

SPECIAL ASSIGNMENTS AND TRANSFERS

I. GENERAL

- A. The Chief of Police has the authority to assign or transfer personnel at any time to meet Department needs.
- B. Non-supervisory sworn personnel may request a lateral transfer to any sworn position within the agency, subject to the guidelines set forth.
- C. Temporary transfers are excluded from the provisions of this policy.
 - 1. Command personnel (rank of Lieutenant or above) may temporarily reassign their personnel to meet the needs of their commands.
 - 2. Temporary reassignments should not exceed six months in duration, unless approved by the Chief of Police.
- D. Job descriptions for all positions within the city are available for review on the City's website, and in the City's Department of Human Resources.
- E. Job announcements for any position open for transfer assignment will set out the following regarding the position opening:
 - 1. Position title;
 - 2. Location;
 - 3. Supervisory or Non-Supervisory
 - 4. Dates for acceptance of transfer packages, and what the package must include;
 - 5. Whether the position is an ancillary or primary duty assignment;
 - 6. Whether the position is permanent or temporary, and known duration;
 - 7. Requirement of the position, to include any special training or school required; and
 - 8. The review process for filling the position.
- F. This policy notwithstanding, management reserves the right to re-assign, move or transfer any employee, at any time, if it is deemed to be in the best interest of the Department.
- G. The decision on whether to fill, or not fill, an existing vacancy at the time it occurs will be made by the Chief of Police, or his designee.

II. ASSIGNMENT OR TRANSFER FOR NON-INVESTIGATIVE SPECIALTY POSITIONS OR UNITS

A. Identification of Assignments

Specialty assignments are defined as those duties or positions created to fill a specific Department need, requiring special equipment and/or training for the assignee to fully meet the requirements of the position. The City of DuBois Police Specialty Assignments are set out in Addendum A attached which is subject to change or modification at any time. The position may be a primary position, or ancillary position in addition to a primary duty position. The assignment duration is as determined.

- B. Officers wishing to transfer to specialty positions may apply for those positions as they are announced. Interested officers will submit a completed Officer/Detective Transfer Request Form, a resume, two examples of past work performance, and any additional information specified.
- C. Officers filling specialty assignments which require specific training courses to fully meet position requirements will be considered temporarily assigned until the training requirement is successfully completed. If the officer has been enrolled in, or given, the training required for the assignment and they are unable to successfully complete it, they shall be removed from the assignment.

D. Removal from Specialized Assignments

An officer may be removed from a specialty assignment or reassigned to another position when one or more of the following occur:

1. The employee is promoted;
2. The employee holding a primary specialty position wishes to transfer to Patrol or another assignment;
3. The employee is no longer performing at a level acceptable for that specific assignment.
4. The employee does not complete specific training required for the position as stipulated in the Job Description or required by the Chief of Police or his or her designee.

III. TRANSFER REQUEST APPLICATION PROCESS FOR (NON-SPECIALTY) INVESTIGATIVE POSITIONS OR UNITS

- A. Patrol Officers wishing to transfer to investigative positions may apply to those positions as they become open.
 1. Position openings within the Investigations Division will be open Department-wide.
- B. Officers desiring a transfer must submit a completed Officer/Detective Transfer Request Form), resume, and any required accompanying documents.

NOTE: Sworn officers wishing to transfer must have completed at least 2 years on independent patrol (after release from FTO).

- C. Upon receipt of the Officer/Detective Transfer Request, the applicant's immediate supervisor shall review the application with the applicant to ensure he meets the position eligibility requirements.
- D. The supervisor will complete the remainder of the Officer/Detective Transfer Request to include attaching a letter detailing the applicant's strengths and weaknesses for the desired position and a recommendation based upon his assessment of the applicant's qualifications. The supervisor will offer a recommendation of either "Recommended" or "Not Recommended."
- E. Following the supervisor's review and recommendation, all application packages will be forwarded through the chain of command to the Division Commander of the applicants current assignment for review.
- F. Minimum Qualifications – All packages will meet the minimum qualifications set.
 - 1. The Division Commander where the position opening occurs will ensure all packages for investigative positions meet minimum qualifications.
 - 2. The Division Commander of Investigations will ensure packages for Criminal Investigations Division and openings meet the minimum qualifications.
- G. Position requirements and the process will be set out in the position opening announcement. Deviations from the set process will be approved through the Division Commander and Chief of Police.

IV. DISQUALIFICATION OF A TRANSFER REQUEST

- A. Applicants are disqualified for transfer if:
 - 1. The applicant has any serious performance and/or disciplinary issues resulting in an action being taken against the applicant within the 12 months prior to the application date (excluding any pending disciplinary action which has not yet reached final disposition or "Letters of Counseling").

NOTE: In the event that an applicant is being disqualified for a serious performance and/or disciplinary issue, the disqualifying supervisor must document and append a detailed synopsis of the disqualifying event(s) to the transfer request application package.
 - 2. The applicant submits an incomplete package or fails to provide supplemental documentation as required.
 - 3. The applicant is on probation and/or has less than 24 months on independent patrol.
- B. If the applicant is disqualified based on application checklist standards, his Division Commander will notify the officer in writing of the disqualification. The applicant package will not be forwarded any further.

