

## **PERSONNEL TRANSFERS**

This order establishes policies regarding transfer of sworn personnel, and outlines procedures for requesting or initiating transfers.

### **I. OBJECTIVES**

The Department will seek to attain the following objectives in personnel distribution:

- A. Openness, fairness and objectivity in selecting officers for transfer.
- B. Maximum advance notice to officers selected for transfer.
- C. Increased and impartial opportunities for officers selected for transfer.
- D. Broadened in-service training and development of new occupational skills for officers.

### **II. TRANSFER AUTHORITY**

In all cases, the authority for personnel transfers rests with the Chief of Police. The Personnel Division will process all transfer requests, maintain records of transfer requests, and issue transfer orders subject to the approval of the Chief of Police.

### **III. TYPES OF TRANSFERS**

- A. REQUEST BY OFFICER
- B. REQUEST BY COMMANDING OFFICER
- C. BY ORDER OF THE CHIEF

#### **IV. REQUEST BY OFFICER**

**A. EXCEPTIONS.** All officers may request transfers with the following exceptions:

1. **COMMISSIONED OFFICERS.** Lieutenants, captains and exempt ranks (e.g., commanders, deputy chiefs) are commissioned officers and are subject to transfer by the Chief of Police at any time. Commissioned officers are not eligible to submit transfer requests.
2. **PROMOTIONS/PROBATIONARY OFFICERS.** An officer who is promoted to another rank will have his/her previous transfer requests voided, and unless directed by the Chief of Police, the officer will be transferred from his /her current assignment. Probationary officers (regardless of rank) must complete their probationary period before submitting transfer requests.
3. **EXEMPT POSITIONS.** Units reporting directly to the Chief and Assistant Chief are exempt from the transfer policy. Assignment to the Special Investigations Division and the Vice, Narcotics, Backgrounds, Air Support, Marine Unit and the Medical Liaison Units are also exempt.<sup>1</sup>

**B. PERSONNEL DISTRIBUTION REPORT.** Once a year the Department will publish and distribute a Personnel Distribution Report. The report will show the number of personnel by rank and Department seniority<sup>2</sup> currently assigned to each unit within the Department. The report will also list the number of currently budgeted vacancies for each unit.

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<sup>1</sup> Officers interested in these positions are encouraged to apply to the Chief of Police on memorandum (SFPD 68) directed through the chain of command.

<sup>2</sup> As used in this section, "Department Seniority" shall be based on the date of hire, i.e., the date the member was appointed as a sworn officer.

**C. TRANSFER REQUESTS.** Transfers made at the request of officers (i.e., patrol officers, inspectors and sergeants) will be made according to the following provisions:

**1. NUMBER OF REQUESTS**

- a. When completing a Transfer Request (SFPD 23A); patrol officers and sergeants may make up to four (4) selections for transfer within the Field Operations, Airport and/or Administration Bureaus combined.
- b. Inspectors, when completing a Transfer Request (SFPD 23A) may make up to four (4) selections for transfer within the Investigations Bureau.
- c. Members holding both the rank of Inspector/Sergeant may make up to (3) three selections for transfer to the Investigations Bureau (SFPD 23A) and a total of three (3) selections either to the Airport, Field Operations and/or Administration Bureau.

**2. ACTIVE REQUESTS.** Currently, transfer requests remain active until the member is promoted to another rank or until the request is withdrawn by the member.

**D. TRANSFER SENIORITY LIST.** Each year the Department will publish and distribute a Transfer Seniority List showing officers who are requesting transfer into each unit.

**E. SELECTION PROCESS.** Officers will be selected for transfer based on the seniority of their request, i.e., the officer with the oldest request on file for the unit will be selected first. The following is an exception:

- 1. **TACTICAL UNIT.** In addition to the criteria stated above, applicants requesting transfer into the Tactical Unit must successfully complete the Tactical Entry Test and participate in an interview process.<sup>3</sup> Officers will be selected for transfer into the Tactical Unit based solely on the results of these tests and interviews.

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<sup>3</sup> All applicants will be tested. Information regarding the Tactical Entry Test and interview process will be provided to applicants at least 2 months prior to testing.

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**F. WAIVING TRANSFER.** An officer declining a transfer to a unit that he/she has requested will be removed from future transfer consideration to that particular unit. No waivers will be accepted; however, officers declining a transfer because they are physically unable to perform the duties of the position due to pregnancy, or a temporary illness or injury, will not be dropped from future transfer consideration.

Exception: Members on the Tactical, EOD, Canine and Solo Motorcycle list as of March 1, 1999 will be allowed one waiver.

**G. TRADE.** Officers in the Tactical, EOD, Canine and Solo Motorcycle units will be allowed to make a one-for-one trade between FOB and the Airport Bureau, provided all qualifying and training requirements are met for the respective units.

**H. TRANSFER COMMITMENT.** To compensate for the cost of training, officers transferred into certain specialized units may be required to remain in the unit for a minimum of three years.

**I. SUBMITTING AND PROCESSING TRANSFER REQUESTS.** In order to request a transfer, an officer must complete a Transfer Request (SFPD 23A) and submit it to his/her commanding officer.

**1. DUTIES OF THE COMMANDING OFFICER.** The commanding officer shall approve or disapprove and forward the request to the Personnel Division.

**2. DUTIES OF THE DEPUTY CHIEF.** The Deputy Chief must approve or disapprove and forward the request to the Personnel Division.

**3. DUTIES OF THE PERSONNEL DIVISION**

**a.** The Personnel Division will return certified copies of approved transfer requests submitted by officers. Officers should retain a copy of their certified transfer request for their records.

**b.** If a transfer request is not approved, the Commanding Officer of the Personnel Division shall notify the officer in writing and include the reasons for disapproval.

**V. TRANSFER REQUEST BY COMMANDING OFFICER**

**A. CONCURRENCE AND APPROVAL.** Transfers made at the request of a commanding officer will be made only with the concurrence of the appropriate deputy chief and with the final approval of the Chief of Police.

**B. INITIATING A TRANSFER**

**1. OUT OF THE UNIT.** Commanding officers wishing to transfer an officer out of their respective units must submit a memorandum through channels to their deputy chief. If the unit reports directly to the Chief, the memorandum must be submitted directly to the Chief of Police.

**a.** The memorandum must contain explicit reasons for the transfer and provide necessary documentation. Examples may include:

**(1)** The officer has demonstrated an inability or an unwillingness to perform assigned duties. The memorandum must also describe efforts made to improve the officer's performance.

**(2)** The officer needs additional training to perform his/her assigned duties, and training cannot be provided within the unit.

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