

## Request for Change of Assignment

### 1028.1 PURPOSE AND SCOPE

It is the intent of the Department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

### 1028.2 REQUEST FOR CHANGE OF ASSIGNMENT

Personnel wishing a change of assignment should complete an Interdepartmental Correspondence outlining the request and then forward it through the chain of command to their Division Commander.

#### 1028.2.1 PURPOSE OF CORRESPONDENCE

The correspondence is for employees to list their qualifications for specific assignments. All relevant experience, education and training should be included.

All assignments an employee is interested in should be listed.

The request for change of assignment will remain in effect until the end of the calendar year in which it was submitted. Effective January 1<sup>st</sup> of each year, employees still interested in new positions will need to complete and submit a new request.

### 1028.3 SUPERVISOR'S COMMENTARY

The officer's immediate supervisor shall make appropriate comments on the correspondence before forwarding it to the Division Commander of the employee involved. In the case of patrol officers, the Watch Commander must comment on the request with his/her recommendation before forwarding the request to the Division Commander.