

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: JUNE 20, 2017

NUMBER: 5.07 – HUMAN RESOURCES

SUBJECT: TRANSFERS WITHIN THE DEPARTMENT

RELATED POLICY: 5.07, 5.09

ORIGINATING DIVISION: HUMAN RESOURCES

NEW PROCEDURE:

PROCEDURAL CHANGE:

SUPERSEDES: DP 5.07 – 08/22/2014

I. PURPOSE

This procedure establishes a process to provide employees with varying work experiences.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

- A. The Chief of Police shall have the responsibility of assigning and transferring personnel within the organization and will reserve the right to make any transfers deemed appropriate.
- B. Selections will be made according to the guidelines established within this procedure and by individual command criteria.

IV. DEFINITIONS

- A. General Transfer
 - 1. Sworn members may request a transfer within the same classification from one unit, command, or division to another.

2. Civilian members may request a transfer within the same or equivalent classification from one unit, command, or division to another. An equivalent classification is one that has a top salary step ("E" step) equal to or less than the classification from which the employee wishes to transfer. Requests for class transfers will be approved by City Personnel only if the employee meets the current minimum employment requirements of the class.

Example: A Word Processing Operator (WPO) is eligible to be placed on the transfer list for Public Information Clerk (PIC) since "E" Step is the equal for both classifications, IF the WPO also meets the minimum qualifications for a PIC. If it is determined that the criteria have been met, the Personnel Department will place the employee's name on the Transfer List for PIC and she can be considered for an interview once her name is certified to a Department with a vacancy.

B. Specialized Assignment Transfer for Sworn Employees

A specialized assignment transfer is a transfer within the same classification to an assignment that includes additional pay or benefits, or is considered career enhancing, such as an administrative assignment. It can be a transfer within the same classification, such as a Police Officer II (POII) from Patrol to Traffic Motors, Canine, or Border Crime Suppression Team.

V. **REQUIREMENTS**

A. Basic Requirements for Sworn Transfers

1. An employee must complete a Transfer Request Form (PD-599). This transfer request will expire one year from the commanding officer's approval date, or whenever an officer is transferred.
2. An employee must have met standards on all performance evaluations over the last year.
3. An employee must have received approval of his/her commanding officer.

B. A matrix of specific requirements for both POII and Police Detective positions within individual specialized assignments will be reviewed annually by the Chief's Executive Committee and will be maintained by Human Resources. The matrix is also available on the Department shared drive at F: Human Resources\POII Career Development Matrix and Detective Career Development.

C. Special Weapons and Tactics (SWAT) Assignments

Applicants for the SWAT Unit must:

1. Be non-probationary with a minimum of two years experience with the San Diego Police Department.
2. Understand that those who are selected for SWAT assignment will be required to work a uniformed patrol assignment with rotating shifts. Additionally, these personnel may be required to adjust days off, shifts, or transfer to other area commands in order to balance and accommodate Primary Response Team (PRT) staffing requirements.

D. Specific Requirements for Civilian Transfers

Civilian employees requesting a transfer must:

1. Have at least six months service in their current assignment.
2. Currently meet performance standards.
3. Be in a classification that has a top salary step ("E" step) equal to or greater than the classification into which they are requesting transfer and meet the minimum qualifications for the position as determined by the Personnel Department.

VI. PROCEDURES

A. Basic Procedures for All Sworn Transfers

1. Applicants must submit a Transfer Request Form (PD-599) to their commanding officer via their immediate supervisor.
2. Commanding officers will evaluate all transfer requests.
 - a. All aspects of an employee's performance are to be considered. Only those applicants whose performance is meeting standards should be recommended for a transfer.
 - b. If unwilling to recommend the applicant, the commanding officer must record the reason(s) for denial on the transfer request and personally inform the employee of the reason(s) so that steps may be taken by the employee to overcome the deficiency or deficiencies.

3. All transfer requests must be signed by the commanding officer and forwarded to Human Resources. Please scan and email the completed and signed PD-599 to PoliceHR (PoliceHR@pd.sandiego.gov).
4. Human Resources will reply to the officer and commanding officer via email that their 599 was received. The transfer request will be retained in Human Resources and one copy of the approved transfer request will be forwarded to the appropriate commanding officer.
5. Eligibility on a transfer list will be for one year from the date the transfer request was approved by the commanding officer. If an applicant is transferred, all transfer requests for that applicant will be inactivated. If a candidate wants to be placed on the transfer list again after a transfer, they must submit a new transfer request.
6. Human Resources will maintain transfer lists. This includes removal of names as applicants are transferred or expire from the list. Transfer requests that are purged will be kept on file for three years from the approval date.
7. If an officer no longer wants to be considered for transfer to a particular assignment, it is the officer's responsibility to withdraw the transfer request in writing. The PD-599 Removal Request is located in the F: drive under Templates\Administrative\Transfer Request Removal.
8. If vacancies must be filled in an area where there are no transfer requests on file, officers who have most recently completed their probationary period will normally be assigned to fill such vacancies.
9. Selections
 - a. Department management reserves the right to transfer personnel as needed.
 - b. Selections will be made according to the guidelines established within this procedure and by individual command criteria. When openings occur, the commanding officer will make a selection from the appropriate transfer list to fill the vacancy, **subsequent to completion of the transfer clearance process.**
 - c. **Prior to any job offer, candidates must be cleared through the Police Department clearance process.** The commanding officer filling the vacancy (gaining command) shall submit a Transfer/Promotion Approval form via email to Human Resources. This form is located on the "F" drive F:Templates\Administrative\Transfer/Promotion Approval form.

