

Promotional and Transfer Policy

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of the Fontana Police Department.

1004.1.1 GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion and transfer:

- (a) Present a professional, neat appearance.
- (b) Maintain a physical condition which aids in their performance.
- (c) Demonstrate the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner.

1004.1.2 SPECIAL ASSIGNMENT REQUIREMENTS / ACKNOWLEDGMENTS

- (a) All employees selected for special assignments shall maintain annual employment performance evaluations with ratings of competent or higher in all rated areas. Failure to maintain an annual evaluation of competent or higher in all rated areas may result in removal from a special assignment.
- (b) By accepting a special assignment employees acknowledge service in the assignment is at the pleasure of the Chief of Police, or his designee who may remove any employee from such assignment at his/her sole discretion without such reassignment being considered to be a punitive action.

1004.2 SWORN NON-SUPERVISORY SPECIAL ASSIGNMENTS

The following positions are considered special assignments and are not considered promotions:

- (a) MET / Special Investigation Unit (SIU) / Gangs / Forge
- (b) Investigations / General Detective / 290 Detective / ICAC
- (c) Traffic / Motors / DUI / M.A.I.T. / Commercial Enforcement
- (d) Air Unit Observer

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- (e) Field Training Officer
- (f) Administration / Internal Affairs / Front Desk
- (g) COPE
- (h) K9 Officer
- (i) Narcotics
- (j) Personnel & Training / Fleet / Backgrounds

1004.2.1 DESIRABLE QUALIFICATIONS

The following desired qualifications apply to consideration for special assignments:

- (a) Three years experience
- (b) Off probation
- (c) Has shown an expressed interest in the position applied for
- (d) Education, training and demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.
- (e) Complete any training required by POST or law

1004.2.2 TYPES OF TRANSFERS AND ASSIGNMENTS

Transfers and assignments for Administrative Reasons:

The Chief of Police may select any employee for an organizational assignment, which in his/her opinion will improve the quality of police services and/or best meet organizational needs. Transfers and assignments for administrative reasons are effective solely at the discretion of the Chief of Police.

Transfer for Career Development Reasons:

Any employee may request consideration for a transfer for career development reasons (i.e. to expand individual growth through varied or specialized assignments) to any organizational unit of the department wherein their job classification is allocated.

1004.2.3 TRANSFER REQUEST

- (a) When special assignment positions become available, the department may circulate a memorandum to all eligible employees detailing the position, the period of the assignment, and any special information that may assist the employee in determining whether or not he or she wishes to submit a memorandum of interest for the assignment. Employees who are interested in applying for the advertised special assignment, must submit a memorandum of interest to the appropriate division commander.

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- (b) An employee may request transfer to an organizational unit with preference given to those applicants who have successfully completed their probationary period. An employee may nominate himself/herself by inter-office memorandum. The transfer nomination memorandum shall be forwarded through the chain of command to the appropriate Division Commander.

1004.3 SELECTION PROCESS

The following criteria apply to transfers and special assignments.

- (a) When a vacancy is anticipated or occurs in an organizational unit, the Division Commander shall advise the Chief of Police of the impending vacancy.
- (b) The selection process may include an evaluation of the employee's memorandum of interest for the special assignment to verify that the employee has met the minimum and/or any special requirements for the special assignment.
- (c) A staff evaluation will then be conducted for each applicant. The Division Commander shall consult with the Chief of Police concerning his/her selection for the vacant position. The Chief of Police shall make the final decision.
- (d) Appointment by the Chief of Police. The policy and procedures for all positions may be waived for temporary assignments, emergency situations, for training, or when circumstances dictate that the Chief make such an appointment.

1004.3.1 ORGANIZATIONAL ROTATION

- (a) Organizational rotation will be affected in all units to facilitate career development and to improve overall departmental effectiveness through the dispersion of expertise and experience. Normally, police officers, corporals, sergeants and lieutenants assigned to a specialized unit for more than 36 months, except those who are in an assignment and qualify for an extension, will be transferred to Field Services for at least one year, after which they will become eligible for transfer to their previous unit, or to a new unit. An overall evaluation rating of "MS" or "ES" will be a requisite for approval for an extension beyond the base length of the assignment, subject to exception only when approved by the Chief of Police.
- (b) Division Commanders are responsible for continually reviewing organizational performance to determine if rotation of individual personnel would improve organizational unit performance and individual career development.
- (c) Personnel desiring the one year extension will need to submit a memo to the division commander via the chain of command requesting the extension.
- (d) The terms for each special assignment are outlined below.

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POSITION	LENGTH
Investigations Lieutenant	2
Investigations Sergeant	2+1
Detective Corporal	2+1
ICAC Corporal	2+1
ICAC Officer	2+1
Forge Sergeant	2+1
Forge Corporal	2+1
Forge Officer	2+1
Detective Officer	1+1
Investigations Records Specialist	2+1
Traffic Sergeant	2+1
Traffic Corporal	2+1
Commercial Traffic Officer	2+1
Accident Investigation Officer	2+1
DUI Officer	2+1
Motor Officer	2+1
Traffic CSO	2+1
Traffic Records Specialist	2+1
Front Desk CSO	1
Front Desk Officer	1
Air Unit Observer (primary)	2+1
Air Unit Observer (secondary)	2+1
Special Ops Lieutenant (Gangs/SIU/Narc)	2
MET Sergeant	2+1
MET Corporal	2+1
MET Officer	2+1
GangSergeant	2+1
GangCorporal	2+1
GangOfficer	2+1
Narcotics Sergeant	2+1
Narcotics Corporal	2+1
Narcotics Officer	2+1
SIU Sergeant	2+1
SIU Corporal	2+1
SIU Officer	2+1
COPE/PIO Sergeant	2+1

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COPE Officer	2+1
Property Sergeant	2+1
Property CSO	2+1
Internal Affairs Sergeant	1
Internal Affairs Corporal	2+1
Personnel & Training Sergeant	2+1
Personnel & Training Corporal	2+1
Background Officer	2+1
Fleet Officer	2+1
Administrative Sergeant	1 then rotate to IA for 1
Administrative Lieutenant	2
Special Operations Lieutenant MET/Forge/Coast	2
K9 Officer	3+1 years incrementally up to the service life of dog

1004.4 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are on file with the Fontana Police Department or Human Resources.