

Brief reason for the revision:

Updates to the current Transfer policy for sworn to ensure a fair, equitable, and transparent approach that promotes a diverse and inclusive work environment, with a goal of selecting the most qualified candidates.

918 Promotion, Transfer, and Vacancy Guidelines for Sworn Employees

918.1 PURPOSE AND SCOPE

The purpose of this order is to set guidelines for promotions, transfers, and the posting and filling of vacancies for all sworn employees except ranks listed in 918.3.1 ~~up to and including the rank of lieutenant~~. The intent of allocating personnel to a specific assignment is to establish optimum effectiveness within the Department while considering the needs, abilities, and preferences of the individual employees. Although not mutually exclusive, at times both objectives may not be simultaneously achievable. Occasions will arise when deviations from ~~standard operating procedures~~ this order will be required in order to meet the needs of the Department.

918.1.1 AUTHORITY

The Chief has ultimate authority over all personnel allocation decisions and reserves the right to bypass provisions of this order if it is in the best interest of the Department. The Chief may delegate the authority for personnel allocation issues to a designee.

~~All personnel allocation adjustments shall be in accordance with the procedures outlined in this order.~~

918.1.2 OBJECTIVES

The Department will seek to attain the following objectives in personnel distribution:

- (a) Openness, fairness, and objectivity in selecting candidates for posted vacancies.
- (b) Increased and impartial transfer opportunities for officers of all ranks.
- (c) Maximum advance notice to officers designated for promotion or transfer.

918.1.3 MAINTENANCE OF RECORDS

The Staffing Lieutenant will issue, process, and maintain records of all transfer directives, promotional checklists, and Sworn Application Forms. Maintenance of all personnel allocation records will comply with the records retention schedule.

918.2 DEFINITIONS

Promotion- A promotion is the act of moving a candidate from a Civil Service eligibility list into the rank for which they tested; after being approved by the Chief or designee. Promotion eligibility and testing procedures shall comply with Article 13 of the Meet and Confer Agreement.

Transfer- The act or process of moving a person and/or position from one location to another in accordance with established guidelines; after being approved by the affected Division Commanders.

Mutually- Agreed Upon Swaps- The exchange of one officer for another of the same rank, between two units, that is agreed to by both of the affected Division Commanders.

Vacancy- An unoccupied existing or newly created position in the Department.

Anticipated Vacancy- A vacancy which is anticipated within thirty (30) calendar days.

Eligibility List- A ranked list of qualified applicants established, as the result of a selection process, by a unit or shift, to fill vacancies as they occur; may be maintained for a period not to exceed six (6) months.

Hardship - A situation that an employee experiences because of a specific work assignment or a significant personal lifestyle change which causes unusual stress, an uncomfortable working relationship, or causes an employee to be mentally distracted from optimal performance of duty or attention to duty.

28-Day Notice – Except for normal shift rotations, for assignment changes that are determined far enough in advance, the Department will provide a twenty-eight (28) calendar-day notice to the affected ~~Officer~~employee. Advance notice of the assignment change is not required if prior notice is not in the best interest of the Department or in any emergency situations. Advance notice of the assignment change may be waived by the ~~O~~fficer.

918.3 GENERAL GUIDELINES

918.3.1 ~~EXEMPT RANKS~~ EXEMPTED

~~Exempt ranks (Assistant chief, and commander ranks, and lieutenant)~~ are subject to transfer by the Chief at any time.

- (a) Assistant Chief and Commander assignments will be at the discretion of the Chief.
- (b) ~~Lieutenants will be assigned in accordance with this order unless otherwise assigned by the Chief or designee.~~ Probationary police officers and officers assigned to the Field Training Program will be assigned to a patrol shift. Probationary Police Officers shall not be assigned to the Downtown Area Command.

