

	PARADISE VALLEY POLICE GENERAL ORDER Transfer	Order Number
		34.2 Date 11-14-19

34.2 Transfer

- A. A transfer is the movement of an *employee* from one assignment to another assignment within the same *classification*.
- B. *Employees* may request a transfer at any time by submitting a memo to the *employee's* supervisor.
- C. Specialized assignment or unit openings (as defined by the agency) shall be advertised by written agency-wide announcement and all qualified individuals will be allowed to apply and compete for positions:
 1. The selection criteria should be based on the skills, knowledge, and abilities required for the specialized assignment, including formal education and experience, if required.
- D. Where a conflict, potential conflict, or perceived conflict exists under the nepotism rule, the *Police Chief* or designee has the authority to make any transfers necessary to eliminate the conflict, potential conflict or perceived conflict.
- E. Transfer of *personnel* is a management right; the *Police Chief* has the right to transfer *employees* within the *Department* in the manner that, in the opinion of the *Chief*, is most advantageous to the *Town*. Transfers *will* be processed as required by Town Human Resources.