



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual
POLICY 2.02
TRANSFERS AND ASSIGNMENTS

Effective:
03/15/2022

Replaces:
12/22/2021

Approved:

1. PURPOSE AND SCOPE

1. It is the policy of the Goodyear Police Department to transfer and assign personnel to address agency needs and to promote professional growth. The Goodyear Police Department is committed to managing the Department and its resources effectively and efficiently. This policy describes the application and selection process for transfers and specialty and/or temporary assignments within the Department.
2. Any portion of the listed selection process, or requirements to test are subject to modification by the Chief of Police. Any person serving in any assignment does so at the sole discretion and pleasure of the Chief of Police and may be removed from the specialty or assignment at any time with or without cause. Nothing in this policy is intended to create a property right or interest in any assignment.
3. Lieutenants overseeing Specialty positions are not eligible for the assignment pay associated with these positions.

2. DEFINITIONS

1. **ASSIGNMENT PAY** – Assignment Pay for non-exempt, sworn Police positions will be paid at 2.5% or 5% of the midpoint of the Police Officer salary range and is added to the employee's base rate of pay (a specific listing of assignment pay can be found in City of Goodyear Administrative Guideline 210). Non-exempt, sworn police employees may participate in as many assignments as determined by the Department, but may only collect assignment pay up to 10%. Communications Trainer Officer Pay (CTO) will be paid at 5% of the midpoint of the Telecommunication Operator salary range.
2. **TRANSFER** – The reassignment of personnel to another Bureau, Division or Unit within the Police Department at the same rate of pay.
3. **SPECIALTY OR TEMPORARY ASSIGNMENT** – Any position or specialty worked by a police officer other than patrol, or by a civilian other than that defined in their primary job description. This may include any collateral duties. Specialty or temporary assignments are not promotions. Specialty or temporary assignments include but are not limited to the following:
 - A. Traffic Unit (Motor, Traffic Officer)
 - B. K-9 Unit (Handler)
 - C. Special Investigations Unit (SIU)
 - D. Training Unit
 - E. Internal Affairs Unit
 - F. Criminal Investigations Division
 - G. Task Force (GIITEM, VTTF, etc.)
 - H. School Resource Officer
 - I. Public Relations Unit
 - J. Homeless Outreach Team
 - K. Field Training Officer
 - L. Communications Training Officer (CTO)
 - M. Special Assignments Unit
 - N. Threat Liaison Officer (TLO)

- O. Drug Recognition Expert (DRE)
 - P. Phlebotomist
 - Q. Traffic Collision Re-constructionist
 - R. Unmanned Aerial Systems (UAS) Operator
 - S. Any additional special assignments as determined by the Chief of Police based on the needs of the Department
4. SHADOWING – The occasion of accompanying an experienced worker as they perform the targeted job so that the shadowing employee can learn what it is like to perform a certain type of work.

3. SELECTION PROCESS

1. All specialty or temporary assignments are subject to a standard selection process as outlined below.
2. ANNOUNCEMENT / INTENT TO FILL VACANCY
 - A. Supervisors with a vacancy in their unit will request a replacement via the Chain of Command.
 - B. If the request is approved, the Professional Standards Division will create an announcement.
 - C. The announcement will be published to include the requirements for the position, the details of the testing process and provide a closing date for memoranda of interest.
 - D. The announcement shall be distributed to all affected personnel.
 - E. Announcements will be open for 14 calendar days, unless approved differently by the Chief of Police.
3. ELIGIBILITY REQUIREMENTS
 - A. Unless there is a longer service requirement identified for specific positions, all sworn specialty or temporary assignments require the applicant to have a minimum of one year of service as a law enforcement officer. The service is not state specific. Only time actively employed as a law enforcement officer will contribute to the total accumulation of prior law enforcement service.
 - B. The prior year of service requirement shall be met by the specialty or temporary assignment closing date of the announcement.
 - C. Applicants must have successfully completed their Field Training period with the City of Goodyear.
 - D. Eligible applicants must have obtained an overall performance rating of “meets standards” or better on the most recent annual performance evaluation.
 - E. Eligible applicants shall not currently be on disciplinary probation or on an active performance improvement plan.
4. MEMORANDA OF INTEREST
 - A. Shall include information pertaining to requirements for the advertised position.
 - B. May read much like a resume or attach a resume.
 - C. Will be entered into a PDMS “Training Request” with the Assignment Request approval workflow of two levels of supervision.
 1. Supervisors in the approval process are encouraged to consider the employee’s areas of strength, areas of needed growth and development, as well as the requirements of the position prior to “recommending” or “not recommending” the request for assignment.
 - D. The H/R/S Unit shall screen all memorandums of interest to ensure the eligibility of each interested employee. Employees who are found to be ineligible will be notified of the reason for rejection.

