



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

PROCEDURE 28
EFFECTIVE DATE: 7/1995
REVISION DATE: 10/2013
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I.D. NUMBER: 286

CHIEF OF POLICE

ASSIGNMENT AND TRANSFER OF PERSONNEL

A. POLICY STATEMENT

It is in the best interest of the Police Department, our employees, and the community to have a work force with varied work experience. A work force that has a wide breadth of experience is better prepared to deliver services to the public in a competent and professional manner. Additionally, the Police Department's goal is to provide opportunities for career planning and development by creating sufficient internal movement within the various specialized assignments, consistent with the department mission and community needs. In order to achieve these goals, the Concord Police Department has established a process by which it can provide equal opportunity for its employees to experience specialized assignments that will enhance their knowledge, skills, and experience. It is management's responsibility to make decisions that are fair and objective and in the best interest of our employees, the department, and the community.

B. GENERAL

1. It is the intention of the department to provide equal opportunities for sworn employees to gain diversified experiences in order to develop the individual and to achieve the goals of the Police Department.
2. The purpose of this procedure is to establish guidelines for the selection and rotation of assignments within the Department.
3. The affected Division Commander shall have the authority to appoint a candidate to the position upon completion of the selection process, subject to the approval of the Chief of Police.
 - .1 All appointments for transfer will be based on merit, historical work performance, demonstrated abilities as they relate to the assignment under consideration, career development of the individual officer, the needs of the department, and performance in the selection process.
4. If no one applies for a particular appointment, the Chief of Police may make a direct appointment of an employee to the position.
 - .1 In those instances where no one applies, the employee already occupying the position may elect to stay in the assignment for an additional year, with the approval of the Chief of Police and the affected Division Commander.
5. Specialized assignments shall be defined as any assignment for which an officer receives specialty pay (as defined in the Peace Officer Memorandum of Understanding) and the position of Police Corporal.
6. This procedure shall take effect on May 1, 2000.

- .1 All sworn personnel who are currently in a specialized assignment as of May 1, 2000, or subsequent to that date, are affected by the provisions of this policy.

C. POLICE CAPTAIN

1. Captains shall rotate at the discretion of the Chief of Police.

D. POLICE LIEUTENANT

1. Lieutenants shall rotate at the discretion of the Chief of Police.

E. POLICE SERGEANT

1. The position of Police Sergeant encompasses a wide range of supervisory responsibilities. To enhance the skill and competency required to carry out these duties, each Sergeant is expected to attain a broad base of experience through intradepartmental transfer and reassignment.
2. Probationary Sergeants shall be assigned to Patrol and remain in that assignment until completion of probation, except under extraordinary circumstances, as determined by the Chief of Police.
3. Any assignment, other than that of Patrol Squad Supervisor, shall normally be for a maximum of three (3) years.
 - .1 Each Sergeant assigned to a specialized position shall meet with his/her Supervisor each year to assess the benefit of rotation versus continued service in their assignment.
 - .2 A Sergeant may be rotated out of a specialized assignment for cause at any time.
 - .3 The Chief of Police shall reserve the right to directly transfer or assign any Sergeant.
4. The Division Commanders shall meet with the Chief of Police in April and October of each year to discuss the individual issues surrounding the rotation of Sergeants.
 - .1 Final rotation decisions will be made by the Chief of Police and the affected Sergeants will be notified two (2) months prior to shift change, to facilitate personal and personnel planning.

F. POLICE OFFICER

1. The primary and basic assignment of all sworn officers is the Patrol function of the Concord Police Department.
 - .1 Officers shall be assigned to Patrol throughout their probationary period, except under extraordinary circumstances, as determined by the Chief of Police.
2. Assignment shall be based on the shift by seniority system, as defined in Administrative Instruction-Uniform 30.
3. Specialized Assignments: For purposes of this policy, the positions listed below are designated as specialized assignments, subject to the articulated rotation policy:
 - .1 Investigative Section / Detective Bureau (includes the following assignments):

- .01 Major Crimes Detective
- .02 Financial Crimes Detective
- .03 Special Investigations Bureau Detective
- .04 Special Victims Detective
- .05 Violence Suppression Detective (VSU)

A minimum of six (6) officers shall be rotated from the Investigative Section/Detective Bureau each calendar year. Ideally, at least one (1) position should be from each of the specialized units each year and, in any case, at least one (1) position shall be rotated every two (2) years.

- .2 Field Operations/Canine Handler/Corporal

The Corporal assigned to the Canine Program shall serve at the discretion of the Chief of Police.

- .4 Field Operations/Traffic Bureau (Motorcycle Officer)

A minimum of two (2) Motor Officers shall be rotated from the Traffic Bureau each calendar year.

- .5 Field Operations/Traffic Accident Investigator

Assignment to the position of Traffic Accident Investigator shall be for a maximum tenure of five (5) years.

- .6 Field Operations/Community Impact Officer

Assignment to the position of Community Impact Officer shall be for a maximum tenure of four (4) years.

- .7 Field Operations/Corporal

Corporals assigned to Patrol Squads, Community Impact Officer, Community Service Desk and the Traffic Bureau shall have a maximum tenure of three (3) years.

- .8 Investigative Services/Crime Scene Investigations Unit Corporal

The Corporal assigned to the Crime Scene Investigations Unit shall serve at the discretion of the Chief of Police.