918.3.2 ~~NON-EXEMPT RANKS~~ INCLUDED

- (a) Lieutenant, Sergeant, corporal, detective, and officer assignments will be governed by this order.
- ~~(b) Probationary police officers and officers assigned to the Field Training Program will be assigned to a patrol shift. Probationary Police Officers should not be assigned to the Downtown Area Command.~~

918.3.3 APPOINTMENTS BY THE CHIEF OF POLICE

The Chief may appoint employees to the following assignments:

- (a) ~~Professional Standards~~ Internal Affairs Division
 - 1. Selections for sergeants and lieutenants to Internal Affairs will be a two (2) year assignment. At the completion of two (2) years, the sergeant or lieutenant will have preferential placement for a new assignment based on their knowledge, skills, and abilities.
- (b) Special Investigations Unit
- ~~(c)~~ (c) Recruiting ~~and~~
- ~~(e)~~(d) Training
- ~~(d)~~(e) Executive Protection Unit
- ~~(e)~~(f) Public Information Office
- ~~(f)~~(g) Lieutenants assigned to the Chief's office

918.3.4 NEWLY PROMOTED EMPLOYEES

A newly promoted employee, other than commander, will not promote and be assigned within their current unit.

- (a) A newly promoted employee awaiting an assignment should be placed within their current command with a person of equal rank in order to begin learning the responsibilities of the rank.

918.3.5 ~~STABILIZATION PERIOD~~ TIME COMMITMENT

Units that require extensive and specialized training may require a specific time commitment (refer to units SOPs).

- ~~(a) Sergeants and Lieutenants who transferred into or who were placed in a new assignment will serve a minimum of one (1) year in that assignment.~~
- ~~(b) Employees at the rank of Officer, Corporal, and Detective who transferred into or who were placed in a new assignment, will serve a minimum of six (6) months in that assignment.~~
- ~~(c) Employees in the rank of Officer who transfer into or who were placed in DTAC, will serve a minimum of one (1) year in that assignment.~~
- ~~(d) A longer stabilization period may be required for certain units that require specialized training. Stabilization periods for those units shall be listed in the position posting and approved by the respective Assistant Chief.~~

918.3.6 MAJOR STAFFING ADJUSTMENTS

When a major staffing adjustment is necessary as a result of shift imbalances caused by promotions, transfers, cadet class graduations or reorganizations, all affected commanders or designees will coordinate with the Staffing Lieutenant to facilitate the adjustment.

918.4 PROMOTIONS

918.4.1 EFFECTIVE DATE

- (a) Normally, the effective date of a promotion will be on a Sunday that coincides with the beginning of a pay period and either the day of or the closest Sunday after, the position becomes available based upon a promotion or by the separation of an employee (e.g. retirement, resignation, or termination).
- (b) The candidate will promote into their new rank on their 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.

918.4.3 ADMINISTRATIVE PROCEDURES

- (a) At the direction of the Staffing Lieutenant, APD Human Resources will send the promotion notification letter and physical examination checklist to the candidate(s) no sooner than sixty (60) days prior to their anticipated promotion(s). When the candidate(s) receive the paperwork from HR, they will promptly schedule their physical examination with the APD physician or their private physician. The APD physician must have the candidate's completed physical examination paperwork prior to signing their promotional checklist.
- (b) The Staffing Lieutenant will ~~obtain~~ generate the candidate's Promotion Checklist ~~from APD HR and~~

~~post the checklist(s) on APD Main SharePoint under Staffing/Directives/Pending Promotional checklist(s) through the automated process.~~

- (c) The ~~Staff Lieutenant will send~~automated system will email notifications to the candidate's Division Commander, the IA Commander, the SIU Commander and the APD physician advising them that the candidate's Promotion Checklist is ready for ~~their electronic signatures approval.~~ The email will include the names of the promotion candidates and a Hyperlink to the Pending Promotion Checklists page in SharePoint.
- (d) Once the checklist has been ~~signed~~approved by the aforementioned personnel, the ~~Staff Lieutenant~~automated system will notify the Chief of Staff, or designee, via email that the promotion checklist(s) are ready for their approval. ~~The email will provide the names of the promotion candidates and the Hyperlink to the Pending Promotion checklist's page in SharePoint.~~
- (e) ~~With authorization~~Upon approval from the Chief of Staff, or designee, the automated system will send the Promotion Checklist to the "APD Personnel Allocation Notification Group", the affected supervisors, the affected Administrative Supervisor(s), and the affected employee. and no later than the Wednesday prior to the candidate's promotion, the Staff Lieutenant will complete the following:
 - 1. ~~Email the Promotion Checklist to the "APD Personnel Allocation Notification Group" for processing. The affected employee will be copied on this email.~~
- 2. ~~(f) Prior to the candidate's promotion, the Staffing Lieutenant will~~ Archive the completed Promotion Checklist ~~in~~on the "G" drive.
- ~~(f)(g)~~ The Staffing Lieutenant shall make the appropriate personnel changes in the Staffing Allocation ~~workbook located on the SharePoint Staffing page~~tool.
- ~~(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.~~