- C. If an applicant meets all qualifiers on the transfer application but is disqualified for other reasons, (e.g. the employee is not recommended by his chain of command) the division commander will meet with the officer for notification purposes. The applicant will not be considered further for transfer at that time. If the officer disagrees with the division commander's decision, the officer may first appeal to the Administrative Division Lieutenant and the Assistant Chief of Police, and then to the Chief of Police.

NOTE: In the case of disqualification as set out above, the applicant's transfer package will not be forwarded any further for consideration through the chain of command; however, in these instances, the applicant's transfer package will be forwarded to the Administrative Division Training Section where it will remain on file for the prescribed time period.

V. TRANSFER SELECTION PROCESS

- A. Upon receipt of the transfer request application packages, the Division Commander designated to conduct the process where the position is to be assigned may utilize one or more of the following processes to further evaluate candidates for the position:
1. Oral review panels
 2. Interviews
 3. Practical exercises
 4. Written exercises
 5. Written comments from other supervisors
- B. The Administrative Division Commander will review and approve the process to be utilized in the transfer or assignment selection process in conjunction with any other scoring system or process developed by the Administrative Division and approved by the Chief of Police.
- C. A review panel of command staff personnel will be formed and consist of the Division Commander for the Division of where the position is to be assigned, the Assistant Chief of Police, and Chief of Police. The Chief of Police, at his or her discretion, may appoint additional persons to the panel such as the City Manager, a City Council Member, a Civil Service Commission Member, or a Community Member at Large.
- D. At the selection process end, the review panel will classify all of the applicants as "Outstanding", "Exceeds", "Meets", or "Does Not Meet" based on the results of the processes used to evaluate the candidates, a review of qualifications, and the

documents submitted by the candidates.

1. Division and positions open Department-wide as set out in the position announcement:
 - a. The review panel forwards their recommendation for selection and the candidate's transfer or assignment packages to the Administrative Division Commander.
 - b. The Administrative Division Commander will notify each candidate of their final rating in writing.
 - c. The Administrative Division Commander will forward the candidate selection package to the affected Division Commander.
 2. All transfer request application packages (both "Recommended" and "Not Recommended") will be forwarded for storage to the Administrative Division Training Section. All packages will be retained for three years. Upon the completion of the third year, the transfer request application will be disposed of according to the records and disposition schedules and procedures established by the Commonwealth of Pennsylvania and any applicable Labor Laws.
- E. Once the selection is made, the affected Division Commander will notify the candidate in writing of his or her selection.
- F. Division to Division personnel transfers are conditional upon satisfactory performance for a period of six months. If the officer/detective's performance is unacceptable the evaluating supervisor should develop a performance plan with the employee, including establishing time sensitive goals. If performance does not improve, the employee's supervisor may recommend that the officer/detective be re-assigned.

X. REVIEW OF SPECIALIZED ASSIGNMENTS

- A. A review of each of the Department's identified specialized positions will be conducted annually in conjunction with the budgetary process. The Administrative Division Commander, or his designee, will be responsible for this review process. A summary report will be submitted to the Chief of Police.

At a minimum, the review will include the following:

1. A listing of the current specialty assignments;

2. A statement of purposes for each specialty assignment;
3. An evaluation of the problem, circumstances or condition which generated the specialty assignment(s), and any recommendation for expansion or cessation of a program or position based on current or future conditions.

ATTACHMENT A

Specialty Positions, Temporary Assignments, or Unit Assignments Subject to Change or Modification:

PATROL/ OPERATIONS DIVISION

PATROL SUPERVISOR

FIELD TRAINING OFFICER (FTO)

TRAINING INSTRUCTOR

SPECIAL OPERATIONS UNIT

TRAFFIC SAFETY UNIT (MULTIPLE SPECIALTYS)

TACTICAL OFFICER/RESPONSE OPERATOR

K-9 UNIT, HANDLER

TARGETED/STRATEGIC ENFORCEMENT UNIT (DIRECTED PATROL)

INVESTIGATIONS DIVISION

LEAD DETECTIVE/ DIVISION FIELD SUPERVISOR

FIELD SUPERVISOR OF A SPECIALIZED UNIT (STREET
CRIMES/NARCOTICS)

INVESTIGATION DIVISION DETECTIVE (MULTIPLE SPECIALTYS)

STREET CRIMES/ NARCOTICS UNIT DETECTIVE OR OFFICER

CRIME SCENE / FORENSIC SERVICES TECHNICIAN

EVIDENCE AND PROPERTY CUSTODIAN/MANAGER

ASSISTANT EVIDENCE AND PROPERTY CUSTODIAN/MANAGER

TRAINING INSTRUCTOR

TACTICAL OFFICER/RESPONSE OPERATOR

ADMINISTRATIVE DIVISION

COMMUNITY SERVICES UNIT, COMMUNITY SERVICES OFFICER

TRAINING INSTRUCTOR

SUPPORT DIVISION

HOSPITAL UNIT OFFICER

HOSPITAL UNIT FIELD SUPERVISOR

SCHOOL RESOURCE OFFICER

COMMUNICATIONS/DISPATCH SUPERVISOR (SWORN OR CIVILIAN)

HUMANE SOCIETY/ ANIMAL CONTROL POLICE OFFICER (SWORN OR CIVILIAN)

Special
Assign + transfers