

## **17.00.070    ROTATIONAL ASSIGNMENTS    (CALEA 16.2.3)**

The Bellevue Police Department has limited opportunity for assignment rotation. Assignment rotation is available to enhance employee training, experience and to improve the overall service capabilities of the Department. All rotational positions are lateral movement assignments.

Rotational opportunities exist in the following areas:

### **❖ Commissioned Section Commanders**

Commissioned Section Commanders may be transferred from one Section within the Police Department to another at the Chief of Police's discretion.

### **❖ Captains**

Captains may be transferred from one Section within the Department to another at the discretion of the Chief of Police. An assignment to the Special Operations Group will not exceed three years without permission of the Chief of Police.

### **❖ Sergeants**

Police Sergeants (commissioned supervisors) may apply for one rotational position in the Narcotics Unit. Time in this position is not to exceed three years without permission from the Chief of Police.

The Special Enforcement Team Sergeant is a three year assignment and may be extended one additional year with approval from their supervisor and unit/section Commander or Chief. With approval of the Chief of Police the time may be extended to a fifth year.

### **❖ Officers**

Officers may apply for rotational positions in the Special Operations Group Narcotics Unit or in the Special Operations Group Special Enforcement Team. Time in these positions will not normally exceed three years. With approval of the Investigations Section commander, Special Operations Group captain and the unit supervisor, the time in position may extend one additional year. With the approval of the Chief of Police the time in position may be extended to a fifth year.

The Public Information Officer is a three year assignment. This assignment maybe extended for up to two additional years with the approval of the PIO supervisor and the Chief of Police.

The Downtown Unit has designated rotational officer positions that are three year assignments. These positions may be extended one additional year with approval from their supervisor and unit/section Commander. With approval of the Chief of Police the time may be extended to a fifth year.

Position openings are announced inter-departmentally via the "Off the Cuff" email newsletter. Selection is based on specified training, experience, and criteria based on the needs of the position noted in the announcement. The testing format will be established by the Unit or Section Commander and Supervisor and other personnel selected to assist. The recommendation for selection is forwarded to the Chief of Police for final approval and issuance of a personnel transfer order.

At certain times, personnel are assigned to a rotation position based on the needs of the department, training, workload, or other necessary reasons. Command level authority is required for placing personnel in temporary rotational positions. These requests must be approved by the appropriate Commander(s) and will usually be for a part time or limited duration given staffing and organizational needs.

Unless otherwise specified through permission by the Chief of Police, promotion or permanent transfer to another assignment, personnel exiting a rotation position will return to the Patrol Section.

Personnel working in rotational assignments may be reassigned at any time to accommodate the needs of the Department.

Positions within the Police Department common to governmental agencies and which require skills other than those of a commissioned officer shall be designated as professional and will be staffed accordingly. This policy shall not preclude the use of commissioned officers in such positions for purposes of training or in the event of an urgent or emergency situation.

Commissioned officers will not be permanently assigned to those positions commonly staffed by professional personnel. An evaluation of professional positions within the Police Department is included in the biennial budget planning and staffing resource allocation materials.