918.5 VACANCY GUIDELINES

- (a) ~~Commanders may fill any vacancy within their Region/Division with an employee currently assigned within their Region/Division without posting said vacancy for the purpose of leveling the staffing of shifts or units or if the internal transfer is for the benefit of the employee or the Region/Division. The employee must meet the stabilization requirement outlined in this order prior to the transfer date. 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 ~~Main SharePoint Staffing page~~ Sworn Application portal and available for review.
- (c) ~~A reasonable, good faith effort shall be made to post all vacancies. 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.~~
- (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 officers are eligible to submit an application packet for any posted vacancies they qualify for. Applicants must meet the 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 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 the 4-year service time requirement.

~~0. If an applicant for a vacant position does not meet the stabilization 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.~~

~~0. If an applicant for a vacant position does not meet the stabilization requirement at the time of submission AND will not meet the stabilization requirement by the 'start date' on the vacancy notice, the application will be allowed for consideration with the following caveats:~~

~~(-) Commanders and supervisors will first consider the applicants who meet the stabilization requirement.~~

~~(-) If an applicant who does not meet the stabilization requirement is preferred, the Commander must justify the selection to the affected Assistant Chief.~~

~~(-) The affected Assistant Chief may waive the stabilization requirement for the applicant if they agree with the Commander's recommendation.~~

~~(-) The affected Assistant Chief's decision will be final.~~

~~(f)~~ Applying for a posted position shall not jeopardize an officer's current assignment.

918.5.1 VACANCY POSTINGS

~~(a) Supervisors will send an email to their Bureau Administrative Supervisor to request the creation of a vacancy notice. The Bureau Administrative Supervisor will confirm the vacancy or the anticipated vacancy prior to completing the vacancy notice form in SharePoint. (The vacancy notice form is located on the Staffing page in SharePoint). The hiring Supervisor will complete a Request to Post Sworn Vacancy form. The Request to Post Sworn Vacancy form must be approved by the Commander or Designee.~~

~~(b) The supervisor's email will contain the following information which will be used to complete the vacancy notice form: The hiring Supervisor will email the completed and approved Request to Post Sworn Vacancy form to their Bureau Administrative Supervisor.~~

~~0. Title of the position;~~

~~0. A job description or an attachment containing the job description;~~

~~0. Duty hours, although the hours may be listed as "hours vary";~~

~~0. Special requirements an applicant must meet;~~

~~0. Special licenses, skills, or abilities (e.g. specialized training, physical abilities) desired or required for the position.~~

~~0. The name and contact information of the posting supervisor.~~

~~(c)~~ The Administrative Supervisor will complete the vacancy notice form in ~~SharePoint~~ the APD Sworn Application Portal and notify the Staffing Lieutenant of the pending vacancy notice.

~~(d)~~ The Staffing Lieutenant will verify the vacancy or anticipated vacancy and ensure the notice has been accurately completed and add the "start date". Once the vacancy has been verified and the notice reviewed, the Staffing Lieutenant will approve the posting.

~~(e)~~ Absent exigent circumstances, a vacancy notice will be posted for a minimum of ten (10) calendar days and a maximum of twenty (20) calendar days in ~~SharePoint on the Staffing page under "Current Vacancies"~~ the APD Sworn Application Portal.

1. For any vacancy notice posted prior to noon, day one (1) of the ~~ten (10) day~~ posting period will begin on that day.

2. For any vacancy notice posted after noon, day one (1) of the ~~ten (10) day~~ posting period will begin on the following day.