- d. The affected commanding officers will be notified by Human Resources via e-mail when all clearances are final. Once final, the commanding officer filling a vacancy shall notify candidates of their selection and/or non-selection for a position.

B. Procedures for Sworn Specialized Assignments

Transfer to specialized assignments will be made following the prescribed procedures below.

Note: Any special requirements (i.e., physical requirements, licensing) must be met prior to meeting with the commanding officer unless otherwise specified.

1. It is the responsibility of each officer to submit Transfer Requests (PD-599) to any specialized units in which they have an interest (refer to the most recently published POII or Police Detective career matrix of specific requirements). Officers meeting all requirements for the position(s) sought must submit a Transfer Request form (PD-599) following the procedures outlined in the “Basic Procedures for All Sworn Transfers” section above. Commands are not required to advertise all openings. However, they can advertise via Department Announcement that transfer requests are being accepted. Commands are encouraged to advertise transfer opportunities for any newly created positions. Department Announcements must be routed for approval through the Command’s Assistant Chief and then through the Human Resources chain of command and the Executive Assistant Chief prior to publication.
2. All transfer requests will be screened by the receiving command to ensure that all requirements for the position have been met.
3. In filling vacancies, the command has the following options:
 - a. The command may make selections from an existing transfer list for the vacant position; or,
 - b. Conduct selection interviews through either:
 - (1) A formal interview process consisting of a job announcement, formal interview panel, interview questions, and the completion of candidate interview rating sheets (approved by Human Resources); or,
 - (2) An informal interview process, which may consist of a job announcement to establish a list of interested candidates, and/or an informal meeting with each

candidate on the transfer list to discuss details of the job and give the candidate the opportunity to present his/her qualifications. The informal meeting should take place between the commanding officer, or designee, and the candidate. No formal questions should be developed. Minimal notes may be taken to help the interviewer remember candidates' qualifications.

- c. Refer to Department Procedure 5.09, Employment Interviews, for detailed information regarding interviews.
- d. Upon assignment to Traffic Division, officers must successfully complete the POST-approved Advanced Accident Investigations Course.

D. Procedures for Transfer to Investigative (Detective) Assignments

1. Vacancies in investigative assignments will be filled either from the promotional process for the rank of Detective, or by transfer of current police detectives. Procedures for sworn specialized assignments, as outlined in this procedure, will be followed for transfers of current police detectives (refer to the most recently published Detective career matrix of specific requirements).
2. Generally, vacancies in Night Vice, Domestic Violence, or area investigative units will be filled from promotions to the rank of Detective. Detectives assigned to Night Vice are on an eighteen-month rotation and will have priority consideration for assignment to other investigative units.
3. Vacancies in proactive units (i.e., Narcotics Section, Criminal Investigations Unit, Gangs, etc.) will generally be filled with police detectives from other investigative units who have ordinarily fulfilled one year of experience as a reactive investigator. Verifiable out-of-class (OCA) assignments to a detective position can be counted toward meeting the one-year requirement.

E. Procedures for Civilian Transfers

1. The commanding officer has the discretion to recruit applicants from within the Police Department, by advertising the vacancy City-wide, or by interviewing candidates from a current certification list. If the recruitment is limited to the Police Department, a Department Transfer Announcement will be published to advertise the vacancy.
2. All eligible Police Department candidates will be granted an opportunity to be interviewed. The interview panel must consist of three qualified interviewers. The panel chairperson must have

attended Appointing Authority Interview Training (AAIT), including update training within the past five years, prior to participating in any interview process.

3. Interview questions and rating criteria must be reviewed and approved by Human Resources prior to interviews being conducted.
4. Applicants desiring feedback on their interview performance may arrange for a feedback session with the chairperson of the interview panel.
5. Rating sheets will be completed on each candidate interviewed and all interview materials will be retained by the command for three years from the date of the interviews, after which they should be destroyed.
6. In accordance with City Personnel Regulations, the decision to consider an employee to fill a vacancy is the choice of the command. If, after interviewing the transfer candidates, the command would still like to interview additional candidates, the process detailed in City Personnel Manual Index Code E-5 (Requisition and Certification) will be followed.