
ADMINISTRATIVE DIRECTIVE – 101.018
JOB ROTATION

EFFECTIVE DATE: November 11, 1991
AFFECTS: Sworn Personnel

REVISION DATE: March 5, 2025

I. PURPOSE

The job rotation program assists personnel in selecting a career path and ensures all organizational elements are staffed with individuals who are qualified, productive, and motivated to achieve the policies, goals, and objectives of the City of Plano and the department. Additionally, this administrative directive ensures all rotations and transfers from one organizational element to another are fair, equitable, and consistent, and, most importantly, in the best interests of the department.

II. POLICY

The department realizes people are its most important and valuable resource. This administrative directive is intended to establish a process by which employees are placed into assignments appropriate to their particular qualifications and to facilitate the department in attaining its goals and objectives. The chief of police or designee reserves the authority to transfer personnel to other assignments whenever it is deemed necessary. While good performance is certainly a major factor in judging the duration of an assignment, other factors such as career development, needs of the department and job enrichment will also be weighed on an individual basis. It shall be understood that job rotation transfers are not to be construed as promotions nor does a transferred employee accrue any property interest in the position.

III. DEFINITIONS

- A. Appointed Position – Assignments for appointed positions are made directly by the chief and will be long or limited term as determined by the chief.
- B. Full Time Assignment - An assignment requiring the employee to work in the position on a full time basis.
- C. Limited Term – Sworn employee assignments shall not exceed five (5) years except upon showing that the transfer would adversely affect the ability of the unit as a whole to fulfill its mission. At the time of rotation out of the unit, the officer will be assigned to any available position in the Patrol Services Division in accordance with the normal rules for transfer within that division.
- D. Limited Term with Review – Sworn employees in assignments with this designation will serve an initial five (5) year term with the possibility of extending the assignment an additional two (2) years. At the end of the initial five years, a chain of command review of the officer's performance will be conducted and a two (2) year extension in the assignment will occur if recommended by the officer's chain of command. No more than two extensions (total of four additional years) will be allowed under a limited term with review assignment.
- E. Long Term – Long term positions within the department have no time limit associated with them.
- F. Open Ended Personnel Action Form (PAF) - When an eligibility list for a tested position is about to expire, an open ended PAF will be completed for any available position that has not been filled due to the selected candidate's current division being unable to release the candidate from his/her current assignment. If the employee accepts another full-time position, the open ended PAF will be void.
- G. Part Time Assignment - An assignment requiring the employee to work in the position as determined by the needs of the position. These positions are in addition to the full time assignment. Part-time assignments are conditional based upon performance of the employee in their full time duties.

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- H. Selected Position - A position which requires specialized abilities where selection could include a file review, resume review and an interview. Any additional qualifications or selection criteria will be stated at time of posting. Selection will be made based on the specific needs of the department as well as candidate suitability for the position.
- I. Tested Position – A position within the department requiring a specialized task or specific tasks involving a predetermined selection process. Selection is based on testing which includes a written test, oral interview and seniority.

IV. PROCEDURES

A. Eligibility

1. Any non-supervisory sworn officer may apply for one or more of the positions listed below, provided:
 - a. They have at least two years' experience as a sworn police officer, including at least one year of service as a sworn officer with the Plano Police Department.
 - b. They are in good standing on all annual department qualifications.
 - c. If an officer has previously served in the same limited term assignment, they will generally not be considered for that position again while at the same rank. In cases of operational needs, a lack of qualified candidates or at the chief's discretion, this provision may be waived to allow an officer to be considered for the same limited term assignment.
2. For positions listed below, certain eligibility requirements may be waived by the chief. All waiver requests shall be forwarded up the chain of command to the chief with recommendations that reflect either support or non-support for the request. The final decision will be made by the chief or his designee.
3. In cases where specialized abilities are needed, the posting will reflect the needed qualifications which will be required. Only personnel who meet the required qualifications will be considered.
4. An eligibility list shall be established for tested positions only, with the exception of SWAT positions. Eligibility lists for SWAT shall be established according to policy Emergency Services Unit - 409.001.

Position	Term	Full or Part Time Assignment	Tested / Selected / Appointed
Academy Officer	Limited Term with Review	Full Time	Selected
Bomb Squad Officer	Long Term	Part Time	Selected
Canine Officer	Long Term	Full Time	Selected
Chaplain Coordinator	Long Term	Part Time	Appointed
Court Liaison Officer	Limited Term	Full Time	Selected
Court Security Officer	Limited Term with Review	Full Time	Tested