5. PROCESS TO BE USED FOR THE SELECTION

- A. The Specialty Unit will work with the H/R/S Unit to provide testing materials to be utilized during the Selection Process.
- B. Testing can consist of, but is not limited to, a written exam, oral interview, supervisor review, physical aptitude tests (as defined by the K9 Unit supervisor and SAU Supervisor or any other specialty or assignment that may require a physical aptitude test), or assessment center exercises.
- C. When testing for any assignment, all personnel participating shall be considered "on-duty." Each employee testing is responsible to make arrangements with their supervisor to be released to participate in the testing process. If the employee is scheduled to be off-duty at the time of the testing, the employee and the supervisor shall make arrangements to "adjust" the time so overtime is minimized when possible.

6. ELIGIBILITY LIST

- A. At the completion of a testing process, an eligibility list will be created which will be comprised of all applicants successful in the testing process.
- B. If any of the applicants do not meet the criteria to be placed on an eligibility list, they will be advised privately prior to the announcement of the results.
- C. Applicants will be ranked by order of performance.
- D. All eligibility lists will remain active for one (1) year from the date the eligibility list is created, unless otherwise provided in the announcement.
- E. The list will be maintained by the H/R/S Unit.
- F. Any applicant that receives an overall annual performance rating of "does not meet standards," is placed on disciplinary probation or is subject to a performance improvement plan while on an active eligibility list will be permanently removed from the list.

7. NOTIFICATION OF SELECTION

- A. Notifications of a specialty or assignment selection shall be made to all employees on the eligibility list prior to the Department announcement, if possible.
- B. Once the Chief of Police or designee has made the selection/s, the results will be announced department wide.
- C. The announcement will contain the selected applicant/s and the eligibility list with expiration date.

4. SPECIALTY ASSIGNMENT / TRANSFER REQUIREMENTS

- 1. The following portion of this policy is intended to outline the requirements for all specialty or temporary assignment positions that are in place at the time of publication of this policy. This section is intended to be a resource or guide for those that desire to work in a specialty or temporary assignment.
- 2. **CRIMINAL INVESTIGATIONS DIVISION (OTHER THAN SIU), INTERNAL AFFAIRS UNIT, AND TASK FORCE**
 - A. A minimum of three (3) years as a police officer.
 - B. Above average verbal and written communication skills.
 - C. Ability and willingness to respond after normal duty hours.
 - D. Demonstrated ability to author accurate search warrants and other court related papers.
 - E. Demonstrated self-starter, with ability to work with minimal supervision.
 - F. Suggestions to assist with preparation:
 - 1. Basic interview and interrogation (40 hours)
 - 2. Advanced or specialized investigative training

3. Crime scene management
 4. Knowledge and experience writing search warrants
 5. Advanced forensic or evidence processing training
3. PUBLIC RELATIONS UNIT AND HOMELESS OUTREACH TEAM
 - A. Minimum of two (2) years as a police officer.
 - B. Above average verbal and written communication skills.
 - C. Ability and willingness to work varying days and hours.
 - D. Ability to multi-task and possess good time management.
 - E. Ability to work with minimal supervision.
 - F. Suggestions to assist with preparation:
 1. Experience with giving presentations and/or public speaking.
 2. AZPOST General Instructor.
 3. Know the inner-workings of each unit within the Department and the City.
 4. Be able to provide at least one example of a major project you participated in that involved the community in a non-enforcement capacity.
4. FIELD TRAINING OFFICER (FTO) & COMMUNICATIONS TRAINING OFFICER (CTO)
 - A. Experience:
 1. FTO: A minimum of three (3) years as a police officer.
 2. CTO: A minimum of two (2) years as a telecommunications operator.
 - B. Above average verbal and written communication skills.
 - C. Ability to work with minimal supervision.
 - D. Suggestions to assist with preparation:
 1. FTO: AZPOST courses related to Field Training Officer
 2. FTO: AZPOST General Instructor
 3. CTO: APCO/NENA courses related to communications trainer
 4. Leadership based training
 5. Counseling and/or mentoring training
 6. Knowledge in identifying potential liability issues
5. K-9 UNIT (Handler):
 - A. A minimum of three (3) years as a police officer.
 - B. Ability and willingness to respond after normal duty hours.
 - C. Possess suitable living arrangements for a police service dog, as determined by the Chief of Police or designee.
 - D. Willingness to actively participate with SAU when requested.
 - E. Ability and willingness to be on an on-call status as needed.
 - F. Ability to work with minimal supervision.
 - G. Suggestions to assist with preparation:
 1. Have an above average knowledge of Search and Seizure methods as it pertains to police service dogs.
 2. Show interest in the K-9 program by participating and/or offer to participate in K-9 demonstrations and/or trainings.
 3. Seek assistance/ guidance from current K-9 Supervisor/Handlers.
6. TRAFFIC UNIT (Motor Officer and Traffic Officer):

