



Alexandria Police Department



Directive 4.11A

TRANSFERS

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CONTENTS

4.11A.01	POLICY/PURPOSE
4.11A.02	RULES/RESPONSIBILITIES
4.11A.03	PROCEDURES
4.11A.04	POST PROCESS ACTIVITIES
4.11A.05	TASK FORCE ASSIGNMENTS AND RESPONSIBILITIES
APPENDIX A	TRANSFER REQUEST PROCESS CHECKLIST

4.11A.01 POLICY/PURPOSE

It is the policy of this Department that all sworn employees below the rank of sergeant have the opportunity to transfer to vacant positions for which they qualify. While it is the intent of the department to fulfill career development and individual needs to the extent possible with respect to assignment, some areas of assignment may be mandated by the Chief of Police to ensure the proper delivery of police services.

Sworn employees holding the rank of sergeant and above will be transferred as needed at the direction of the Chief of Police without a selection process. The Chief of Police may at his/her discretion request a survey of each sergeant or higher-ranking employee to determine what, if any, change in their current assignment they may desire. The Chief of Police retains the right to assign personnel as the needs of the Department dictate.

The purpose of this directive is to establish guidelines governing the transfer of non-supervisory employees within the Department.

4.11A.02 RULES/RESPONSIBILITIES

- A. Nothing in this directive will restrict the Chief of Police from assigning or transferring any employee, regardless of rank, in a manner most consistent with the needs of the Department.
- B. The use of eligibility lists to avoid the unnecessary repetition of lengthy selection processes will be considered by the Chief of Police on a case-by-case basis.
- C. Commanders in specialized units, wanting to fill vacancies, will use a selection process involving mandatory, and possibly including optional, components. Transfers within sectors, sections or divisions (e.g., between units within CIS or Vice/Narcotics) will not require a formal selection process; transfers between sections or divisions (e.g., CIS to Vice/Narcotics) will require a formal process. Notwithstanding this provision, the Chief of Police may require a formal selection process to address a specific need.
- D. The Chief of Police reserves the right to assign sworn employees to specialized assignments in the event of reorganization or civilianization within work assignments without a selection process in order to meet the needs of the Department.
- E. Hardship transfers, approved by the Chief of Police, are exempt from this directive.
- F. Transfers between and to patrol shifts or sectors are exempt from this directive.

4.11A.03 PROCEDURES

- A. Commanders and Supervisors of specialized units soliciting transfers for vacancies are responsible for:
 - 1. Preparing a memo to the Chief requesting to conduct a process. This memo must be routed through the appropriate channels via routing slip (and must include the Commander of Personnel and Training). The request must be approved by the Chief of Police and it will include the following:
 - a. The background, duties, qualifications, preferred skills and abilities of the vacancy to be filled;
 - b. Study materials;
 - c. Outline of the selection process;
 - b. The name of the assigned process coordinator, selected by the commander of the specialized unit; and
 - e. The name of the panel members, if known. Panels must include female and minority representation.

2. Providing a memo to the Chief of Police requesting approval of the members selected for the interview panel, if the names of the panel members were not included in the original request memo to conduct the process.
 3. Notifying the commander of Personnel and Training of the following:
 - a. Scheduled interview dates;
 - b. The location for the interviews to take place;
 - c. The names of the approved panel members selected;
 - d. A suggested time for panel training;
 - e. The candidate interview schedule; and
 - f. The interview questions and acceptable answers to be used.
 4. Providing candidates with study materials if applicable;
 5. Recording the results of the interviews to include the following:
 - a. The "total score" of each candidate; and
 - b. The categorized listing of all candidates, i.e., Category 1,2, or 3.
 6. Preparing the candidate selection memo to the Chief; Personnel and Training must be included in the routing slip;
 7. Ensuring all employees submitting transfer requests are notified, in writing, of final decisions after the Chief has approved the memo;
 8. Scheduling and completing mandatory feedback sessions with all candidates; and
 9. Forwarding transfer requests and interview materials to Personnel and Training for statistical information after feedback sessions are completed.
- B. The Division Chief of Personnel and Training is responsible for:**
1. Providing a Transfer Process Checklist to the supervisor soliciting the transfer;
 2. Ensuring vacancies are disseminated to Police Staff via email and posted on bulletin boards;
 3. Vacancies will be advertised for a minimum of 14 calendar days.
 4. Noting when transfer requests are received and screening them to ensure candidates meet the minimum length of service, and other minimum qualifications, stated on the vacancy notice; **[16.2.2]**
 5. Maintaining a copy of each request and forwarding the original to the candidate's supervisor for approval/disapproval and comments;

