

 NORFOLK <i>Department of Police</i>	Administrative General Order - 310: Transfer		
	Office of Preparation: Office of Support Services (mcs)		
	CALEA: 11.5.1		
LEGAL REVIEW DATE:	<i>3.14.2018</i>	PRESCRIBED DATE:	<i>03.24.18</i>
City Attorney:	<i>Jack E Clord</i>	City Manager/Director of Public Safety:	<i>James Z. Smith</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Purpose

The purpose of this order is to provide personnel with departmental procedures for transferring classified employees to vacant positions within the same classification specification.

Policy

The Norfolk Department of Police strives to transfer qualified personnel to vacant positions within the same civil service classification so as to maximize the effectiveness of the department and allow each employee to reach his or her highest potential by matching each employee's abilities to the vacant position's functions. Employees who wish to be considered for a vacant position are encouraged to submit a request for a voluntary transfer; however, the Chief of Police reserves the right to transfer employees in the best interest of the department.

Supersedes:

1. G.O. ADM-110, dated June 20, 2017
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Controlling Authority
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I. Controlling Authority

- A. The City Manager as the Director of Public Safety and the Chief of Police have the authority and responsibility for organizing the Norfolk Department of Police into operational and administrative components best designed to accomplish the Department's mission.
 - 1. The authority and responsibility to make such organizational decisions include the allocation and transfer of all the department's resources, including the allocation and transfer of its employees.
 - 2. As part of this process, eligible employees who currently meet the requirements and qualifications as outlined in Section III.B.1 may request a voluntary transfer to a different position within the department if it is within their current classification specification.
 - 3. Voluntary transfer requests and procedures do not address and in no way impair, modify, abridge or limit the ability of the department to make involuntary transfers of personnel.
- B. Transfers of classified personnel are broadly controlled by the Charter of the City of Norfolk, the rules of the Civil Service Commission, certain ordinances and regulations of the Council (e.g., the annual Compensation Plan ordinance and regulations) and in the case of non-sworn classified personnel, the regulations of the City Manager. Refer to Selected Provisions of the Norfolk Charter (1918) Sec. 60 and Civil Service Commission Rules (Sec. 112/ Rule 14-Transfers).
- C. Transfers will never be denied or granted in a manner or based on criteria in violation of the law, including such laws as the 14th Amendment of the United States Constitution's guarantee of Equal Protection, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990, as they are or may be amended.
- D. This order is intended to establish detailed procedures for accomplishing transfers within these broad guidelines. In any case of direct conflict between this order and superior laws or regulations, such as those referenced above, such laws and regulations shall prevail.

II. General Information

A. Filling Vacant Positions

- 1. Department Involuntary Transfers
 - a. The department reserves the right to transfer employees, especially in exigent circumstances, to positions that are sensitive in nature, or in other circumstances as deemed necessary and approved by the Chief of Police.

2. Intra-command Assignments
 - a. Commanding officers may allocate and deploy personnel within their command according to their discretion, absent specific instructions from a higher authority. Transfer requests are not required for intra-command reassignments.
3. Transfer List for Police Officers
 - a. If the vacant position is to be filled by an employee outside the prospective command, the commanding officer will select the most qualified candidate from the yearly Transfer List as determined by the interview process and any other criteria as deemed necessary by the commanding officer, with the approval from the Chief of Police.
 - b. It may be necessary to skip higher rated employees in order to select an employee who has the desired qualifications, certifications, or skills.
 - c. When there are no qualified candidates for a vacant position on the yearly Transfer List, the commanding officer will complete a PD-765, Vacancy Announcement.
4. If it has been determined to fill a vacancy by announcing the opening throughout the department, the prospective command will complete and submit a PD-765, Vacancy Announcement to the Chief of Police for approval.
 - a. Upon receiving a properly endorsed Vacancy Announcement, the Personnel Section will:
 - (1) Enter the vacancy number and date the announcement for the day it is posted.
 - (2) Place a copy of the Vacancy Announcement in Personnel's Transfer folder, located on the City's computer network.
 - (3) Disseminate an electronic copy of the endorsed Vacancy Announcement throughout the department, via the City's email system.
 - b. Eligible employee transfer requests will be accepted by the Personnel Section from the date the vacancy is posted until the date the vacancy closes. Transfer requests will not be accepted once the vacancy closing date has passed. Commands may request an extension to the closing date prior to the date of closing. Commands must notify personnel in writing of the requested extension date. All original transfer requests will be forwarded to

the command requesting the vacancy. Personnel will also retain a copy of the vacancy announcement transfer requests.

