



DEPARTMENTAL GENERAL ORDER

B-04.1: PERSONNEL ASSIGNMENTS, SELECTION PROCESSES, AND TRANSFERS: POLICE SERVICE TECHNICIAN II AND POLICE RECORDS SPECIALIST

Effective Date: 20 Feb 2020

Coordinator: Personnel Section

The purpose of this order is to set forth Departmental policy and procedures to permit employees within the Police Services Technician II (PST II) and Police Records Specialist (PRS) classifications to transfer to and from assignments in a manner that is fair, equitable, and improves the organization's effectiveness. Additionally, this order describes the knowledge, skills, and abilities that are required to transfer to assignments other than Home Base.

A. DEFINITIONS AND TERMINOLOGY

A - 1. Applicable Employees

This policy applies to all employees with the PST II and PRS classifications.

A - 2. Home Base

The principle organizational unit to which all employees within the PST II classification are assigned is the Patrol Division, not to include non-Home Base assignments. The principle organizational unit to which all employees within the PRS classification are assigned is the Records Division, not to include non-Home Base assignments.

A - 3. Intra-Divisional Transfers (Re-Assignment)

The assignment of an employee from one unit to another within the same division.

A - 4. Loan

The temporary transfer of an employee from one organizational unit to another for a specified period of time, not to exceed 90 days, without authorization by the Chief of Police.

A - 5. Matrix

A selection criteria survey that gauges basic historical performance measures for individual employees.

The unit supervisor or commander/ manager who announces a vacant non-Home Base position shall prepare an individual matrix for all applicants at the time they are being considered for transfer. The matrix shall include the following performance measures, where applicable, for the period of 3 years prior to the application closing date, not listed in order of importance:

1. Number of reports written to include tow reports and CPTED reports.
2. Productivity quota for data entry positions

3. Parking Citations issued – Total number
4. Unauthorized absences and tardiness measured in total number of incidents and hours of each incident.
5. IAD Complaints, excluding unfounded and exonerated – Total number.
6. Preventable Vehicle Collisions – Total number.
7. Commendations, Awards, and Letters of Appreciation;
8. Presentations conducted;
9. Departmental seniority;
10. Service Time;
11. Any community project participation;
12. Any specialized training or certification;
13. Performance Appraisals based on Overall Performance given within the prior three (3) years.

A - 6. Operating Principles

The Department's policy for selection to non-Home Base assignments is grounded in the following three principles:

1. **Fairness:** Personnel transfers shall be based on objective criteria and bias and favoritism shall not influence such decisions;
2. **Transparency:** The selection process for assignments outside of the Patrol Division and the Records Division shall be conducted in an open and understandable manner; and
3. **Responsibility:** Unit Commanders/managers shall select those candidates whose results indicate their experience, aptitude, skills and/or abilities most closely match job requirements.

A - 7. List of Qualified Candidates (LQC)

A list that is developed based on a competitive selection process in order to fill vacant positions for selected non-Home Base assignments. The LQC is developed based on the results of Division/Section selection processes and lists in numerical order those who scored highest in the selection process. (i.e., #1 on the LQC) to who scored lowest in the process. An LQC shall be valid for:

1. A maximum of 12 months; or
2. Until the LQC is exhausted (i.e., all employees on the LQC have been selected); or;
3. No other suitable candidates remain on the list; or
4. The list is voided.

Please note, if there is an opening for the same position within the same unit prior to the LQC expiring, the next eligible candidate on the list will be considered for the position.

LQC positions shall not use “first come, first served” as a criterion for selection.

Non-Home Base assignments are those assignments other than Patrol or Records Division.

A - 8. Transfer

The assignment of an employee from:

1. One bureau to another; or
2. From one division to another division within the same Bureau.

B. POLICY

B - 1. Authority for Transfers

The Chief of Police shall be the final authority regarding transfers of an employee to LQC (i.e., non-Home Base) assignment.

B - 2. Authority to Pass Over Eligible Employees on an LQC

The Chief of Police may pass over an eligible employee on a LQC for reasons that include:

1. The employee’s skills and abilities do not enable the Department to satisfactorily meet its needs; or
2. The employee’s past performance deficiencies make the employee unsuitable for the position sought.

