ADMINISTRATIVE MANUAL

ADM – 350 – SPECIAL ASSIGNMENTS & TRANSFERS, NON-SUPERVISORY SWORN PERSONNEL

Amends/Supersedes: ADM-350 (08/11/2025) **Date of Issue:** 08/10/2026

I. GENERAL

A. Non-supervisory sworn personnel may request a lateral transfer to any sworn position within the agency, subject to the guidelines and procedures in this policy.

B. Temporary transfers (ADM-345 *Temporary/Rotating Assignment of Sworn Personnel*), transfers addressing hardship or special needs, and the bid process are excluded from the provisions of this policy.

1. Command personnel (rank of captain or above) may temporarily reassign their personnel to meet the needs of their commands.
2. Temporary reassignments should not exceed six months unless approved by the Chief of Police.

C. Assignments based on specific hardship, special needs (ADM-353 *Hardship Transfer Request*), and the watch bid process (ADM-355 *Patrol Precinct Watch Bid Request*) will follow those specific policies.

D. At a minimum, sworn officers wishing to transfer must have completed their field training program and be released to independent patrol. Any additional requirements regarding time in grade are based on a unit/assignment's eligibility requirements outlined in policies and procedures and will be included in a job announcement if any exist.

E. The Chief of Police and designees reserve the right to reassign, move or transfer any employee at any time if it is deemed in the department's best interest.

F. The decision on whether to fill or not fill an existing vacancy when it occurs will be made by the Chief of Police or designee.

G. To ensure that employees have the appropriate access and equipment for their assignment, administrative personnel assigned to the Office of the Chief of Police will notify personnel (pdtransfernotice@nnva.gov) responsible for completing various administrative tasks required when an employee is transferred, including temporary and operationally necessary transfers.

II. PROCEDURE - TRANSFERS WITHIN A PRECINCT/DIVISION

A. Officers may request a lateral transfer to another unit within their current precinct/division by submitting a written request to the commander through their chain of command. Officers currently assigned to patrol requesting a transfer to a non-patrol unit or assignment (e.g., investigations) within their precinct will utilize the *Officer/Detective Transfer Request Form* (NNPD Form #243).

B. At the commander's discretion, a vacancy announcement and selection process may occur for a unit. Typically, this may occur if there is significant interest in transferring to that unit or if a process will help select the most appropriate employee for that assignment.

C. Commanders will evaluate transfer requests and notify officers of the final decision. However, requests for transfers are not guaranteed to be honored.

D. Commanders must notify their assistant chief, in writing, of all transfers before the transfer occurs.

III. PROCEDURE - SPECIALTY ASSIGNMENTS

A. Specialty assignments are those duties or positions created to fill a specific department need, requiring special equipment and/or training for the assignee to meet the position's requirements entirely. While

specific positions are outlined in this policy, new or existing positions may meet this definition based on current needs.

B. The position may be primary (full-time) or ancillary (in addition to a primary duty position).

C. Policies or standard operating procedures address many aspects of each position, including duties and responsibilities not addressed in a job description, eligibility, assignment and training requirements, and, where applicable. Specialty assignments include but may not be limited

1. Primary specialty position: Canine Officer
2. Ancillary specialty positions, teams, and units, also known as a specialized assignment, include:
   a. Crash Team
   b. Tactical Operations Unit
   c. Crisis Negotiations Team
   d. Crowd Management Team
   e. Drone Unit
   f. Honor Guard
   g. Marine Patrol Officer
   h. Motorcycle Officer
   i. Drone as First Responder Pilot

D. Officers wishing to transfer to or join a specialty assignment may apply for those positions as announced. Interested officers will submit a completed *Officer/Detective Transfer Request Form* (NNPD Form #243), a resume, two examples of past work performance, and any additional information specified.

E. Removal From Specialized Positions

An officer may be removed from a specialty assignment or reassigned to another position when one or more of the following occur:

1. The employee is promoted.
2. The employee holding a primary specialty position wishes to transfer to patrol or another assignment.
3. The employee is no longer performing at a level acceptable for that specific assignment.
4. The employee does not complete specific training or maintain the certifications required.

IV. PROCEDURE - TRANSFERS BETWEEN PRECINCTS/DIVISIONS

A. Transfers between precincts may occur when the personnel transfer to a like position, i.e., a patrol officer moves from a North Precinct watch to a South Precinct watch or a detective moves from Central Investigations to North Investigations.