3. No postings will close on Saturday, Sunday, or an official City holiday.
4. All postings are archived ~~in SharePoint on the Staffing page.~~

918.5.2 VACANCY APPLICATION PROCESS

Applications for all vacancies shall be made using the Sworn Application Form (SAF) available [on the SharePoint Staffing Page](#) in the "G" drive at : G:\Public\Public Data for APD Only\Approved APD Forms\HR Forms\Sworn Application Form. An applicant must follow the application process outlined below.

(a) Application Process:

1. Applicants are responsible for electronically submitting the SAF and the required documentation (SA Packet) [on the APD Sworn Application Portal](#) ~~to their immediate supervisor for their signature.~~
- ~~2. The immediate supervisor will electronically submit the SA packet to the next level supervisor for their signature. This process will continue until the SA packet reaches the Bureau Administrative Supervisor and Division Commander.~~
- ~~3. The Bureau Administrative Supervisor or the Division Commander will electronically submit the SA packet to the Staff Lieutenant, the officer submitting the application, AND the supervisor listed on the posting prior to the posting deadline.
 - (a) The timestamp on the email sent from the Division Administrative Supervisor or the Division Commander will be the SA packet submission timestamp.~~
- ~~4. The Staff Lieutenant will archive the SAF in the appropriate location.~~
- ~~5. Any SA packet submissions after the posting deadline will not be eligible for consideration for the vacancy.
 - (a) An exception to the deadline may be considered in cases where the applicant has submitted their SA packet to their chain of command for approval, but the SA packet failed to be submitted to the Staff Lieutenant and the posting supervisor prior to the posting deadline. The applicant is responsible for allowing adequate time for the chain of command to process the SA packet.
 - (b) If the applicant, or anyone in their chain of command, believes the SA packet should be eligible for submission for the posted vacancy; an email explaining the circumstances of the late submission may be submitted to the Staff Lieutenant.
 - (c) The Staff Lieutenant will consider each request on a case-by-case basis.
 - (d) The affected Bureau Chief will make a final determination on the eligibility of the SA packet submission.~~

~~(b) Lieutenant Application Process:~~

- ~~1. Applicants for a lieutenant vacancy are responsible for submitting the Sworn Application Form ONLY to their Division Commander for their signature.
The affected Division Commander, or designee, will electronically submit the SAF to the posting Division Commander AND the Staff Lieutenant.
 - (a) The timestamp on the email sent from the Division Commander, or designee, will be the SAF submission timestamp.~~

~~(c) Denied Applications:~~

- ~~1. Division Commanders may deny Sworn Application submissions ONLY when an applicant does not meet the 4 year minimum service time requirement as per General Orders. Staffing~~

~~shortages shall not be the sole reason for denying an application.~~

~~2. Objections to the application may be noted on the SAF.~~

918.5.3 FILLING NON-PATROL VACANCIES

(a) Once the posting has closed, the hiring supervisor will review all applications submitted for the vacancy and ensure applicants are eligible for the position based on minimum qualifications.

(b) All candidates will be scored based on a 3-category model, scoring points for Time in Grade, Professional Development, and Interview Panel. The overall score for each candidate will be based on a weighted grading system with the following percentages/weights:

1. Time in Grade – Calculated to posting date (Maximum of 5 points and weighted at 10%)

(a) 6 months – <1 year = .5 point

(b) 1 year – <1.5 years = 1 point

(c) 1.5 years – <2 years = 1.5 points

(d) 2 years – <2.5 years = 2 points

(e) 2.5 years – <3 years = 2.5 points

(f) 3 years – <3.5 years = 3 points

(g) 3.5 years – <4 years = 3.5 points

(h) 4 years – <4.5 years = 4 points

(i) 4.5 years – <5 years = 4.5 points

(j) 5 years or more = 5 points

2. Professional Development (Maximum of 16 points and weighted at 20%) - Professional Development points are broken down into 3 categories; College Education/Peace Officer Licensing/Military Experience, Training Courses, and Leadership Programs:

1. Choose either peace officer licensing or college education points. The two cannot be combined. Military experience points can be combined with college education OR peace officer licensing points.

