

	POLICY & PROCEDURE	SERIES # 641	PAGE 1 OF 6
	SUBJECT		EFFECTIVE DATE
	POSITION ASSIGNMENT MANAGEMENT		12/02/2019
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #641 dated 04/08/15.		

I. PURPOSE:

The purpose of this policy is to establish a Division transfer procedure and management procedure for all job assignments within the Hampton Police Division.

II. POLICY:

It is the policy of the Hampton Police Division that all positions and jobs within the Police Division will be managed as set forth in this policy. The Division will consider the needs of the organization, individual preferences, career development, performance, and ability of personnel when determining and granting requests for assignments in order to insure fairness and equality.

III. PROCEDURE:

A. TRANSFER WITHIN OR TO THE PATROL FUNCTION: All employees have the option to request rotation to another shift (transfer within patrol operations) or transfer from current assignment to patrol. Requests for reassignment will be forwarded to the employee's current Unit Commander on the Request for Reassignment form. All patrol transfers will be forwarded to the Operations Branch Commander or designee.

B. APPLICATION FOR INTERNAL TRANSFER POSITIONS OR COMPETENCY VACANCIES: All employees have the option to apply for internal transfer positions (all positions other than the patrol function) or competency vacancies (i.e., SWAT, MRT, DIVE, etc.) when a vacant position is announced by the Division. Requests for reassignment or application to a competency vacancy will be submitted by applicants on the Request for Reassignment form.

APPROVED:
CHIEF OF POLICE



C. REQUESTS FOR TRANSFER

1. Officers (patrol function only) and Communications personnel, who have completed 18 months in their present assignment, may request reassignment to another shift. This requirement includes corporals and sergeants. This is applicable for those officers who request reassignment from an internal position to patrol. All transfer requests for reassignment within patrol or to patrol will be forwarded and maintained by the Operations Branch Commander.
2. Employees must have two consecutive current performance appraisals of record indicating “achieved” three (3) or above.
4. Employee must not have had any suspensions during the twelve months preceding the request for reassignment.
5. An employee’s internal affairs record will be reviewed by Professional Standards. Professional Standards will brief the Chief of Police of any findings prior to his final selection.
6. Officers will submit assignment requests for Internal Transfer Positions ONLY when openings are posted, regardless of the length of their current assignment.
7. Competency vacancies will be announced as needed. Qualifications for competencies will be determined by the Chief of Police.

D. INVOLUNTARY TRANSFERS:

1. Officers and Communications personnel may be transferred from an assignment involuntarily to meet the needs of the Division.
2. Officers and Communications personnel assigned to shifts will receive involuntary transfers based on the length of their present assignment, with the longest serving officers given consideration first for transfer off their current assignment.
3. All requests for transfers for sworn positions within the patrol function and those from Communications personnel will receive a reply within 90 days with either an approval or denial, which will be based upon the above criteria. Individuals who are denied a transfer may resubmit a new request for transfer six months after the denial.

E. MANAGEMENT PROCEDURE:

1. Inter-Branch transfers will be reviewed by the Branch Commander of the respective branch and will be reviewed as they are received.
2. The employee's current performance appraisal of record will be reviewed prior to considering the employee for a transfer.
3. All job descriptions will be contained in the Division's Plans Manual under Job Assignment and Classification Plan and on the Division's Intranet page.
4. A current transfer request list will be made available to the Chief of Police and the executive staff. All internal transfer requests will be maintained by Police Personnel. All transfers within or to Operations will be maintained by the Operations Branch Commander.
5. Professional Standards (Police Personnel) will be responsible for maintaining a staffing table that provides for:
 - a. The total personnel staffing as authorized by the City of Hampton.
 - b. The number of personnel (including civilian), by rank or job title, within each unit.
 - c. Monthly position status information, whether filled or vacant for each authorized position in the Division.

F. INTERNAL TRANSFER POSITIONS AND COMPETENCY VACANCIES:

are all other sworn positions in the Division that are not classified as a Patrol Function. Competencies are those additional assignments on top of an employee's current assignment. The selection process will be as follows:

1. Criteria for selection to Internal Transfer Positions will be based upon knowledge, skills, and abilities required for the position.
2. When there is a vacancy deemed to be in an Internal Transfer Position, the Commander of that Unit will notify Police Personnel of the vacancy.

