



CAREER DEVELOPMENT PROGRAM - ROTATIONAL ASSIGNMENT POLICY

INDEX CODE: 813.C
EFFECTIVE DATE: 10-28-09

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I. ROTATIONAL ASSIGNMENT

A. Policy and Purpose

The department encourages temporary rotational transfers to other bureaus, divisions, and sections, and to specialized positions in the patrol districts. Temporary rotational transfers afford members opportunities for individual and professional growth. They also provide a chance to acquire or increase skills, knowledge and abilities for current and future assignments.

B. Program Guidelines

- 1. Temporary rotational assignments are available to all personnel below the rank of *Captain*. Members must meet the following minimum criteria:
 - a. Completed probationary period
 - b. Satisfactory performance evaluations
- 2. Most assignments are for a period not to exceed three (3) months. The Chief of Police may authorize extended assignments based on requests from bureau commanders in exceptional cases.
- 3. The following assignments are available to receive rotational members:
 - a. ***Community Relations Division***
 - b. Traffic Safety Section
 - c. ***Special Enforcement Section***
 - d. Public Information Office
 - e. Training Academy
 - f. P.A.C.T.
 - g. ***District Detective Unit***
 - h. Court Liaison Office
 - i. ***Major Crimes Section***
 - j. Any other assignment approved by the Chief of Police
- 4. Rotational assignments are predicated on the availability of adequate personnel resources in the Patrol ***Services Bureau*** at the time of the assignment. At the conclusion of the rotational assignment, every effort will be made to return the member to his or her previous assignment. However, this is not guaranteed.

C. Administrative Procedures

The following procedures will be followed to administer the Rotational Assignment Program:

1. District commanders will inform the Police Personnel Section by memorandum of the officer under their command who has been selected for rotational assignment. The memorandum will include the name of the officer, the rotational assignment, and the date the assignment is to commence. It will be assumed that all rotational assignments are for a 90 day period unless otherwise specified.
2. The Personnel Section will issue a personnel order detailing the rotational assignment. The order will be disseminated to concerned personnel within the department. Copies will be filed in the officer's department personnel file and the "Rotational Assignment" file maintained in Police Personnel.
3. Officers will not be rotated to a specific specialized assignment more than once.

II. PROPOSER UNIT: *Administrative Services Bureau.*

III. CANCELLATION: This directive cancels Index Code 813.C, dated 07-01-07.