(a) College Education (Maximum of 3 points)

1. Associate's degree = 0.5 point

2. Bachelor's degree = 1 point

3. Master's degree = 2 points

4. Doctorate degree = 3 points

(b) Master Peace Officer Licensing = 1 point

(c) Military Experience (all ranks) = 1 point

2. Training Courses (Maximum of 6 points)

(a) Postings may include a list of any preferred training courses being considered and credited for the position. One point will be given for each training course up to a maximum of 6 points.

3. Leadership Programs (maximum of 6 points)

(a) Postings may include a list of any leadership programs being considered and credited for the position. One point will be given for each leadership program

up to a maximum of 6 points.

3. Interview Panel (Points available determined by total number of interview questions and weighted at 70%)

(a) Panel interviews will be held for any vacancy where there is more than one (1) candidate for the position.

(b) The panel members must be diverse. In this context, diversity includes factors such as race, gender, age, ethnicity, and professional background. Civilians may be included as panel members.

(c) Interview panels will have a minimum of three (3) panel members and a maximum of eight (8). Each candidate will be interviewed by the same panel, consisting of the same panel members.

(d) General panel guidelines:

1. At least (1) member regardless of rank who is not a current member of the Unit being applied for.

2. Panel members will be selected by the hiring supervisor(s).

3. Provide a weeks' notice for interviews to allow candidates and panel members to make schedule accommodations.

4. Do not share interview questions with the panel members until right before interviews begin for integrity purposes.

5. Set the expectations of sworn panel attire, BDUs, Class A, etc.

6. Interview questions should be crafted in advance and the same questions will be asked of each candidate.

7. All candidates should be interviewed in a consistent manner and consistent format (e.g. all in-person, all via teams, all by phone).

8. Interview in a quiet setting and if applicable silence phones and radios, to minimize distractions.

9. All panel members shall take notes and score candidates.

10. Score candidates based on interview responses, not what you know of the candidate.

(e) Scoring:

1. Candidate responses to each question will be scored using a whole number point value ranging from 0 points to 5 points, per question (Refer to candidate scoring sheet).

2. The scores from all panel members will be averaged to calculate the candidate's score. There will not be a failing score.

(c) The hiring supervisor will input each candidate's scores into the Sworn Candidate Selection Sheet. Candidates will be ranked in order by overall score from highest to lowest.

(d) The hiring supervisor has three (3) business days after interview panels are completed to select an applicant and/or establish an eligibility list for future vacancies.

918.5.4 FILLING PATROL VACANCIES

The process for filling patrol vacancies shall not apply to vacancies that the Department fills during Department-wide leveling or other needs based on staffing shortages. Commanders, or designees,

have three (3) business days after the posting closes or interview boards are held, to select an applicant and/or establish an eligibility list for future vacancies.

- (a) Commanders shall ensure selection processes are job-related and that all candidates are evaluated fairly. Criteria used in the selection processes will take into consideration any special needs of the Unit(s) and/or the Department.
 - 1. For vacancies at the corporal/detective and sergeant rank, newly promoted applicants looking for their first placement in their new rank will not normally be selected over a candidate who is more senior in that rank and who meets stabilization.
 - 2. If a newly promoted applicant from (a)(1) is preferred over an applicant with rank seniority, the Commander must justify the selection to the affected Assistant Chief.
 - 3. The affected Assistant Chief may waive the requirement outlined in (a)(1) if they agree with the Commander's recommendation.

(b) Commanders have the option to utilize section 918.5.3 of this order for Patrol supervisor vacancies.

