

Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

It is the intent of the Department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

1014.2 REQUEST FOR CHANGE OF ASSIGNMENT

Personnel wishing a change of assignment are to complete a written request and submit it to their supervisor. The request should then be forwarded through the chain of command to the Division Commander.

1014.2.1 PURPOSE OF WRITTEN REQUEST

The request is designed to aid employees in listing their qualifications for specific assignments. All relevant experience, education and training should be included when completing this request. All assignments an employee is interested in should be listed in the request.

1014.3 SUPERVISOR'S COMMENTARY

The member's immediate supervisor shall make appropriate comments before forwarding the request to the involved employee's Division Commander. In the case of patrol officers, the Shift Supervisor must comment on the request with his/her recommendation before forwarding the request to the Division Commander. If the Shift Supervisor does not receive the request, the Division Commander will initial the form and return it to the employee without consideration.