

Promotion and Transfer

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications, conditions and processes for promotion, transfer and rotation of sworn personnel within the ranks of the Cedar City Police Department.

1002.1.1 POLICY

Duty assignments available in this agency vary widely with regard to required skills, knowledge and abilities, job demands, benefits and desirability, as well as the potential for advancement and achievement of related personal career objectives. Considering these and related factors, it is the policy of this agency to provide a fair and impartial system for the promotion, 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 manpower and delivery of police services to the community.

1002.1.2 GENERAL REQUIREMENTS

The following considerations will be used in evaluating employees for promotion or transfer to a specialty assignment:

- (a) Present a professional, neat appearance.
- (b) Maintain a good physical condition which aids in their performance of the essential job functions.
- (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 and,
 - 8. Ability to conform to organizational goals and objectives in a positive manner.

1002.2 PROCEDURES

A. General

- (a) Nothing in this policy restricts the Chief of Police from assigning or transferring any employee to a duty assignment that is deemed to be in the best interest of the Department.
- (b) Officers holding the rank of Sergeant or above may be transferred as needed from any current assignment without a selection process at the direction of the Chief of Police.

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- (c) The use of eligibility lists to avoid the unnecessary repetition of lengthy selection processes may be considered by the Chief of Police on a case-by-case basis. Such lists shall be valid for no longer than one year.
- (d) Transfers between and to patrol shifts and other changes of assignment that can be effected administratively are exempt from this policy.
- (e) Vacant positions will be filled with the most qualified candidates available consistent with federal, state and local equal employment opportunity laws and regulations.
- (f) Employees must meet the qualifications, as identified in this policy and/or the job description, for the position they are seeking through promotion, transfer or rotation.
- (g) Transfers shall not be used solely for disciplinary reasons.

B. Vacancies

1. The Operations Division Commander is responsible for ensuring that a current job description and classification are available for all positions within the Department.
2. Personnel circulars used to announce anticipated job vacancies shall include information for applicants, job description, responsibilities and working conditions, such as days off and shift hours. Announcements shall be posted for a minimum of 10 working days.
3. Candidates must agree to the job responsibilities and working conditions before being considered for filling a vacant position.
4. The Operations Division Commander is responsible for:
 - (a) Preparing and disseminating position vacancy announcements;
 - (b) Accepting applications;
 - (c) Screening applicants for minimum qualifications;
 - (d) Notifying unqualified applicants and candidates that are not selected prior to Departmental announcement of the results;
 - (e) Forwarding candidate applications and qualifications to the selection committee, where applicable;
 - (f) Ranking eligible candidates;
 - (g) Incorporating transfer information into employees' permanent files;
 - (h) Preparing personnel action forms; and
 - (i) Preparing reports of personnel transfer activity as directed by the Chief of Police.

1002.3 PROMOTIONS

A promoted employee is an employee who, through a recruitment, is promoted into a new position with a point value at least 0.75 points more than their current position. A promoted employee shall receive at least the minimum of the new salary range unless an incumbent is below the minimum of the range. Then a promoted employee will receive the salary range of the lowest incumbent.

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If the employee is within the salary range of the new position they shall receive at least a 2.5% percent increase over his or her former salary.

1002.4 TRANSFER PROCEDURES

1. Employees requesting transfer are responsible for completing and submitting a letter of interest and any accompanying information to the Operations Division Commander before the vacancy closing date.
2. The Operations Division Commander shall maintain a copy of these documents. Comments about the work performance of the employee may be obtained from their supervisor.
3. In the event a sufficient number of qualified applicants are not received, the Operations Division Commander may issue additional announcements for the vacancy, or the Chief of Police may issue a transfer order to fill the vacancy at his or her discretion.
4. All applicants for transfer may receive a debriefing as desired by the Operations Division Commander upon completion of the selection process.

1002.5 ROTATION PROCEDURES

Selected job assignments in this Department require mandatory minimum assignment periods in order that the Department may sufficiently benefit from investments of specialized training and/or education for key personnel. All positions requiring minimum periods of assignment shall be designated in job position descriptions and announcements of job openings. In all cases, the Chief of Police reserves the right to establish minimum and maximum terms of service for selected duty assignments that may serve the best interest of the agency.