B - 3. Eligibility of Probationary Employees to Transfer

Probationary employees who are serving their initial assignment in or out of Home Base may not submit a LQC form until they have successfully completed their probationary period.

C. GENERAL TRANSFER PROCEDURES

C - 1. Patrol and Records Rule

In order to ensure that PST IIs and PRSs develop a proper foundation (based on experience and on-going training) in the Patrol and Records Divisions, all new hire PST IIs and PRSs shall be required to complete a probationary period in Patrol and Records (includes the time an employee spends in a Field Training Program). After completing the probationary period, PST IIs and PRSs are eligible to transfer to a non-Home Base assignment.

The Chief of Police may waive the probationary period in the event all transfers have been exhausted and/or there is a greater need for a PST II or PRS out of Home Base. However, all new hires must spend a minimum of 90

days in their respective Home Base Divisions and meet the minimum qualifications for that assignment before going to any other open non-Home Base assignment. Those who do not meet the minimum standards within 90 days shall go through a remediation process.

D. TRANSFER LIST PROCEDURES

D - 1. Transfer Requests

Personnel desiring to transfer from one organizational unit to another shall submit a completed LQC form to the Personnel Section.

D - 2. Unit Supervisor or Commander/Manager Responsibilities

The unit supervisor or commander/manager:

1. May make internal staffing changes to fill vacant positions prior to using the established LQC list. This shall be done by seniority in classification.
 - a. In the event staffing changes are a result of downsizing a unit(s) within a Division, affected employees shall return to Home Base until they transfer to another assignment, pursuant to this General Order, or the next bid occurs.
2. Shall notify the top five (5) employees on the LQC to determine his/her continued interest in the available position, and if still interested, advise the employee they are being considered for transfer.

NOTE: Notification shall be documented.

D - 3. Employee Responsibilities

Employees shall respond within ten (10) calendar days of notification to the unit supervisor or commander/manager making notification indicating they are still interested in the position.

Failure to respond within the prescribed period shall constitute a declination by the employee.

Employees shall be responsible for removing their names from those transfer lists for positions in which they are no longer interested.

D - 4. Personnel Section Responsibilities

The Personnel Section shall:

1. Time and date stamp each LQC form;
2. Update the Transfer List of the specific assignment;
3. Forward a copy of the time and date stamped LQC Form to the submitting employee;
4. Maintain a copy of the LQC Form(s) until the employee:
 - a. Is transferred per the LQC Form;

- b. Requests removal from the list; or
- c. The LQC expires.

E. LQC SELECTION PROCESS

E - 1. Selection and Notification

The unit supervisor or commander/manager shall forward the completed matrices and selection recommendations through the chain-of-command to the Chief of Police.

The final selection shall be made by the Chief of Police.

Any employee who is passed over shall be notified. This shall not constitute a refusal or declination by the employee.

E - 2. Declination of Transfer by the Employee

Any employee who declines the same LQC position on three (3) separate occasions shall be removed from the LQC for *that* position.

In the event of a declination of a transfer by the employee after they have been selected from the LQC, the unit supervisor or commander/manager shall:

1. Document a transfer waiver on a LQC form;
2. Forward a copy to the Personnel Section;
3. Forward a copy to the employee; and
4. Retain a copy in the appropriate unit file.

E - 3. Acclimatization Period

Employees who transfer to a LQC position shall be given 45 days to learn the position and meet the minimum standards to perform the essential functions of the position, with or without reasonable accommodation.¹ In the event an employee does not meet the minimum standards the employee may return to their previous assignment or a Home Base assignment if the previous assignment has been filled or is otherwise no longer available.

E - 4. Announcement of Positions and Transfer Where no LQC Exists

Where no LQC exists, the unit supervisor or commander/manager shall announce the position to the Department via e-mail. If, after the announcement, there are no responses, the unit supervisor or commander/manager shall confer with the Chief of Police who shall approve a transfer of the least-senior qualified employee to meet the functional needs of the Department.

F. LIST OF QUALIFIED CANDIDATES PROCEDURES

¹ Reasonable accommodation is defined in accordance with the California Fair Employment and Housing Act and the Americans with Disabilities Act

F - 1. Announcement and Application Process

When a unit position vacancy is anticipated and no LQC exists, the supervisor, commander, or manager who oversees the position shall prepare a Department-wide email announcement.