- B. Specialized Position Requirements (CALEA 11.5.1(a))
1. Each commanding officer will develop for review and approval to publish by the Chief of Police or bureau chief a Specialized Position Description for each operations officer, police officer, corporal, and sergeant position within his or her command, to include responsibilities and working conditions as well as all qualifications and requirements for voluntary transfers.
 2. Command Specialized Position Descriptions will standardize the selection process by providing each potential applicant applying for voluntary transfer an opportunity to prepare for the selection process for the position sought. Standards should be designed to fairly select the most qualified candidates based on lawful and objective measures of job-related qualifications as well as an applicant's current unfinished work in his or her present command, the availability of qualified replacements for an applicant in his or her current command, and an applicant's ability to commit to the new position and command for a reasonable length of time.
 3. Command Requirements – Areas which may be considered for command specific measurements include, but are not limited to:
 - a. Writing and oral presentation abilities, such as examples of work product, case reports, arrest notes, IBRs, etc.
 - b. Particular specialized skills, experience, or training relevant to the work to be performed in the assignment.
 - c. Length of service of applicant on the department.
 - d. Length of commitment to the new position and command.
(CALEA 11.5.1(b))
 - e. Physical fitness measures, if any are used, will be coordinated for all commands and separately validated and approved with the assistance of Human Resources and the City Attorney's Office.
 4. If any of the command qualifications or requirements are to be weighted/rated, the weight given to each will be established in the Specialized Position Descriptions.
 5. Proposed Specialized Position Descriptions and any subsequent amendments to them will be first approved by the Chief of Police.
 6. A complete set of endorsed Specialized Position Descriptions will be forwarded to the Personnel Section, via the chain of command, before

being posted in the reference folder under specialized position descriptions.

7. An applicant denied a voluntary transfer will be informed of those areas under the applicable standards in which he or she needs improvement.

C. Ancillary Duties

1. Transferred law enforcement officers may be required to continue with any ancillary duties, such as the Crowd Management Team, Honor Guard, etc. Officers relieved from ancillary duties will be notified in writing.

III. Police Officers

A. Patrol Division Transfers

1. This section provides the procedures for employees within the police officer classification to use when requesting a voluntary transfer between patrol divisions, or from a specialized assignment position to a patrol division.
2. Police officers wishing to be transferred to or between patrol divisions should submit a letter, including the reason for the request, to the Personnel Section, via the chain of command. Letters requesting a transfer may be submitted at any time.
3. The Personnel Section will maintain letters and continually update the Yearly Transfer List from these requests.
 - a. Letters requesting transfers to or between patrol divisions are non-expiring, unless rescinded by the Chief of Police via department memorandum.
 - b. Police officers may withdraw their request for transfer by submitting a letter to the Personnel Section via chain of command.
4. Requests for transfers will be coordinated between the officer's current and prospective commanding officers, and approved by the Chief of Police.
5. Upon receiving the appropriate paperwork, the Personnel Section will note the status of the Yearly Transfer List and maintain files as required in G.O. ADM-453: Records Management.

B. Transfers to Specialized Assignments

This section provides procedures for police officers who request a voluntary transfer into a specialized assignment position within the police officer classification.

