



TRANSFERS: ROUTINE & SPECIALIZED ASSIGNMENTS

INDEX CODE: 713
EFFECTIVE DATE: 05-29-24

Contents:

- I. Policy
- II. Advertisements of Vacancies in Specialized Assignments
- III. Selection Criteria
- IV. Selection Process
- V. Appointment & Reassignment
- VI. Routine Transfer Requests
- VII. Transfer Procedures
- VIII. Proponent Unit
- IX. Cancellation

I. POLICY

It is the policy of the department to fill vacant positions by promotion and/or transfer. Vacant officer/detective and sergeant positions (excludes the Office of Professional Standards, Media Relations, and Hispanic Liaison Officer positions) in specialized assignments will be filled by a competitive selection process, described below.

However, the Chief of Police reserves the right to transfer any employee, either temporarily or permanently, when it is deemed necessary and in the best interest of the employee, the department, or County government.

Vacant positions will be filled at the authorized rank unless previously approved by the Chief of Police.

For security reasons the department may elect not to announce, in writing, openings for undercover or similar assignments.

II. ADVERTISEMENT OF VACANCIES IN SPECIALIZED ASSIGNMENTS

A. Commanders who anticipate or have current vacancies in specialized positions will inform their bureau commander, in writing, requesting staffing for the positions.

B. The request for staffing will include a recommendation of the minimum qualifications, knowledge, skills, and abilities needed for the positions. A list of the requisite knowledge, skills, and abilities for each specialized assignment are available from the Police Personnel Section.

C. Upon approval of the request, the bureau commander will prepare a position announcement advertising the position vacancy, specifying the selection criteria for the position. The position announcement will be distributed to all department personnel. A selection process chairperson, of the rank of Lieutenant or higher, will be appointed by the district/division commander and named on the position announcement. The chairperson will serve as the point of contact regarding the selection process.

D. The closing date for applications will be a minimum of fifteen consecutive days after the announcement date. Applications will be submitted in the requested format, to the appropriate commander stating the applicant's qualifications, knowledge, skills, abilities, experience, and any other information the applicant feels is pertinent to the position.

E. Applicants will submit their application to the appropriate commander listed on the position announcement via e-mail only. The applicant will include their chain of command, through division/district commander, in the email. The receiving commander listed on the position announcement will acknowledge receipt of the application.

F. Applicants will not be permitted to submit resumes, letters of recommendations, training certificates, or supporting documentation during the selection process.

III. SELECTION CRITERIA

A. Vacancy announcements will state the minimum qualifications and the selection criteria for the position.

B. Selection criteria will be based on the knowledge, skills and abilities required for the specialized assignment, and will include, at a minimum, formal education requirements, and the minimum required length of experience as a department employee or a law enforcement officer.

IV. SELECTION PROCESS

A. After the closing date for applications, the chairperson will select and appoint two additional committee members who are not assigned to the district/divisions to serve on the selection committee. The committee must be composed of diverse members who are of equal or greater rank than the vacant position. The district/division commander must approve the selected committee members to ensure adherence to policy. Members of the committee must remain consistent for all applicants. Any change in committee membership for any applicants must be approved by the district/division commander. The chairperson may select committee members from outside the agency to ensure appropriate diversity and/or relevant skills or knowledge of the committee relevant to the position. Members of the selection committee are expected to keep information disclosed to them as part of the selection process confidential and shared only with selection committee members and their chain of command. Selection committee members and applicants will sign a confidentiality agreement prior to beginning the process.

B. The selection committee will consider the criteria specified in the position announcement announcing the vacant position, and will review each applicant. The selection process will include the following elements:

1. Review of application to determine if the applicant meets the minimum qualifications specified in the position announcement.
2. Review of the Commander's Employee Rating Form to be completed by the employee's current platoon/section commander. The reviewing commander must have supervision of the employee for at least 3 months.
3. Interview Assessment. ***The interview assessment must include an opportunity for the candidates to describe their knowledge, training, and experience.*** The interview questions will be job specific. A pool of oral interview questions will be maintained by Police Personnel. For each new position announcement process, the Police Personnel Section will provide the chairperson with questions randomly selected from a pool of oral interview questions relevant to the position which are maintained by the Police Personnel Section.

