

COOLIDGE POLICE DEPARTMENT		
	CHAPTER 34 PROMOTIONS AND TRANSFERS CALEA Standard(s):	General Orders
Issue Date: 6-24-13	Review Date:	Revision Date:

34.1 PROMOTION

A. A promotion is the movement of an employee from one classification to a different classification that is compensated with a higher salary. All promotional opportunities that are open to a competitive testing process shall be announced in writing, with identification and description of the position, a starting and ending date for applications, the method of application, eligibility requirements (including the numerical weight, if any, assigned to each requirement), time-in-grade and/or time-in-rank eligibility requirements, if any, the duration of any promotion list that results from the process and the system for selection from the list.

B. The selection process for any promotion shall be determined by the Chief, in consultation with the City Human Resources Department, regardless whether lateral entry is permitted. Each selection process shall be detailed in the promotional announcement and shall include a schedule of dates, times, and locations for all elements of the process, the name of the person supervising the administration of the process. The announcement shall include all elements within the process and the weight assigned to each element, for example and as applicable:

1. evaluations of previous performance
2. written tests (including a list of all required study materials, if any)
3. assessment centers
4. oral interview

In addition, there shall be a follow-up announcement that describes procedures for review and appeal of the results and reapplication of scoring following appeal, if any. All elements of the process shall be reviewed by City Human Resources to ensure that they are job-related and nondiscriminatory.

C. The probation period for promoted employees, sworn and civilian, is addressed in 32.4

34.2 TRANSFER

A. A transfer is the movement of an employee from one assignment to another assignment within the same classification.

B. Employees may request a transfer at any time by submitting a memo to the employee's supervisor.

C. Specialized assignment or unit openings (as defined by the agency) shall be advertised by written agency-wide announcement and all qualified individuals will be allowed to apply and compete for positions:

1. The selection criteria should be based on the skills, knowledge, and abilities required for the specialized assignment, including formal education and experience, if required.

D. Where a conflict, potential conflict, or perceived conflict exists under the nepotism rule, the Police Chief or designee has the authority to make any transfers necessary to eliminate the conflict, potential conflict or perceived conflict.

E. Transfer of personnel is a management right; the Police Chief has the right to transfer employees within the Department in the manner that, in the opinion of the Chief, is most advantageous to the City. Transfers will be processed as required by City Human Resources.