B. When a commander has a vacancy for a non-patrol assignment, they may consider requests for transfers with the approval of their chain of command.

1. The Chief of Police may require an open selection process. Selection processes may be delayed to accommodate staffing in critical areas.
2. The commander will create an appropriate selection process and submit a job announcement through their chain of command. Once approved, the announcement will be distributed to all personnel. Job announcements for any position open for transfer assignment will include the following:
   a. Position title.
   b. Location.
   c. Dates for acceptance of transfer packages and what the package must include.
   d. Whether the position is an ancillary or primary duty assignment.

e. Whether the position is permanent or temporary, and known duration.

f. Requirement of the position, to include any special training or school required; and

g. The review process for filling the position.

C. Officers requesting a transfer must submit a completed *Officer/Detective Transfer Request Form* (NNPD Form #243) and any required documents.

D. Upon receipt of the request form, the applicant's immediate supervisor shall review the application with the applicant to verify that they meet the position eligibility requirements.

E. The supervisor will complete the remainder of the *Officer/Detective Transfer Request* (NNPD Form #243), including a letter detailing the applicant's strengths and weaknesses for the desired position and a recommendation based upon their assessment of the applicant's qualifications. The supervisor must specify whether the officer is recommended for the position.

F. Following the supervisor's review and recommendation, all application packages will be forwarded through the chain of command to the commander conducting the selection process for review.

G. To participate in a selection process, all packages must be reviewed to ensure that participants in the selection process meet the minimum requirements for the position.

H. Any deviations from the process described in the announcement, including special considerations, must be approved by the appropriate assistant chief.

I. All transfers between precincts/divisions require the approval of the Chief of Police. A transfer announcement is emailed to all personnel.

V. DISQUALIFICATION OF A TRANSFER REQUEST

A. Applicants may be disqualified for transfer if:

1. The applicant has any serious performance or disciplinary issues resulting in an action being taken against the applicant within the 12 months before the application date (excluding any pending disciplinary action that has not yet reached final disposition), pending supervisory recommendations, and a review by the appropriate assistant chief.
2. The applicant submits an incomplete package or fails to provide supplemental documentation as required.
3. The applicant has not completed their new hire probationary period. (ADM-333 *Continuous Service Guidelines*).

B. If the applicant is disqualified based on application checklist standards, their immediate supervisor will notify the officer of the disqualification. The applicant package will not be forwarded any further.

C. If an applicant meets all qualifiers on the transfer application but is disqualified for other reasons (e.g., the employee is not recommended by their chain of command), the division commander will meet with the officer for notification purposes. The applicant will not be considered for transfer at that time.

D. If the applicant disagrees with their disqualification, they may appeal the decision to the appropriate assistant chief and then to the Chief of Police.

VI. TRANSFER SELECTION PROCESS

A. Upon receipt of the transfer request application packages, the division commander conducting the process may utilize one or more of the following processes to evaluate candidates for the position further:

1. Oral review panels
2. Interviews
3. Practical exercises
4. Written exercises
5. Written comments from other supervisors

6. Work samples

B. All criteria used in the selection process must be job-related. The processes must be administered uniformly, and all evaluations must be consistent and fair. [TA 5.2.1]

C. At the end of the selection process, the division commander conducting the process will establish a ranked list of applicants based on their performance during the evaluation process.

D. All transfer request application packages (both "Recommended" and "Not Recommended") will be forwarded to the Financial Management Division and stored in the employee's department personnel file. All packages will be retained and disposed of according to the GS-03 *Records Retention and Disposition Schedule* and procedures established by the Records Management and Imaging Services Division of the Library of Virginia.

E. When a vacancy is filled, the appropriate commander (depending on the position) will select the candidate.

F. The affected commander will notify the candidate once the selection is made.

G. Division-to-division personnel transfers are conditional upon satisfactory performance for six months. If the officer/detective's performance is unacceptable, the evaluating supervisor should develop a performance improvement plan with the employee, including establishing time-sensitive goals (see ADM-295 *Performance Evaluations & Career Development*). If performance does not improve, the employee's supervisor may recommend reassigning the officer/detective.

H. Officers filling any assignments requiring specific training courses or certifications to meet position requirements fully will be considered temporarily assigned until the training requirement is completed. If the officer has enrolled in or participated in the required training and cannot complete it, they shall be removed from the assignment.

Steven R. Drew
Chief of Police