

POSITION VACANCIES AND TRANSFERS



FUNCTION CODE: 325
EFFECTIVE DATE: 07-01-97

Contents:

- I. Purpose
- II. Policy
- III. Competitive Position Vacancy Announcement Procedure
- IV. Responsibilities of Applicants for Position Vacancy
- V. Responsibilities of the Personnel *Division*
- VI. Responsibilities of the Recommendations Committee
- VII. Transfer Requests
- VIII. Temporary Transfers
- IX. Rotation Policy
- X. Proponent Unit
- XI. Cancellation

I. Purpose

To establish guidelines for position vacancies and requests for transfer. (CALEA 42.1.8)

II. Policy

The policy of the department is to fill vacant positions by promotion and/or transfer. Competitive transfers will generally be utilized to fill specialized units. However, the Chief of Police reserves the right to transfer permanently or temporarily, any employee. *For FOP bargaining unit employees, transfers shall be made pursuant to Article 25 of the collective bargaining agreement.* Positions filled by competitive transfer will be announced and advertised according to the provisions outlined in this directive. Positions will be filled at the authorized rank and any deviation from this procedure will require approval by the Chief of Police. Disciplinary transfers, *to the extent permitted by any collective bargaining agreement or law, shall be made pursuant to the collective bargaining agreement or law.* Transfers shall be made in accordance with the procedures outlined in the Montgomery County Personnel Regulations for Merit System Employees and *any* collective

bargaining agreements. (CALEA 16.2.2)

III. Competitive Position Vacancy Announcement Procedure (CALEA 16.2.2)

- A. The following procedure will apply for requests to fill any position vacancies within the department by competitive transfer.
 1. The officer in charge of the division, section, unit or office who has or anticipates a vacancy due to retirement, resignation, transfer or promotion, will submit a request for replacement, including a selection criteria process, to his bureau chief for approval.
 2. The bureau chief will review the request for replacement and, if approved, will complete a Personnel Action Request Form to submit along with the request for the Personnel *Division* to prepare a position vacancy announcement for the Chiefs signature. Approved requests received in the Personnel *Division* by the close of business Wednesday will be distributed the following Wednesday and announced on the weekly vacancy recording. The closing date will be ten consecutive days after the announcement date (the second Friday after the announcement date or the following Monday if Friday is a county holiday).
 3. The Personnel *Division* will be responsible for distributing the announcement department wide. In addition to written vacancy announcements, the Personnel *Division* will prepare a 24-hour recorded vacancy announcement to coincide with new announcements.

VI. Responsibilities of Applicants for Position Vacancy

- A. Applicants will hand deliver the application for the advertised vacant position directly to the Personnel *Division*, Room 203, Police Headquarters. The application will not be

submitted through the chain of command. The applicant may designate another person to deliver the application to the Personnel

Division. The application will include the announcement identification number and the title of the position sought. It is the responsibility of the applicant to ensure that applications are received in the Personnel **Division** by the closing deadline. Late applications will not be accepted. Prospective applicants may call 217-4100, program #5, for weekly vacancy listings. No endorsements will accompany the application; endorsements will be requested by the recommendations committee, if deemed necessary.

B. The Personnel **Division** staff will time stamp the application and provide a written receipt to the person delivering the application.

C. *Subsequent selections may be made from a position vacancy candidate list if the original position announcement includes a notice to employees that it may be utilized to fill subsequent vacancies occurring within 60 days of the original position vacancy announcement closing date. If the original position vacancy announcement does not contain the notice or a vacancy occurs beyond the 60 day period, a new application must be submitted for a subsequent position vacancy.* Applicants will comply with the guidelines listed in the announcements including the suspense date, minimum qualifications for position announced, and any special requirements indicated.

V. Responsibilities of the Personnel **Division**

A. Maintain a departmental personnel allocation chart which indicates the filled and vacant positions of authorized sworn and non-sworn personnel by assignment and classification (CALEA 16.1.1).

B. *Make available to all employees a listing of the minimum qualifications for each specialized unit position. Position listing availability will be subject to the completion of a job analysis for each position.*

C. Verify authorized position vacancy and identify the department position number. Prepare the position vacancy announcement *which shall*

include the minimum qualifications, skills, and abilities which are either required or preferred for the position. These qualifications will be updated commensurate with the completion of a job analysis for the respective position. Deliver the announcement to the Chief of Police for signature. Once the announcement is signed, distribute the announcement department wide.

D. Review all applications to ensure each candidate meets the minimum requirements and has applied before the deadline.

1. Notify any applicant who does not meet the minimum qualifications.
2. Return all applications received after the suspense date.
3. Oversee the selection process and represent the department in any grievance proceedings instituted as a result of personnel transfer/vacancy announcements.