Interview Scoring:

- a. The Interview Assessment Rating Form will consist of the questions asked, along with benchmarks. Each board member will fill out an individual score sheet in pen. The final score will be an average of the three individual scores. All individual scores and the final score will be documented on the Interview Assessment Rating Form.
- b. The scores will be logged onto a spreadsheet and maintained by the selection committee chair person.
4. Functional Exercise Assessment
 - a. A functional exercise may be developed by a specialized unit and used to assess applicants as part of the selection process.

- b. Functional exercises must be reviewed and approved by the district/division commander (Examples of functional exercises include but are not limited to: writing exercise, analyzing a video of a crime, presenting a lesson plan).
- c. Benchmarks are required to evaluate the performance on the functional exercise.

5. Scoring and Ranking of Applicants

An applicant's final score will be determined by a weighted average of the interview assessment score, the commander's employee rating score, and the functional exercise assessment score (if applicable). Applicant final scores will be rounded to the nearest tenth of a percent and will be placed on the final position announcement list in rank order. The interview assessment and functional exercise assessment will have a combined weight of 80%. The commander's employee rating will have a weight of 20%.

6. Eligibility List

When a vacancy arises, the chairperson will utilize a "Rule of 5" (four candidates plus one for each vacancy) to prepare an eligibility list for the position to be filled. The candidates on the eligibility list will be drawn from the top scores of the final position announcement list. The eligibility list will display names and scores of the candidates listed from the highest to lowest score. The list will be presented to the district/division commander for final selection.

V. APPOINTMENT & REASSIGNMENT

A. The district/division commander will review the eligibility list presented by the selection committee and select an applicant for appointment to the position, based on the ability to fill the position (staffing issues may delay the ability to fill certain open positions immediately). All candidates on the eligibility list may be considered for appointment to the position. The district/division commander may utilize an interview of candidates on the eligibility list to assist in final selection. The name of the selected candidate(s) will be forwarded to the bureau commander for final approval.

For sergeant positions, the name of the selected candidate(s) will be forwarded to the Chief of Police, or his/her designee for final approval.

B. The selected applicant will be notified of their transfer. The selected applicant's commanding officer will be notified of the transfer date.

C. Final position announcement lists will be maintained by the District/Division for a period of one year. The bureau commander may re-announce a vacancy position within that year if the need arises.

D. Interview feedback will be provided by the chairperson to the applicant if requested by that applicant.

E. All documentation received and produced by the Selection Committee, including the announcement, applications, Commander's Employee Rating Form, and interview & functional testing documentation will be forwarded to the Staff Inspections Unit within 30 days of the conclusion of the process and kept for a period of 5 years.

VI. ROUTINE TRANSFER REQUESTS

Employees of the department may request in writing a transfer to another unit or duty assignment within their district/division, regardless of whether or not a vacancy exists or is anticipated. The request will be made through the chain of command to the district/division commander. Officers may also request an inter-district/division transfer to any non-specialized assignment within the Bureau of Patrol. This request will be made through the chain of command to the Bureau of Patrol commander. The requesting employee will specify the reasons for the request for transfer in all cases.

VII. TRANSFER PROCEDURES

A. Transfers of employees will be announced department wide in a personnel order, except in cases of intra-district/division transfers.

B. Employees may be transferred between bureaus only on approval of the Chief of Police, or his/her designee.

C. Bureau, district and division commanders may transfer any member within their command, when the transfer is deemed to be in the best interest of the employee, the department, or County government.

D. When an employee is transferred, the employee's former commander will forward to the new commander all pertinent leave and personnel records.

E. Transferred employees will, unless otherwise directed, retain all equipment previously issued *to* them by the department.

F. A supervisor of the platoon/section receiving the transferred employee is responsible to notify the TeleStaff Administrator of the transfer. This will be accomplished by completing the Sworn Personnel Status Change Notification Google Form. The Google Form may be accessed via:
<https://forms.gle/vtTJkyDFAEKCLtB27>

G. *Professional Staff* transfers will be accomplished in the same manner by completing the *Professional Staff* Personnel Status Change Notification Google Form. The Google Form may be accessed via:
<https://forms.gle/Kr5zG7e4oRGaMDxe7>

VIII. PROPONENT UNIT: Staff Inspections *Section*.

IX. CANCELLATION: This directive cancels Index Code 713, dated *08-01-23*.