

PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 170
	PERSONNEL TRANSFER & ROTATION	ISSUE DATE 02/19/2008
	CHAPTER: ADMINISTRATION & PERSONNEL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 4

I. PURPOSE

The purpose of this policy is to define the requirements, conditions and process for the transfer and rotation of sworn personnel duty assignments.

II. POLICY

Duty assignments available in this agency vary widely with regard to required skills, knowledge and abilities, job demands, benefits and desirability, as well as the potential for advancement and achievement of related personal career objectives. Considering these and related factors, it is the policy of this agency to provide a fair and impartial system for the transfer and rotation of personnel that will, to the degree possible, advance personal career goals and interests consistent with the efficient and effective use of manpower and delivery of police services to the community.

III. DEFINITIONS

PERSONNEL AUTHORITY: Person(s) responsible for personnel administration and processing in this law enforcement agency.

SELECTION PROCESS: The system whereby individuals are chosen to fill vacancies, to include advertising vacancies, accepting and reviewing applications, conducting components of the selection process, making and announcing a selection, reviewing the selection process and debriefing the candidates.

IV. PROCEDURES

A. GENERAL

1. Nothing in this policy restricts the agency chief executive from assigning or transferring any employee, with or without a selection process, to a duty assignment that is deemed to be in the best interest of the agency.
2. Officers holding the rank of sergeant or above may be transferred as needed without a selection process at the direction of the Chief of Police.
3. The use of eligibility lists to avoid the unnecessary repetition of lengthy selection processes may be considered by the division commander on a case-by-case basis. Such lists shall be valid for no longer than six months.
4. Transfers between and to patrol shifts and other changes of assignment that can be effected administratively are exempt from this policy.
5. Vacant positions will be filled with the most qualified candidates available consistent with federal, state and local equal employment opportunity laws and regulations.
6. Transfers shall not be used solely for disciplinary reasons.

A. VACANCIES

1. Supervisors shall notify the agency's personnel authority as soon as position vacancies occur or are anticipated.
2. Supervisors are responsible for ensuring that a current job description and classification are available for all positions within their commands and that an up-to-date copy of these and relevant job qualifications are available to the personnel authority.
3. Department Bulletins are used to announce anticipated job vacancies. Department Bulletins shall be initiated out of the Office of the Chief of Police and shall include information on opening and closing dates for submission, minimum qualifications for applicants, job description, responsibilities and working conditions, such as days off and shift hours. Announcements shall be posted for a minimum of 10 working days. Candidates must agree to the job responsibilities and working conditions before being considered for filling a vacant position.

4. The Deputy Chief of the Division is responsible for:
 - a. Preparing, providing, and disseminating information that is to be published in a departmental Bulletin on the vacancy;
 - b. accepting applications for transfer,
 - c. screening applicants for minimum qualifications;
 - d. notifying unqualified applicants and candidates that are not selected prior to departmental announcement of the results;
 - e. forwarding candidate applications and qualifications to the selection committee, where applicable; ranking eligible candidates;
 - f. incorporating transfer information into employees' permanent files;
 - g. preparing transfer orders; and
 - h. preparing reports of personnel transfer activity as directed by the agency chief executive and the career development officer.

B. TRANSFER PROCEDURES

1. Employees requesting transfer are responsible for completing and submitting transfer request forms and any accompanying information to the Deputy Chief of the division that the employee is requesting transfer to.
2. The Deputy Chief of the division shall maintain a copy of each request and forward the original to the Chief of Police and a copy to the candidate's supervisors for approval/disapproval before the vacancy closing date.
3. The Chief of Police and the Deputy Chief of the division shall maintain a copy of each request and forward the original to the selection committee.
4. In the event a sufficient number of qualified applicants are not received, the Deputy chief of the Division may issue additional announcements for the vacancy, or the chief of Police may issue a transfer order to fill the vacancy at his discretion.

C. SELECTION COMMITTEE

1. Positions that require specialized qualifications may necessitate that candidates demonstrate such skills through written or physical tests, oral boards, simulation of work requirements or other procedures to demonstrate knowledge, skills or abilities.
 - a. The Chief of Police, or his designee, and the Division Commander shall be responsible for identifying, documenting and validating any specialized job qualifications in a manner that is consistent with this agency's policy as well as state and federal law.

