
Intra and Inter Departmental Vacancies

1014.1 PURPOSE AND SCOPE

It is the intent of the Department that all requests for Intra or Inter Departmental Vacancies of assignment are considered equally.

1014.2 POLICY

The Chief of Police is responsible for the assignment and transfer of all personnel within the Department. The provisions of this policy shall apply to all such movements, except when deemed necessary by the Chief of Police.

The Chief of Police will make intra-department and inter-department assignments and transfers of all sworn and non-sworn managers and supervisors.

Division supervisors will make intra-divisional assignments and transfers of sworn and non-sworn personnel within their command. Intra-divisional assignment and transfer occurs at the initiative of the Assistant Chief of Police if in patrol and the Bureau supervisor if in the Criminal Investigations Bureau.

1014.3 APPLICATION PROCESS FOR FOR INTERNAL VACANCIES CHANGE OF ASSIGNMENT

All Police Officers above Step 1 are eligible to be considered for assignment to any position designated to be filled by a Police Officer.

Methods utilized by the Department to select personnel for assignments available for Police Officer positions within divisions having vacancies will include competitive procedures, as determined by the Chief of Police.

When a vacancy within any unit or division occurs, the Chief of Police or designee will announce the vacancy in memorandum form.

The announcement will invite all qualifying police officers to apply and will also include a closing date for application packages. All application packages should have a Memorandum requesting transfer, resume, and Self-Evaluation Form and will be forwarded through the chain of command to the Assistant Chief of Police. [See attachment: Self Evaluation Form.pdf](#)

The officer's immediate supervisor will review the transfer request package and complete a Transfer Potential Evaluation which should include information about the officers' performance, any discipline issues, or any other information that is pertinent and relevant to the transfer request. Based on the officer's performance in his present assignment and his potential of performing satisfactorily in the position sought, the Division Supervisor and the Assistant Chief of Police will determine whether the officer should be considered for transfer and express his or her written concurrence or non-concurrence with the request on the Transfer Potential Evaluation form. A

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non-concurrence from any member of the applicant's chain of command does not eliminate the officer from the competitive process. [See attachment: Transfer Potential Evaluation.pdf](#)

The Office of the Chief of Police will receive and maintain a file for each vacancy that is announced. When the closing date for applications has expired, all applications will be forwarded to the unit or bureau whose vacancy is to be filled.

1014.3.1 IMPLEMENTATION OF DEPARTMENTAL TRANSFERS

The affected Supervisor will review all application packages. The Supervisor will make a selection from the application packages and schedule interviews. All specialized unit vacancies will be open to all eligible employees. Due to the nature of specialized unit responsibilities, it is recognized that the Supervisor or Commanding Officer responsible for filling a specialized unit vacancy may at his/her discretion require additional testing procedures.

Upon conclusion of the review of application packages and interviews, the Supervisor or Commanding Officer will make written recommendations through chain of command to the Chief of Police. The recommendation will be in Memorandum form and should include documentation as to the date of review, all officers considered, selection criteria, and final recommendations for transfers. A copy of the approved recommendations, application packages and interview questions will be maintained in the Office of the Chief of Police.

A Supervisor or the Assistant Chief of Police may at his/her discretion transfer personnel within the department to meet staffing levels.

When making assignments or transfers, the Chief of Police may consider all requests for transfer, all recommendations and the disciplinary record of any officer being considered.

Attachments

Self Evaluation Form.pdf

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Applicant Self Evaluation Form

Applicant name: _____

Current assignment: _____

Time in current assignment: _____

Position or Unit to which you are applying: _____

Applicants please complete an analysis of each dimension listed by providing information, as it pertains to this vacancy. This form shall be submitted as part of your consideration packet. *Be as specific as possible.* (Attach additional pages if necessary)

Why do you want to be a part of this unit/bureau?

Training Background (Include any relevant training that was denied):

Examples of reports from previous investigations (Does not have to pertain to this vacancy):

Knowledge, Skills, and Abilities that pertain to this vacancy:

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Applicant Self Evaluation Form**

Is there anything to prevent you from performing all aspects of this position? (i.e. scheduling)

Previous work experience related to this position:

Any additional information/comments not addressed above, regarding this position:

Signature: _____

Date: _____

Receiving Supervisor Signature: _____

Date: _____

Date Forwarded to Administration: _____

Transfer Potential Evaluation.pdf

Grafton Police Department Transfer Potential Evaluation Form

This form is to be completed by the Applicant's direct supervisor. Each dimension should be completed by providing observable behavior as it pertains to the Applicant. *Be as specific as possible.*

Applicant Name and Current Assignment: _____

Submitting Supervisor Name/Signature: _____

Adherence to Directives, Policies, SOPs, etc.:

Work Ethic (i.e. energy, attendance, commitment, desire, capacity to learn, pastwork history):

Leadership Abilities:

Problem Solving/Decision Making Skills:

Communication Skills:

Community Policing Skills:

Additional Comments:

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This section is to be completed by the Division Supervisor and Assistant Chief of Police. Upon completion, this form shall be attached to the Applicant's Memorandum for consideration by the Chief of Police or Bureau/Unit Supervisor.

Division Supervisor Name/Signature: _____

Concur Do Not Concur

Comments:

Assistant Chief of Police Name/Signature: _____

Concur Do Not Concur

Comments:

Date Received: _____

Date Reviewed: _____

Date Forwarded to Chief of Police: _____