The supervisor, commander, or manager announcing an open LQC assignment shall:

1. At least ten (10) consecutive days prior to the application closing date, ensure the announcement is forwarded for distribution as follows:
 - a. Personnel Section for posting in the Personnel Section; and
 - b. Department-wide email.
2. The announcement shall, at a minimum, contain the following information:
 - a. Position;
 - b. Normal work schedule (days off, work shift);
 - c. List of minimum skills and competencies required;
 - d. Additional desirable skills;
 - e. Duty description to include performance measures and responsibilities;
 - f. Training and travel requirements related to the position; and
 - g. Closing date/time for applications.

F - 2. Employees Responsibilities

Upon announcement of a LQC position, interested employees shall forward an LQC Assignment Interest Form directly to the Personnel Section.

F - 3. Personnel Section Responsibilities

Once the application period is closed, the Personnel Section shall prepare and forward a list of interested personnel to the supervisor, commander/manager announcing the open LQC assignment.

F - 4. Supervisor, Commander/Manager Responsibilities

The supervisor, commander/manager announcing the open LQC assignment shall, once the application period is closed, prepare and submit a plan for the selection and screening process to his/her first-level commander/manager for approval.

G. LQC SCREENING PROCESS

G - 1. Overall LQC Screening Process

Screening components that are applicable to each assignment are:

1. Matrix (to include performance appraisals based on overall performance given within the prior three (3) years); and
2. Oral Board.

Every screening process shall use the matrix. If the matrix is the only screening component, it shall be weighted as 100% of the screening process.

G - 2. Screening and Oral Boards

Following the completion of a matrix for each applicant, the supervisor or commander/manager shall prepare and conduct an appropriate screening.

The content of the oral interview (if used) shall focus on the applicant's documented work performance and his/her knowledge, skills, and abilities that qualify him/her for the vacant position.

G - 3. Placement List

At the completion of the screening process, the appropriate supervisor, commander or manager shall tabulate the scores and prepare a LQC based on the cumulative score in the screening process.

The LQC shall be effective for no more than 12 months.

The Personnel Section shall update and maintain all LQCs:

1. For the duration of the list;
2. Until the list is exhausted; or
3. No other suitable candidates remain on the list.

Unit commander/ managers are responsible for notifying the Personnel section in writing when an employee declines a LQC position three (3) times or is removed from a LQC for this reason.

G - 4. Unit Supervisor or Commander/Manager Responsibilities

The supervisor or unit commander/manager shall contact the top five (5) eligible employee(s) on the LQC and advise that he/she is being considered for transfer when a vacant LQC position needs to be filled to determine his/her continued interest in the available position.

G - 5. Employee Responsibilities

Employees shall respond within ten (10) calendar days of notification to the unit supervisor or commander/manager making notification indicating they are still interested in the assignment. Failure to respond within the prescribed period will constitute a declination by the Employee.

Employees shall be responsible for removing their names from LQC positions in which they are no longer interested.

Any employee who declines the same LQC position on three (3) separate occasions shall be removed from the LQC for *that* position.

Unit commanders/managers are responsible for notifying the Personnel Section in writing when an employee declines a LQC position or is removed from a LQC for this reason.

G - 6. Transfer Limitations

At no time shall an employee be permitted to transfer to an LQC position unless the employee is able to perform the essential functions of the position, with or without reasonable accommodation² as determined by the unit commander/manager.

G - 7. Where no LQC Exists

Where no LQC exists, the unit supervisor or commander/manager shall announce the position via e-mail to the Department. If, after the announcement, there are no responses, the unit supervisor or commander/manager shall confer with the Chief of Police who shall approve a transfer of the least-senior qualified employee to meet the functional needs of the Department.

H. TRAINERS

H - 1. Eligibility

Employees in a position for more than three (3) years shall be eligible to be trainers for that position and receive training premium compensation.

I. REMOVAL FROM ASSIGNMENT

I - 1. Voluntary Removal from Assignment

Employees who are in an out-of-Home Base assignment may voluntarily request a transfer by providing a written request to be transferred to Home Base at any time.

Unit commanders/managers shall endeavor to accommodate such requests however; the functional needs of the Department shall prevail.

An employee in an out-of-Home Base assignment may voluntarily transfer to another eligible out-of-Home Base assignment.