~~(b) The supervisors of the units that hold interview boards will select diverse board members. In this context, diversity includes factors such as varying years of service, gender, age, ethnicity, or professional background. All interview boards will have at least one member from another division.~~

~~0. Supervisors will prepare written critiques on each candidate that will provide constructive feedback to the candidate. The critiques will be available to the candidates, upon request, for thirty (30) days after the process is completed. The supervisor shall also inform the candidate who was selected to fill the vacancy and their ranking on the eligibility list, if one was established.~~

~~(d) If interview boards are not held, the supervisor making the selection shall contact each candidate and inform them who was selected to fill the vacancy and their ranking on the eligibility list, if one was established. The supervisor shall also provide feedback to the candidates who were not selected to potentially increase the candidate's future opportunities for selection.~~

~~(e) Officers selected and placed on a ranked eligibility list will retain their eligibility for a period of time not to exceed six (6) months. The eligibility list will only apply to future vacancies that are of the exact description of the vacancy for which the eligibility list was established.~~

~~(f) The Unit Supervisor will prepare a memorandum containing the eligibility list and forward the memorandum to the Bureau Administrative Supervisor and the Staff Lieutenant for retention.~~

~~(g) The Staff Lieutenant will post all eligibility lists on the Staffing page located in SharePoint. Eligibility lists are archived in compliance with the records retention schedule.~~

~~(h) Any officer declining an assignment when a vacancy exists may be removed from the eligibility list by the affected Division Commander. Officers may also be removed from an eligibility list for misconduct, pending investigations (IA or SIU), or any valid reason; subject to the approval of the affected Division Commander.~~

~~(i) Applicants not selected for a vacancy or removed from an eligibility list may request a meeting with the applicable chain of command up to and including the affected Assistant Chief~~

~~(j)~~ (c) If no applicants are selected or no applications are received, the Chief may approve an affected Assistant Chief or Division Commander to:

- 1. Repost the vacancy; or
- 2. Place the next promotional candidate in the vacant position; or
- 3. Involuntarily transfer an employee from within their Bureau or Division into the vacant position.

918.5.5 SELECTION PROCESS

- (a) The candidate with the highest overall score will be selected for the vacancy unless the candidate is disqualified (See unit SOPs for any disqualifiers) or the posting supervisor requests to repost the position with the written approval of an Assistant Chief.
- (b) If the hiring supervisor believes the candidate with the highest score is disqualified and wants to consider the next highest scoring candidate, the hiring 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 three (3) business days. The requests and APD HR recommendations must be reviewed by the Assistant Chief over the affected area. The Chief of Staff will have final decision.
- (c) The hiring supervisor will make contact with all candidates to inform them whether or not they were selected.
- (d) After the final selection has been made and upon request, any candidate may speak with the hiring supervisor for a review and feedback of their performance. The hiring supervisor will provide constructive feedback to any candidate seeking it.
- (e) If an eligibility list is created, candidates will be placed on a ranked eligibility list according to their overall score. Candidates on an eligibility list will retain their eligibility for a period of time not to exceed six (6) months, unless a longer period is approved by the affected Assistant Chief. The eligibility list will only apply to future vacancies that are of the exact description of the vacancy for which the eligibility list was established.
 - 1. The hiring supervisor will prepare a memorandum containing the eligibility list and forward the memorandum to the Bureau Administrative Supervisor and the Staffing Lieutenant for retention.
 - 2. The Staffing Lieutenant will post all eligibility lists on the SharePoint Staffing page. Eligibility lists are archived in compliance with the records retention schedule.
 - 3. Any candidate declining an assignment when a vacancy exists may be removed from the eligibility list by the affected Division Commander. Officers may also be removed from an eligibility list for misconduct, pending investigations (IA or SIU), or any valid reason; subject to the approval of the affected Assistant Chief.
 - 4. Candidates not selected for a vacancy or removed from an eligibility list may request a meeting with the applicable chain of command up to and including the affected Assistant Chief.
- (f) If no candidates are selected or no applications are received, the Chief may approve an affected Assistant Chief or Division Commander to:
 - 1. Repost the vacancy;
 - 2. Place the next promotional candidate in the vacant position; or
 - 3. Involuntarily transfer an employee from within their Bureau or Division into the vacant position.