1. Requirements and Qualifications (CALEA 11.5.1(c))
 - a. Police officers will meet and maintain the following mandatory department requirements for transfers to specialized positions to be classified as eligible. Commanding officers will determine the eligibility status of the employee and verify by signature on the PD 764 (Transfer Request) prior to submitting any transfer request to the Personnel Section.
 - (1) Complete two (2) years of service as a sworn Norfolk Police Officer or at the discretion of the Bureau Chief.
 - (2) Receive an overall rating of at least "Meets Expectations" on the most recent annual Performance Evaluation.
 - (3) Maintain a minimum balance of 32 hours of earned sick leave unless usage is associated with a specific illness or injury.
 - (4) Have a current "Fit for Duty" letter, prepared by the medical services vendor, on file with the Training Division.
 - (5) When on modified duty officers cannot submit a transfer request until cleared for full duty unless approved by the appropriate Bureau Chief.
 - b. Police officers will meet and maintain individual command special assignment qualifications and requirements as established by Specialized Position Descriptions.
 - c. If a police officer fails to meet and maintain the required qualifications and requirements for the position, the officer will be disqualified and removed from the Transfer List.
2. Transfer Request Submissions
 - a. Officers meeting the department and command qualifications and requirements may request to be considered for a voluntary transfer to a specialized assignment by submitting a Transfer Request with an attached résumé. Résumés should list previous assignments and responsibilities, training and skills, and personal and professional accomplishments that show that the individual meets the position's qualifications and requirements.
 - b. Personnel will submit a Transfer Request to the Personnel Section, via the chain of command for no more than two specialized assignments, unless the officer is responding to a Vacancy Announcement.

- c. The Personnel Section will process eligible Transfer Requests with appropriate endorsements upon submission; the Transfer List will be updated, the original Transfer Request will be forwarded to the prospective command and a copy retained. Transfer Requests without the appropriate endorsements will be returned to the applicant.
 - d. Upon receiving the appropriate paperwork, the Personnel Section will note the status of the Transfer List and maintain files as required.
 - (1) Yearly Transfer Lists will expire December 31st for the previous year and will be removed from the City's computer network, unless rescinded or extended by the Chief of Police. The expired transfer list will be scanned into Laserfiche and retained.
 - (2) Any officer who wishes to remain on the Transfer List must resubmit January 1st or after.
 - (3) An applicant may request that his/her name be withdrawn from the transfer list by sending a letter to the Personnel Section, via the chain of command.
 - (4) Officers who are transferred via a Transfer Request will be automatically ineligible for requesting any other transfers to specialized assignments within the year.
 - e. Upon receiving the appropriate paperwork, the Personnel Section will note the status of the Transfer List and maintain files as required in G.O. ADM-453: Records Management.
3. Interview Panel **(CALEA 11.5.1(d))**
- a. The prospective command will assign a supervisor to prepare an interview package for each candidate and present the interview package to the command's interview panel by:
 - (1) Ensuring that all Transfer Requests have been received from the Personnel Section (compare Transfer Requests with the Transfer List).
 - (2) Examining each applicant's Transfer Request to verify that the candidate meets command qualifications and requirements and investigating any questionable information.
 - (3) Interviewing the applicant's immediate supervisor.

- (4) Conducting approved tests and/or collecting examples of work on tasks associated with the desired assignments to demonstrate necessary knowledge, skills and abilities (KSAs), where applicable.
 - (5) Checking the officer's personnel records.
- b. Only eligible personnel listed on the Transfer List will be interviewed and evaluated based on the criteria listed in the command's Specialized Position Description.
- (1) Applicants will be interviewed by **one supervisor** from within the prospective command and **two individuals**, one from **within** the command the applicant is applying to and one **outside** the command.
 - (2) The interview panel will list qualified applicants in descending order of their suitability to the command based on their overall qualifications, upon completing the interview of all applicants.
 - (3) Rating/weight for each position may vary for different commands but must remain constant for all candidates for the position. Rating/weight will be prepared for each specific position for review and approval for publication by the Chief of Police as part of the qualifications and requirements for the position.
 - (4) The applicant may request from the prospective command, an indication of areas in which the applicant needs improvement before the applicant should apply for another transfer to a specialized assignment.
- c. Selection Process
- (1) When selecting a police officer from the Yearly Transfer List or Vacancy Announcement, the most qualified applicant will be considered for a transfer when filling a vacancy.
 - (2) After the selection of the applicant has been made, and immediately before official transfer, the applicant's Transfer Request will be submitted to the Office of Professional Standards by the selecting command to check and mark appropriately on the PD-764 (OPS section block) any disciplinary action(s) received within the last twelve (12) months. The Personnel Section will be provided a copy of the transfer request with the OPS section block after verification of discipline is completed and signed. Requests

from applicants that received discipline less than a suspension within the last twelve (12) months must be reviewed by the Bureau Chief of the requesting command. An applicant with a suspension within the last twelve (12) months must be approved by the Chief of Police. The Commanding Officer of the requesting command will review, with the Office of Professional Standards, any open investigation related to the applicant prior to transfer.

