



4300 PROMOTIONS, TRANSFERS AND ASSIGNMENTS (Revised: January 4, 2021)

4310 PROMOTIONS

Promotions to any Civil Service classified position at the police department shall be made in accordance with current Civil Service Commission Rules and city policies. The department will coordinate with the City Human Resources Department (HR) for Civil Service classified selections and promotional processes. Promotion opportunities for professional staff positions may be limited to current department members or solicited citywide, to be determined on a case-by-case basis. Reimbursement for required study material shall be governed by union contract and specific directions will be provided in the daily bulletin.

The Chief of Police may make appointments to non-Civil Service grade positions (e.g., Police Captain) at his discretion from a list of eligible candidates.

4310.1 Attending Civil Service Promotional Processes

Department members who are regularly scheduled to work on the days and times of Civil Service classified selections and promotional processes shall be permitted to attend on-duty. Members that are off-duty on the days and times of Civil Service promotional processes shall not receive overtime, compensatory time, or be allowed to flex their regularly scheduled work hours to attend these processes.

4320 TRANSFERS, RECLASSIFICATIONS AND REASSIGNMENTS (Revised: September 19, 2018)

Transfer and reassignment of personnel is a management right. All transfers involving a change in a member's compensation or transfers into a different activity require the completion of a *Personnel Action Request Form* (PARF). This documentation is required to ensure appropriate compensation of employees and to maintain accurate staffing records.

The Human Resources Section is responsible for verifying the request for a PARF and the completion and routing of all PARF's.

From time to time as the needs of the department and city dictate, certain positions may be reclassified, modified or eliminated, and employees moved into or out of such classifications or positions. Consistent with policies and Civil Service Rules governing portions of such processes, such actions are a management right and may vary as needs and conditions warrant.

4320.1 Compensation Changes

The request for the PARF can be made by the appropriate commander and shall be made in writing (memorandum or email) to the payroll supervisor in the Human Resource Section. A PARF is required when a member is assigned into or out of a position identified for additional compensation per labor agreement or assignments such as FTO or LPO.



4320.2 Transfers to another activity

A PARF shall be requested and completed for a member to be transferred into a new activity. The request for the PARF must be in writing (memorandum or email) and approved by the affected Bureau Commander. Transfer into the new activity cannot be completed unless there is a vacant Position Control Number (PCN) for the transferring member to be placed into. If the transfer is part of a normal rotation (one for one) the Human Resources Section will ensure the transfers are coordinated with the start of the next pay period.

4320.3 Budget Change Requests (BCR)

A budget change request is necessary when a position is moved from one activity to another and requires the approval of the Administrative Support Bureau Commander. The Human Resources Section will work with the requesting party to initiate the budget change request and assist in completing the necessary paperwork.

4320.4 Temporary Duty (TDY)

Temporary duty assignments shall require Bureau Commander approval. Approved requests will be forwarded to the Human Resources Section commander for appropriate action.

4320.5 Temporary Suspension of Assignment Pay

In the event that a community service officer, police officer, detective, or sergeant is unable to perform the functions of their special assignment for 30 days or longer, their 5% assignment pay shall be temporarily removed until they are able to resume the duties associated with the special assignment. This policy does not apply to employees on Military Leave, Family Medical Leave or to assignment pay (5%) associated with FTCSO, FTO, FTD, and FTS. The Chief of Police (or designee) may deviate from this policy as conditions and circumstances warrant.

4330 COMMUNITY SERVICE OFFICER (CSO) ASSIGNMENTS *(Issued: November 1, 2020)*

4331 Policy on Community Service Officer Assignments

4331.1 Designation and Duration of CSO Assignments

A list of community service officer positions designated as CSO assignments shall be maintained and reviewed annually by the Human Resources Section and made available electronically. This listing will include a description of the position duties, selection criteria and method of testing for the position. The Chief of Police may authorize additional designations as conditions warrant and/or change the rotation periods as needed.

Nothing in this policy shall be construed as limiting the prerogative of the Chief of Police to make discretionary assignments at any time.



4331.2 Rotation Period for Assignments

Each CSO assignment shall have a defined rotation period specifying the length of time members may serve in that assignment. The Human Resources Section shall maintain and publish a listing of the rotation period for all such assignments on the share drive. It is the intention of the department to adhere to the set rotation schedule; however, management reserves the right to transfer members, and/or extend or shorten the assignment of employees as needed.