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 Staffing 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.~~

~~(e) Positions in Special Investigations, Internal Affairs, Training, and Recruiting will be vetted up.~~

918.6.1 SELECTION PROCESS

~~(c) All applications will be reviewed by the posting supervisor and applicants will be placed in one of three categories:~~

- ~~3. Those applicants who are currently in rank and meet stabilization;~~
- ~~3. Those applicants who are currently in rank and do not meet stabilization;~~
- ~~1. 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.~~

~~0. 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:~~

- ~~0. The applicant is on an Employee Success Plan (ESP);~~
- ~~0. The applicant's SSPR has a below standards or below satisfactory rating and/or comment; or~~
- ~~1. 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.~~

~~(b) 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.~~

~~0. 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.~~

~~1. Notifications will not be made to applicants until selections have been approved by the COC.~~

- ~~2. The form will then be sent to the Staffing Lieutenant after being signed by the COC.~~
- ~~3. The posting supervisor will make contact with all applicants to inform them whether or not they were selected.~~

918.6.21 ADMINISTRATIVE PROCEDURES

- (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.
- (b) The Bureau Administrative Supervisor receiving the employee will confirm transfer logistics with the Bureau Administrative Supervisor losing the employee.
- (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 Staffing Lieutenant.
- (d) The Staffing Lieutenant will ~~create~~ generate 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~~ through the automated process. The automated system will send an email to each of the affected Division Commanders advising the Transfer Directive is ready for approval.
- (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. Upon approval, the automated system will email the directive to the "APD Personnel Allocation Notification" Group, the affected supervisor(s), the affected Administrative Supervisor(s), and the affected employee.~~
 - ~~0. The Administrative Supervisors will ensure the correct stipend boxes on the form are checked for the employee.~~
- ~~(g)~~ (f) No later than the Wednesday prior to the effective transfer date, the Staffing Lieutenant will ~~complete the following:~~ archive the Transfer Directive on the "G" drive.
 - ~~0. 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.~~
 - ~~0. 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.~~
- ~~(j)~~ (g) The Staffing Lieutenant shall make the appropriate personnel changes to the Staffing Allocation ~~workbook located on the SharePoint Staffing page~~ tool.
- ~~(k)~~ (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.

918.6.32 HARDSHIP TRANSFERS

- ~~(a)~~ Hardship requests will be handled by the Hardship Committee. The committee will consist

of the [Diversity, Equity & Inclusion \(DEI\) Division](#) Manager, ~~a representative from the APD Human Resources Manager~~, a representative from the Wellness Bureau, ~~and three commanders, and the Staffing Lieutenant~~. The Equity Manager will act as the chair of the committee. The Staffing Lieutenant will be a non-voting member of the committee.

The hardship committee does not determine eligibility for disability accommodations, medical leave (FMLA), or religious accommodations. Therefore, all requests shall first be submitted through APD Human Resources.

~~(a)~~(a) Employees requesting a hardship consideration shall complete Form PD0003 APD Hardship Request and email it to APDHRFMLA@austintexas.gov.

~~(b)~~(b) Upon receipt of the request, the FMLA Coordinator will review the request and determine if the employee is eligible for the American's with Disabilities Act (ADA) or Family and Medical Leave Act (FMLA) programs.

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.

~~(c)~~(c) Once the request has been reviewed, the committee will recommend to approve or decline the request and forward the request to the Chief of Police or designee. The Chief will review the request and make the final decision.

~~(d)~~(d) 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 ~~S~~taffing ~~L~~ieutenant 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 ~~s~~taffing ~~L~~ieutenant 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)~~(e) The Chief may designate certain positions that officers are not eligible to transfer into under a hardship transfer.

~~(f)~~(f) The hardship 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.

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

918.6.4-3 TRANSFERS WHILE ON LIMITED DUTY

Employees may apply for transfers to full-duty positions while on Limited Duty status.

(a) An employee's Limited Duty status will not automatically disqualify the employee from consideration for a vacant position.

1. Selections are based upon the qualifications of the individuals applying for the transfer and the operational needs of the Unit in which the vacancy exists.
2. The availability of Limited Duty tasks in the assignment being applied for and the anticipated duration of the employee's Limited Duty status may be considered.

918.6.5-4 TWENTY-EIGHT (28) DAY NOTICE

Except for normal shift rotations, for assignment changes that are determined far enough in advance, the Department will provide a twenty-eight (28) calendar day notice to the affected officer.

