

Annapolis Police Department



GENERAL ORDER

Number: B.24

**Issue Date: November
2018**

TO: All Sworn Officers

SUBJECT: Transfer to Specialized Units

PURPOSE

The purpose of this General Order is to provide guidelines and procedures for the orderly and fair transfers of officers to specialized units. The Annapolis Police Department must utilize to the fullest the talents and abilities of all officers in order to provide the most effective and efficient service to the public.

POLICY

It shall be the policy of the Department that when officers are transferred to specialized units that the process shall be orderly, consistent and fair.

The Department believes that experience as a patrol officer is an important prerequisite to an officer's subsequent assignment to a specialized unit. In order to be considered for a transfer or detail to any specialized unit, officers should have completed two years of active service as a patrol officer. If the officer has prior law enforcement experience the officer should complete one year of service as a patrol officer.

An officer, who is not in full duty status, may participate in the process but shall not be transferred into any position where the nature of the position requires an officer to have active police powers until the officer is in full duty status.

The Department recognizes that experience in a number of specialized units is necessary for an officer's career development. As openings in specialized units may be infrequent, this policy is intended to give all qualified officers an opportunity to be considered. All specialized units shall follow procedures outlined in this General Order for filling of officer positions.

This General Order does not address transfers between or among patrol squads.

For purposes of this General Order a transfer is defined as movement to a specialized unit from another specialized unit or to a specialized unit from patrol.

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The Chief of Police or his designee may detail an officer to a specialized unit or to patrol for a period lasting less than 90 days. This detail is for the immediate needs of the Department and is not subject to the procedures set out in this General Order. The Department may, with good cause, extend the detail for an additional 90 days. This does not preclude the Chief from transferring any officer when it is determined to be in the best interest of the Department.

PROCEDURE

Posting- To fill vacant positions in specialized units, the unit commander shall post the vacancy two weeks prior to the closing date for transfer requests to be submitted. The posting **shall** contain the entry criteria and/or minimum standards required for the position, including but not limited to formal and/or informal training, experience, prior documented performance, physical condition or any other job related objectives determined to be pertinent to the position, and the testing process.

Any interested officer shall submit an Administrative report to their immediate supervisor prior to the expiration of the closing date. The Administrative report shall detail the officer's experience, education, and any other relevant or pertinent information. Officers shall also submit the Transfer Request Form with the Administrative report. That officer's supervisor shall complete the Transfer Request Form, and shall state reasons to recommend or not to recommend the officer for the transfer. Regardless of the recommendation the forms will be submitted through channels.

Examination- Examinations shall be conducted to determine ranking of officers

Examinations may consist of three separate procedures. Unit Commanders have the discretion to use any one of or a combination of all three listed examination procedures. All parts of the examination process shall be rated to equal 100% with the exact percentages of any component parts to be determined and announced in advance of the examination process by the department.

The Unit Commander may require applicants to submit to a written exam, the contents of which shall be relevant to the position.

The Unit Commander may require applicants to submit to a practical exam, the contents of which shall be relevant to the position.

The Unit Commander may require applicants to submit to an interview exam, the contents of which shall be relevant to the position.

The Unit Commander may require applicants to submit a writing sample, the contents of which shall be relevant to the position.

Seniority Points- Seniority points will be calculated at one-half (1/2) point per year of service with the Annapolis Police Department, with a maximum point accrual of 5 points total.

Maximum Total Score- The maximum amount of points earned by any one officer for a specific position being tested for shall not exceed 100%, plus seniority points. A 70% pass / fail standard will be used to determine whether an Officer successfully passed the exam.

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Following the examination process and the totaling of the points, every officer that meets the minimum requirements for the position shall be scheduled for an interview. The interview panel shall consist of at least three members from within the Unit or Division. The Unit Commander may be a member of the panel, with the other members reflecting the ranks within the Unit. The Division Commander shall not be a member of the interview panel.

A list of officers for each position shall be developed to reflect the three applicants with the greatest number of points, and the remaining applicants also listed as not being in the top three. This list, without scores, will then be presented to the Division Commander for selection from the top three only. The Chief of Police may determine an officer is not suitable for transfer and may replace that officer with the officer with the next highest score. The officer will be notified that they were removed from the list and may request a meeting with the Chief or designee to discuss the reason for removal from the list.

The list shall remain active for up to one year, the Chief of Police may shorten the length of time the list remains active.

MANDATED FOLLOW UP

The Unit Commander or the Division Commander shall meet with each officer not selected for the position and provide feedback on how to prepare to be a better candidate in the future. The meeting shall be conducted within 30 days of the final officer selection.

An Officer transferred to a specialized unit is on probation for six months. At the end of six months the transferred officer's new supervisor will complete an evaluation of the performance of the officer. The review is the same as those utilized in the officer's annual review. If, after six months, the officer is meeting the standards of their current position the officer will no longer be on probation.

If the officer does not meet the performance standards as outlined in the six month review an additional review will be conducted at nine months. If the performance standards are not met by the nine month review the officer may be transferred from the specialized unit. There shall be an exit evaluation upon transfer from the unit.

Supervisors are expected to give constant feedback to their subordinates on their strengths and weaknesses. Supervisors should work with subordinates on weaknesses and provide them with the tools, training and opportunities to improve their performance.

S. Baker

Scott Baker
Chief

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| References |
| None |

Revision: This is a new General Order.