

Request for Change of Assignment

1028.1 PURPOSE AND SCOPE

It is the intent of the Department that all requests for change of assignment, other than vacancy fills which are manned by seniority, 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.

1028.2 REQUEST FOR CHANGE OF ASSIGNMENT

Personnel wishing a change of assignment are to complete a Memorandum of Interest Form. The form should then be forwarded through the chain of command to the appropriate Deputy Police Chief.

1028.2.1 PURPOSE OF FORM

The form is designed to aid employees in listing their qualifications for specific assignments. All relevant experience, education and training should be included when completing this form.

The Memorandum for Interest Form will remain in effect until the end of the selection process.

1028.3 SUPERVISOR'S COMMENTARY

The officer's immediate supervisor shall make appropriate comments before forwarding it to the Deputy Police Chief of the employee involved. In the case of patrol officers, the Commander must comment on the request with his/her recommendation before forwarding the request to the Deputy Police Chief of Operations.