When the rotation period for a CSO assignment is changed (lengthened or shortened) the rotation clock will not start over for incumbents.

The Human Resources Section commander shall be responsible for monitoring compliance with the rotation timeframes.

4331.3 Exceptions to CSO Assignment Designations

The following are deemed exceptions to designation as CSO assignments:

- Short term assignments of less than one (1) year
- Special task forces and pilot programs, which will be in effect for less than one (1) year
- Administrative assignments of temporarily injured or disabled members

4331.4 Selections and Early Termination of CSO Assignments

All final selections/assignments discussed in this section are made at the discretion of the affected division commander and may be terminated at any time short of the maximum rotation period. In addition, the department may change, add, or remove an assignment designation from any position at any time, without notice.

4331.5 Assignment Guidelines

The Human Resources Section maintains a *CSO Assignment Guideline* that lists the specific requirements and purpose for each assignment, including its rotation period. With bureau approval, the commander of a unit using assignment personnel is responsible for updating the requirements as appropriate and informing the Human Resources staff of any revisions. Each guideline will be reviewed, and updated if required, at the beginning of the selection process for that assignment. It is the responsibility of the Human Resources Section commander to review all changes to ensure they are not in conflict with related personnel policies.

4332 Minimum Qualifications for CSO Assignments

4332.1 Tenure Requirements and Verification

All designated CSO assignments require a community service officer to have two (2) years cumulative service before being allowed to test. Tenure requirements are counted from the applicant's date of hire as a salaried community service officer to the advertisement's closing date. If a member had a break in service, their total time with the



Tucson Police Department will be used to determine experience. The Chief of Police may waive any part of the minimum tenure requirements.

The Human Resources Section shall be responsible for monitoring this tenure requirement and shall reject any application memo from ineligible members before a testing process begins. If a memo is received from a member who is not eligible, the affected member will not be allowed to continue and will be notified by the Human Resources Section commander.

4332.2 Eligibility for CSO Assignments

All community service officers who meet the tenure requirements are eligible to process for a CSO assignment.

Certain CSO assignments may be restricted to community service officers already assigned to certain bureaus. For example, members interested in the position of Criminal Intelligence Community Service Officer or other bureau- or division-specific assignments may only process if they are currently assigned to the division where the opening exists. Selection to those positions will be made at the discretion of the division commander. If the position cannot be filled, the process will be expanded department wide.

4332.3 CSO Assignment Compensation

Additional compensation may be given to community service officers covered under the labor agreement. Covered members who are already receiving assignment pay for another assignment shall not receive a second assignment allowance. Provision of additional assignment compensation shall be initiated and removed through a PARF prepared by the Human Resources Section.

4333 Selection Procedure for a CSO Assignment

4333.1 Request to Fill a Vacancy

Requests to fill an assignment vacancy will be made by the commander of the affected unit to the Human Resources Section commander. When the Human Resources Section receives a request, staff will review the assignment guidelines with the requesting commander.

4333.2 Bulletin Notice

A notice of the process requesting memos of interest will be published for a minimum of seven (7) days in the daily bulletin. The announcement will specify the necessary details and requirements of the position. The announcement will also contain the closing date and time for applications and a brief description of the selection process to be used.

4333.3 Submission of Memoranda of Interest

The Human Resources Section must receive all memoranda of interest by the published deadline. All Memoranda of interest shall be submitted via email as a Microsoft Office document.



Emails shall be sent to TPDSpecialAssignment.HQPO1.PDDOM2@TUCSONAZ.GOV. Once emails are received by the Human Resources Section, the sender will receive an email reply verifying that their submission was received. Memoranda of interest submitted via interoffice mail or hand delivery will not be accepted.

It is the responsibility of the applicant to ensure that their memorandum of interest has been received by the deadline established. In the event an officer is absent at the time of application, a supervisor may submit the individual's name for inclusion in the application process. In most cases memoranda received after the stated deadline will not be accepted. If there are extenuating circumstances, the Human Resources Section commander may make exceptions to deadlines.

4333.4 **Selection Process**

The Human Resources Section will act as a resource to assist commanders in the testing process. The actual development of any test elements, however, is the responsibility of the division requesting the assignment position. The process to be used shall be identified prior to the commencement of testing to notify all interested applicants. Discipline that does not amount to *major discipline* shall be considered only if it is relevant to the assignment. Relevant discipline shall not be included in the scoring of candidates during the administrative review process, but shall be considered by the selection authority.

