

# 918 Promotion, Transfer, and Vacancy Guidelines for Sworn Employees

## 918.4 PROMOTIONS

### 918.4.1 EFFECTIVE DATE

### 918.4.2 PROCEDURES

- (a) A candidate on a promotion list may begin applying for posted vacancies of the rank in which they are promoting into, no sooner than thirty (30) days prior to the anticipated effective date of their promotion.
- (b) If selected for a position, the candidate may transfer to the position for which they were selected on the effective date of their promotion. The physical transfer date will be determined by the affected Division Commanders.
- (c) If the candidate was not selected for a position prior to the effective date of their promotion, the candidate will promote and may be placed in an open assignment unless they have been selected for a new assignment or are in a current selection process which they are eligible for selection. ~~remain in their current position or the candidate may be placed in a vacant, uncontested position of their rank. If, after thirty (30) days of the effective date of their promotion, the candidate has not been selected or has not applied for a position, the candidate may, at the discretion of the Executive Staff, be placed in a vacant position of their rank on the next available date of transfer.~~

### 918.4.3 ADMINISTRATIVE PROCEDURES

## 918.5 VACANCY GUIDELINES

### 918.5.1 VACANCY POSTINGS

### 918.5.2 VACANCY APPLICATION PROCESS

### 918.5.3 FILLING VACANCIES

## 918.6 TRANSFER GUIDELINES

- (a) All transfers will take place on Sundays that coincide with the beginning of a pay period or shift change.
- (b) All transfer dates will be determined by the Staff Lieutenant in coordination with the affected Division Commanders.
- (c) Employees who are at the rank required for the position, or those employees who will be promoting to that rank within 30 days as determined by their anticipated promotion date as provided by APD Human Resources Division, are eligible to apply.
- (d) Once newly promoted employees have reached their promotion date, they may be placed in an open assignment unless they have been selected for a new assignment or are in a current selection process which they are eligible for selection.
- (e) With the exception of Training and SWAT positions, interview boards are not required. If the supervisor chooses to conduct an interview board, it must be approved by the Chief of Police, in advance. If approved, APD Human Resources Division will be consulted on the board questions, composition, and grading criteria.
- (f) Positions in Special Investigations, Internal Affairs, Training, and Recruiting will be vetted up through the Chief of Police.

### 918.6.1 SELECTION PROCESS

- (a) All applications will be reviewed by the posting supervisor and applicants will be placed in one of three categories:
  1. Those applicants who are currently in rank and meet stabilization;

2. Those applicants who are currently in rank and do not meet stabilization;
  3. Those applicants who will be promoting to that rank within 30 days as determined by their anticipated promotion date given by APD Human Resources Division.
- (b) The selection process will follow the above order to determine the candidate pool. If there are applicants in category #1, then those in categories #2 and #3 will not move forward in the process. If there are no applicants in category #1, move to those in category #2, and if there no applicants in categories #1 or #2 move to category #3.
1. If the supervisor believes an applicant(s) is not qualified and there are no other qualified applicants in that category, they can request to consider applicants in the next category by completing Form PD0018 Transfer Applicant Exception for each applicant in that category.
    - (a) Examples of applicant disqualifications are:
      1. The applicant is on an Employee Success Plan (ESP);
      2. The applicant's SSPR has a below standards or below satisfactory rating and/or comment; or
      3. The applicant does not meet the required posted qualifications for the position.
    - (b) Prior to making this request, the supervisor must consult with Employment & Compensation staff in the APD Human Resources Division for their advisement on the supervisor's assessment. APD Human Resources Division should respond within 3 business days.
    - (c) Regardless of APD Human Resource Division's recommendation, these requests must then be approved by the Chief of Police or designee prior to moving forward.
- (c) Once the candidate pool has been determined, the candidates will be ranked in order by the posting supervisor based on work history, experience, qualifications, preferred qualifications, and seniority using Form PD0016 Transfer Candidate Selection.
1. The selection process will be reviewed by the COC up two levels from the supervisor filling the positions. Example - Detective Posting - Sergeant makes the selection - Reviewed by the Lt and Commander.
  2. Notifications will not be made to applicants until selections have been approved by the COC.
  3. The form will then be sent to the Staffing Lieutenant after being signed by the COC.
  4. The posting supervisor will make contact with all applicants to inform them whether or not they were selected.

