PERSONNEL TRANSFERS

11.06.01 PURPOSE

~~This~~ The purpose of this order is to establish~~es~~ transparent procedures on how personnel ~~policies regarding~~ transfers are considered and processed within the San Francisco Police Department (Department) ~~of sworn personnel, and outlines procedures for requesting or initiating transfers~~.

~~I. OBJECTIVES~~

~~The Department will seek to attain the following objectives in personnel distribution:~~

~~A. Openness, fairness and objectivity in selecting officers for transfer.~~

~~B. Maximum advance notice to officers selected for transfer.~~

~~C. Increased and impartial opportunities for officers selected for transfer.~~

~~D. Broadened in-service training and development of new occupational skills for officers~~.

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.

~~II. TRANSFER AUTHORITY~~ 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. ~~The Personnel Division will process all transfer requests, maintain records of transfer requests, and issue transfer orders subject to the approval of the Chief of Police.~~

~~III. TYPES OF TRANSFERS~~

~~A. REQUEST BY OFFICER~~

~~B. REQUEST BY COMMANDING OFFICER~~

~~C. BY ORDER OF THE CHIEF~~

~~IV. REQUEST BY OFFICER~~ 11.06.04 PROCEDURES

A. ~~EXCEPTIONS.~~ ~~All officers may request transfers with the following exceptions:~~
Transfer Request Lists

~~1. COMMISSIONED OFFICERS. Lieutenants, captains and exempt ranks (e.g., commanders, deputy chiefs) are commissioned officers and are subject to transfer by the Chief of Police at any time. Commissioned officers are not eligible to submit transfer requests.~~

~~2.~~ 1. ~~PROMOTIONS/PROBATIONARY OFFICERS. An officer who is promoted to another rank will have his/her previous transfer requests voided, and unless directed by the Chief of Police, the officer will be transferred from his/her current assignment. Probationary officers (regardless of rank)~~ Members must complete the~~ir~~ probationary period of their current rank before being added to a Transfer Request List ~~submitting transfer requests~~.

2. ~~When completing a Transfer Request (SFPD 23A), patrol o~~*Officers and* ~~s~~*Sergeants may* ~~make~~ have their names on *up to four* Transfer Request Lists at one time ~~(4) selections for transfer within the Field Operations, Airport and/or Administration Bureaus combined~~. Each request must be for a different assignment.

3. ~~EXEMPT POSITIONS. Units reporting directly to the Chief and Assistant Chief are exempt from the transfer policy. Assignment to the Special Investigations Division and the Vice, Narcotics, Backgrounds, Air Support, Marine Unit and the Medical Liaison Units are also exempt.~~[1] 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. 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

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[1] ~~**Officers interested in these positions are encouraged to apply to the Chief of Police on memorandum (SFPD 68) directed through the chain of command.**~~

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. ~~ACTIVE REQUESTS. Currently, t~~T*ransfer requests remain active* on the Transfer Request Lists *until*:
   a. ~~t~~T*he member is promoted to another rank* ~~or until~~ and completes probation.
   b. ~~t~~T*he 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. ~~PERSONNEL DISTRIBUTION REPORT.~~ Transfer Survey ~~Once a year the Department will publish and distribute a Personnel Distribution Report. The report will show the number of personnel by rank and Department seniority[2] currently assigned to each unit within the Department. The report will also list the number of currently budgeted vacancies for each unit.~~

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.

~~[2] As used in this section, "Department Seniority" shall be based on the date of hire, i.e., the date the member was appointed as a sworn officer.~~

C. ~~TRANSFER REQUESTS.~~ Ineligible Members - ~~Transfers made at the request of officers (i.e., patrol officers, inspectors and sergeants) will be made according to the following provisions: COMMISSIONED OFFICERS.~~ Commissioned Officers holding the rank of *Lieutenant*~~s,~~ or above cannot submit transfer requests ~~captains and exempt ranks (e.g., commanders, deputy chiefs) are commissioned officers~~ *and are subject to transfer by the Chief of Police at any time.* ~~Commissioned officers are not eligible to submit transfer requests.~~

~~1. NUMBER OF REQUESTS~~

~~a. When completing a Transfer Request (SFPD 23A), patrol officers and sergeants may make up to four (4) selections for transfer within the Field Operations, Airport and/or Administration Bureaus combined.~~

