



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



255.01 SPECIALTY UNIT TESTING AND SELECTION 06-27-17

PURPOSE

The purpose of this policy is to establish procedures for requesting and processing requests for transfer within the Department.

POLICY

It shall be the policy of the Sacramento Police Department to consider all employees' requests for transfer to positions that become vacant, subject to current negotiated labor agreements.

PROCEDURE

A. GENERAL

1. This order does not apply to exempt employees or exempt positions.
2. When reviewing requests for personnel transfers, office chiefs shall take into consideration the needs of the employee and the needs of the Department.
3. Although most transfers are approved, there are circumstances that will preclude the approval of a transfer. Those circumstances include, but are not limited to
 - a. Unfulfilled commitment time in current position.
 - b. Need to fill critical positions.
 - c. Hiring freezes or no list available to fill a position.
4. All interview files for internal transfers shall be maintained confidentially for a period of two (2) years by the command administering the test.
5. The command administering the test shall maintain
 - a. A copy of the posting.
 - b. The interview questions and the notes taken of the responses given by each applicant.
 - c. The name of each panel member.

B. JOB POSTING ANNOUNCEMENTS

1. Job postings to fill permanent positions that are not in the Office of the Chief or made available during annual watch signups shall be done in accordance with applicable labor agreements and be approved by the office chief or designee.
2. Department personnel preparing a new job posting announcement shall ensure that the posting announcement is completed on a template that has been approved by the Personnel Services Division (PSD).
3. The job posting announcement shall include
 - a. The position.
 - b. The deadline for submitting a transfer request.
 - c. The term of the position.
 - d. The requirements of the position.
 - e. Any written materials required to be submitted by the applicant, to include a resume similar to the SPD 251.
 - f. The person to contact for further information.
4. The PSD shall
 - a. Submit the posting to the impacted bargaining group and post the notice via electronic mail.
 - b. Document that the job posting was posted for at least 14 days prior to the final filing date.

C. REQUEST FOR TRANSFER

1. Officers with less than two (2) years of cumulative sworn service with the Sacramento Police Department (SPD) shall not be eligible for a transfer.



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



2. Officers and sergeants who have not completed the minimum time commitment in their current assignment in a specialty unit shall not be eligible for a transfer unless their current assignment is indicated as exempt from this requirement in Diagram 255.01.01.
 3. The Specialty Unit Minimum Time Commitments Chart, Diagram 255.01.01, lists the minimum time commitments and minimum time commitment exemptions for specialty unit assignments within the SPD.
 4. Civilians requesting a transfer shall have permanent civil service status in the classification to which they wish to transfer.
 5. Personnel requesting a transfer shall electronically complete an SPD 320 (Request for Transfer) and email it to the "Personnel" email handle. Officers shall "cc" their entire chain of command, to include their office chief and the captain (or designee) of the position being posted.
 6. The office chief or designee may refuse the request based on the factors in Section A.3. The office chief or designee shall forward the denial to PSD via email addressed to "Personnel" within two (2) working days of the close of the posting deadline.
 7. The PSD shall
 - a. Log the request upon receipt.
 - b. File a copy of the SPD 320 and notify the officer that he/she has a valid transfer request on file.
 - c. Keep the request for one (1) year.
- D. INTERVIEW/SELECTION (SWORN)
1. The questions used in the interview process shall be limited to those that are relevant and pertain to the position for which the employee is applying.
 2. Applicants shall undergo an oral interview. The office chief or designee where the vacancy exists shall determine the interview process.
 3. If an interview panel is selected, the office administering the panel shall ensure that each member of the interview panel has received any written materials that were submitted for the panel. **NOTE: Each member of the panel should familiarize himself/herself with the written materials submitted.**
 4. The interview panel shall
 - a. Review and assess each candidate's resume and assign it a numeric score.
 - b. Rate the applicant by giving them a numeric score for each question. The scores shall be totaled and combined with the resume score to determine a final score. The resume will be weighted 20 percent of the total points.
 - c. Group the applicants into "A", "B", or "C" groupings based on a percentage score.
 5. The "A" group will move forward to the next phase of the selection process, which may include the review of performance evaluations (SPD 257), 360 reviews (SPD 321), and personnel files.
 6. The "B" group candidates may be moved forward into the next phase if they are viable candidates or if there is an insufficient number of candidates in the "A" group to fill the position(s).
 7. The office chief or designee may conduct a final interview with the candidates being considered.
 8. Once a candidate is selected, it shall be the policy of the Sacramento Police Department to adhere to the guidelines governing the rotation of officers and sergeants in the Office of Investigations and in specialty units as set forth in the agreement between the City and the Sacramento Police Officers Association (SPOA).
- E. INTERVIEW/SELECTION (CIVILIAN)
1. When a permanent vacancy arises, the appointing authority or designee shall
 - a. Contact PSD for a list of employees who have a transfer request on file.
 - b. Interview each qualified applicant and rate and rank each applicant, using the same interview format and questions for each.
 2. If the appointing authority desires to fill a vacancy based on those who have requested a transfer, the selection shall be made pursuant to the appropriate bargaining unit's current labor agreements.
 3. After a selection has been made, the appointing authority shall notify their office chief of the decision.



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



4. The office chief where the vacancy is located shall work with the office chief where the employee is currently assigned to make a determination whether the transfer is acceptable and when it may occur.
5. A transfer between units in the same office shall be decided by the office chief.



SPECIALTY UNIT MINIMUM TIME COMMITMENTS



OFFICE OF THE CHIEF	
Internal Affairs	0
Criminal Intelligence Unit	0
Public Information Officer	0
Outreach	0

OFFICE OF INVESTIGATIONS	
Real Time Crime Center	1 year
Detectives	3 years

OFFICE OF OPERATIONS	
Field Training Officer	0
TAC 99-Social Media Field Team	0
Impact Team	1 year
Justice for Neighbors	1 year
Marijuana Team	1 year
Mobile Crisis Support Team	1 year
Problem Oriented Policing	2 years
Shot Spotter*	1 year
Gang Enforcement Team*	2 years
Bike Unit**	2 years
Marine Unit**	2 years
Mounted Unit**	2 years

*Minimum time commitment will not be enforced for those seeking to test and transfer w/in the two positions.

**Minimum time commitment will not be enforced for consideration for transfer w/in the three positions.

OFFICE OF SPECIALIZED SERVICES	
Crisis Negotiation Team	0
Background Investigations	1 year
Court Liaison Unit	1 year
Hospital Unit	1 year
PRCS Unit	1 year
Regional Transit	1 year
School Resource Officer Unit	1 year
Field Training***	1 year
In-Service Training***	1 year
Academy***	2 years
EVOC***	2 years
Alcohol Beverage Control	2 years
Homeland	2 years
Special Events Unit	2 years
Air Ops Unit	3 years
Explosive Ordnance Disposal	3 years
Polygraph	3 years
K9 Unit	3 years
SWAT Unit	3 years
Major Collisions Investigative Unit****	3 years
Motors Unit****	3 years

***Minimum time commitment will not be enforced for those seeking to test and transfer w/in the four positions.

****Minimum time commitment will not be enforced for those seeking to test and transfer w/in the two positions.