

Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

It is the intent of the Department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

1014.2 REQUEST FOR CHANGE OF ASSIGNMENT

When an assignment vacancy is identified within the Department, the affected Division Commander shall publish an email memorandum soliciting requests for change of assignment. The memorandum shall include a description of the specific duties of the assignment, minimum qualifications, special skills, desired traits or any other information deemed relevant.

Personnel wishing to be considered for the assignment are to complete a Request for Change of Assignment form and attach any other requested documents. The form and requested attachments shall be forwarded through the chain of command to the requesting Division Commander.

1014.2.1 PURPOSE OF FORM

The form is designed to aid employees in listing their qualifications for specific assignments. All relevant experience, education and training should be included when completing this form.

The assignments an employee is interested in should be listed on the form.

The Request for Change of Assignment form will remain in effect for six months. At the conclusion of the six month period, the form will become void and an applicant must submit a new Request for Change of Assignment form for future consideration. The requesting Bureau Commander may solicit new requests for change of assignment if no applicants are selected or when new openings occur.

1014.3 SUPERVISOR'S COMMENTARY

The officer's immediate supervisor shall make appropriate comments in the space provided on the form before forwarding it to the Division Commander of the involved employee. The Division Commander must comment on the request with his/her recommendation before forwarding the request to the Bureau Commander. If the Division Commander does not receive the Request for Change of Assignment Form, the Bureau Commander will initial the form and return it to the employee without consideration.

1014.4 DIRECT APPOINTMENTS

With the express, written, approval of the Chief of Police, Bureau Commanders may make direct appointments to vacant positions under the following circumstances:

1. Conventional method for transfers and change of assignments may not be practical or in the best interests of the Department's mission.

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2. If no requests for change of assignment have been received or if no existing applicant is deemed acceptable.

1014.5 BUREAU TRANSFERS

Bureau commanders have the authority to reassign personnel allocated to them as deemed necessary. Bureau commanders may move personnel within their own bureau, as needed, to fill vacancies, whether temporary or permanent, with the express, written, approval of the Chief of Police.