#### 918.6.42 ADMINISTRATIVE PROCEDURES

- ~~(a) All transfers will take place on Sundays that coincide with the beginning of a pay period or shift change.~~
- ~~(b)(a) All transfer dates will be determined by the Staff Lieutenant in coordination with the affected Division Commanders.~~
- (e)(a) When a transfer date has been determined for an employee that was selected for a vacancy posting or for employees who are swapping positions, the employee's current Administrative Supervisor shall email the following information to the Bureau Administrative Supervisor of the command receiving the employee.
1. The name and employee number of the affected employee; and
  2. The position the employee is transferring into and the position the employee is transferring out of; and
  3. The effective date of the transfer.
- (d)(b) The Bureau Administrative Supervisor receiving the employee will confirm transfer logistics with the Bureau Administrative Supervisor losing the employee.
- (e)(c) Once the transfer logistics have been confirmed AND the effective date of the transfer is within thirty (30) calendar days, the Bureau Administrative Supervisor receiving the employee will email the aforementioned information to the Staff Lieutenant.
- (f)(d) The Staff Lieutenant will create the Transfer Directive (PD0046) and place the Transfer Directive in the "Pending Transfer Directives" folder located on the "Personnel Directive" page which is located on the Staffing page in SharePoint.

- (g)(e) The Staff Lieutenant will send an email to each of the affected Division Commanders and Administrative Supervisors advising the Transfer Directive is ready for approval.
  1. The Administrative Supervisors will ensure the correct stipend boxes on the form are checked for the employee.
- (h)(f) No later than the Wednesday prior to the effective transfer date, the Staff Lieutenant will complete the following:
  1. Convert the Transfer Directive to PDF and archive the completed Transfer Directive in the "G" drive and in the "Transfer" folder located on the Personnel Directives page which is located on the SharePoint Staffing page.
  2. Send an email notification, with the directive attached, to the "APD Personnel Allocation Notification" Group, the affected supervisor(s), the affected Administrative Supervisor(s) and the affected employee.
- (i)(g) The Staff Lieutenant shall make the appropriate personnel changes to the Staffing Allocation workbook located on the SharePoint Staffing page.
- (j)(h) Within 10 working days of an employee's transfer, the Bureau Administrative Supervisor (or designee) receiving the employee will complete the APD "Transfer Employee Request" electronic form for CTM.

918.6.23 HARDSHIP REQUESTS AND TRANSFERS

- (a) ~~The Chief shall create the Hardship Committee~~ Hardship requests will be handled by the Hardship Committee. The ~~Hardship C~~committee will consist of the ~~Professional Standards Commander, the requestor's commander, two additional commanders, and a member of the Wellness Bureau Equity Manager, a representative from Human Resources, a representative from the Wellness Bureau, and three commanders.~~ The ~~Professional Standards Commander~~ Equity Manager will act as the chair of the ~~C~~committee.
- (b) Employees requesting a hardship consideration shall ~~document the request in a memorandum complete Form PD0003 APD Hardship Request and email it to APDHRFMLA@austintexas.gov, addressed to the Hardship Committee, sent through their chain of command.~~
  1. ~~The memorandum shall contain the following:~~
    - ~~(a) The specific reasons why the current assignment is causing a hardship,~~
    - ~~(b) The specific scheduling request (i.e. day shift, night shift, in-door assignment, etc.) and any other requested adjustments for the assignment, and~~
    - ~~(c) The length or end date for the accommodation.~~
- (c) ~~Upon receipt of a hardship memorandum the request,~~ the ~~chair of the Committee will coordinate a FMLA Coordinator will~~ review ~~of the request and determine if the employee is eligible for the American's with Disabilities Act (ADA) or Family Medical Leave Act (FMLA) programs.~~ by the members of the Committee.
  1. If the employee qualifies for either program, the FMLA Coordinator will process the request and make notification to the committee.
  2. If the employee does not qualify for either program, the FMLA Coordinator will make note on the request and forward it to the committee for review.
- (e)(d) ~~Once the request has been reviewed, the C~~committee will recommend to approve or decline the ~~hardship~~ request and forward the request to the Chief of Police or his designee. The Chief will review the request and make the final decision.
- (d)(e) If the hardship request is approved, the officer will be placed on a waiting list by rank for the next available position that meets the requests of the hardship. The staffing lieutenant will maintain the list of hardship eligible officers.
  1. When a position meeting the needs of the hardship request comes available, the staffing lieutenant will notify the commander over the identified hardship position that the position will be filled through the hardship process.
  2. If the position is determined as one that will be filled through a hardship, the staffing lieutenant will notify the first officer on the eligibility list of the position that meets their hardship request and their selection for the spot.

3. If the selected officer declines the position, then it will be given to the next officer on the eligibility list. The officer declining the position will be removed from the hardship eligibility list.

~~(e)~~(f) The Chief may designate certain positions that officers are not eligible to transfer into under a hardship transfer.

~~(f)~~(g) The hardship ~~application-request~~ will not apply to future moves that an affected officer applies for at their current rank or if they choose to enter the promotional process.

~~(g)~~(h) The hardship committee is not for disability accommodations, medical leave (FMLA), or religious accommodations. These requests shall be ~~requested and~~ handled through Human Resources.

918.6.~~34~~ TRANSFERS WHILE ON LIMITED DUTY

918.6.~~45~~ TWENTY-EIGHT (28) DAY NOTICE