E. Maintain a file for each position vacancy announcement.

F. Forward the final selection to the Chief of Police for his signature.

G. Ensure the final selection is announced via Personnel Order.

H. Prepare Personnel Action Form (PAF) with effective date reflecting the beginning of a pay period.

VI. Responsibilities of the Recommendations Committee

A. The appropriate bureau chief will designate the members of the recommendations committee which will include at least two supervisory/management level personnel.

B. The recommendations committee will review each qualified applicant. The committee will consider criteria specified in the announcement which may include any or all of the following: (CALEA 16.2.2)

1. review of application
2. review of personnel file
3. selection interview or oral examination
4. written exercise or written examination
5. interview of supervisor and/or manager

C. The recommendations committee will identify three qualified applicants who best meet the needs of the unit and submit the committee recommendations to the bureau chief. The bureau chief will review the recommendations of the committee and select an applicant for the position. The name of the applicant will be submitted to the Chief, via the Police Personnel Director, along with appropriate justification, for signature.

D. The selected applicant will normally be notified within five working days following the selection process. The applicant's supervisor will be notified of the transfer date which must be at the beginning of a pay period and with a minimum of one week's notice.

E. The applicant assessment and selection process under the position vacancy announcement procedure is strictly confidential. Disclosure of information regarding this process is on a need-to-know basis.

F. The chairman of the recommendations committee will maintain a file with justification supporting the recommendations.

G. Upon completion of the selection process, the recommendations committee will forward a memorandum to each applicant, within a reasonable time period, advising them of the results of the process.

VII. Transfer Requests

A. Employees of this department may request in writing a transfer to another unit or duty assignment.

B. The request will be made through the chain of command to the Chief of Police.

C. The requesting employee will specify the reasons for the request for transfer.

D. The Chief of Police reserves the right to transfer permanently and/or temporarily any employee. ***For FOP bargaining unit employees, transfers shall be made pursuant to Article 25 of the collective bargaining agreement.***

E. The Chief of Police will forward all transfer requests to the appropriate bureau chief; a copy

will be sent to the Personnel *Division* where a file of transfer requests will be maintained for career development tracking purposes.

F. Employees wishing to rescind their request for transfer will do so in writing through the chain of command to the Chief of Police.

G. The Chief of Police will forward all requests for rescinding transfers to the appropriate bureau chief. A copy will be sent to the Personnel *Division*; the original request for transfer will then be returned to the employee.

H. All transfers will be made in accordance with procedures outlined within this directive, the Montgomery County Personnel Regulations for Merit System Employees, and any collective bargaining agreements.

VIII. Temporary Transfers (CALEA 16.2.3)

A. Temporary transfers afford the employee the opportunity for individual career growth through exposure to specialized job assignments and should result in improved work performance and increased job satisfaction.

B. Temporary transfers are authorized and may be approved at the bureau level for a period of 90 days or less.

1. Employees requesting a temporary transfer of 90 days or less will do so in writing through the chain of command to the commander of the unit requested.
2. The commander receiving the request will determine the appropriateness of the request and make a recommendation to the affected bureau chief(s).
3. The bureau chief(s) will thereafter approve or deny the request.
4. The employee will be notified of the decision in writing through the chain of command with appropriate instructions.
5. A copy of the written notification shall be forwarded to the Personnel *Division* for career development tracking purposes.

C. Temporary transfers of more than 90 days must be approved by the Chief of Police.

1. Employees requesting temporary transfers of more than 90 days will do so in writing to the Chief of Police through the chain of command.

2. The Chief of Police may approve or deny the request and give appropriate instructions as necessary.
3. The Chief of Police will forward all temporary requests for transfer to the Personnel **Division** where a file will be retained for career development tracking purposes.

IX. Rotation Policy

- A. The Chief of Police may establish a rotation policy for any unit or job assignment within the department. *Prior to implementing a new rotation policy, the employer shall collectively bargain that portion of the policy which, by law or contract, must be bargained.*
- B. When a rotation policy is established, it shall be in writing and outline the policy and procedures for the rotation of employees in and out of the unit or assignment. It will be published under the PPCES plan (see FC 339) and distributed to all holders of the Supervisor's Administrative Manual.
- C. Upon completion of their rotation assignment in the Drug Enforcement Section, S.I.D., officers will be transferred to a patrol shift assignment for a period of at least one year before they are eligible to compete for an assignment in a specialized unit.

X. Proponent Unit: Personnel **Division**

XI. Cancellation

This directive cancels Function Code 325, effective date 12-05-94.

Carol A. Mehrling

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Chief of Police