The selection process shall include the following component:

- **Administrative Review**

An administrative review may be used as a complete selection process or as part of a larger process. When using an administrative review as a selection process, a memorandum stating why the final candidate(s) were chosen shall be completed by the selecting authority and forwarded to the Human Resources Section for retention in the process file.

The selecting division head must also notify all candidates in the process of their decision.

The Bureau Commander has final authority in the selection decision.

4333.5 **Consideration of Tenure**

If tenure is to be considered for a process, it shall be based upon time in service as a community service officer with the police department.

4340 POLICE OFFICER SPECIAL ASSIGNMENTS

4341 **General Application**

This section outlines department policies and practices regarding police officer selections for designated special assignments with the exception of field training officer, which is covered under *General Orders 5000*.



4342 Policy on Officer Special Assignments

4342.1 Designation and Duration of Special Assignments

A list of police officer positions designated as special assignments shall be maintained and reviewed annually by the Human Resources Section and made available on the department share drive. This listing will include a description of the position duties, selection criteria and method of testing for the position. The Chief of Police may authorize additional designations as conditions warrant and/or change the rotation periods as needed. Officers who are in a special assignment and in the DROP Program may be granted permission by the Chief of Police to extend their assignment no more than six months to achieve their mandatory retirement date while in that special assignment.

Nothing in this policy shall be construed as limiting the prerogative of the Chief of Police to make discretionary assignments at any time.

4342.2 Rotation Period for Special Assignments

Each special assignment has a defined rotation period specifying the length of time members may serve in that assignment. The Human Resources Section shall maintain and publish a listing of the rotation period for all such assignments on the share drive. It is the intention of the department to adhere to the set rotation schedule; however, management reserves the right to transfer officers, and/or extend or shorten the assignment of employees as needed.

When the rotation period for a special assignment is changed (lengthened or shortened) the rotation clock will not start over for incumbents. Incumbent officers in a special assignment for which the rotation period has been changed will generally rotate out of the assignment based upon the new rotation period, unless the chain of command determines otherwise. For example, a sergeant who has been in a five (5) year special assignment for four (4) years will have six (6) years remaining if the rotation period is changed to ten (10) years. He or she will not have ten (10) years left because the clock does not restart with a change in rotation periods.

The Human Resources Section commander shall be responsible for monitoring compliance with the rotation timeframes.

4342.3 Exceptions to Special Assignment Designations

The following are deemed exceptions to designation as special assignments.

- Occasional secondary duty or a temporary function
- Short term assignments of less than one (1) year
- Special task forces and pilot programs, which will be in effect for less than one (1) year
- Administrative assignments of temporarily injured or disabled officers

In addition, certain assignments may be classified as *Non-Designated Special Assignments*, such as lead patrol officers, field training officer, SWAT, etc. These positions receive the same compensation as special assignments but do not necessarily



follow all other guidelines in this section. The Human Resources Section will maintain and post a list of these assignments and their special characteristics.

4342.4 Selections and Early Termination of Special Assignments

All final selections/assignments discussed in this section are made at the discretion of the affected division commander and may be terminated at any time short of the maximum rotation period. In addition, the department may change, add or remove a special assignment designation from any position at any time, without notice.

4342.5 Special Assignment Guidelines

The Human Resources Section maintains a *Special Assignment Guideline* that lists the specific requirements and purpose for each special assignment, including its rotation period. With bureau approval, the commander of a unit(s) using special assignment personnel is responsible for updating the requirements as appropriate and informing the Human Resources staff of any revisions. Each guideline will be reviewed, and updated if required, at the beginning of the selection process for that assignment. It is the responsibility of the Human Resources Section commander to review all changes to ensure they are not in conflict with related personnel policies.

4342.6 Special Training Requirements

Some special assignments, such as solo motors or bicycle units, require that an individual attend and pass specific training courses prior to entering the assignment. In those cases, no one on a special assignment list may be transferred into that assignment unless and until they have successfully completed the required training. If a member passes up an opportunity to attend a training class for a special assignment for which they are on a list, they may not be eligible for transfer or consideration for transfer until another class is offered which they must attend and pass. A member passing an opportunity to attend a specific training class for their special assignment list a second time shall be removed from the eligibility list.