- A. Minimum of two (2) years as a police officer.
 - B. Ability and willingness to respond after normal duty hours.
 - C. Ability to work with minimal supervision.
 - D. Successful completion of a basic solo motor officer course for motor officers (to be maintained in the unit after testing process).
 - E. Self-motivated and require minimal supervision.
 - F. Suggestions to assist with preparation:
 - 1. Knowledge of Arizona and City of Goodyear traffic laws and ordinances.
 - 2. Completion of AZPOST and/or college level advanced traffic accident investigation, and/or other related courses.
 - 3. Completion of general and technical impaired driving courses, (i.e. Standardized Field Sobriety Tests, Advanced Roadside Impaired Driving Enforcement, Drug Recognition Expert, Intoxilyzer 8000 operator, etc.).
 - 4. Advanced knowledge of Title 28 (including 28-3511).
7. SCHOOL RESOURCE OFFICER (SRO):
- A. Minimum of two (2) years as a police officer.
 - B. Exceptional verbal and written communication skills.
 - C. Proven ability to work with a minimum amount of management oversight.
 - D. Excellent planning and organizational skills.
 - E. Willing to make frequent adjustments to work hours and days off, with reasonable advanced notice, as necessary to participate in extra-curricular activities at assigned school.
 - F. Suggestions to assist with preparation:
 - 1. Familiarity with schools' administration functions and expectations.
 - 2. Knowledge of Arizona laws and City codes related to juveniles.
 - 3. Familiarity with the school districts within the City of Goodyear.
 - 4. Attend school related training.
 - 5. AZ POST General Instructor.
8. TRAINING UNIT
- A. Minimum of three (3) years as a police officer.
 - B. Self-motivated and require little supervision.
 - C. Possess knowledge of training requirements and standards for police officers.
 - D. Exceptional verbal and written communication skills.
 - E. Excellent planning and organizational skills.
 - F. Ability to multi-task.
 - G. Possess a Firearms Instructor certification already, or demonstrate the ability to score 235 points on the AZPOST handgun qualification course prior to being selected to the unit.
 - H. Suggestions to assist with preparation:
 - 1. Familiarity with AZPOST training requirements.
 - 2. AZPOST General Instructor.
 - 3. Understanding of communication and learning styles.
 - 4. Experience with giving presentations and/or public speaking.
9. SPECIAL ASSIGNMENTS UNIT (SWAT and Sniper)
- A. Minimum of two (2) years as a police officer.
 - B. Self-motivated and require little supervision.

- C. Must demonstrate proficient use of various firearms.
- D. Have the ability to remain calm under pressure and demonstrate maturity and patience.
- E. Must demonstrate above average decision-making ability and possess multi-tasking ability.
- F. Must be a "team oriented" player.
- G. Willing to work flexible hours based on the needs of the Department.
- H. Demonstrate the ability to score 225 points on the AZPOST handgun qualification course and pass two physical fitness tests.
- I. Suggestions to assist with preparation:
 - 1. Excellent physical condition.
 - 2. Additional weapons training.
 - 3. Building Entry training.
 - 4. Advanced Defensive Tactics training.

10. SPECIAL ASSIGNMENTS UNIT (CNT)

- A. Minimum of two (2) years as a police officer.
- B. Self-motivated and require little supervision.
- C. Must demonstrate proficient use of various firearms.
- D. Have the ability to remain calm under pressure and demonstrate maturity and patience.
- E. Above average communication abilities.
- F. Must demonstrate above average decision making ability and possess multi-tasking ability.
- G. Must be a "team oriented" player.
- H. Willing to work flexible hours based on the needs of the Department.
- I. Suggestions to assist with preparation:
 - 1. Successful completion of the Phoenix PD/FBI Basic Crisis Negotiator School.
 - 2. Completion of the 40-hour Crisis Intervention Team (CIT) training.

11. THREAT LIAISON OFFICER (TLO)

- A. Minimum of three (3) years as a police officer.
- B. Self-motivated and require little supervision.
- C. Ability to obtain a Security clearance of "Secret" or higher.
- D. Must serve 40 hours a month for "A Level TLO" as per our IGA.
- E. Must be willing to be on a call rotation list, subject to call-outs for the "Westside".
- F. Suggestions to assist with preparation:
 - 1. Willing to attend and successfully complete a TLO course (40hrs)
 - 2. Willing to attend and successfully complete FIT (Field Intelligence Team) training.
 - 3. Complete Field training for TLO's.
 - 4. Any additional training such as ICS (NIMS), Event planning, Anti-terrorism, Dignitary protection, etc....