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CPA Coordinator	Long Term	Part Time	Appointed
Crime Prevention Officer	Limited Term with Review	Full Time	Selected
Crisis Negotiator	Long Term	Part Time	Selected
Detective – Bait Deployment, Burglary, Vehicle Crimes	Long Term	Full Time	Tested
Detective – Juvenile, General	Limited Term with Review	Full Time	Tested
Detective – CAPers, Intelligence, Surveillance, Forgery, Sex Crimes, Family Violence	Long Term	Full Time	Selected
Detective - CAPers (Spanish Speaking)	Long Term	Full Time	Appointed
Detective –Narcotics	Limited Term	Full Time	Selected
Drug Recognition Officer	Long Term	Part Time	Selected
Emergency Services Unit officers – Intelligence, Tactical, Logistics	Long Term	Part Time	Selected
Equipment Officer	Limited Term with Review	Full Time	Selected
Field Training Officer	Long Term	Part Time	Selected
High Visibility Enforcement Unit Officer	Limited Term with Review	Full Time	Selected
Intoxilyzer Officer	Long Term	Part Time	Selected
Mentor Officer	Long Term	Part Time	Selected
Neighborhood Police Officer	Limited Term with Review	Full Time	Tested
Neighborhood Police Officer – Mental Health/Homeless Outreach Team	Limited Term with Review	Full Time	Selected
Neighborhood Police Officer - CORE - Community, Outreach, Response and Engagement	Limited Term with Review	Full Time	Selected
Peer Support Team Member	Long Term	Part Time	Selected
Police Recruiter	Long Term	Full Time	Appointed
Professional Standards Unit	Limited Term with Review	Full Time	Appointed
Public Information Officer	Long Term	Full Time	Appointed
School Resource Officer	Limited Term with Review	Full Time	Selected
Technical Services Officer	Long Term	Full Time	Selected

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Traffic Officer	Long Term	Full Time	Tested
Warrant Officer	Limited Term with Review	Full Time	Tested

Although assignments may be designated as "Long-Term," the Chief or designee may transfer personnel to other assignments whenever it is deemed necessary.

B. Tested Position Process

A written test will be given as directed by the unit's division commander.

The selection process will consist of a written test, an interview board, and seniority points. Each applicant will be provided a feedback session, if requested, at the conclusion of the selection process.

1. Written Test (50 points)

There will be two (2) different tests administered to Criminal Investigative Services Division applicants. One test will be administered for long term assignments and a separate test will be administered for the limited term (5-year assignments). Each written test will be a measure of the officer's knowledge and may consist of any of the following topics: State law, local law, Plano police training bulletins, Plano police administrative directives, Plano police policies, mission, values and human interaction, Plano police unit specific standard operating procedures. Prior to the test, specific areas of study will be provided to those interested in taking the test.

- a. Applicants may compete for multiple assignments.
- b. The written tests will be administered by the Police Academy lieutenant or designee.
- c. It will consist of 25 questions worth four points each. The questions will be selected at random at the direction of the academy lieutenant.
- d. A minimum score of 70 percent is required to proceed to the oral interview.
- e. Test scores will not be revealed to the oral interview panel.
- f. If an applicant takes multiple tests, they will be placed on any eligibility list earned. If the applicant accepts a limited term assignment, they will remain on the long term eligibility list. If during their limited term assignment, the officer is offered a long term assignment, they will be able to transfer to that assignment.

2. Oral Interview (45 points)

The oral interview panel will be appointed by the division commander and will include the division commander; one (1) lieutenant from the interviewing division; and two (2) sergeants – at least one (1) from the division and one (1) officer from a similar position.

Points for the oral interview will be allocated as follows:

a. Personnel file review (15 points)

This will include a review of the applicant's commendations, disciplinary record, evaluations, and other documents having a bearing on the assignment sought.

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- b. Professional bearing (15 points)
This will include an assessment of the applicant's appearance, presentation skills, and oral communication skills.
- c. Resume/qualifications (15 points)
This will include an assessment of the applicant's responses to questions designed to determine whether they possess the knowledge, skills, and abilities to perform the assignment sought.
- 3. Seniority (5 points)
One point will be awarded for each year of service as a sworn Plano police officer, up to five (5) years.
- 4. Each voting member of the interview panel will complete a rating sheet for each applicant who is interviewed. The rater's name is required on each sheet. Raters will not divulge their ratings to the other members of the interview board while the board is in session. All ratings will remain confidential.
 - a. For each element of the oral interview (personnel file review, professional bearing and resume/qualifications), the rating sheet will consist of a narrative section and a scoring section. Positive and negative comments shall be included in each section – personnel file, professional bearing and Resume/qualifications – by all raters for all applicants. This information will be compiled and provided as feedback to the applicant at each applicant's request.
 - b. The voting members will assess a score of 1 to 15 points for each element of the interview and shall comment in the narrative section to explain/or justify the score given.
 - c. The academy lieutenant or designee will collect all rating sheets at the conclusion of each interview. The points assessed by the interviewers will be averaged for a final oral interview score.
 - d. The academy lieutenant or designee will prepare a summary of the narrative sections. The summary will be provided to the division commander for discussion with the applicant during the feedback portion of the selection process.
- 5. Applicants who receive a sum of 70 points or more from the written test and oral interview will be awarded their seniority points and be included on an eligibility list for the assignment sought. The list will be effective for one year unless exhausted sooner.

