

Columbus Police Division Directive	EFFECTIVE	NUMBER
	May. 15, 2003	8.04
	REVISED	TOTAL PAGES
	Dec. 30, 2014	4
<b>Assignments and Transfers</b>		



## I. Policy Statements

### A. Assignment of Personnel

1. The Division of Police shall make every effort to maintain a fair, non-discriminatory, and equitable system by which employees receive assignments.
2. At times, it may be necessary to reassign an employee on an administrative basis. An employee shall receive an administrative reassignment only with the expressed prior approval of the Chief of Police and in accordance with the current **applicable** collective bargaining agreement (CBA).
3. Newly-promoted sergeants and lieutenants will normally be assigned to a Patrol zone; however, Division needs and interests may dictate or determine that a newly promoted sergeant or lieutenant **is** better **suited for service** elsewhere.
4. When a **sworn** assignment vacancy exists **within a unit**, the supervisor in charge of that position may first realign sworn personnel within the unit to fill the vacancy, subject to the approval of the Chief of Police, **and in accordance with the current CBA**.
5. Employees are encouraged to seek training and develop skills **that** may prepare and qualify them for assignments which they desire.

### B. Job Description Manual for Sworn Personnel

1. **An employee desiring to make a change to the Job Description Manual shall refer to the current CBA.**
2. **An employee** desiring **to make a** change to the Job Description Manual shall forward a letter through their chain of command to the Chief of Police. The letter shall include a description of the requested change written in the format used in the **manual** and the reason for the request. The Chief of Police **may approve the request or** forward the information to the Assignment and Transfer Committee Chairperson, if the Chief of Police agrees with moving the request forward. The committee shall review the request and, if necessary, interview the originator, review the recommendation of the Chief of Police, and forward the recommendations **to the Chief of Police or to** the Labor Relations Committee, **when required**. The Labor Relations Committee, **when applicable**, shall decide if the request is approved and, if approved, in what form. Changes to the Job Description Manual shall be maintained

by the Personnel Unit. The manual is available to all personnel on the Division Intranet.

### C. Assignment Application

1. Sworn personnel shall complete the Assignment Application via the intranet to be considered for a job vacancy.
2. Sworn personnel who do not meet or have all the listed requirements for a vacancy shall not be considered for the assignment.
3. Sworn personnel who are on vacation, sick leave, or other approved leave may permit their Assignment Application to be submitted by another employee. The individual completing the application shall electronically sign on behalf of the other employee.

**a. Division personnel may complete an Assignment Application for another employee only with the consent of the affected employee.**

- D. Supervisors and applicants for all civilian vacancies and assignments shall refer to the appropriate CBA.

## II. Procedures

### A. Supervisor Filling a Sworn Vacancy

1. When realigning personnel within the unit to fill a vacancy:
  - a. Select the most senior eligible officer meeting the job requirements and desiring the assignment.
  - b. Complete an Assignment Order, form A-33, electronically. Attach the completed Assignment Order to an email and forward it **through** your chain of command and the Personnel Unit for approval and/or comments.
2. When filling a vacancy from outside the unit, complete a Personnel Request Vacancy Posting, form A-16, and forward a hard copy **through** your chain of command.
  - a. **A supervisor selecting an employee for a position within his or her unit shall immediately notify that employee's current supervisor of the selection.**

### B. Chain of Command

1. Review the Assignment Order and seek clarification from the selecting supervisor if needed.
2. Review, sign, and forward the hard copy of the **Personnel Request Vacancy Posting** form to the Personnel Unit.

Note: **Patrol and non-patrol** assignments require a deputy chief's signature. **The Chief of Police's signature is required when there is a change in days off, staffing, etc.**

### C. Personnel Unit

1. Assign a number to the vacancy and cause notice of the vacancy to be posted on the Daily Bulletin as stipulated in the current CBA. Indicate in the notice:
  - a. All information concerning the assignment, exceptional qualifications, **job** requirements **marked with an asterisk**, and all items listed on the Personnel Request Vacancy Posting form.
  - b. The application deadline.

### D. Sworn **Employee** Seeking Assignment

1. Review the Job Description Manual for the specific assignment requested.
2. Complete the Assignment Application **via the intranet**.
3. If a job description has exceptional qualifications and/or requirements marked with an asterisk, indicate on the Assignment Application how you meet these requirements.
4. Complete and submit the Assignment Application before the deadline.

### E. Selecting Supervisor for Sworn Assignment

1. Review the **Assignment Applications for the vacancy posting**.
2. Consider **the senior** applicant who meets the exceptional qualifications for the assignment as outlined in the Job Description Manual.
3. Administer any tests, interviews, or demonstrations in accordance with the CBA. Eliminate any applicants who do not pass the test or **meet the** other requirements.
4. Weigh the seniority of the senior applicant in the process against **the senior** exceptionally qualified applicant, **when** applicable.
5. Select an applicant to fill the vacancy based upon the above described selection criteria.
  - a. Verify the applicant still desires and is able to fill the assignment.  
**Note:** Refer to the current CBA if the applicant is on **military leave**, restricted duty, marked off on sick or injury leave, or under an on-going investigation.
  - b. If the applicant is being considered for any other assignment, coordinate with the applicant to determine which assignment is desired.
6. Complete an Assignment Order electronically and attach **it** to an email and forward it **through** your chain of command and the Personnel Unit for approval and/or comments. The form(s) must arrive in the Personnel Unit no later than 12:00 pm on the Monday before the anticipated effective date. **Forms** arriving late will push the effective date forward at least two weeks to the beginning of the following pay period.
7. Advise the applicant's current chain of command of the selection.
8. **Upon the applicant's acceptance of the assignment, update the status on the electronic vacancy posting.**

9. **Notify your chain of command and the Patrol Administration Section as soon as practicable if no applicant accepts a posted Patrol assignment. The Patrol Administration Section will fill assignments by placing eligible officers into their first permanent assignment as appropriate.**

**Note: Notifications to the Patrol Administration Section can be made to [Patroloffice@columbuspolice.org](mailto:Patroloffice@columbuspolice.org).**

F. Involved Chain of Command

1. Concur or object to the selection. Reasons for any objections must be stated in writing.
2. If objections are noted, forward all information through the chain of command to the Chief of Police.

G. Chief of Police

1. Forward approved selections to the Personnel Unit.
2. Return denied selections to the chain of command, providing instructions on how to proceed with the vacant assignment.

H. Personnel Unit

1. Cause approved assignments to be posted on the Daily Bulletin, except covert assignments.

Note: The assignment shall appear in the Daily Bulletin by the Tuesday before the effective date, giving five days notice or the effective date shall be delayed.

2. **Make notifications as outlined in Personnel Unit's SOP.**

I. Involved Chain of Command

If a selection is denied by the Chief of Police, use the Chief's instructions to either fill, cancel, or administratively assign someone to the vacant assignment.