Personnel Transfers

11.06.01 PURPOSE

The purpose of this order is to establish transparent procedures on how personnel transfers are considered and processed within the San Francisco Police Department (Department).

11.06.02 DEFINITIONS

A. P-1 Transfer – A transfer of permanent assignment at the request of the member.

B. Transfer Survey – A time limited notification sent to eligible members by the Staff Services Division.

C. Transfer Request List – A waitlist of transfer requests for each available assignment, commonly referred to as the "P-1 List".

D. Extended Loan Assignment – A temporary assignment to a unit which may or may not have a specified maximum duration.

11.06.03 POLICY

The Department will conduct personnel transfers in a transparent, impartial, and fair manner. In all cases, the authority for personnel transfers rests with the Chief of Police.

11.06.04 PROCEDURES

A. Transfer Request Lists

1. Members must complete the probationary period of their current rank before being added to a Transfer Request List.
2. Officers and Sergeants may have their names on up to four Transfer Request Lists at one time. Each request must be for a different assignment.
3. Only the following assignments are included on the Transfer Request Lists:
   a. Eligible P-1 Transfer Assignments:
      i. District Stations
      ii. Airport Bureau

4. The following assignments are no longer eligible for P-1 or P-2 transfers. The affected P-1 and P-2 Transfer Request Lists will be discontinued on the effective date of this policy.

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Assignment to these units will be made as extended loan assignments as described in Section 11.06.05:

a. Property Division
b. Range Staff
c. City Canine Unit
d. Airport Canine Unit
e. Mounted Unit
f. Bomb Squad
g. Hondas (Tactical Company – Motorbikes)
h. Solos
i. All assignments not listed in 11.06.04 (A)(3) or 11.06.06(A)
j. All investigative assignments not listed in 11.06.06(A)

5. Members transferred into an assignment through the P-1 Transfer Request List before the effective date of this policy shall retain permanent assignment status.
6. Members transferred into an assignment through the P-2 Transfer Request List before the effective date of this policy shall be allowed to complete their P-2 term.
7. Transfer requests remain active on the Transfer Request Lists until:
   a. The member is promoted to another rank and completes probation.
   b. The request is withdrawn by the member.
   c. The member declines or fails to respond to the transfer and is surpassed.
   d. The member is transferred to the requested unit.
   e. The member separates from the Department.

8. To submit a transfer request, members can find the procedures in the Staffing and Deployment Unit Order XX-XXX or the most current Department Notice.
9. If multiple transfer requests for the same Transfer Request List are received on the same date, resulting in a tie, the following criteria shall be applied, in order, until the tie is resolved:
   a. Highest seniority in the rank.
   b. Social Security Number tie-breaking procedure.

B. Transfer Survey

1. A member's failure to respond to the transfer survey by the expiration date will be treated like a declined response.
2. If a member works at least one shift during the survey response period, they will be considered notified. Transfer survey service will be verified electronically through email and audit trails.
3. If a member was unable to receive their survey due to a work absence (such as vacations), the member will retain their position on the Transfer Request List until the next survey cycle, despite their non-response by the deadline.
4. Members who are less than full duty will not be eligible for transfer until they become full duty or by order of the Chief of Police.

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C. Ineligible Members – Commissioned Officers holding the rank of Lieutenant or above cannot submit transfer requests and are subject to transfer by the Chief of Police at any time.

11.06.05 EXTENDED LOAN ASSIGNMENTS

A. Eligible Assignments – All assignments not designated as P-1 or staffed at the discretion of the Chief are designated as extended loan assignments and will be filled through an application and interview process.

B. Application and Interview Process for Extended Loan Assignments – The Department will conduct the interview and placement process in a transparent, impartial, and fair manner.

1. Failure to submit applications within the stated timelines shall result in the member's disqualification.
2. If fewer than three (3) applicants apply for a position, the Department may repost the assignment to obtain a broader applicant pool.
3. After all applicants complete the interview process, the Staff Services Division will compile a list of applicants. Applicants will be notified of their selection status at the conclusion of the process.
4. Staff Services Division will determine if any additional unit-specific testing is necessary.

C. Transfer Into Extended Loan Assignments – All transfers, as a result of an extended loan assignment, will be noted as "Extended Loan" on the Personnel Order.

D. Transfer Out of Extended Loan Assignments

1. Extended loan assignments shall continue until termination is sought by either the member or the member's Commanding Officer.
2. Members wishing to terminate their extended loan assignment shall make a notification via memorandum through their chain of command to their Commanding Officer.
3. Commanding Officers wishing to remove a subordinate member from and extended loan assignment under their command shall make that request via a memorandum through their chain of command to their Deputy Chief.
4. Members on extended loan assignments can accept a transfer out of the assignment at any time.
5. When an extended loan assignment ends, a member who does not have a permanent assignment to return to shall be reassigned based on the needs of the Department.

E. Transfer Survey Waivers While on an Extended Loan Assignment

1. A "YES" response from members on an extended loan assignment will indicate that the member desires to be transferred at that time.
2. A "NO" response or non-response from members on an extended loan assignment will indicate that the member does not desire to be transferred at that time. Members on

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extended loan assignments are given an automatic waiver and will retain their seniority on the Transfer Request List.

F. Units Needing to Fill Staff Vacancies

1. Units should first obtain Deputy Chief approval to fill vacancies and forward the request to the Staff Services Division.
2. The Staff Services Division manages the qualifications requirements, job posting, and the selection process.
3. After interviews conclude, the Staff Services Division compiles a list of applicants and notifies applicants of their selection status.

11.06.06 UNITS STAFFED AT THE DISCRETION OF THE CHIEF OF POLICE

A. The following units are staffed at the discretion of the Chief of Police:

1. Chief's Office Staff
2. Police Commission Office
3. Internal Affairs – Administration (IAD)
4. Internal Affairs – Investigative Services Detail (ISD)
5. Special Investigations Division – Mayor's Detail
6. Any other specialized division or unit as needed at the discretion of the Chief of Police

B. These units do not require applications, interviews, or job announcements.

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