12. SPECIAL INVESTIGATIONS UNIT (SIU)

- A. A minimum of three (3) years as a police officer.
- B. Above average verbal and written communication skills.
- C. Ability and willingness to respond after normal duty hours.
- D. Must be willing to work extended hours in a covert environment.
- E. Must be willing to work rotating schedules including supplementing patrol.
- F. Be willing to work in both a plain clothes capacity or uniform.

- G. Demonstrated ability to author accurate search warrants and other court related papers.
 - H. Demonstrated self-starter, with ability to work with minimal supervision.
 - I. Suggestions to assist with preparation:
 - 1. Basic interview and interrogation (40 hours).
 - 2. Advanced or specialized investigative training.
 - 3. Crime scene management.
 - 4. Knowledge and experience writing search warrants.
13. Drug Recognition Expert (DRE)
- A. Minimum of two (2) years as a police officer.
 - B. Self-motivated and require little supervision.
 - C. Possess great attention to detail and ability to articulate such details in a report.
 - D. Being subject to call out based on the needs of the department and on a rotating "on-call" basis.
 - E. Suggestions to assist with preparation:
 - 1. Demonstrate interest in traffic related violations.
 - 2. Demonstrate interest in proper prosecution of traffic related violations.
 - 3. Attend various training on traffic related issues
 - 4. Ability to author accurate search warrants and other court related papers.
 - 5. Having well developed problem solving skills, a well-defined sense of how the criminal justice system operates and possess a high level of personal and professional maturity.
 - 6. Possess a strong desire to learn about the effects drugs and alcohol have on the body.
 - 7. Completed ARIDE.
 - F. The selected candidate/s will be required to attend and successfully complete DRE School and obtain a DRE Field Certification.
14. Phlebotomy
- A. Minimum of two (2) years as a police officer.
 - B. Self-motivated and require little supervision.
 - C. Possess great attention to detail and ability to articulate such details in a report.
 - D. Being subject to call out based on the needs of the department and on a rotating "on-call" basis.
 - E. Suggestions to assist with preparation:
 - 1. Demonstrate interest in traffic related violations.
 - 2. Demonstrate interest in proper prosecution of traffic related violations.
 - 3. Attend various training on traffic related issues
 - 4. Ability to author accurate search warrants and other court related papers.
 - 5. Having well developed problem solving skills, a well-defined sense of how the criminal justice system operates and possess a high level of personal and professional maturity.
 - 6. Possess a strong desire to learn about the effects drugs and alcohol have on the body.
 - F. The selected candidate/s will be required to attend and successfully complete a Phlebotomy and obtain a Certification in Phlebotomy.
15. Collision Re-construction
- A. Minimum of two (2) years as a police officer.
 - B. Self-motivated and require little supervision.
 - C. Possess great attention to detail and ability to articulate such details in a report.

- D. Being subject to call out based on the needs of the department and on a rotating “on-call” basis.
 - E. Suggestions to assist with preparation:
 - 1. Demonstrate interest in traffic related violations.
 - 2. Demonstrate interest in proper prosecution of traffic related violations.
 - 3. Attend various training on traffic related issues
 - 4. Ability to author accurate search warrants and other court related papers.
 - 5. Having well developed problem solving skills, a well-defined sense of how the criminal justice system operates and possess a high level of personal and professional maturity
16. Unmanned Aerial Systems Operator
- A. Minimum of two (2) years as a police officer.
 - B. Being subject to call out based on the needs of the department.
 - C. Ability to complete the initial basic flight training course of instruction.

5. SHADOWING

- 1. Shadowing opportunities will be allowed, on a limited basis, in order to provide employees the chance to broaden their law enforcement knowledge and explore future opportunities for transfers and assignments.
 - A. In addition, shadowing provides the opportunity for:
 - 1. Fostering a team environment by educating employees to the job tasks of different units,
 - 2. Enhancing employee skills by allowing them to interact with job processes that are impacted by their own primary job duties.
- 2. Shadowing will be allowed for each employee in increments of one duty shift and will not exceed greater than four shifts per calendar year.
- 3. Requests for shadowing will be submitted through the employees’ chain of command in memorandum form. Each receiving supervisor will sign and indicate their approval. Once approved, the Lieutenant or Manager will contact the shadow unit supervisor for coordination and scheduling.
 - A. The memorandum will then be forwarded to the Professional Standards Lieutenant for tracking.
- 4. Units participating in shadowing:
 - A. Traffic
 - B. Training Unit
 - C. SIU
 - D. CID
 - E. SRO
 - F. PRU
 - G. Hiring & recruitment
 - H. Police Assistant
 - I. Staff Assistant “3511”
 - J. Other civilian positions as approved by the Chief
- 5. Restrictions
 - A. No shadowing will be permitted to any position for which an active recruitment is in process.
 - B. Employees must have completed any probationary period prior to submitting a request to shadow.

- C. Shadow shifts will not incur overtime.