Scores which result in a tie shall be resolved based on applicant seniority. If seniority is equal for the applicants, then the applicant with the highest oral interview score shall be selected.
- 6. The division commander or designee will provide a feedback session to all applicants who request feedback. This will include a discussion of the applicant's results on each step of the selection process.
- 7. All documentation related to the selection process will be maintained by the academy lieutenant for a period in accordance with state and local records retention laws and policies.

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C. Announcement of Assignment Openings

Assignment openings will be announced to all personnel via department email. Plano Richardson Police Academy responsibilities:

The academy will oversee and coordinate the selection process. Specific duties will include:

1. Working with division commanders in creating written tests
2. Administering tests
3. Grading tests
4. Sending out and receiving special supervisory evaluations
5. Calculating point values for each step in the selection process
6. Producing eligibility lists

D. Job Rotation Committee

A Job Rotation Committee will be appointed by the chief to oversee and coordinate the selection process. The committee will be chaired by the Support Services Division deputy chief.

1. Members:
 - a. Support Services Division deputy chief (Chairperson)
 - b. Police Academy lieutenant plus a lieutenant from Criminal Investigative Services Division and Patrol Services Division
 - c. Two sergeants from different divisions within the department
 - d. Four officers from different divisions within the department

2. Appeals

The Job Rotation Committee will also hear any appeals related to the selection process and will make recommendations to the chief. Appeals of the test and/or test questions must be submitted in writing within five (5) full business days after the tests are given, excluding the date of the test.

E. Specialized Assignment Annual Review

1. On an annual basis, the Support Services Division deputy chief, in conjunction with affected division commanders, will review each position designated as specialized assignments in the above list for the purpose of determining whether it should be continued.
2. A written report of the results of this review will be forwarded to the chief. The report shall include a listing of job rotation assignments, a statement of purpose for each listed assignment, and an evaluation of the initial problem or condition that required the implementation of the job rotation. The report should be completed in the first quarter of each calendar year.

F. Supervisory/Management Rotation

1. Sworn supervisory and management personnel in the department are subject to be rotated from one assignment to another.
2. In general, supervisory and management positions will be rotated on a three to five-year cycle.

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3. Supervisors with less than one year of time in grade will not be considered for non-patrol assignments, Neighborhood Police Officer Unit or High Visibility Enforcement Unit, unless this requirement is waived by the chief.
4. Some factors which may impact the timing of a transfer include: needs of the department, performance, career development and individual requests.
5. Although supervisory/management positions generally will rotate as described above, the chief may transfer personnel to other assignments or extend a supervisory/management assignment whenever it is deemed to be in the best interest of the department.

V. SPECIAL CONSIDERATIONS

A. Authority of the Chief

The chief will retain final approval in the selection of personnel to all assignments and/or positions within the organization. It shall be understood that transfers for purposes of this policy are not to be construed as promotions.

B. Patrol Ride-Along Requirements

1. All sworn employees of police officer rank who are assigned to specialized positions outside of Patrol Services Division will ride with a patrol officer for an eight-hour patrol shift, a minimum of once during each twelve-month period.
2. This applies only to sworn employees working a non-uniformed position with the exception of officers in an undercover position who are exempt from the requirement.
3. The sworn employee's supervisor will ensure the ride along is accomplished and will schedule employees appropriately with the approval of the watch commander. The eighth-hour shift will be compensated as regular duty time.

C. Temporary Transfers

In the event of long term leave (i.e., military service, catastrophic illness/Injury) the position will be filled on a temporary basis. The position will be filled as determined by the division commander. When the employee returns from the leave of absence, the employee filling the position will be assigned to his/her previous assignment.

D. Language Skills Testing

1. The decision to test language skills for specific positions will be determined by the chief or designee and may have a bearing on an eligibility list, depending on the position and needs of the department.
2. The academy lieutenant or designee shall arrange to have employees tested for specialized language skills. Areas tested may include verbal conversation, writing skills and reading ability.
3. An employee who is ranked lower on an eligibility list, but who possesses needed language skills for a position may be selected over employees who rank higher on that particular eligibility list. Language skills testing will be completed after the 50-question general knowledge test is given.
4. The procedure to evaluate language skills will be administered by the Police Academy and consist of:

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- a. Written exams taken through the police department's PowerDMS software to evaluate reading ability.
- b. A listening exam administered through the Collin County Community College District (CCCCD) Foreign Language Department's website to evaluate the ability to understand spoken language.
- c. A writing exercise to evaluate writing ability.
- d. A short conversational interview with a language professor from the CCCCCD Foreign Language Department.
- e. A professor from the CCCCCD Foreign Language Department will be provided with the results of all testing prior to the short conversational interview. After the interview and review of the testing material, each employee will be ranked by the professor in one of the following categories:
 - (1) Novice 1
 - (2) Novice 2
 - (3) Novice 3
 - (4) Near Native
 - (5) Native
- f. The results of the foreign language assessment will be forwarded to all division commanders for their use in determining assignments to specialized positions.