- (a) Advanced notice of the assignment change is not required if prior notice is not in the best interest of the Department or in any emergency situation.
- (b) Advance notice of the assignment change may be waived by the officer.
- (c) The Department reserves the right to transfer an employee without granting a twenty-eight (28) day notice when an operational need exists to make the transfer sooner due to workload, unforeseen vacancies, emergencies, or when it is in the best interest of the Department.
- (d) The 28-day Notice requirement does not apply to transfers based off promotions.
- (e) Supervisors will complete the 28-Day Notice of Transfer form prior to any applicable assignment change:
 - 1. It is understood that during emergencies, there may not be the opportunity to complete the form prior to the employee's transfer, but the form shall be completed as soon as practical thereafter.
- (f) The chain-of-command of the affected employee will place the 28-day Notice of Transfer in the employee's personnel file and retain it in compliance with the records retention schedule.
- (g) In cases where the 28-Day Notice of Transfer was denied either because it was in the best interest of the Department or for an emergency situation; the reason for the denial will be notated on the 28-Day Notice of Transfer form and forwarded, through the chain-of-command, to the Chief to be signed.

918.7 APPEAL PROCESS

Employees involuntarily transferred into a position may submit a memorandum through their chain-of-command appealing the decision. The employee will remain in the transferred position while their appeal is considered. The Chief has final authority regarding all transfers.

918.8 SPECIALIZED ASSIGNMENTS

Specialized Assignments are full-time assignments that have primary responsibilities outside of the "Patrol" function.

- (a) Required Service Time - The four (4) year "APD Service Time Requirement", is the officer's time of employment as an Austin Police Officer and is required prior to being eligible for application to a Specialized Assignment. Calculation of the required service time begins from the officer's Commission Date as an Austin Police Officer. The required service time must be "uninterrupted service" to be fulfilled immediately prior to the filing date for application. "Uninterrupted service" means continuous service not interrupted by a leave of absence or indefinite suspension.
- (b) Required Service Time Exception - Graduates of a Modified Academy Class are required to have two (2) years of "uninterrupted service" as an Austin Police Officer prior to being eligible for application to a Specialized Assignment. Graduates of a Regular Academy Class, who had prior law enforcement experience, must have been eligible to attend a Modified Academy Class at the time of their hire to qualify for the two (2) year minimum service time exception. Any graduate of a Regular Academy Class who believes they qualify for the two (2) year minimum service time exception must submit a written request, containing qualifying facts, through their chain of command to their Assistant Chief for consideration. If the affected Assistant Chief approves the exception, the officer is still subject to any entry or testing requirements of the Specialized Assignment for which they are applying. The decision of the affected Assistant Chief shall be final and not subject to further administrative review.

(c) Specialized Assignments

1. Public Information Office
2. Citizen Police Academy Coordinator
3. Cadet Training
4. Learned Skills
5. Advanced Education
6. Recruiting
7. Police Activities League
8. Police Explorers
9. Risk Management
10. ARIC
11. Tactical Intelligence Unit
12. Real Time Crime Center
13. Emergency Planning Unit
14. SOAR
15. Crisis Intervention
16. CRASH
17. Nuisance Abatement
- ~~18. Property Crimes Task Force~~
- ~~19.~~ 18. Gangs Unit
- ~~20.~~ 19. Criminal Interdiction
- ~~21.~~ 20. Criminal Interdiction – K9
- ~~22.~~ 21. Street Narcotics Major Crimes Suppression Unit
22. Criminal Narcotics Conspiracy
23. Violent Crimes Interdiction Unit
24. District Representatives
25. Metro Tactical Unit
26. Mounted Patrol
27. Special Events Unit
28. Park Patrol
29. Lake Patrol
30. SWAT
31. Executive Protection
32. Bomb Unit
33. EOD & Patrol K9

- 34. Court Services
- 35. Air Support Unit
- 36. Police Technology Unit
- 37. Airport Patrol
- 38. Airport K9 Patrol
- 39. Highway ~~Response~~Enforcement
- 40. Commercial Motor Vehicle Enforcement Unit
- 41. DWI
- 42. Motors
- 43. Violent Crimes Task Force
- ~~43-44.~~ Peer Support