~~b. Inspectors, when completing a Transfer Request (SFPD 23A) may make up to four (4) selections for transfer within the Investigations Bureau.~~

~~c. Members holding both the rank of Inspector/Sergeant may make up to (3) three selections for transfer to the Investigations Bureau (SFPD 23A) and a total of three (3) selections either to the Airport, Field Operations and/or Administration Bureau.~~

~~2. ACTIVE REQUESTS. Currently, transfer requests remain active until the member is promoted to another rank or until the request is withdrawn by the member.~~

~~D. TRANSFER SENIORITY LIST.~~ ~~Each year the Department will publish and distribute a Transfer Seniority List showing officers who are requesting transfer into each unit.~~

~~E. SELECTION PROCESS.~~ ~~Officers will be selected for transfer based on the seniority of their request, i.e., the officer with the oldest request on file for the unit will be selected first. The following is an exception:~~

~~1. TACTICAL UNIT. In addition to the criteria stated above, applicants requesting transfer into the Tactical Unit must successfully complete the Tactical Entry Test and participate in an interview process.[3] Officers will be selected for transfer into the Tactical Unit based solely on the results of these tests and interviews.~~

~~F. WAIVING TRANSFER.~~ ~~An officer declining a transfer to a unit that he/she has requested will be removed from future transfer consideration to that particular unit. No waivers will be accepted; however, officers declining a transfer because they are physically unable to perform the duties of the position due to pregnancy, or a temporary illness or injury, will not be dropped from future transfer consideration.~~

~~Exception: Members on the Tactical, EOD, Canine and Solo Motorcycle list as of March 1, 1999 will be allowed one waiver.~~

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[3] **~~All applicants will be tested. Information regarding the Tactical Entry Test and interview process will be provided to applicants at least 2 months prior to testing.~~**

~~**G. TRADE.** Officers in the Tactical, EOD, Canine and Solo Motorcycle units will be allowed to make a one-for-one trade between FOB and the Airport Bureau, provided all qualifying and training requirements are met for the respective units.~~

~~**H. TRANSFER COMMITMENT.** To compensate for the cost of training, officers transferred into certain specialized units may be required to remain in the unit for a minimum of three years.~~

~~**I. SUBMITTING AND PROCESSING TRANSFER REQUESTS.** In order to request a transfer, an officer must complete a Transfer Request (SFPD 23A) and submit it to his/her commanding officer.~~

~~1. DUTIES OF THE COMMANDING OFFICER. The commanding officer shall approve or disapprove and forward the request to the Personnel Division.~~

~~2. DUTIES OF THE DEPUTY CHIEF. The Deputy Chief must approve or disapprove and forward the request to the Personnel Division.~~

~~3. DUTIES OF THE PERSONNEL DIVISION~~

~~a. The Personnel Division will return certified copies of approved transfer requests submitted by officers. Officers should retain a copy of their certified transfer request for their records.~~

~~b. If a transfer request is not approved, the Commanding Officer of the Personnel Division shall notify the officer in writing and include the reasons for disapproval.~~

~~V. TRANSFER REQUEST BY COMMANDING OFFICER~~ 11.06.05 EXTENDED LOAN ASSIGNMENTS

A. ~~CONCURRENCE AND APPROVAL.~~ ~~Transfers made at the request of a commanding officer will be made only with the concurrence of the appropriate deputy chief and with the final approval of the Chief of Police.~~ **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. ~~INITIATING A TRANSFER~~ 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. ~~OUT OF THE UNIT. Commanding officers wishing to transfer an officer out of their respective units must submit a memorandum through channels to their deputy chief. If the unit reports directly to the Chief, the memorandum must be submitted directly to the Chief of Police.~~ Failure to submit applications within the stated timelines shall result in the member's disqualification.

~~a. The memorandum must contain explicit reasons for the transfer and provide necessary documentation. Examples may include:~~

~~(1) The officer has demonstrated an inability or an unwillingness to perform assigned duties. The memorandum must also describe efforts made to improve the officer's performance.~~

~~(2) The officer needs additional training to perform his/her assigned duties, and training cannot be provided within the unit.~~

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 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.