- .9 Code Enforcement Corporal

The Corporal assigned to the Code Enforcement Unit shall serve at the discretion of the Chief of Police.

- 4. Each officer assigned to a specialized position shall meet with his/her Supervisor three months prior to shift change to assess the benefit of rotation versus continued service in their assignment.
- 5. An officer may be rotated out of a specialized assignment for cause at any time.

6. The Chief of Police shall reserve the right to directly transfer or assign any officer.
7. Rotation of Specialized Assignments
 - .1 Division Commanders shall meet with their management and supervisory staff three (3) months prior to shift signup to discuss the individual issues surrounding the rotation of an officer occupying a specialized assignment. Each Division Commander shall forward their rotation recommendations to the Chief of Police for approval.
 - .2 Final rotation decisions shall be declared and the affected employees notified two (2) months prior to shift signups to facilitate personal and personnel planning.
 - .3 Officers rotated out of a specialized assignment will normally be reassigned to the Field Operations Division, Patrol Bureau, effective at the start of the Patrol Bureau shift change.
 - .4 Officers to be assigned to specialized assignments shall be selected one (1) month prior to shift signups to facilitate personal and personnel planning. Specialized assignments will normally start on the same date as the Patrol Bureau shift change.
8. Canine handlers shall be held to the conditions of their contract.

G. PROCEDURE FOR SELECTION OF SPECIALIZED ASSIGNMENTS

1. The selection process for each specialized assignment shall be established and posted by the affected Division Commanders three (3) months prior to shift change.
2. When an opening is anticipated, the affected Division Commander shall:
 - .1 Announce the opening in writing and post that announcement for two weeks (14 days).
 - .01 The announcement shall identify the pre-established selection process and criteria to be used for evaluation.
 - .02 Upon completion of the selection process, Division Commanders will submit their recommendations for assignment to the Chief of Police for final approval.
 - .03 Division Commanders shall be available for constructive feedback and discussion with candidates who are not selected for assignment.
3. Additionally, the following guidelines shall apply to transfer opportunities:
 - .1 An officer shall be off probation, and it is preferred that an officer have a minimum of three years experience as a peace officer, to serve in a specialized assignment.
 - .01 Probationary officers, who otherwise meet all other selection criteria for the desired position, may apply while still on probation. However, the officer may not assume the specialized assignment until the officer successfully completes his/her probationary period.
 - .2 Any "Unacceptable" or "Needs Improvement" rating on an officer's most recent evaluation shall preclude him or her from participating in the selection process. (The Chief of Police shall have the discretion to waive this restriction.)
4. Officers participating in any selection process shall be blocked into two categories:

- .1 Qualified
 - .2 Unqualified
5. After all current openings have been filled, the list of qualified and unqualified candidates shall be invalid. Additional appointments to specialized assignments necessitate a fresh process be completed.
- .1 After all the openings have been filled, the Division Commander filling the vacancy in his/her division shall notify (or cause notification to be made to) the Administration Section lieutenant, as soon as reasonably practicable, of the personnel involved in the transfer(s) and the effective dates of the transfer(s).
6. The Chief of Police shall reserve the option to directly transfer any employee; however, the Chief shall make good faith attempts at following the procedures set forth in Section G of this procedure. In the event that the Chief exercises his option to bypass the guidelines of this procedure, the Chief shall provide written justification to the affected personnel. In cases where the department faces immediate or unforeseen compelling operational needs, which would prevent following the procedures in Section G, the Chief shall have the option to directly transfer employees to specialized assignments.

H. ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

1. The Division Commanders of Field Operations and the Investigative & Administrative Services shall direct that an annual review of each specialized unit within their respective divisions be completed. The review shall document the effectiveness of each unit and make recommendations for modifications, if needed. The review shall include but is not limited to:
- .1 A listing of each of the specialized units under their command.
 - .2 A statement of purpose for each of the units.
 - .3 An evaluation of the condition that required implementation of each unit.
 - .4 An evaluation of the appropriate staffing levels for each unit.
 - .5 A need, if any, to redefine the responsibilities of each unit.
2. A periodic workload assessment will be completed to determine if personnel are allocated in a manner that provides for an appropriate distribution of workload and staff.

I. NON-SWORN PERSONNEL

1. The intent of this procedure is to provide a system for rotation and to comply with Local One Administrative, Technical & Clerical/Field & Operations Memorandum Of Understanding Section 12.2.5.2.
2. Community Service Officers may be assigned to the following positions within the Police Department.
- .1 Community Service Desk
 - .2 Detention

- .3 Downtown
- .4 Evidence Control Unit
- .5 Equipment and Alarms
- .6 Parking Services

3. The primary assignments of Community Service Officers are the Community Service Desk and Detention.
4. Community Service Officers will rotate at the discretion of the affected Division Commander.
5. Community Service Officers shall rotate after two years in a position. Community Service Officers may remain in their assignment for an additional year at the discretion of either Division Commander. Mandatory rotation does not apply to Community Service Officers assigned to Detention.
6. The Investigations & Administrative Services Division Commander will announce when a rotation is to occur or when a vacancy is otherwise anticipated in a position. Community Service Officers who are seeking transfer shall submit a memorandum as directed in the announcement within 14 days of the announcement.
7. Community Service Officers who are rotating out of a position shall submit a memorandum to the affected Division Commander regarding their preferences for the subsequent assignment. Incumbents may apply for and be assigned to the position they are vacating after a selection process.