

Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

It is the intent of the Department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

1014.2 REQUEST FOR CHANGE OF ASSIGNMENT

Personnel wishing a change of assignment are to complete a Memorandum entitled - Request for Change of Assignment. The Memorandum should then be forwarded through the chain of command to their Division Commander.

1014.2.1 PURPOSE OF FORM

The memorandum shall list their qualifications for specific assignments. All relevant experience, education and training should be included.

All assignments an employee is interested in should be listed. The Request for Change of Assignment will remain in effect until the end of the calendar year in which it was submitted.

1014.3 SUPERVISOR'S COMMENTARY

The officer's immediate supervisor shall make appropriate comments in the space provided on the Memorandum before forwarding it to the Division Commander of the employee involved. In the case of patrol officers, the Watch Commander must comment on the request with his/her recommendation before forwarding the request to the Division Commander. If the Watch Commander does not receive the Change of Assignment Request Memorandum, the Division Commander will initial the form and return it to the employee without consideration.