
Promotional and Transfer Policy

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for both promotion within the ranks of the Elk Grove Police Department and transfers to specialized assignments. It is the intent of the Department to balance the duration of assignments between meeting departmental needs and providing opportunities for employee job enrichment and development.

1004.1.1 DEFINITIONS

PROMOTION- Permanent assignment to a rank in which a department vacancy exists (Sergeant, Lieutenant, Captain, etc.)

SPECIALIZED ASSIGNMENT- Assignments outside the basic patrol function, which typically have an established time cap. The assignment does not constitute a change in job classification.

1004.1.2 CHIEF OF POLICE DISCRETION

All assignments within the Police Department are at the discretion of the Chief of Police. The Chief of Police will adjust assignments outside of the recommended durations described in this policy only when special needs or circumstances exist, in order to abide by the goals of balance, fairness and operational efficiency.

1004.1.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion and transfer:

- (a) Present a professional, neat appearance.
- (b) Maintain a physical condition which aids in their performance.
- (c) Demonstrate the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner

1004.2 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are on file with the City of Elk Grove Department of Human Resources.

Elk Grove Police Department

Elk Grove PD Policy Manual

Promotional and Transfer Policy

1004.3 SPECIALIZED ASSIGNMENTS

The following positions are considered transfers or specialties and are not considered promotions:

- (a) Detective
- (b) Traffic Officer (includes Motors, Community Service Officers, Commercial Enforcement and Traffic Investigations)
- (c) Field Training Officer
- (d) Canine Handler
- (e) POP- Problem Oriented Police (includes Police Officers, Detectives, and Community Service Officers)
- (f) Youth Officer
- (g) School Resource Officer
- (h) Crisis Response Unit
 - 1. Special Weapons and Tactics
 - 2. Hostage Negotiation Team
- (i) Range Master
- (j) Public Information Officer

1004.3.1 DESIREABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

- (a) Relevant experience
- (b) Completion of applicable probationary period
- (c) Has shown an expressed interest in the position applied for
- (d) Education, training and demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.
- (e) Complete any training required by POST or law
- (f) Meets the posted selection criteria

Meets the posted selection criteria

1004.3.2 SPECIALIZED ASSIGNMENT PERFORMANCE REQUIREMENT

In order to be considered for placement in a special assignment, officers must be successfully meeting established department performance standards. While assignment durations are specified in this policy, it is understood that officers must continue to work at a satisfactory level in order to hold a special assignment for any length of time. Other, more specific, criteria for unit placement may be placed based on the needs of the unit and organization. All specialty

Elk Grove Police Department

Elk Grove PD Policy Manual

Promotional and Transfer Policy

assignments described in this policy shall have an annual review for retention during the period of June to July in order to provide sufficient notice for any potential returns to Field Services. This review may be a part of an annual performance evaluation.

1004.3.3 SPECIALIZED ASSIGNMENT SELECTION PROCESS

The testing and selection process for specialized assignments will occur on an as needed basis. There will not be a qualification list established for future use.

The following criteria apply to transfers:

- (a) The IDC announcement for each specialized assignment will clearly identify the requirements of the position and the components of the testing process, including the assigned weighting of each testing component.
- (b) Submission of a standardized application is required.
- (c) The selection process may include review of supervisor recommendations, as well as written, oral, and/or performance testing components.
- (d) Based on supervisor recommendations and those of the Bureau Commander after the interview and any required testing, the Bureau Commander will submit his/her recommendation(s) to the Division Commander.
- (e) Administrative evaluation and approval by the Chief of Police. The Chief of Police will employ the "rule of three" in the selection process.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

Applicants must meet all requirements outlined in the IDC announcement by the final application due date specified in the announcement.

The application and selection process for Field Training Officers is covered in Policy 436.

[Specialty Assignment Application](#)

[Specialty Assignment Application- Supervisor Section](#)

1004.4 ASSIGNMENT DESIGNATION

The duration of the following assignments are addressed in this policy. All other assignments will be made at the sole discretion of management or in accordance with any labor agreement.

- (a) Police Officer, Community Service Officer, or Sergeant assignments in:
 - Detectives, Street Crimes, K-9 Unit, Traffic Bureau (including Motors, Commercial Enforcement, and Investigations), Public Information Officer, Problem Oriented Policing (POP), Youth, Range Master, Special Weapons and Tactics, Hostage Negotiation Team, Professional Standards (Internal Affairs)
- (b) Any Temporary Duty Assignment lasting longer than 1 year
- (c) Police Officer, Sergeant, Community Service Officer, and Dispatcher shift assignments in:
 - Patrol and Dispatch

Elk Grove Police Department

Elk Grove PD Policy Manual

Promotional and Transfer Policy

Assignment of Sergeants to positions outside of Patrol will be made at the discretion of the Chief of Police or designee.

1004.5 DURATION OF ASSIGNMENT

Tenure in any specialized assignment shall be based upon continued accomplishment of the performance standards of the position.

Each specialized assignment shall have an established time “cap” which limits the maximum duration of the assignment. Exceptions to established caps must be approved by the Chief of Police.