4342.7 Lead Patrol Officer (LPO) Selections

The designation of Lead Patrol Officer is not considered a special assignment within the meaning of this section, although the position is entitled to additional compensation as allowed in the current labor agreement. The selection and designation of members in LPO slots shall be under the control of the Patrol Services Bureau, which shall promulgate such policies as are appropriate. The Human Resources Section will be available to assist in this processing as appropriate.

4343 Minimum Qualifications for Special Assignments *(Revised: June 20, 2018)*

4343.1 Tenure Requirements and Verification

All designated special assignments require an officer to have three (3) years cumulative service before being allowed to test. Tenure requirements are counted from the applicant's date of hire as a salaried police officer to the advertisement's closing date. If a member had a break in service, their total time with the Tucson Police Department will be used to determine experience. Tenure as a Reserve Officer is not counted as continuous



service. Officers hired to lateral entry positions are eligible to process after they have completed probation, provided their combined law enforcement experience meets the tenure requirements of the position (the officer must have been hired into a lateral entry position to be eligible for this credit, not merely have prior law enforcement experience). The Chief of Police may waive any part of the minimum tenure requirements.

The Human Resources Section shall be responsible for monitoring this tenure requirement and shall reject any application memo from ineligible members before a testing process begins. If a memo is received from an officer who is not eligible, the affected member will not be allowed to continue and will be notified by the Human Resources Section commander.

4343.2 **Eligibility for Special Assignments**

All sworn members meeting the tenure requirements are eligible to process for any special assignment. Members are allowed to process for a special assignment at a lesser rank, however, they must demote to the lesser rank prior to selection for that assignment. Members who have had major discipline within the past two (2) years from the announcement closing date are able to process for the assignment, however, they shall not be selected for the assignment until the two (2) years from the incident date of the discipline has lapsed. Major discipline is defined as a suspension of forty-hours (40) or more, an involuntary demotion or a reduction in pay. **In the event a member's discipline has been reduced while on an eligibility list, it is the responsibility of the member to notify the Human Resources Section in writing in order to be eligible for selection.** An officer may test for, and be on, more than one list at a time.

Officers who are currently in a special assignment or have been in a special assignment at anytime during the previous twelve (12) months from the publication of an eligibility list are not eligible to transfer into another special assignment until twelve (12) months have lapsed. These officers may still process, however, if successful, they shall be placed on the final list in a secondary band below those who are currently eligible (see *General Order 4344.7*). When such an officer has passed the twelve (12) month period of absence from all special assignment service, they may request that the Human Resources Section elevate them onto the primary band of an eligibility list on which their name appears as determined by their final placement score. **Such requests are the responsibility of the affected officer and must be made in writing to the HRS commander for each special assignment for which the officer is listed.**

Certain special assignments may be restricted to officers already in certain bureaus. Officers interested in the positions of Community Resource Officer or Community Response Team Officer may only process if they are currently assigned to the division where the opening exists. Selection to those positions will be made at the discretion of the division commander, and no eligibility list will be established. If the position cannot be filled, the process will be expanded department-wide.

4343.3 **Special Assignment Compensation**

Additional compensation may be given to certain sworn members covered under the current labor agreement. Covered members who are already receiving assignment pay for another assignment (LPO, SWAT, etc.) shall not receive a second assignment



allowance. Provision of additional assignment compensation shall be initiated and removed through a PARF prepared by the Human Resources Section.

4344 Procedure for Creating a Special Assignment List *(Revised: January 29, 2020)*

4344.1 Request to Fill a Vacancy

Requests to fill a special assignment vacancy will be made by the commander of the affected unit to the Human Resources Section commander. When the Human Resources Section receives a request, staff will review the special assignment guidelines with the requesting commander.

4344.2 Bulletin Notice

A notice of the process requesting memos of interest will be published for a minimum of seven (7) days in the daily bulletin. The announcement will specify the necessary details and requirements of the position. The announcement will also contain the closing date and time for applications and a brief description of the selection process to be used.

4344.3 Submission of Memoranda of Interest

The Human Resources Section must receive all memoranda of interest by the published deadline. All Memoranda of interest shall be submitted via email as a Microsoft Office document.

