

# Germantown Police Department

## Policies and Procedures

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**Number:** 1-22  
**Effective Date:** September 1, 2009  
**Subject:** Personnel Transfer and Rotation  
**Previous Revisions:** September 1, 2004

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### **I. PURPOSE**

The purpose of this policy is to define the requirements, conditions and processes for the transfer and rotation of sworn personnel.

### **II. POLICY**

It is the policy of the Germantown Police Department to provide a fair and impartial process for the selection, transfer and rotation of personnel that will, to the degree possible, advance personal career goals and interests consistent with the efficient and effective use of personnel and delivery of police service to the community. Transfers under this policy are considered “lateral” moves and will not involve a change in the rate of compensation.

### **III. DEFINITIONS**

*Selection Process:* The process whereby individuals are chosen to fill vacancies, to include posting vacancies, accepting and reviewing memorandums of interest, conducting components of the selection process, making and announcing a selection, reviewing the selection process and debriefing the candidates.

*Specialized Position:* A position or assignment within the department that requires special skills, knowledge, abilities, experience, training or formal education. The following positions and assignments are subject to this policy:

Detective, General Investigations	Desk Officer/Automated Enforcement
Detective, Special Investigations	
DEA Task Force	
Safe Streets Task Force (SSTF)	
Joint Terrorism Task Force (JTTF)	
West Tennessee Drug Task Force (WTDTF)	
School Resource Officer (SRO)	
Canine Handler	
Metro DUI	

Note: Selection for the Special Weapons and Tactics team is subject to the guidelines established under chapter 1, section 18 of this policy manual.

#### **IV. PROCEDURES**

##### **A. General**

1. Nothing in this policy restricts the chief of police or designate from assigning or transferring any employee to a duty assignment that is deemed to be in the best interest of the department.
2. Transfers or reassignments between and to patrol shifts or other changes of assignment that can be effected administratively are exempt from this policy.
3. Vacant or newly created positions or assignments will be filled with the most qualified candidates available consistent with federal, state and local equal employment opportunity laws and regulations.

##### **B. Position Openings**

1. Supervisors shall ensure the chief of police is notified of an opening or anticipated opening in a specialized position.
2. Position openings will be announced and posted on departmental bulletin boards for a period of ten (10) calendar days. The announcement will include the qualifications for the position including, but not limited to, the following:
  - a. Work unit with opening
  - b. Supervisor in charge
  - c. Experience necessary
  - d. Required knowledge or skills
  - e. Special skills required
  - f. Formal education
  - g. Any related training
  - h. Closing date and time
3. Personnel interested in the position will be required to submit a memorandum of interest to the supervisor in charge. The memorandum of interest will include the candidate's name, years of service and position being applied for. The candidate should also include information which is requested on the announcement.

C. Selection Process

1. The memorandums of interest will be reviewed by the affected division commander and/or supervisor in charge of the work unit.
2. The chief of police or designate will convene a selection committee comprised of at least four (4) command level personnel. The selection committee will be responsible for reviewing the qualifications of the candidates in a manner consistent with departmental and city policy. This will include a review of the candidate's personnel file to include: disciplinary records, attendance records, performance evaluations, commendations, etc.
3. Candidates that meet the minimum position qualifications shall be classified as "recommended with reservation", "recommended", or "highly recommended", and submitted to the chief of police for final selection. The final selection will be based on the recommendations of the selection committee and the needs of the department.
4. The chief of police will ensure all candidates are notified of their status, selected or not selected, prior to posting the selection.
5. All documentation used by the selection committee, including the original memorandums of interest, will be filed and maintained by the internal affairs unit.

V. **ROTATION**

A. Length of Assignment

1. Specialized positions or assignments in the department may require minimum assignment periods in order that the department may sufficiently benefit from investments of specialized training and/or education for key personnel. The minimum assignment period expectation will be determined by the chief of police or designate and will be included in the posting of position vacancy announcements.
2. Officers assigned to the DEA Task Force, JTTF, Safe Streets Task Force and WTDTF will be subject to rotation from these assignments after a period of three years, although they may continue to serve up to four years to allow for a transition period. The rotation out of these assignments will not preclude the officer from being eligible to apply for future specialized position vacancies.
3. Lengths of assignment to other specialized positions will be evaluated on a case by case basis.

4. The continued assignment of an officer assigned to a specialized unit or position will normally be based upon the officer's performance in that particular unit or position and balanced with the needs of the department and the development of the individual officer.

## **VI. REVIEW PROCESS**

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.