**Barre City Police Department**

***Barre, Vermont***

**Braedon S. Vail**

***Chief***

**PERSONNEL PROCEDURES**

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| **Subject:**  **Transfers & Reassignments** | **Number:**  **312** | **Effective Date:**  **XX/XX/24** |

**Note:** These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

**Policy:** The Barre City Police Department transfers and reassigns members to such duties and responsibilities necessary to best serve the needs of the Police Department, the public interest, and to afford members an opportunity for professional growth and training in thevarious functions of the Police Department.

**Purpose:** To establish procedures for the request of position transfer or reassignment.

**Contents:** I. Definitions

II. Transfer

III. Special Assignment/Position

IV. Selection

V. Cancellation

**I. Definitions:**

**A. Transfer**- Movement of personnel between similar positions within the same job class that does not have increased levels of responsibility and/or the need for specialized training beyond the minimum requirements of the position’s job class. Examples include transferring from one patrol shift to another patrol shift.

**B. Reassignment**- A change in job function that entails a significant change in the scope of duties and responsibilities necessary to complete the assigned tasks, such as the selection and reassignment of an officer from the Patrol Division to the Criminal Investigations Division.

**C. Special Assignments/Positions**- A specialized assignment/position may be a full-time position or adjunct assignment that has increased levels of responsibility and/or the need for special training beyond the minimum requirements of the assignment/position’s job class.

**II. Transfer**

For purposes of this directive, a transfer is the lateral movement of a member between jobs within the same classification, not including those positions identified in **Section III** of this directive as a Special Assignment/Position. Members may request a transfer at any time.

**A.** All requests by members for transfer must be submitted to the Chief of Police utilizing a Transfer/Reassignment Request/Withdrawal Form. All transfer requests will be typewritten or legibly printed in ink, and:

* + Transfer/Reassignment Request/Withdrawal Forms for those positions identified in Section III of this directive will only be accepted when the specialized assignment/position is posted.

**B.** The Chief of Police will maintain a master file of all original Transfer/Reassignment Request/Withdrawal Forms. A copy of the request will be placed in the member’s personnel file when a request is granted.

**C.**Unless otherwise specified in an active position announcement, Transfer/Reassignment Request/Withdrawal Forms that have not been acted upon will remain active for one year unless they arewithdrawn earlier by the submitting member.

* + Annually, the Chief of Police will destroy all remaining Transfer/Reassignment Request/Withdraw Forms.
  + Member(s) still wishing to be considered for a transfer, must submit a new Transfer/Reassignment Request/Withdraw Form for the following year.

**D.** Transfers that result in a change to the member’s work hours and/or regular leave days must be communicated to the affected member and accomplished in accordance with the current agreement between the City of Barre and the Barre City Police Officers Association and Fraternal Order of Police Lodge 004.

**III. Special Assignments/Positions**

When a specialized assignment or position becomes available, the Chief will announce the assignment/position by posting it for at least fourteen (14)days to give all members an opportunity to submit a Transfer/Reassignment Request/Withdraw Form and participate in any selection process, if appropriate.

1. For purposes of this directive, the Barre City Police Department has identified the following specialized assignments/positions:

* Bicycle Patrol
* Canine Handler
* Criminal Investigation Division (CID) Supervisor
* Communications Training Officer (CTO)
* Community Oriented Policing Liaison
* Community & Support Services Supervisor
* Detective
* Drug Recognition Expert (DRE)
* Field Training Officer (FTO)
* Peer Support/Critical Incident Stress Management Team Member (CISM)
* School Resource Officer
* Traffic Safety Supervisor

1. Each specialized assignment/position announcement will specify allrequirements, and steps in the selection process.

**C.** Completed Transfer/Reassignment Request/Withdrawal Forms will be submitted directly to the Police Chief with any attachments required by the Position Announcement.

**IV. Selection**

**A.** Transfer and/or reassignment of members is a recognized right of management and will be based primarily on the Chief’s prerogative to assign personnel to best suit the needs of the Police Department. Those needs include but are not limited to the following:

* + Budgetary considerations;
  + Unique skills and abilities;
  + Education;
  + Training;
  + Federal, State, and Equal Employment Opportunity laws, rules, regulations, obligations and goals, etc.
  + Any other need identified by the Chief.

**B.** Selection for announced special assignments/positions shall be based on the knowledge, skills, abilities, education, and experience required for the specialized assignment. Work performance evaluations will also be a factor in the selection for special assignments. The final selection will be made by the Chief.

**VII. Cancellation**

This written directive cancels, replaces, and supersedes any directive in conflict therewith.

AUTHORITY:

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Braedon S. Vail, Chief of Police

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Specialized Position , 2024

Transfer

Transfer/Reassignment Request/Withdrawal Form