6. Completing panel and observing interview training prior to the start of the interview phase of the process;
 7. Compiling information annually on the past year's transfer activity; and
 8. Maintaining all records of selection processes for a minimum of three years.
- C. Employees requesting transfers are responsible for completing a Transfer Request (APD- 151), by following the instructions printed on the forms and ensuring the request is received by Personnel and Training before the vacancy closing date.

Transfer requests will not be accepted until vacancies have been advertised. A new APD-151 must be completed each time a position is advertised.

- D. Supervisors and commanders in the chain of command of employees seeking transfers are responsible for noting approval or disapproval and adding supporting data on the Transfer Request as it passes up the chain of command. All completed transfer requests will be forwarded to the Personnel and Training Division.

4.11A.04 POST PROCESS ACTIVITIES

After vacancy announcements have been closed and the selection processes completed, candidates will be placed into one of the following: Category I, Category II or Category III.

1. The Chief of Police will select a candidate (or candidates) from Category I.
2. If Category I is exhausted, the Chief of Police reserves the right to select candidates from Category II or direct a new process.
3. Candidates in Category III or not recommended, will not be considered for selection.

The Chief of Police reserves the right to review the Internal Investigations files and Personnel records of affected personnel and conduct interviews when making a selection.

The commander or supervisor conducting a selection process is responsible for notifying all employees who apply of their final status in writing. Copies of these notices will be sent to Personnel and Training.

The commander or supervisor will complete mandatory feedback sessions for all candidates in the process; however an employee may refuse to participate in this step of the process. If the employee declines, the commander or supervisor will document this in the file. Upon completion, he/she will return all files, notes, and process materials to the Personnel and Training section.

4.11A.05 TASK FORCE ASSIGNMENTS AND RESPONSIBILITIES

The Alexandria Police Department actively participates in a number of formal, long term, multi-jurisdictional investigative task forces. These task forces include but are not limited to the following:

- FBI Washington Field Office's Joint Terrorism Task Force (JTTF)
- Northern Virginia High Intensity Drug Trafficking Area (HIDTA) SAR Review Task Force
- Drug Enforcement Administration (DEA) Task Force
- FBI Metropolitan Area Violent Crimes Task Force
- FBI Child Exploitation and Human Trafficking Task Force (CEHTTF)
- United States Secret Service Metro Area Fraud Task Force (MAFTF)
- Washington Area Electronic Crimes Task Force (ECTF)
- Northern Virginia Regional Gang Task Force
- Drug Enforcement Agency's Tactical Diversion Task Force
- Asset Forfeiture Task Force

A. Participation

Participation in these task forces enhance investigative capabilities by utilizing the network of information provided by the numerous agencies involved. [42.2.5 a]

B. Authority and Deputization

To ensure arrest authority, task force members are cross-designated with federal and/or state arrest powers, depending on the task force to which they are assigned. Detectives not assigned to a task force may also be deputized to assist task force members on specific cases. Any request for deputization will be forwarded through the chain of command for approval by the Chief of Police or his designee prior to any detective taking the Oath of Office. [42.2.5 b]

Any detective who is deputized under federal or state authority agrees, by signing the deputization form, to abide by all rules of conduct, policies, and procedures of the agency under whose authority he or she is sworn in addition to the policies and procedures of the City of Alexandria and the Alexandria Police Department. All rules of conduct, policies, and procedures will be made available to the detective by the individual agency. All agency personnel deputized under federal and/or state authority will read and familiarize themselves with these documents. [42.2.5 b]

C. Selection

All Task Force officers will be selected at the discretion of the Chief of Police, and may be returned to regular section duties at any time, with or without cause, in the interests of the Department, Section, Task Force, or the individual. The Chief of Police may direct a selection process for any task force assignment as deemed necessary.

