

Laurel Police Department – General Order
Chapter III, Section 700, Order 717 – Position Vacancies and Transfers
January 25, 2015

3 / 717.05 POLICY

It is Department policy to provide equal opportunities for all personnel to expand their careers within the agency.

3 / 717.10 PURPOSE

To set procedures for filling vacancies and the transferring of personnel from one assignment to another.

3 / 717.15 DEFINITIONS

None

3 / 717.20 PROCEDURES

A. GENERAL

1. The Chief of Police reserves the right to transfer, permanently or temporarily, any employee and staff to any unit based on operational necessity.
2. Transfer Eligibility
 - a. No officer will be considered for transfer out of the Patrol Division until completion of twelve (12) consecutive months of service from the date of release from Field Training.
 - 1) Only the Chief of Police may exempt an officer from this policy.
 - b. An officer's disciplinary record, as well as past or current job performance will be given consideration in evaluating their suitability for selection.

B. TRANSFER REQUEST

1. Following an announcement of a specialty assignment vacancy, an employee desiring a transfer shall forward a Transfer Request Memorandum, through the chain of command, to their Division Commander.
 - a. The Division Commander shall acknowledge all requests with a return receipt
2. Transfer requests will remain on file with the Office of the Deputy Chief of Police for a period of twenty four (24) months.
 - a. Consideration for vacancies and or transfers occurring subsequent to the period shall require submission of another Transfer Request Memorandum.

C. INTERVIEW GUIDELINES

1. The Department will comply with the:
 - a. Equal Employment Opportunity (EEO) Act, and
 - b. City of Laurel policy on transfers.

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2. Interviews shall be conducted for all announced positions.
 - a. The interview process shall be coordinated by the announcing Division Commander.
 - b. The announcing Commander shall select an interview board consisting of three (3) individuals not to include a Commander.
 - c. The three (3) individuals recommended to serve on the interview board will remain consistent throughout the entire interview process.

3. Interview Questions
 - a. Questions regarding union membership or activities, sexual orientation, political or religious affiliations are prohibited.
 - 1) Skills for which an applicant has already been tested will not be reexamined.
 - b. Job requirements should be outlined to aid in preparing questions that will effectively measure an applicant's likely success at a particular job.
 - c. Questions should be prepared and articulated to ensure clarity, objectivity and equity
 - d. Specific questions should also be prepared to effectively assess the applicant's knowledge, skills, and abilities.

4. Interview Protocols
 - a. The applicant should be introduced to all members of the interview board.
 - 1) The chairperson should explain the purpose of the interview and put the candidate at ease.
 - 2) The interview should begin with an easy answered question relating to the candidate's experience and training.
 - 3) As the interview proceeds, board members should note the applicant's appearance, motivation, personality, poise, oral communication skills and judgment.
 - b. Each board member should be given a chance to question the applicant. Questions requiring only a 'yes' or 'no' answer should be avoided.
 - c. Before ending the interview, the chairperson should ask if any board member has any additional questions pertinent to making an accurate, objective assessment.
 - d. Immediately after the interview, each board member shall complete an interview rating form.
 - 1) Once the rating forms are completed, board members shall discuss the candidate's performance to assure fairness and objectivity in the rating process.
 - e. After all interviews have been completed, the interview board shall forward their recommendations to the Commander announcing the position.

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5. Filing and Interview data
 - a. Maintain a list of all interviewed personnel ranked from “best qualified” to “least qualified” for a two (2) year period.
 - b. Selection and rating information will also be maintained for a two (2) year period.
 - c. Should there be another vacancy during this two (2) year period, information from the maintained file will be used to select an applicant in lieu of another interview as long as the applicant is still interested and eligible.

6. Filling Vacancies
 - a. Following the interview process, the announcing Commander will review, and either approve or disapprove, the board’s recommendations.
 - 1) Commanders shall ensure that positions are filled at the authorized rank.
 - 2) Any deviation from this procedure will require approval by the Chief of Police.
 - b. Commanders are not required to fill the vacancy if they feel the requisite criteria have not been met.
 - c. For FOP bargaining unit employees
 - 1) Transfers shall be made pursuant to the provisions of the collective bargaining agreement and other related agreements.
 - d. Supervisor Vacancies
 - 1) Supervisor positions are generally appointed and will be filled at the discretion of the Chief of Police.
 - 2) Sergeants and above may submit requests for transfer any time to their Division Commander.
 - 3) The Division Commander will forward the request to the Chief of Police via their Bureau Commander.
 - 4) Written requests for positions that are not advertised must be resubmitted every six (6) months.
 - 5) Prerequisites for Supervisor vacancies;
 - a) Interested applicants are required to submit an extended resume.
 - b) Applicant will be required to interview with the Chief of Police.

7. Requests to Fill Vacant Civilian Positions
 - a. Whenever a Commander and/or Manager have the need to fill a vacant civilian full time or part time position, they shall make such a request to the Chief of Police via an Interoffice Memorandum.
 - b. All civilian positions are to be filled in accordance with the City of Laurel policy on transfers.

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D. TEMPORARY DUTY ASSIGNMENTS

1. The Chief of Police may, at any time, make temporary assignments or change in duty assignments whenever Department manpower requirements indicate the need for such change.
 - a. The temporary duty assignments shall not exceed more than one hundred and eighty (180) days or as the Chief of Police deems necessary.
2. Commanders or Managers may make temporary assignments within their commands.
 - a. They shall review each Temporary Duty Assignment under their authority every ninety (90) days and report to the Chief of Police on the status of the assignment.
 - 1) The written report shall include all of the following:
 - a) Projected length of the temporary assignment
 - b) Reason for continuing the assignment
 - c) Efforts to permanently fill the position when a vacancy exists

E. ORIENTATION FOR NEWLY TRANSFERRED EMPLOYEES

1. Commanders and Manager's Responsibilities
 - a. Commanders and Managers shall ensure the employees transferred into their Division, Unit or Office, including temporary assignment transfers, are within thirty (30) days provided with:
 - 1) A review of the management, administration, supervision, personnel policies and support services of the Division, Unit or Office
 - 2) A review of the position description and performance standards expected of new employees
 - 3) A review of all relevant rules and safety equipment specifically related to the Division, Unit or Office
 - 4) Supervised on-the-job training

3 / 717.25 GOVERNING LEGISLATION AND REFERENCES

Title VII, Section 701. Equal Employment Opportunity Act, as Amended
City of Laurel Human Resources Employee Handbook, Section 8. Training and Development,
Subsection 5. Promotions and Transfers
CALEA Standard 16.2.2, 31.2.3, 42.2.2

3 / 717.30 ANNEX

None