

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

TRANSFERS
SUBJECT

DATE: March 1, 2005

NO: A-7

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: **Changes in Assignment**
Transfers

I. POLICY

- A. The purpose of this order is to establish procedures for department personnel transfers. Implementation of this order should provide greater access to assignments and provide personnel with a varied training experience, consistent with career development plans. The Division/Section Commander with the opening will make the selection and forward their recommendations to the Chief of Police. The Chief of Police has final approval on all transfer selections.
- B. From time to time, vacancies will occur which will be filled without the vacancy being opened to the interview process. This decision shall be at the discretion of the Division/Section Commander having the vacancy. In these cases, the Division/Section Commander will forward their recommendation to the Chief of Police for final approval.
- C. In cases where a vacancy occurs and the Division/Section Commander does not have a candidate to fill the position, a Department Special Order announcing the vacancy may be issued. The announcement will describe the opening and list the minimum requirements for the position. Interested personnel will fill out a Transfer Request Form. This order will allow a minimum of twenty-one days for the submission of the Transfer Request Form.

II. PROCEDURE

If the opening necessitates requesting interested personnel to apply, the selection process will consist of the following:

- A. A Transfer Request Form should be submitted through the employee's chain of command.
 - 1. References will be accepted, but are not required.
- B. An oral interview by the Division/Section Commander and/or designee(s) will be conducted.