



# Policy Revision Request

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This revision applies to Existing Policy 12-08-24

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:

There is language in the Promotion, Transfer, and Vacancy policy that isn't clear or consistent with the process. These revisions will clarify questions regarding the transfer/promotion process.

**Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to [APDPolicy@austintexas.gov](mailto:APDPolicy@austintexas.gov). Use this email for any related questions or issues for policy.**

918 Promotion, Transfer, and Vacancy Guidelines for Sworn Employees

### 918.4.3 ADMINISTRATIVE PROCEDURES

~~At the direction of the Staffing Lieutenant,~~ Upon the submission of official separation paperwork of a sworn employee, APD Human Resources will review the City of Austin Police Officers' Civil Service Commission Promotion Eligibility List for the appropriate ranks affected. 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), and no later than the Wednesday before the effective promotion date. 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.

### 918.5 VACANCY GUIDELINES

- (a) – (c) (Unchanged from current version)
- (d) The posting process shall not apply to vacancies that the Department fills by promotional placement, ~~during~~ Department-wide leveling, involuntary transfers, or mutually agreed upon swaps.

### 918.5.1 VACANCY POSTINGS

- (a) The hiring Supervisor will complete a Request to Post Sworn Vacancy form. [The minimum and preferred qualifications will be consistent with the unit's Standard Operating Procedures \(SOPs\).](#) The Request to Post Sworn Vacancy form must be approved by the Commander or Designee.
- (b)-(e) [\(Unchanged from current version\)](#)

### 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. [Minimum qualifications will be consistent with the Unit Standard Operating Procedures \(SOPs\).](#)
- (b) [\(Unchanged from current version\)](#)

### 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. – 3. [\(Unchanged from current version\)](#)
- (b) – (c) [\(Unchanged from current version\)](#)

### 918.5.5 SELECTION PROCESS

- (a) [\(Unchanged from current version\)](#)
- (b) [\(Unchanged from current version\)](#)
- (c) [\(Unchanged from current version\)](#)
- (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. [The supervisor will not provide the candidate with any material produced by the panel members \(e.g. notes, scores, etc.\). Candidates wishing to obtain documentation from the panel may submit a public information request \(PIR\).](#)

(e) (Unchanged from current version)

(f) (Unchanged from current version)

(g) All material from the panel interview, including, but not limited to, cover letters, resumes, interview scores, tabulations, and outcomes will remain with the hiring supervisor's department selection records file.

(h) Per APD Human Resources' retention guidelines for sworn personnel, board/panel materials, including, but not limited to, cover letters, resumes, interview scores, tabulations, and outcomes will be retained by the hiring supervisor for a minimum of two years.

#### 918.6.4 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) – (c) (Unchanged from current version)

(d) The 28-day Notice requirement does not apply to transfers based off promotions or those candidates who have applied for and have been selected for a position.

(e) –(g) (Unchanged from current version)