



Policy Revision Request

Requestor Name Kevin Weiss Emp # 3556

This revision applies to Existing Policy

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

The current transfer policy allows PPOs to put in for patrol vacancies. PPOs are carefully allotted to sectors based on vacancy rates and needs of the sectors. PPOs are probationary employees and should generally remain in the same chain-of-command so that their full history is known when it comes time to evaluate them and move them into full civil service status. Further, PPOs are required to complete an NPE project based on a neighborhood in their assigned sector. Moving a PPO before the NPE project is complete can complicate and affect the quality of their NPE based on being in a new sector with a limited time to complete the NPE project.

Nothing in this requested policy change should prohibit the movement of a PPO within a sector due to the needs of the sector or even between sectors due to major unanticipated shortages. This should only apply to PPO-initiated requests to transfer between sectors while on their probationary period.

918 Promotion, Transfer, and Vacancy Guidelines for Sworn Employees

918.5 VACANCY GUIDELINES

- (a) In order to achieve the Department's objective of increased and impartial transfer opportunities, all vacancies should be posted and filled using the process set out in this order.
- (b) Vacancy notice postings are maintained on the APD Sworn Application portal and available for review.
- (c) Exceptional circumstances might arise that necessitate departure from the posting requirements and selection process required by this order. ~~All exceptional circumstances must be approved by the Chief of Staff.~~ The Chief of Staff must approve all exceptional circumstances.
- (d) The posting process shall not apply to vacancies that the Department fills by promotion during Department-wide leveling, involuntary transfers, or mutually agreed upon swaps.
- (e) All non-probationary police officers are eligible to submit an application packet for any posted vacancies they qualify for. Applicants must meet the four (4) year service time

requirement for specialized units as outlined in this order. Application submission guidelines:

1. If an applicant for a specialized unit does not meet the four (4) year service time requirement at the time of submission, but will meet the requirement before the listed "start date" on the vacancy notice, the applicant's packet will be accepted for consideration. ~~No applicant may transfer prior to meeting~~ Applicants must meet the four (4) year service time requirement before transferring.
- (f) Applying for a posted position shall not jeopardize an officer's current assignment.