


<b>POLICY 138.0</b>	<b>SPECIALIZED ASSIGNMENT TRANSFERS</b>	
	REVISED: 10/22, 06/24	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: AS NEEDED <b>THIS VERSION EFFECTIVE DATE: JUNE 18, 2024</b>

**A. PURPOSE**

The purpose of this policy is to provide guidelines to enhance employee career planning and professional development via a transparent internal process for assignment to the Fort Lauderdale Police Department’s various specialized positions. Providing an equal opportunity for employees to experience specialized assignments will enhance the Department’s ability to accomplish its mission.

**B. POLICY**

It is the policy of the Department to provide a fair, transparent, and objective criteria to guide the selection and retention of employees in specialized assignments. Position requirements will be published for each specialized assignment so that potential candidates can adapt their professional development, knowledge and skills to positions of interest. The selection standards utilized shall be job related and uniformly applied to all candidates. To ensure operational efficiency, the Chief of Police or designee, may waive any portion of this policy that is not controlled by existing collective bargaining agreements.

**C. TRANSFER ELIGIBILITY**

1. The following standards shall apply for transfers to specialized assignments below the rank of lieutenant. The assignment of lieutenants and above are at the discretion of the Chief of Police or designee. In accordance with the FOP collective bargaining agreement, transfers to the Office of the Chief are also exempt from this policy.
  - a. Newly hired employees must have served a minimum of two years in the Patrol Division.
  - b. Recently promoted sergeants must have served a minimum of one year in the Patrol Division.
  - c. Employees must have received at least an overall rating of “Above Satisfactory” on their two most recent annual performance evaluations.
  - d. Employees who have been the subject of a performance improvement plan may not transfer until six months after successfully completing the plan.
2. Employees meeting the above standards may submit a transfer request for concurrence via their chain of command. All approved transfer requests will be routed to the Division Captain with the position of interest.

3. If any level of the employee's chain of command does not concur with the transfer request, the reason(s) shall be documented and forwarded with the transfer request form via the chain of command to the Bureau Chief. The employee shall be informed of the reason(s) for the non-concurrence and provided recommendations for improvement. The Police Human Resources Analyst will retain all non-concurred transfer request forms on file as prescribed by the retention period set forth in the general records schedules, or for a minimum of one year for audit purposes.
4. Transfers to units that are part-time auxiliary assignments, e.g. CISD, LGBT, DIVE, etc. are approved by the Chief of Police for members that are off probation.

#### **D. SELECTION**

1. Each bureau shall ensure specialized assignments under their command are governed by current standard operating procedures which incorporate the requirements set forth in this policy.
2. Position announcements will be emailed department-wide to allow all interested employees to have knowledge of a specialized position opening. The announcement will provide details of the position's duties, preferred qualifications, closing date, and the selection process.
3. All candidates will be evaluated by a panel, which shall be comprised of a supervisor and two managers from the division with the opening. The Police Human Resources Analyst will participate as an observer, unless waived by the Chief of Police or designee.

Candidates shall be evaluated on various criteria which shall include but are not limited to the following:

The employee's demonstrated interest in the position based on prior experience, education, training, enforcement activities, community engagement activities, productivity, investigative skills, communication ability, report writing, instructing, volunteerism, and mentoring.

4. Subject to the approval of their bureau chief, division captains shall create questions, scenarios, and/or other mechanisms, relevant to the requirements of the specialized position, to be used by panelists to interview the candidates.
5. The panel's recommended selections shall be routed via the chain of command to the Bureau Chief for approval. The Police Human Resources Analyst will retain the selection justification documentation on file as prescribed by the retention period set forth in the general records schedules, or for a minimum of one year for audit purposes.
6. The eligibility lists will be active for a minimum of six months or until the bureau assistant chief or designee determines the viable candidate pool is exhausted. Candidates who are on an active eligibility list may request to be re-interviewed if

there has been a change in the candidate's training and/or work experience. Only personnel that are on an active eligibility list shall be selected for transfer.

7. Employees can be on a maximum of two active transfer eligibility lists for specialized assignments.
8. The names of the selected candidates will be emailed department-wide as the openings are filled.

**E. RETENTION CRITERIA**

1. Division Captains shall provide newly appointed employees with documentation of their responsibilities and the expected levels of performance to remain in the specialized assignment.
2. Division Captains shall provide newly appointed employees with a training curriculum relevant to the specialized assignment's requirements.
3. Employees who are transferred from a specialized assignment for failing to maintain the expected levels of performance shall be informed of the reason(s).