Emails shall be sent to TPDSpecialAssignment.HQPO1.PDDOM2@TUCSONAZ.GOV. Once emails are received by the Human Resources Section, the sender will receive an email reply verifying that their submission was received. Memoranda of interest submitted via interoffice mail or hand delivery will not be accepted.

It is the responsibility of the applicant to ensure that their memorandum of interest has been received by the deadline established. In the event an officer is absent at the time of application, a supervisor may submit the individual's name for inclusion in the application process. In most instances, memoranda received after the stated deadline will not be accepted. If there are extenuating circumstances, the Human Resources Section commander may make exceptions to deadlines.

4344.4 Selection Process

The Human Resources Section will act as a resource to assist commanders in the testing process. The actual development of any such test elements, however, is the responsibility of the division requesting the special assignment position. The process to be used shall be identified prior to the commencement of testing so as to notify all interested applicants. Discipline that does not amount to *major discipline* shall be considered only if it is relevant to the assignment. Relevant discipline shall not be included in the scoring of candidates during the administrative review process, but shall be considered by the selection authority when making a final selection from a ranked list in order of the scored performance of the qualified applicant.

In addition, certain assignments, such as SWAT, Vice, or undercover narcotics will include a psychological review component coordinated by the department psychologist.



Such review will provide a confidential assessment to the affected commander of the candidates' suitability for the tested position. This is not a scored component of the process. The requirement to undergo a psychological review for a particular position shall be included in the assignment announcement.

Members selected to the positions of vice officer or narcotics officer shall complete a mid-point and an end of assignment psychological review. Notification of these reviews will be the responsibility of the TPD Human Resources Section.

The selection process may include any or all the following components:

- **Administrative Review**

An administrative review may be used as a complete selection process or as part of a larger process. When using an administrative review as a selection process, a memorandum stating why the final candidate(s) were chosen must be completed by the selecting authority and forwarded to the Human Resources Section for retention in the process file. If the administrative review process does not result in a list, the selecting division head must notify all candidates in the process of his/her decision.

An administrative review may also be used to select a candidate from an existing list. It consists of a review of the candidate's current performance and history with the agency to assess strengths and weaknesses considering the demands of the position. Resumes, interviews, or other related information may be requested. The selecting commander or designee will conduct the administrative review. After reviewing the discipline history of a candidate being considered for selection, the selecting authority shall submit in writing the reasons why any discipline the candidate has received during the past two (2) years from the date of review is relevant to the position and whether it should or should not bar the candidate's selection for the assignment.

Candidates who receive major discipline while on a special assignment list will be ineligible to be selected for the assignment. The Bureau Commander has final authority in the selection decision.

- **Written Examination**

A written exam is generally used to narrow the number of applicants and test a candidate's technical knowledge of the job. A five (5) day challenge period will follow the written exam. The Human Resources Section shall score written examinations and calculate the results.

- **Oral Boards**

Oral Boards are structured panel interviews held with each candidate. This option allows candidates an opportunity to apply their knowledge and provides the selection authority a greater range of input into the decision-making process. The oral board rating may also be used alone or in concert with other test components to establish the eligibility list.



Composition of an oral board is to be determined by the Division Commander seeking the filling of a position. Persons with particular expertise from outside the agency may also be used.

Oral boards may be offered to all applicants for an assignment or be restricted by pre-determined criteria, such as highest score on a written test, top number of candidates, etc.

- **Practical Exercise**

A practical exercise is an opportunity for candidates to perform one or more component(s) of the actual job, demonstrating their ability to apply their knowledge, and skills. Practical exercises are generally scored on a pass/fail basis.

4344.5 **Scoring**

A candidate's aggregate score determines placement on an eligibility list. The affected division commander and TPD Human Resource staff may establish a minimum cut-off score to be considered for placement on the final eligibility list and/or for any components prior to the testing process. Only Human Resource staff members are allowed to calculate the candidate's score(s) and create the final list. All determinations of the process and scoring methods shall be established prior to the administration of any portion of a process. Human Resources staff will work with the affected commander to determine the relative weighting of the various process components. This information shall be shared with the applicants prior to the start of the testing process. At the conclusion of the special assignment process, the Human Resources Section will notify each candidate of the possible overall score of the selection process, their scores for each component, and their placement on the eligibility list (if applicable).

