



# TRANSFERS: ROUTINE & SPECIALIZED ASSIGNMENTS

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## 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 the Chief*, Media Relations, and Hispanic Liaison Officer positions) in specialized assignments *may only* 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 *may only* 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. *Specialized Assignments NOT in Patrol Districts*

1. Commanders who anticipate or have current vacancies in specialized positions *must* inform their bureau commander, in writing, requesting staffing for the positions.
2. The request for staffing *must* 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.
3. Upon approval of the request, the bureau commander *must* prepare a position announcement advertising the position vacancy, specifying the selection criteria for the position. The position announcement *must* be distributed to all department personnel. A selection process chairperson, of the rank of Lieutenant or higher, *must* be appointed by the district/division commander and named on the position announcement. The chairperson *must* serve as the point of contact regarding the selection process.

### B. *Specialized Assignments in Patrol Districts*

1. *The commander of the Bureau of Patrol is responsible for:*
  - a. *Maintaining a single, active eligibility list for all non-supervisory positions with the District Operations Units and a single, active eligibility list for all District Detective Units.*
  - b. *The appointment of a selection process chairperson in the position of district executive officer, who will serve as the point of contact regarding the selection process.*

*c. The creation and distribution to all personnel of position announcements which specify the selection criteria for the positions and the selection process chairperson.*

**C. All Specialized Assignments**

1. The closing date for applications *must* be a minimum of fifteen consecutive days after the announcement date.
2. Applicants *must* submit their application *by the electronic form specified on the position announcement.*
3. *After the closing date of the announcement, the selection process chairperson must notify all applicants, verifying receipt of the application and confirming the applicants' eligibility, based on meeting or not meeting the objective minimum qualifications specified in the position announcement, to proceed in the process. Applicants are not required to notify their chain of command when they wish to apply for or have applied for a specialized assignment, either before or at the time of application.*
4. Applicants *are not* permitted to submit resumes, letters of recommendations, training certificates, or supporting documentation during the selection process.

**III. SELECTION CRITERIA**

1. *Position* announcements *must* state the minimum qualifications and the selection criteria for the position.
2. Selection criteria *must* be based on the knowledge, skills and abilities required for the specialized assignment, and *must* 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. Procedures**

**1. Selection Committee & Commander's Employee Rating Form:**

After the closing date for applications, *the chairperson must:*

- a. distribute a Commander's Employee Rating Form to each applicant's unit commander. This form must be submitted to the applicant's unit commander and will contain appropriate instructions for submission and notification to the district/division commander.*
- b. in accordance with the below provisions, select and appoint *at least* two additional committee members who are not assigned to the district/divisions to serve on the selection committee.

The selection committee must be composed of diverse members who are of equal or greater rank than the vacant position. The *bureau/district/division commander who appointed the selection process chairperson* 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 *appointing bureau/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 *must* sign a confidentiality agreement prior to beginning the process.

The selection committee *must* consider the criteria specified in the position announcement announcing the vacant position, and *must* review each applicant.

**2. Selection Process Elements:**

- a. The selection process *must* include the following elements:
  - i. *Review of Minimum Qualifications: The selection committee must confirm the applicant meets the minimum objective qualifications* specified in the position announcement.
  - ii. *Review of the Commander's Employee Rating Form: The selection committee chairperson must ensure the Commander's Employee Rating Form is distributed to and* completed by the employee's current platoon/section commander. The reviewing *platoon/section* commander must have *had* supervision of the employee for at least 3 months.
  - iii. *Interview Assessment.* The interview assessment must include an opportunity for the candidates to describe their knowledge, training, and experience. The interview questions *must* be job specific. A pool of oral interview questions *must* be maintained by Police Personnel. For each new position announcement process, the Police Personnel Section *must* 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.

***b. At the discretion of the appointing bureau/district/division commander, the selection process may include Functional Exercise Assessment developed by the specialized unit and used to assess applicants as part of the selection process.***

i. Functional exercises must be reviewed and approved by the ***bureau/district/division commander who appointed the selection committee chairperson.***

Examples of functional exercises include but are not limited to: ***physical fitness standards, weapons qualifications***, writing exercises, analyzing a video of a crime, presenting a lesson plan.

ii. ***The functional exercise must include benchmarks to standardize evaluation of the applicants' performance.***

### **3. Interview Scoring:**

a. The Interview Assessment Rating Form ***must*** consist of the questions asked, along with benchmarks. Each board member ***must*** 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 ***must*** be documented on the Interview Assessment Rating Form.

b. The scores ***must*** be logged onto a spreadsheet and maintained by the selection committee chair person.

### **4. Scoring and Ranking of Applicants**

An applicant's final score ***must*** 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 ***must*** be rounded to the nearest tenth of a percent and ***must*** be placed on the final position announcement list in rank order. The interview assessment and functional exercise assessment ***must*** have a combined weight of 80%. The commander's employee rating ***must*** have a weight of 20%.

### **5. Eligibility List**

When a vacancy arises, the chairperson ***must*** 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 ***must*** be drawn from the top scores of the final position announcement list. The eligibility list ***must*** display names and scores of the candidates listed from the highest to lowest score. The list ***must*** be presented to the district/division commander for final selection.

## **V. APPOINTMENT & REASSIGNMENT**

1. The district/division commander ***must*** 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) ***must*** be forwarded to the bureau commander for final approval.

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

3. The selected applicant ***must*** be notified of their transfer. The selected applicant's commanding officer ***must*** be notified of the transfer date.

4. Final position announcement lists ***must*** 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.

5. Interview feedback ***must*** be provided by the chairperson to the applicant if requested by that applicant.

6. All documentation received and produced by the Selection Committee, including the announcement, applications, Commander's Employee Rating Form, and interview & functional testing documentation ***must*** 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 ***must*** 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 *must* be made through the chain of command to the Bureau of Patrol commander. The requesting employee *must* specify the reasons for the request for transfer in all cases.

#### **VII. TRANSFER PROCEDURES**

1. Transfers of employees *must* be announced department wide in a personnel order, except in cases of intra-district/division transfers.
2. Employees may be transferred between bureaus only on approval of the Chief of Police, or his/her designee.
3. 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.
4. When an employee is transferred, the employee's former commander *must* forward to the new commander all pertinent leave and personnel records.
5. Transferred employees *must*, unless otherwise directed, retain all equipment previously issued to them by the department.
6. A supervisor of the platoon/section receiving the transferred employee is responsible to notify the TeleStaff Administrator of the transfer. This *must* be accomplished by completing the Sworn Personnel Status Change Notification Google Form. The Google Form may be accessed via:  
<https://forms.gle/vtTJkyDFAEKCLtB27>
7. Professional Staff transfers *must* 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 *05-29-24*.