

# Request for Change of Assignment

## **1028.1 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.

The term "special assignment" means any assignment that does not involve a promotion or demotion.

## **1028.2 TYPES OF TRANSFERS AND ASSIGNMENTS**

- (a) Transfers and assignments for Administrative Reasons:
  - 1. The Chief of Police may select any employee for an organizational assignment, which in his/her opinion will improve the quality of police services and/or best meet organizational needs. Transfers and assignments for administrative reasons are effective solely at the discretion of the Chief of Police.
- (b) Transfer for Career Development Reasons:
  - 1. Any employee may request consideration for a transfer for career development reasons (i.e. to expand individual growth through varied or specialized assignments) to any organizational unit of the department wherein their job classification is allocated.

### **1028.2.1 TRANSFER REQUEST**

- (a) When special assignment positions become available, the department will circulate a memorandum or e-mail to all eligible employees detailing the position, the period of the assignment, and any special information that may assist the employee in determining whether or not he or she wishes to submit a memorandum of interest for the assignment. Employees who are interested in applying for the advertised special assignment, must submit a memorandum or e-mail of interest to the appropriate division commander.
- (b) An employee may request transfer to an organizational unit with preference given to those applicants who have successfully completed their probationary period. An employee may nominate himself/herself by inter-office memorandum or e-mail. The transfer nomination memorandum shall be forwarded through channels to the appropriate Division Commander.

## **1028.3 TRANSFER SELECTION PROCESS**

When a vacancy is anticipated or occurs in an organizational unit, the Division Commander shall advise the Chief of Police of the impending vacancy.

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The selection process shall include an evaluation of the employee's memorandum of interest for the special assignment to verify that the employee has met the minimum and/or any special requirements for the special assignment.

A staff evaluation will then be conducted for each applicant. The Division Commander shall consult with the Chief of Police concerning his/her selection for the vacant position. The Chief of Police shall make the final decision.

#### 1028.3.1 REMOVAL FROM SPECIAL ASSIGNMENT

The service in a special assignment is at the pleasure of the Chief of Police, or his designee who may remove persons from such assignment at his sole discretion without such reassignment being considered to be a punitive action.