- (3) If the selected applicant turns the transfer down, the next qualifying applicant will be selected. An applicant that turned down the transfer may ask that his/her name be dropped down or removed from the Transfer List.
- (4) If the most qualified applicant on the Transfer List is not selected by the prospective commanding officer, the candidate will be provided, upon his or her request, an explanation.

IV. Law Enforcement First Line Supervisors (Sergeant and Corporal)

- A. Supervisors are transferred to supervisory positions holding the same classification within the department at the direction of the Chief of Police.
- B. Commanding officers will announce and post all supervisory vacancies by using the PD-765 Vacancy Announcement. Commanding officers will include with the vacancy announcement a Specialized Position Description outlining the desired knowledge, skills and abilities and any mandatory divisional requirements for the position.
- C. First line supervisors who wish to apply for a vacant position and who meet the same eligibility requirements and qualifications as outlined in Section III.B.1, will submit a transfer request (PD-764) with attached résumé as outlined in Section III.B.2.
- D. Interviews for eligible applicants will consist of an interview panel which will be conducted as outlined in Section III.B.3.
- E. After the selection of the applicant has been made, and immediately before official transfer, the applicant's Transfer Request will be submitted to the Office of Professional Standards by the selecting command to check and mark appropriately on the PD-764 (OPS section block) any disciplinary action(s) received within the last twelve (12) months. The Personnel Section will be provided a copy of the transfer request with the OPS section block after verification of discipline is completed and signed. Requests from applicants that received discipline less than a suspension within the last twelve (12) months must be reviewed by the Bureau Chief of the requesting command. An applicant with a suspension within the last twelve (12) months must be approved by the Chief of Police. The Commanding Officer of the requesting command will review, with

the Office of Professional Standards, any open investigation related to the applicant prior to transfer.

- F. An applicant may ask that his/her name be removed from the Transfer List.
- G. After a selection has been made, the process for the open vacancy will be terminated. Unlike the transfer policy for the non-supervisory officers, there will not be an active transfer list for first line supervisors. If another position becomes vacant it will follow the same announcement process.
- H. If the most qualified applicant on the Vacancy Announcement List is not selected by the prospective commanding officer, the candidate will be provided, upon his or her request, an explanation.

V. Civilian Employees

- A. Civilian employees, excluding employees within the classification of Operations Officer I or II, who have completed their probationary period, may request a voluntary transfer to a position with the same classification by submitting a letter with the reasons for the request and qualifications to the Chief of Police, via the chain of command. These transfer requests will be handled on a case-by-case basis.
- B. Civilian classified employees in positions within the classifications of Operations Officer I or II who have completed their probationary period may request a voluntary transfer to a different position within the same classification by submitting a Transfer Request.
 - 1. Transfer requests under this subsection will only be submitted when one of the following occurs:
 - a. A command announces a vacant operations officer position by using a PD-765, Vacancy Announcement, upon receiving approval from the Chief of Police. Transfer Request will be submitted to the Personnel Section, via the chain of command. The Personnel Section will forward completed Transfer Requests to the command with the vacancy. Personnel will also retain a copy of the transfer request.
 - b. Two civilian employees in the same operations officer classification mutually agree to switch positions. Transfer Requests will be submitted to their commanding officer, via the chain of command. The mere fact of the employees' agreement does not guarantee that the transfer will be approved.
 - 2. The requesting operations officer will attach a résumé listing qualifications for the position and his/her reason for the Transfer Request.

3. Operations officers will follow the selection process designated by the prospective command, as long as the process is in writing and consistent.

VI. Evaluation Period

- A. All transferred personnel, except for police officers assigned to patrol, will undergo a 90-day evaluation period.
- B. Employees will receive appropriate supervised on-the-job training for developing and/or enhancing skills, knowledge, and abilities needed for assigned duties.
- C. Assignments may require employees to obtain certification(s) and/or complete additional training. In the event the class(es) are not available, or cannot be completed within the 90-day evaluation period, the employee will be given a reasonable amount of time, determined by the commanding officer, to obtain the certification(s) and/or complete the training. Failure to obtain the certification(s) or training on the employee's part may result in the employee being transferred out of the command.
- D. Over the course of the evaluations period, the commanding officer will decide if the employee is in fact suitable for the position based on the employee's performance over this extended period.

