

PINE BLUFF POLICE DEPARTMENT

POLICY & PROCEDURES MANUAL

	PERSONNEL TRANSFER & ROTATION	POLICY NUMBER 170
		ISSUE DATE JANUARY 16, 2024
	CHAPTER: ADMINISTRATION & PERSONNEL	EFFECTIVE DATE FEBRUARY 19, 2024
	ISSUED By: Chief of Police Denise Richardson	TOTAL PAGES 5

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

Command Staff: 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 Chief of Police 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 Chief of Police 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 affected 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 Division Deputy Chief as soon as position vacancies occur or are anticipated.
2. 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 (When feasible). Announcements shall be posted for a minimum of 10 days. Candidates must agree to the job responsibilities and working conditions before being considered for filling a vacant position.

3. 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 Chief of Police.
- f. ranking eligible candidates;
- g. incorporating transfer information into employees' permanent files;
- h. preparing transfer orders; and
- i. preparing reports of personnel transfer activity as directed by the Chief of Police.

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 her 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, 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.
 - b. A selection committee, designated by the Chief of Police or their—designee, shall be responsible for overseeing the screening, testing and selecting of applicants for assignments requiring specialized qualifications in a manner that is consistent with departmental policy and state and federal law.
 - c. Candidates that meet minimum qualifications shall be classified as "recommended with reservation", "recommended" and "highly recommended", and submitted to the Chief of Police for selection.
2. The questions or tasks employed by the selection committee shall be developed jointly by the commander of the unit/section in which the vacancy occurs and the Deputy Chief of the Division, or their designees, and other individuals as necessary to ensure a fair,

impartial, job-related evaluation and testing process.

3. The selection committee shall determine the candidate most suitable for the position and notify the Chief of Police.
4. All scores and evaluations of candidate performance and the basis for selection or non selection of candidates shall be recorded and returned to the division commander for retention and debriefing of candidates as required.

D. ROTATION

1. Selected job assignments in this agency require mandatory minimum assignment periods in order that the agency may sufficiently benefit from investments of specialized training and/or education for key personnel. All positions requiring minimum periods of assignment shall be designated in job position descriptions and announcements of job openings. In all cases, the Chief of Police reserves the right to establish minimum and maximum terms of service for selected duty assignments that may serve the best interest of the agency.
2. Officers engaged in undercover operations in general, and deep cover operations in particular, as defined by the officer-in-charge of these operations are subject to rotation from these assignments after a period of three years, although they may continue to serve in other investigative capacities.
 - a. Continued assignment to deep cover operations for more than three years shall be at the discretion of the Chief of Police or her designee.
 - b. No officer may continue assignment to deep cover operations for more than five years.