4344.6 **Assignment of Tenure Points**

If tenure points are to be awarded for a process, the following values shall be used:

Tenure	Points
36 to 46 months	0.5 points
47 to 55 months	1.0 points
56 to 64 months	1.5 points
65 to 73 months	2.0 points
74 to 82 months	2.5 points
83 to 91 months	3.0 points
92 to 99 months	3.5 points
100 to 108 months	4.0 points
109 to 119 months	4.5 points
120+ months	5.0 points

4344.7 **Publishing of an Eligibility List**

Upon completion of the testing process, the Human Resources Section will publish an eligibility list, indicating all eligible candidates in ranked order, broken out to show those



immediately eligible and those who have delayed eligibility due to current or past special assignment time. A ranked eligibility list for the Service Dog Unit and the Air Support Unit shall be in effect for a period of two (2) years from its effective date unless exhausted or extended at the discretion of the Chief of Police.

4344.8 Insufficient Number of Qualified Candidates

If the selection process renders an insufficient number of qualified candidates, the affected Division Commander may, with the concurrence of the Human Resources Section commander, request the Chief of Police appoint or direct the appointment of an officer to the special assignment. This decision shall be documented and retained in the process file.

4344.9 Creation of Merged Lists

In certain cases, it may be necessary or desirable to begin creation of an eligibility list for a special assignment before the current list expires. In those cases, members who are on the existing list must re-test in order to be placed on any new or subsequent list. The expiration date of the original list shall remain unchanged and members will expire on the list as originally scheduled unless they have successfully attained placement on a new list.

When a new list is created for which a current list exists, the two lists shall be merged. Persons on the currently existing list shall be placed at the top of the merged list in the current rank order ahead of all persons on a new list, regardless of the respective scores. If a member on a current list also tests for the new list, they shall retain a place at the top of the list until expiration of that list, at which time they will assume a place on the new list consistent with their new score ranking.

4345 Filling a Vacancy from an Existing Special Assignment Eligibility List

4345.1 Using an Existing List

When a vacancy occurs in a special assignment for which a list exists, Human Resources will provide the eligibility list to the commander of the affected unit. Selection will be in ranked order from the list unless the affected Bureau Commander approves specific justification for a deviation.

4345.2 Passing Candidates on an Eligibility List

The Division Commander seeking a candidate from a list may elect to pass over a candidate who has been the subject of major discipline within the past twenty-four (24) months, who has received an overall *Below Standards* performance evaluation within the previous twelve (12) months, or is otherwise unacceptable for the assignment in question. For purposes of the section, *major discipline* is defined as any suspension of forty (40) or more hours, an involuntary demotion or reduction in pay.

If a candidate is passed over in such circumstances, the division commander may request in writing that the Human Resources Section commander remove the candidate from the eligibility list, specifying the reason for the action. If approved, the Human Resources Section shall notify the candidate of the action. Such an action would not



preclude the candidate from testing for any future positions, or otherwise affect their standing on other existing eligibility lists.

4345.3 Declination of a List Position

Eligible members who decline an offer for a special assignment position for which they tested shall remain in their position on the list for only one pass. The offer shall then be made to the next member on the list. If the member declines a second time, they shall be removed from the eligibility list.

4350 SERGEANT SPECIAL ASSIGNMENTS

4351 Applicability

This section outlines the department policy for the selection of sergeants to fill non-patrol sergeant assignments throughout the agency. This policy does not apply to sergeants assigned to patrol squads in the Patrol Services Bureau.

A list of sergeant assignments identified as non-patrol and eligible for additional compensation shall be maintained by the Human Resources Section and shall be made available on the department share drive.

Nothing in this section shall be construed as limiting the prerogative of the Chief of Police to make modifications to this policy or to make discretionary assignments.

4352 Minimum Qualifications for Non-Patrol Assignments *(Revised: January 29, 2020)*

Unless otherwise approved by the Chief of Police or an assistant chief, sergeant candidates will have completed probation in rank in order to be considered for a non-patrol special assignment. If no viable candidates are selected in the first attempt to fill a position, subsequent postings may include probationary sergeants. Time in rank under a temporary promotion shall not count towards actual time in rank.

4353 Selection Process *(Revised: January 29, 2020)*

Selection for sergeant assignments will be at the discretion of the affected chain of command through the Bureau Commander, who has the final authority in the selection process. All eligible sergeants may be considered. Due diligence shall be exercised to ensure selection of qualified supervisors.