1004.5.1 PART TIME SPECIALIZED ASSIGNMENT CAPS

- (a) Range Master- indefinitely assigned at discretion of the Chief of Police
- (b) Field Training Officer- 1 year cap
- (c) Special Weapons and Tactics- indefinitely assigned at discretion of the Chief of Police
- (d) Hostage Negotiation Team- indefinitely assigned at discretion of the Chief of Police

1004.5.2 FULL TIME SPECIALIZED ASSIGNMENT CAPS

- (a) Detectives (Investigations Bureau)- 5 year cap
- (b) Sergeants (Investigations Bureau)- 4 year cap
- (c) Traffic (includes Motors, Commercial Enforcement and Traffic Investigator)- 6 year cap
- (d) Sergeants (Traffic Bureau)- 4 year cap
- (e) Community Service Officers (Traffic Bureau)- 3 year cap
- (f) Canine Handlers- 10 year cap or 2 dogs, whichever comes first
- (g) Public Information Officer- indefinitely assigned at discretion of the Chief of Police
- (h) POP and Youth (Police Officer, Community Service Officer, and Sergeants)- 3 year cap
- (i) POP Detective- 5 year cap
- (j) Internal Affairs Sergeant- 2 year cap
- (k) Training Sergeant- 2 year cap

Other specialized duty assignments of Police Officers and Sergeants that exceed one year and are not recognized in this policy are subject to reassignment at the discretion of the Chief of Police.

Police Officers and Community Service Officers selected for full-time specialized assignments are required to remain in the assignment a minimum of 2 years before they can apply for a different specialized assignment. Sergeants are excluded from this requirement.

Police Officers and Community Service Officers that have been assigned to two back-to-back full-time specialized assignments are required to return to Field Services for a minimum of twelve (12) consecutive months before they can apply to return to any full-time specialized

Elk Grove Police Department

Elk Grove PD Policy Manual

Promotional and Transfer Policy

assignment identified in this policy. Back-to-back full-time specialized assignments must be different specialized assignments. The Detective Unit and the Street Crimes Unit are considered to be different assignments.

1004.6 APPEALS OF A REASSIGNMENT DECISION

Routine reassignments pursuant to this policy shall not be considered as disciplinary action. Any employee who is reassigned according to this policy may appeal the decision in the following manner:

- (a) A first level of appeal will be to the Division Commander of the Unit the employee is being reassigned from. Such an appeal will be made in writing within thirty (30) days of the employee receiving notification of any intent to reassign. The effected Division Commander shall respond, in writing, within fifteen (15) days of receiving the written notice.
- (b) The next level of appeal will be to the Chief of Police. Within fifteen (15) days of receiving written notice from the Division Commander of the intent to transfer, the employee may appeal the decision in writing to the Chief of Police. The Chief of Police shall respond in writing to the employee within fifteen (15) days. The Chief of Police shall be the final level of appeal.

Any employee reassigned prior to the end of their minimum special assignment term can appeal using the process outlined in Article XI (Grievance Procedure) of the MOU. This applies to any reassignment that is not "routine" as described above.

1004.7 SHIFT ASSIGNMENTS

Patrol shift assignments for Sergeants, Police Officers and Community Service Officers will be made according to Elk Grove Police Officers Association Memorandum of Understanding (MOU).

Shift assignments for Dispatchers and Dispatch Supervisors will be made according to the procedure outlined in the Communications Procedure Manual, Section 1.3.4: Annual Shift Selection.

1004.8 PROMOTIONAL PROCESS

It shall be the policy of the Elk Grove Police Department to maintain a fair and consistent performance based promotional process, which identifies the most qualified candidates for promotion, provides equal opportunity to all qualified candidates, and supports each employee in their professional growth.

A typical promotional process may include, but is not limited to the following:

- (a) Promotional testing announcement identifying minimum qualifications and requirements
- (b) Review of employee application
- (c) Written examination
- (d) Problem Solving/Written Assignment

Elk Grove Police Department

Elk Grove PD Policy Manual

Promotional and Transfer Policy

- (e) Oral examination
- (f) Assessment Center Exercises/Panel Interviews
- (g) Staff/Supervisory Input
- (h) Background investigation
- (i) Review of Personnel, Training, and Internal Affairs records
- (j) Chief's interview

A minimum score of 70% in each phase of the testing process is necessary in order to proceed to the next level of testing.

1004.8.1 STAFF INPUT

The Chief of Police may solicit input from Police Department staff at the rank of the promotional candidates' immediate supervisor or higher.

1004.8.2 FINAL RANKING LIST

- (a) Final ranking shall be determined by applying the assigned weights to the scores of the test elements.
- (b) If at the time of appointment the final ranking list contains three or less candidates, the Chief of Police may, at his or her discretion, elect to promote from the list or terminate the list.
- (c) Lists shall expire 12 months after posting. Such lists may be extended no more than two six-month periods at the discretion of the Chief of Police.

1004.8.3 CHIEF'S INTERVIEW

The Chief's interview shall be the final element in any promotional process. The Chief will interview the top three candidates on the final ranking list and will make a determination as to which candidate will be promoted.