3. Police Personnel will post the position for ten (10) consecutive days unless exigent circumstances exist then the position can be posted for five (5) consecutive days. This is at the discretion of the Chief of Police.
4. Police Personnel will send out a Division wide e-mail announcing the position vacancy.
5. Qualifications for these positions will meet the minimum qualification guidelines as set forth with Inter-Departmental Transfers:
 - a. Employees must have two consecutive current performance appraisals of record indicating “achieved” three (3) or above. Employee must not have had any suspensions during the twelve months preceding the request for reassignment.
 - b. An employee’s internal affairs record will be reviewed by Professional Standards. Professional Standards will brief the Chief of Police of any findings prior to his final selection.
 - c. Officers will submit assignment requests for Internal Transfer Positions ONLY when openings are posted, regardless of the length of their current assignment.
 - d. Competency vacancies will be announced as needed. Qualifications for competencies will be determined by the Chief of Police.
6. Officers wanting to apply for the posted position will complete the Request for Reassignment form. Officers will then submit the form to Police Personnel within the posted deadline. Officers will not need to have their Shift Approval.
7. Police Personnel will receive all Request for Reassignment forms submitted by officers interested in the position. A confirmation email will be sent to all applicants stating their Request for Reassignment form has been successfully submitted and received by Police Personnel.
8. Police Personnel will review all Requests for Reassignment forms to determine each applicant’s eligibility.

9. At the conclusion of the posting deadline, all applicants who did not meet minimum eligibility will be sent an email stating why the employee did not meet minimum eligibility.
10. Applicants wishing to withdraw from the selection process must do so by notifying the Personnel and Recruiting Unit via a written correspondence.
11. Police Personnel will coordinate the final selection process. The Commander of the Unit will have two options available for selection. Police Personnel will explain the options and make recommendations based on the quantity and quality of applicants. These options include:
 - a. Senior Management Interview: will be conducted when there are five (5) or fewer applicants. This requires Senior Management to conduct interviews with each of the applicants. Interviewers will create a general list of questions that each applicant must be asked. This does not prevent the interviewer from asking clarifying questions during the interview. The interviewer must take notes during each interview and submit them to the Personnel and Recruiting Unit with their recommended selection. The Personnel and Recruiting Unit will electronically maintain the notes and recommendation.
 - b. Oral Board Panel: will be conducted when there are six or more candidates. The oral board panel is designed to narrow the applicant pool in order to identify the most qualified candidate(s). Applicants will be rated by the panel via a standardized Oral Board Rating Sheet. This is required when there are more than five (5) applicants.
 - 1) **ORAL BOARD RATING SHEET**: Oral Board Panel members will rate the applicant on his/her knowledge, skills, and abilities in response to each individual question. Each applicant will be rated independently by Oral Board Panel Members without discussion. The Oral Board Rating Sheets will be collected by Police Personnel. The rating sheets will be tallied for a score (highest to lowest). If an applicant is categorized as “NOT RATED,” the panel members will sign one rating sheet and the chairperson will provide a brief synopsis why.

- 2) If a Unit has a Memorandum of Understanding (MOU) with an outside entity and part of that MOU requires their participation in the selection process of an officer for a position, that entity shall be contacted in order to provide a representative to participate. A point of contact will be provided to Police Personnel by the Commander of the Unit. Police Personnel will coordinate attendance through the point of contact.
 - 3) The Oral Board Panel will consist of pre-determined questions or a generalized skill based performance test submitted by the Unit Commander to Police Personnel prior to the Board convening. All questions and skills based performance tests will be submitted to Human Resources by Police Personnel for approval based on fairness, consistency, and applicability.
12. Once a selection is made, Police Personnel will document all information pertaining to the selection process in a memorandum. This memorandum and supporting documentation will be forwarded to Professional Standards for review prior to submitting to the Police Chief for final selection. The list of eligible candidates will remain active for 60 days from the date of Senior Management Interview or Oral Board conclusion.
13. The Police Chief will publically announce the selection via Special Order. Applicants that are not selected will receive written correspondence from the Personnel and Recruiting Unit to make them aware that they were not selected and encouraging them to apply each time the job announcement is posted.
14. Police Personnel will retain all information regarding the selection process, etc. for record keeping purposes in compliance with the Library of Virginia Retention Schedule.