Definitions

As used within this general order, the following words and phrases and any grammatical variations of them (such as plurals) will have the meanings ascribed to them below, unless the context clearly indicates otherwise.

Specialized Assignment: Any position within the classification of police officer in which the employee performs duties other than duties that are delegated to the patrol divisions.

Involuntary Transfer: A transfer of a classified employee at the direction of the Chief of Police.

Voluntary Transfer: A transfer for which a non-probationary classified employee within the department may apply.

Related Documents

1. G.O. ADM-120: Department Organizational Structure
2. G.O. ADM-220: Disciplinary Procedures
3. G.O. ADM-370: Leave
4. G.O. ADM-399: Allocation and Distribution of Personnel
5. G.O. ADM-453: Records Management

Attachments

- A. PD-764 Transfer Request
- B. PD-765 Vacancy Announcement

NORFOLK POLICE DEPARTMENT
TRANSFER REQUEST



Operations Officer
Request to switch with _____

Vacancy Announcement
Vacancy Number _____

Police Officer
Yearly Transfer Submission
(Package submitted **on** or **after**
January 1st)

Instructions: Operations officers are to complete top section of form, sign and attach résumé. Officers, Corporals and Sergeants are to complete the entire form, sign, and attach résumé. Refer to G.O. ADM-310: Transfer.

Request transfer to _____
Name _____ Employee Number _____

Sworn/Rehire Date: _____ Years of Service _____

College Education Total college credit hours earned if working towards degree _____

Associate's _____ Bachelor's _____

Master's _____ PhD _____

Operations Officer I Operations Officer II Master Police Officer

Current Duty Assignment _____ Current Supervisor _____

Obligation to stay at present command? No, if Yes explain _____

Mandatory Department Requirements for Requesting Transfer to a Specialized Assignment

Completed 2 continuous years of service as a sworn Norfolk Police Officer (from the date of this Transfer Request). Must be verified by immediate supervisor.

Verified by Print Name _____ Signature _____ Date _____

Received an overall rating of at least "Meets Expectations" on the most recent annual Performance Review.
Rating: _____ Must be verified by immediate supervisor.

Verified by Print Name _____ Signature _____ Date _____

Maintain a minimum balance of 32 hours of earned sick leave, unless usage is associated with a specific illness or injury. Attach explanation of any extended sick leave usage.

Denote sick leave balance _____ Must be verified by command.

Verified by Print Name _____ Signature _____ Date _____

Have a current "Fit for Duty" letter, prepared by the medical services vendor, on file with the Training Division. Must be verified by the Officer in Charge (OIC) of the Training Division.

Verified by Print Name _____ Signature _____ Date _____

Has the applicant received disciplinary action within the last 12 months? **Commanding Officers** must verify.
Discipline Received? Yes No

Verified by: Print Name _____ Signature _____ Date _____

I have reviewed and understand the content of General Order ADM-310.

Employee Signature _____ Date _____

FOR PERSONNEL SECTION USE ONLY
Verified by Print Name _____ Signature _____ Date _____ Résumé Attached? Yes

FOR OFFICE OF PROFESSIONAL STANDARDS USE PRIOR TO OFFICIAL TRANSFER
List disciplinary action(s) received within the last 12 months: _____
Verified by Print Name _____ Signature _____ Date _____

PD 765

NORFOLK POLICE DEPARTMENT
VACANCY ANNOUNCEMENT



In accordance with G.O. ADM-310: Transfer, the following vacancy is announced.

Vacancy Number _____	Date Vacancy Posted _____
(Section to be completed by the Personnel Section)	

Date Vacancy Closes _____	Last day submissions are accepted.
Command _____	
Title of Vacant Position _____	
Job Classification _____	
Work Schedule _____	
Work Location _____	

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_____	_____
(Command Contact Person)	(Telephone Number)
Officer in Charge/ Commanding Officer	_____
Signature	Date
(Section to be completed by command with vacant position)	

Assistant Chief's Approval	_____	_____
	Signature	Date

Note: Personnel should refer to G.O. ADM-310: Transfer, for Department procedures and requirements and the respective Specialized Position Descriptions for command requirements.