specifically state which officer has "team" seniority based upon their performance in the testing process.
 - (a) If the newly assigned officers had equal scores in the testing process, their team seniority (compared to each other) will align with their agency seniority.

(c) Duration of Assignment

1. While a TDA is normally for up to a three-year period, the duration of a specific TDA may change based on Division or Agency needs.
2. When an incumbent has reached the maximum time allowed for their position, but there is a lack of applicants or candidates deemed qualified by the Division's Deputy Chief of Police or assistant chief, the Chief of Police may grant the incumbent an additional one year in the assignment before the position is again opened to candidates.

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- (a) The incumbent officer generally may test again for their position.
- 3. Rotations will occur with the normal Patrol shift rotation dates, following the maximum time allowed, unless the unit of the TDA would benefit otherwise.
- 4. Exceptions to assignment durations may occur when it is determined that it is in the best interest of the agency to delay or accelerate a given rotation. These exceptions must be approved by the Chief of Police.
- 5. Officers in TDAs may apply for other assignments or request reassignment to other positions at any time unless they agreed to a minimum year commitment or other restriction for their current assignment.
 - (a) Any early reassignments of these minimum-year roles are subject to approval by the Chief of Police.
- 6. Officers in TDAs may be reassigned by the agency at any time with or without cause, in the best interest of the agency.

1005.5 SPECIAL DUTY ASSIGNMENT

The Chief of Police or his/her designee shall determine the number, placement, and duration of special duty assignments.

(a) Eligibility and Restrictions

- 1. Only officers who will complete their probationary period as a sworn Fort Collins Police Services officer prior to the eligibility list expiration date (or the application closing date if no eligibility list is to be established) shall be eligible to test for a special duty assignment.
 - (a) Candidates who successfully complete the selection process and are placed on an eligibility list cannot be selected for a special duty assignment until they have completed their probationary period.
 - (1) However, when no qualified candidate applies for an opening, the Chief of Police may waive this requirement.
 - (2) Restrictions may be placed on special duty assignments which would limit or prohibit individuals occupying those assignments from competing for other assignments and/or promotions within the agency for a specified period.
 - (a) When such restriction exists, it shall be provided to all potential applicants as part of the written criteria for the assignment.

1005.6 SELECTION PROCESS

- (a) The goal of a selection process is to find qualified candidates who can perform the job and to provide a fair opportunity for all. Selections for extended, temporary, and special duty assignments will comply with SOP 210 – Assignment and Unit Selection Requirements.
- (b) Annually, the Executive Staff will meet to approve any personnel plans.