
Request for Change of Assignment/Transfer

1014.1 PURPOSE AND SCOPE

This policy establishes guidelines for department members to request a change of assignment/transfer.

1014.2 POLICY

It is the policy of the Easton Police Department that all requests for change of assignment/transfer be considered in an equitable and nondiscriminatory manner. All assignments/transfers are considered temporary assignments.

1014.3 CHIEF OF POLICE

Maintains the authority as to whether a vacancy will be filled through transfer or hire.

Maintains the authority to fill directly, without competitive processes, vacancies in specialized units.

Has final approval over the filling of all vacancies.

Approves the assignments of all supervisory and command personnel of the Department.

Retains the right to approve or disapprove any transfer, and assign or reassign any Department member to such duties or subdivisions of this agency, when such actions may best serve the interest of the employee, the Department, the Town of Easton or the public interest.

1014.4 REQUEST FOR CHANGE OF ASSIGNMENT/TRANSFER

All transfers are subject to review and approval by the Deputy Chief, in the name of the Chief of Police.

As with other departmental business and records, all information related to the selection/transfer of an applicant, including the interview questions, personnel records, Internal affairs findings, and applicant ratings, will be treated as confidential by any Department member having access.

In application for transfer, the Department may consider qualifications, including knowledge, training and experience, skill and ability, physical and mental condition, balanced staffing, performance evaluation, and the needs of the Department.

1014.4.1 REQUESTING MEMBERS

Complete a Transfer Request Form 94.

Forward the completed Form 94, along with other necessary paperwork as required for specialized units (refer to the specific Selection Process Notice for the requested assignment) to their division commander for approval.

May request transfers at any time.

Easton Police Department

Policy Manual

Request for Change of Assignment/Transfer

Shall not consider the transfer request process, including approval, an expectation to transfer.

Are prohibited from soliciting the assistance of persons not members of the Department to obtain a transfer of any kind within the Department.

1014.4.2 SUPERVISORS

Upon receipt of a change of assignment request document, the supervisor shall make appropriate comments in the space provided on the document and forward it to the member's Commander.

1014.4.3 MEMBERS COMMANDER

Ensures that all required forms are completed and attached to the Form 94.

Indicates approval/disapproval, comments, and signs the forms and promptly forwards all forms and attachments to the Deputy Chief.

Recommending denial of the request:

- (a) Notes the reasons in the comments section of the Form 94.
- (b) Forwards the Form 94 to the Deputy Chief.

1014.4.4 DEPUTY CHIEF

Retains the approved Form 94 in active status until one of the following occurs:

- (a) Transfer of the member into the unit.
- (b) Expiration of the active list.
- (c) Request is withdrawn by the member.
- (d) Removal of the member from the approved status.
- (e) Exit from the Department by the member.

Notifies the affected commanders of the transfer approval. Places the Form 94 in the member's personnel folder.

1014.5 APPEALS AND WITHDRAWALS

1014.5.1 APPEALS

Disapproved requests may be appealed by the member within five days of the Form 94 being returned by the member's commander.

Appeals must be made on intra-department correspondence (IDC) and sent to the Deputy Chief.

1014.5.2 TRANSFER WITHDRAWAL

Members desiring to withdraw any transfer request must submit an IDC, through channels, to the Deputy Chief and must include the reason for withdrawal.

Easton Police Department

Policy Manual

Request for Change of Assignment/Transfer

The IDC will be distributed as follows:

- (a) Original to the Deputy Chief.
- (b) Copy to the affected commanders.
- (c) Copy retained by the member.

1014.6 TRANSFERS TO SPECIALIZED UNITS

Specialized Units are units that require specialized, knowledge, skills and abilities of their members in order to accomplish the unit's function (See Special Assignments and Promotions Policy.)

The following are considered full-time specialized units for the Department:

- (a) Criminal Investigations Unit
- (b) Narcotics Unit
- (c) Bike Unit
- (d) K-9 Unit
- (e) Evidence Collection Unit

1014.7 ADMINISTRATIVE TRANSFERS

Occur for a variety of reasons, including, but not limited to, personnel shortages, special departmental needs, disciplinary actions, job performance and expertise.

Made for disciplinary reasons, must be done in accordance with the Law Enforcement Officer's Bill of Rights.