

13.112 ASSIGNMENT AVAILABILITY SELECTION PROCESS

Reference:

FOP/City Labor Agreement
 Procedure 13.110 - Assignment, Rotation and Transfer of Personnel

Purpose:

Provide an objective method of selecting officers for assignment availabilities.

Provide officers the opportunity to broaden their experience within these assignments and to emphasize the importance of uniformed patrol.

Information:

Assignment availability openings shall be categorized by job classifications in the following manner:

- Investigative Assignment
- Administrative Assignment
- Technical Assignment
- Patrol Support Assignment (i.e.; Neighborhood officer, bike patrol officer, traffic unit, canine squad, mounted squad)

Policy:

Select personnel for assignment availabilities in a fair and equitable manner and meet the needs of the Police Department.

Job criteria (service tenure, special skills, etc.) will be listed in the "Assignment Availability" vacancy notice.

Procedure:

A. Assignment Availability

1. All district, section, and unit openings which fall under the above listed categories will be published in the Department staff notes.
2. When an applicable vacancy occurs within a district/section/unit, the district/section/unit commander will forward a written request to the Police Chief for approval to post a vacancy notice, including the job description.
 - a. The Police Chief's Office will notify Police Personnel Unit when a vacancy notice is to be posted.
 - 1) The vacancy notice will include the following information:
 - a) The expiration date for all applications, which will be ten days after being published in the Staff Notes.

- b) Minimum requirements designated by the district/section/unit commander and approved by the Police Chief.
 - 2) The posting and notice of assignment vacancies will conform to Article VIII (Publication of Assignment Availability) of the current FOP labor contract.
 - 3) After the closing date, Personnel Unit will forward all applications received to the appropriate district/section/unit commander and the affected bureau commander.
 - 4) Notice of a vacancy, or even the selection process, does not guarantee that a position will be filled. At any time during the process, the open position may be phased out or otherwise eliminated. The open position may also remain unfilled and open for an indefinite period.
 - 5) Personnel Unit will keep applications on file for one year.
- B. Application for Vacancy
 1. Personnel who believe they qualify and desire to be considered for the assignment will submit a completed Form 77, Sworn Assignment Application.
 2. Make all Form 77 application forms in duplicate and process as follows:
 - a. Submit the original Form 77 application directly to Personnel Unit.
 - b. Submit the copy of the Form 77 to the applicant's immediate supervisor.
 - 1) Supervisors and district/section/unit commanders will type appropriate comments on the application form.
 - 2) Forward the Form 77 to Personnel Unit through the normal chain of command.
 3. Form 77 applications will not be accepted after the expiration date, unless there are exigent circumstances.
 - a. Personnel Unit will keep the original Form 77 application on file for tracking and future analysis.
- C. Process for Selecting Police Officers, Specialists, Sergeants, and Lieutenants
 1. The district/section/unit commander will review and consider the following mandatory information for each applicant:
 - a. Seniority

- b. Diversity needs of the unit
 - c. "Employee Performance Profile"
 - 1) Personnel jacket information
 - 2) Internal Investigations Section Profile record of the past three years
 - d. Verification of information on the Form 77 application form
2. The district/section/unit commander or his/her designee will interview each applicant that meets the criteria.
 3. The district/section/unit commander with the vacancy will make a recommendation to his bureau commander. The bureau commander will make a recommendation to the Police Chief.
 - a. Bureaus, districts, sections, and units may choose to perform other testing before making a recommendation for selection (e.g. physical agility test for canine handler, etc.)
 - b. The bureau/district/section/unit commander may recommend a different officer.
 4. The Police Chief has final review authority and will make all selections. The Police Chief will notify Personnel Unit when the selection is made. All Form 77 applications will be returned to Personnel Unit.
 - a. Personnel Unit will immediately notify the affected district/section/unit commander and the officer selected.
 - b. Personnel Unit will note all transfers in the Personnel Jacket of the affected officer.
 5. Nothing in this selection process prohibits the Police Chief from selecting any officer to fill the vacancy.
- D. District/section/unit internal transfers
1. Districts/sections/units may make internal transfers only upon approval of the Police Chief.
 - a. The district/section/unit commander will post the assignment availability as outlined in section A.2.
 - b. District/section/unit commanders must notify the Personnel Unit of all internal transfers by forwarding a Form 17 to the Personnel Unit Commander.

E. Effect of Promotions

1. Any specialist or police officer promoted to sergeant will serve one year in a district, uniformed, shift/squad capacity before applying for an assignment, unless otherwise directed by the Police Chief.

F. Transfer Notices

1. Personnel will be notified at least ten days in advance of a transfer unless there are extenuating circumstances.