The required minimum steps in the process are: memoranda of interest and interviews. To this end, various other tools may be employed but all are not required, these may include practical exercises, or any other appropriate measure of suitability. TPD Human Resources staff may assist as needed. The chain of command may consider the contents of the sergeant's personnel jacket, including any recent performance evaluations, and the last two (2) years of discipline history.

If the vacancy is advertised, the notice will be published for a minimum of twelve (12) calendar days in the daily bulletin. The announcement will specify the necessary details and requirements of the position to include job information, process timelines, minimum qualifications (if applicable) and process information. The announcement will also contain the closing date and time.



4353.1 **Memoranda of Interest**

The Human Resources Section must receive all memoranda of interest by the published deadline. All memoranda of interest shall be submitted via email as a Microsoft Office document.

Emails shall be sent to TPDSpecialAssignment.HQPO1.PDDOM2@TUCSONAZ.GOV. Once emails are received by the Human Resources Section, senders will receive an email reply verifying that their submission was received. Memoranda of interest submitted via interoffice mail or hand delivery will not be accepted.

It is the responsibility of the applicant to ensure that their memorandum of interest has been received by the deadline established. In the event the individual is absent at the time of application, a supervisor may submit the sergeant's name for inclusion in the application process. In most cases, memoranda received after the stated deadline will not be accepted. If there are extenuating circumstances, the Human Resources Section commander may make an exception to the announced deadline.

4353.2 **Selection**

Once the qualified sergeant has been identified through the level of Bureau Commander, the chain of command will notify the affected member(s). The receiving chain of command will negotiate with the supervisor's current chain to determine an effective date of transfer. There shall be a department wide announcement of who was selected based on the process. It will be a goal to have an overlap of the exiting sergeant and the selected sergeant of at least one (1) week. The information will be forwarded to TPD Human Resources staff for tracking and PARF generation.

There shall be mandatory follow up between the selecting chain of command and the unsuccessful members of that process to provide feedback to the member. In the event the member does not want the feedback from the selecting chain of command, the member's chain of command will be notified.

4354 **Rotation Periods for Sergeant Positions**

Rotation periods exist to afford opportunities and experience within the rank of sergeant. Different assignments, due to the specific nature of the position, may have different rotation periods. The Human Resources Section shall post a list of all rotating assignments and their specific rotation length on the share drive.

Sergeants may rotate into or out of assignments prior to the five (5) year period as openings and opportunities develop. There is no requirement for a sergeant to return to the field prior to moving into another special assignment.

Sergeants who are in a special assignment and in the DROP Program may be granted permission by the Chief of Police to extend their assignment no more than six (6) months to achieve their mandatory retirement date while in that special assignment.



4360 PATROL SHIFT ASSIGNMENTS

4361 General

The bid process is conducted on an annual basis for sergeants, lead patrol officers and patrol officers assigned to uniform patrol squads in the Patrol Services Bureau. Shifts are for a one (1) year period. Exceptions and specific rules for each rank are noted as appropriate. The conduct and control of the shift bid process for officers, lead patrol officers and sergeants shall be the responsibility of the PSB Commander.

Bids to provide 24-hour field coverage will be solicited for the coming calendar year, subject to the criteria for individual rank, for all personnel actually in a field division as of April 1. The actual bid process shall be held as soon thereafter as practical so that appropriate personal and system plans can be made. Submitted bids shall include a first and second choice of assignment. Bid choices will be granted on the basis of seniority within each rank. Once final bidding is complete, a list of the final placement shall be made available in the respective divisions. Appeals and corrections to a member's shift placement shall be made no later than 30 days prior to the actual shift change date. The final decision on all shift or squad placements shall rest with the affected division commander; no appeal shall proceed beyond the Division Commander. Division command staff will determine the sector assignment of personnel and may make rotations of sector assignments as necessary.

Each Division Commander will appoint a responsible party within their respective division to perform the mechanics of the bidding process. This party will be responsible for establishing and making available a list of all personnel who are within a division and eligible to bid on a seniority basis. Members may only bid in the division in which they are assigned as of April 1.

Sergeants will bid for available shifts first. Once completed, the listing will be published and lead patrol officers and officers will then bid according to the guidelines set forth for each rank.

Members of any affected rank transferring into a division after the April 1 deadline, shall not participate in the bid process even though the actual process itself may occur after their assignment in that division. Placement of such personnel will be made dependent upon available slots rather than seniority. No seniority rights are deemed to exist for personnel transferring into a division at any time.

