

**Procedure
10.8**

**EFFECTIVE
DATE
7-15-99**

**Eugene
Police Department**



Transfers/Assignments

10.8.1 PURPOSE AND SCOPE

The Honor Guard is an ad-hoc unit of the Special Operations Division which consists of sworn officers trained to represent the department at police funerals, certain official department functions, and other occasions as authorized.

PART I - Responsibilities and Procedures for Sworn Officers

- A. Criteria
- B. Transfer/assignment requests
- C. Appeals
- D. Probationary employees
- E. Assignments to Investigations

10.8.2 RESPONSIBILITIES AND PROCEDURES ALL PERSONNEL

A. Criteria

1. We may transfer you from a watch or team if we feel it is necessary to provide more effective and efficient allocation of resources.
2. We may allow transfers if you and another employee wish to trade equivalent assignments. (See General Order 301.2 for the impact of such a trade on vehicle assignment.)
3. We may allow transfers for hardship, including:
 - a. Interference with department approved education;
 - b. Incapacitating illness or injury of a domestic partner or children living at home, coupled with an inability to obtain alternate care;
 - c. Other proven situations (submit your hardship request to your supervisor.)
4. Any department employee who is interested in a transfer to a different work unit or a special team or assignment can talk with the supervisor at any time to

express his/her interest and/or get suggestions on how to prepare for the position.

4. Opening for assignments or transfers longer than 90 days duration will normally be posted unless there is an identified business reason for not doing so.
6. The posting should include the requirements for the position, length of the assignment, the closing date for applying, and the selection process to be used.
7. If the assignment is posted, the process may consist of one or more of the following when relevant to the assignment:
 - a. oral interview
 - b. practical exercise
 - c. written exercise
 - d. background screening (experience and training)
 - e. review of personnel files
 - f. evaluations by current or past supervisors or by peers and current team members
 - g. review of past related work products (e.g., reports written)

B. Transfer/Assignment Requests

1. Submit a memo to the Division Commander through the chain of command.
2. In making the selection, supervisors should consider the following factors:
 - a. applicant's suitability or qualifications for the assignment
 - b. department affirmative action goals
 - c. employee's career development goals
 - d. the number of other opportunities the applicant has received
 - e. the applicant's availability, seniority, and departmental needs
3. We have the right to deny requests.

C. Appeals

You may appeal denials of hardship transfers via memo to the Chief of Police, who will then make the final decision.

D. Probationary employees

Probationary employees will be assigned where it is deemed necessary.

E. Assignments to Investigations

1. Police officer rotational assignments in Investigations

- a. This program is designed to provide training to improve investigative and reporting skills of patrol officers. This assignment excludes patrol agents.
- b. If you are selected for this program, you will spend time working as a detective intern. This program allows us to evaluate potential detectives.
- c. Rotational assignments are normally voluntary. You will be eligible for a clothing allowance.
- d. Minimum requirements:
 - You must be performing satisfactorily in your regular assignment.
 - You will not be considered while you are a probationary employee.
 - If you have already been a detective, you will not be considered until all other eligible officers desiring the position have completed a rotational assignment.

2. Regular assignments in Investigations

- a. Regular assignments are normally for a duration of six years. The six years may, in some cases, be served in one unit, or it may include shorter assignments in more than one unit. To ensure that a high level of investigative expertise is maintained in work units, length of assignments may be extended. In those cases, the guideline for length of assignment is ten years.
- b. When considering rotation of detectives, detective command is responsible to ensure that a balance of experience is maintained among the work units.
- c. Once an officer has been reassigned out of Investigations for a period of one year, he or she may reapply for any future regular investigative positions and compete among other applicants.
- d. First-line supervisor assignments to Investigations will generally follow the same guidelines as line detectives.

3. Management Rights: Nothing in this policy is intended to limit, waive or otherwise limit management's right to assign employees in accordance with its judgment regarding the various needs of the department. The time limits referenced above are guidelines of the expected duration of an assignment and do not guarantee any specific term.