D. Officer Responsibilities

It is the responsibility of the Task Force Officer to keep their commander at the Police Department informed of task force operations including task force operation results, anticipated operations based on investigative intelligence and information, and overall strengths and weaknesses of the task force assignment.

E. Commander Responsibilities

The Commanders of Task Force Officers are responsible for evaluating the results of the task force assignment and making a recommendation for continued participation or cessation. The evaluation will include supporting information to substantiate the recommendation.

This evaluation will be completed and documented annually and will include the following:

1. A brief description of the purpose of the task force;
2. A review of the authority, responsibilities and written agreement(s);
3. Measureable information including number of cases/incidents investigated or participated in;
4. Results of those cases/incidents investigated or participated in;
5. The benefits to the Department to continue participation/operation; and
6. Justification for recommending cessation.

By Authority of:

**Earl L. Cook
Chief of Police**

Transfer Request Process Checklist

(To be completed in sequential order)

Req. Unit	P&T	Task
<input type="checkbox"/>		Requesting Unit will provide in draft form the following information: background, duties, qualifications, preferred skills & abilities, study materials, outline of the selection process, the name of the process coordinator, and the names of the panel members, if known. Panels must include female and minority representation. The complete draft package will be sent to P&T for review.
<input type="checkbox"/>		Requesting unit will send a memo to the Chief of Police requesting approval for the process to begin.
<input type="checkbox"/>		Requesting unit will send a memo to the Chief of Police advising the members selected for the interview panel if they were not included in the original request memo.
<input type="checkbox"/>		Upon receipt of the Chiefs approval, P&T will assign a process number and opening/closing dates and relay this information back to the requesting unit.
<input type="checkbox"/>		P&T will announce the process to Police Sworn through City email.
<input type="checkbox"/>		Requesting unit will schedule locations and dates for interviews and coordinate with panel member's units to ensure panel members are available.
<input type="checkbox"/>		P&T will print and post announcements and will keep those announcements posted during the open/closing dates.
<input type="checkbox"/>		P&T will put the original copy of the announcement in the process announcement file.
<input type="checkbox"/>		P&T will collect and review the transfer request forms (APD-451) as they arrive, time/date stamp the form, make a copy for the file and a copy for the employee. The employee will then take the form to his/her direct supervisor for signature and forwarding through the chain.
<input type="checkbox"/>		Original APD-451 forms (approved through the chain and returned) will be sent to the requesting unit if all requirements are met.
<input type="checkbox"/>		Requesting unit will schedule interviews.
<input type="checkbox"/>		P&T will provide panel training to the interview panel and observers prior to beginning any interviews and handle the confidentiality statements.

Req. Unit	P&T	Task
<input type="checkbox"/>		Upon completion of the interviews, the scores will be tallied and applicants are placed in category I, II, or III as appropriate. There is no requirement to have a candidate in each category.
<input type="checkbox"/>		The panel coordinator will write a memo to the Chief requesting approval of the category results following interviews. The panel coordinator will attach all interview notes with the memo and forward the complete package to the P&T Division Chief.
<input type="checkbox"/>		The panel coordinator will consult with the P&T Division Chief and make any needed changes to the memo, if any.
	<input type="checkbox"/>	P&T will send the category results memo to the Chief and the Chief will make the selection(s). The package will be returned to P&T after approval and P&T will schedule psychological evaluations, if required.
<input type="checkbox"/>		Requesting unit will notify participants in writing of their status. Copies will be made for the file.
<input type="checkbox"/>		Requesting unit will schedule mandatory feedback sessions with candidates. Upon completion of feedback sessions, the complete file is returned to P&T.
<input type="checkbox"/>		Requesting unit will arrange the starting date with other affected units if appropriate. A memo to be signed by the appropriate Deputy Chief to generate the transfer order.
	<input type="checkbox"/>	Upon written approval from the appropriate Deputy Chief, P&T will generate the transfer order for approval and distribution.
<input type="checkbox"/>		Requesting unit will provide orientation to new member (s) and identify training needs.
	<input type="checkbox"/>	P&T will secure the complete process for a minimum of three (3) years.
<input type="checkbox"/>		Requesting unit training coordinator will schedule courses for newly assigned officer(s).