The Patrol Services Bureau command staff may, with cause, and without regard to tenure or other criteria, deem an employee ineligible to bid for the shift process when in their opinion the performance, conduct or best interests of the employee and/or agency make such action necessary. The final authority for such actions rests with the division commander of the affected employee.

Bureau and division management reserves the right to deviate from these guidelines as circumstances may warrant, and place assigned personnel in slots as may be in the best interest of the agency, division and involved personnel, regardless of rank, seniority or bid privilege.



4362 Bid Process for Officers

Seniority for police officers shall be based on total time on the department as a full-time sworn police officer. No allowance shall be made for experience with another agency or in other than a full-time sworn rank (e.g., reserve, CSO, professional staff). Breaks in service shall be calculated so that date of hire information correctly reflects actual time in grade. If an officer leaves the department and then comes back, they are allowed to count the time prior to their leaving the agency when determining their seniority for shift bid.

In the event officers are tied in seniority, bid privilege shall accrue to the employee with the longest continuous service in the affected division. In the further event of a tie by total seniority and division time, a random drawing shall be held by division command to grant bid privilege. In order to be eligible to bid, officers must be in the division in question by April 1 in the capacity of a PSB patrol assignment. Within a division, personnel such as bicycle officers, criminal intelligence officers, or others classified as being in a special assignment, are not eligible to bid, unless they have either returned to a patrol squad by April 1, or are scheduled to return to a patrol squad by the implementation of the shift change. CRT/Bravo officers are considered to be in a patrol assignment and are, therefore, eligible to participate in the annual bid process if they have either returned to a patrol squad by April 1 or are scheduled to return to a patrol squad by the implementation of the shift change.

Eligibility to bid for an upcoming shift year shall only be available to police officers who have completed two (2) years of continuous service with TPD as of the start of the new shift year, except those employees who may otherwise be excluded from bidding as set forth above. Those officers with less than two (2) years of service will be equally distributed within their respective divisions. This does not, however, preclude the division from attempting to accommodate hours for these members consistent with availability and management rights.

When an opening exists in a squad during the shift year, officers eligible for the bid process in the affected division may request assignment to the available slots. Officers either transferring into the division or newly assigned from FTO may then fill subsequent vacancies. Moves from one squad to another require approval from the division's chain of command.

Transfers from one division to another shall be made on a one-for-one basis and remain subject to the approval of both affected chains of command.

4363 Bid Process for Lead Patrol Officers (LPO)

Seniority for lead patrol officers shall be established by calculating one point for each completed year of service with the department and one point for each completed year of service as an LPO. The points will then be combined to determine overall seniority within each division. In the event of a tie, seniority within the division will be used as the tiebreaker. All LPOs within a division by April 1 are eligible to bid for the coming shift change, subject to the management rights of exclusion. LPOs transferring into a division after April 1 shall not be eligible to bid for available slots, but shall be placed in remaining slots upon completion of the bidding by all other eligible LPOs.

When an LPO slot becomes available during the year, LPOs currently assigned within the affected division may request transfer to that opening. Newly assigned or transferred LPOs will thereupon fill the remaining available slot. Such moves require approval from the division's chain of command.



4364 Bid Process for Sergeants

Seniority for sergeants within a division shall be determined by total time in grade. In the event of a tie, seniority will then be determined by total time first on the department, and secondly within the affected division. A sergeant need not be off probation in order to bid, so long as they are in the affected division by April 1

Sergeants transferring into a division after April 1 shall not be eligible to bid for available slots, but shall be placed in remaining slots upon completion of the bidding by all other eligible sergeants. The division community resource sergeant, community response team (CRT/BRAVO) sergeant, and bicycle unit sergeant shall not be eligible to bid for the coming annual shifts unless they will transfer into a patrol assignment by the commencement of the new shift. In the event that any of these specialty sergeants are vacating their position at the annual shift change, and thereby are participating in the bid process, they shall be placed in the seniority listing above. The sergeant(s) transferring into any of the foregoing positions at shift change shall not be eligible to participate in the bid process.

When a sergeant slot becomes available during the year, sergeants currently assigned within the affected division may request transfer to that opening. Newly assigned or transferred sergeants will fill the remaining available slot. All such moves require approval from the division's chain of command.