I - 2. Involuntary Removal from Assignment

Employees may be involuntarily transferred for the following reasons:

1. Conduct: An employee may be removed when misconduct makes them unsuited for continued service in his/her assignment.

² Same as footnote 3.

2. Performance: An employee may be transferred when he/she is performing at a less than overall "Fully Effective" level, as outlined in the annual performance appraisal document.

I - 3. Permanent Elimination of an Assigned Position

If a position is eliminated as a result of a reorganization and moved from one unit within the department to another, affected employees shall return to Home Base until they transfer to another assignment, pursuant to this General Order, or the next bid occurs. In the event a reorganization does occur, consideration for work hours and days off shall be given to affected employees and they will be eligible for first right of return to their previous assignment if the unit is reinstated within the department.

I - 4. Reduction in Staffing of an Assigned Position

If an employee is transferred as a result of a reduction in staffing, the employee shall be placed on the existing transfer list for the respective assignment based on classification seniority. In the event a reduction in staffing of an assigned position does occur, consideration for work hours and days off shall be given to affected employees and they will be eligible for first right of return to their previous assignment if the assigned position is reinstated within the department.

If an employee is transferred as a result of reduction in staffing, the employee(s) in the affected area shall bid for positions by seniority.

J. LOAN PROCEDURES

J - 1. Authority for Involuntary Loans and Loan Selection

The Chief of Police shall be the final approving authority regarding involuntary loans.

If possible, the employee loaned shall be the first eligible employee on the LQC. If no applicable LQC exists, the Chief of Police shall approve loans to meet the functional needs of the Department.

J - 2. Unit Commander/Manager Responsibilities

A unit commander/manager who needs a loan of personnel shall submit a justifying loan request to his/her Deputy Chief/Director requesting the loan.

The justifying loan request shall contain the following information:

1. Reason for loan;
2. Number of personnel required; and
3. The number of days, up to 90 days, during which the loan shall be in force, and the duty hours.

J - 3. Bureau Deputy Chief/Director Responsibilities

The Bureau Deputy Chief/Director to whom a loan request is submitted shall:

1. Endorse the request: If the Bureau Deputy Chief/Director shall designate a candidate from within his/her own bureau or, if none is available, the request shall be denied or forwarded to the Chief of Police with an endorsement requesting that the loan be filled from another Bureau. The loan shall be discussed at the weekly Personnel meeting.
2. Forward the justifying letter to the Personnel Section: Upon approval by the Chief of Police, the justifying letter shall be forwarded to the Personnel Section. The employee shall be placed on the next issued Departmental Personnel Order and become effective on the date designated by the Chief of Police.

J - 4. Personnel Section Responsibilities

The Personnel Section shall report the status of loans on the weekly Personnel Distribution Report (PDR). Loans shall be designated on the Departmental Personnel Order in the same manner as a regular transfer except in the column titled "Replacing" the words "Loan Status" shall be entered with the loan expiration date. The number of loans for the calendar year for each loaned employee in the PDR shall also be listed.

When the loan date expires, the Personnel Section shall automatically place a loaned person's name on the next Departmental Personnel Distribution Report (PDR) transferring him/her back to his/her previous organizational unit.

K. LOAN EXTENSIONS

K - 1. Extension Limits

Employees are subject to only two (2) consecutive 90-day loans.

Unit commander/managers shall ensure employees on loan to their division/unit shall not exceed 90 days without approved authorization.

K - 2. Extension Requests

Prior to the end of the first 90-day loan period, the unit commander/manager may submit an extension request through the chain-of-command to the Chief of Police for approval.

Upon approval, the Personnel Section shall automatically place a person's name on the next PDR extending the loan.

L. DEPARTMENT ORGANIZATION

L - 1. Effect of Reorganization on LQCs

Notwithstanding Departmental reorganizations, an employee's standing on LQCs shall remain in effect. Renaming units or making minor modifications to the job descriptions shall not nullify LQCs.

M. ADMINISTRATIVE APPEALS

M - 1. Grievance Procedures

All rights of redress for Department compliance with procedures contained in this policy shall be subject to the grievance procedure contained in the current Memorandums of Understanding. The Chief of Police or designee shall be the final authority on all grievance issues related to this order.

By order of


Anne E. Kirkpatrick
Chief of Police

Date Signed: 2/19/2020