The positions considered as rotating positions with the standard amount of time in each position are:

1. School Resource Officer (minimum of three years, with a maximum limit of eight years.) Each year will be evaluated by the SRO's performance and input from the SRO Supervisor and School Administration.
2. Public Affairs Officer (three years with one year additional upon favorable recommendation of immediate supervisor.)
3. Drug Task Force Agent
 - (a) Officers engaged in undercover operations in general, and deep cover operations in particular, as defined by the officer-in-charge of these operations are subject to rotation from these assignments after a period of three years (one year additional upon favorable recommendation of immediate supervisor)
 - (b) Continued assignment to deep cover operations for more than three years shall be at the discretion of the Chief of Police.
4. Investigator (minimum of three years with a maximum limit of eight years.)

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5. Police Service Dog (K9) Handler (minimum of four years of useful service years of police service dog. The handler may serve with a new police service dog with the approval of the Chief of Police.)
6. Traffic Officer (minimum of three years with one year additional upon favorable recommendation of immediate supervisor.)
7. Animal Control Officer (minimum of three years with one year additional upon favorable recommendation of immediate supervisor.)

Rotation of Sergeants will be made on a five-year basis. The current Sergeant positions are patrol, investigations, public affairs, administration, and narcotics. The narcotics Sergeant is the supervisor over the Iron/Garfield/Beaver Counties Task Force and is currently selected by the Task Force Board with a five-year commitment.

1002.6 SWORN NON-SUPERVISORY SELECTION PROCESS

The following positions are considered rotations and are not considered promotions:

- (a) Investigator
- (b) Drug Task Force Agent
- (c) Public Affairs Officer/Corporal
- (d) School Resource Officer
- (e) Animal Control Officer

1002.6.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

- (a) Three years experience for Detective and Public Affairs Corporal.
- (b) Two years experience for Drug Task Force Agent and School Resource Officer.
- (c) Off probation.
- (d) Has shown an expressed interest in the position applied for.
- (e) Education, training and demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations.
- (f) Completed any training required by POST or law.

1002.7 SELECTION PROCESS

The following criteria apply to transfers:

1. Promotions, transfers and rotations require specialized qualifications and necessitate that candidates demonstrate such skills through written or physical tests, oral boards, simulation of work requirements, assessment board, or other procedures to demonstrate knowledge, skills or abilities.

- (a) The Chief of Police or his or her designee, and the Operations Division Commander shall be responsible for identifying, documenting and validating any specialized job

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qualifications in a manner that is consistent with this Department's policy as well as state and federal law.

- (b) Administrative evaluation as determined by the Chief of Police. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate will submit these recommendations.
- (c) A selection committee, identified by the Chief of Police or his or her designee, shall be responsible for overseeing the screening, testing, and selection of applicants for assignments requiring specialized qualifications in a manner that is consistent with departmental policy and state and federal law.

2. In the case of ranking officers, a selection committee shall be appointed composed of a stratified sample of officers of equal or higher rank than the candidate.

3. The questions or tasks employed the by selection committee shall be developed jointly by the Chief of Police, Operations Division Commander, and Patrol Division Commander or their designees and other individuals, as necessary, to ensure a fair, impartial, job-related evaluation and testing process.

4. Upon a position becoming available in the Department, written notice will be posted for all eligible employees to apply by submitting a letter of interest and any required accompanying information to the Operations Division Commander.

5. The testing procedure will be announced and eligible candidates scheduled for testing accommodating, as possible, scheduled leave, training and other commitments.

6. The selection committee shall determine the candidates most suitable for the position, ranking them from highly recommended to the least recommended and notify the Chief of Police of their determination. The Chief of Police will use the "rule of three" meaning he/she may choose from any of the top three candidates the individual he/she feels is best qualified to meet the immediate needs of the Department. However, the final decision rests with the Chief of Police when selecting candidates to fill such positions.

7. All scores and evaluations of candidate performance and the basis for selection or non-selection of candidates shall be recorded and returned to the Operations Division Commander for retention and debriefing of candidates as required.

This policy for all positions may be waived for temporary assignments, emergency situations or for training.

1002.8 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are available upon request through the office of the Operations Division Commander