

PERSONNEL MANAGEMENT

TRANSFER REQUEST

Purpose: The purpose of this policy is to formalize and communicate the procedures for job assignment transfers within the Department.

Policy Statement: It is the policy of the North Little Rock Police Department to make job assignments within the ranks of sworn personnel in such a manner as to best meet the needs of the Department in providing high quality police service and to provide for the professional growth of its members.

Summary of Changes:

Definitions:

Opening: Sworn officer job assignments that are either a newly created or vacant position approved by the Chief of Police.

Procedure: [CALEA 16.2.2]

1 Assignment Transfer Requests

- 1.1 Members who are assigned to a specialized position and wish to resign from that assignment will submit a written request through his/her Chain of Command to the Chief of Police.
- 1.2 Upon approval from the Chief of Police, the Division Commander over the unit with the anticipated opening will announce the assignment to all sworn members via Department e-mail and/or DHQ.
 - 1.2.1 Announcements will describe the job assignment, position pre-requisites (if any), and a deadline in which to apply.
- 1.3 Application deadlines will be set a minimum of ten calendar days from the posting of the announcement.
- 1.4 Members who would like to be considered for the position will submit a written request through his/her Chain of Command to his/her Division Commander. A copy of the request must also be sent to the Division Commander that announced the opening.
- 1.5 Upon receipt of the request, the Division Commander filling the open position will initial and date the request and send a copy of the initialed, dated request back to the member. This will signify the request has been received.
- 1.6 Transfer requests will be kept on file by the Division Commander for a period of one year. Should another opening become available in the Division, all transfer requests that have been received a year prior will be considered.

2 Specialized Job Assignment Selection

- 2.1 Specialized job assignments and/or positions within the Police Department are administrative decisions made by the Chief of Police and his/her staff.
- 2.2 Transfer requests will only be considered when an opening becomes available within the Department. The assignment will be made after consideration of the following criteria:
 - 2.2.1 Overall needs of the Department;
 - 2.2.2 Member's past job performance;
 - 2.2.3 Member's knowledge, skills, and abilities as they relate to the open assignment;
 - 2.2.4 Seniority;
 - 2.2.5 Member's previous job assignments or experience from outside employment and/or training;
 - 2.2.6 Other relevant criteria determined by the Division Commander.
- 2.3 All members requesting consideration for an opening will be afforded the opportunity of an informal interview with the unit or division supervisors.

3 Procedures for Members Not Selected for Transfer

- 3.1 In the event a member not selected for an opening desires to know the cause for the non-selection, the member may request a meeting from the deciding authority within 10 calendar days to discuss the reasoning behind the decision.
 - 3.1.1 If a meeting is not requested within the aforementioned timeframe, there will be no obligation to meet with the unsuccessful candidate.
- 3.2 If the member is dissatisfied with the outcome of the meeting, he or she may refer to *Policy Directive 20-14, Grievance Procedures* for further options of appeal.

4 General Reassignments

- 4.1 General reassignments are at the liberty of the Chief of Police and his/her staff with the overall needs of the Department taking precedence over personal preference.
- 4.2 In the event of a general reassignment, supervisors will be requested to submit a list of their top three choices of duty assignments in the order of preference.
- 4.3 Interview procedures in the event of a general reassignment of supervisory personnel within the Department will be as follows:
 - 4.3.1 Interviews will only be necessary for those assignments which become vacant due to the reassignment and only to those members who expressed an interest in being considered for the opening;
 - 4.3.2 Interviews will not be afforded to members not moved from their present assignment;
 - 4.3.3 Interviews will not be afforded to members who are moved and have not expressed an interest in a particular assignment; and
 - 4.3.4 If there is a general reassignment with request for members to list more than one choice, the interview will be conducted comprehensive of all listed choices.

5 Exemptions

- 5.1 Procedures of this policy do not apply to temporary assignments made for a period of 90 days or less, or for intra-divisional assignments (patrol beat assignments, etc.).

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