

Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

Discretionary

This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

1014.2 POLICY

Discretionary

It is the policy of the Syracuse Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

Discretionary MODIFIED

Members requesting a change of assignment shall submit a transfer request document through the chain of command to their Commanding Officer. In the case of patrol officers, the chain of command must include a Watch Commander.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments. It should include:

- (a) The member's relevant experience, education and training.
- (b) All assignments in which the member is interested.

The document will remain in effect for a minimum of six months after submission with the option to automatically renew for up to two years. At the expiration of the transfer request, members still interested in a change of assignment should complete and submit a new request.

[See procedure for DOCUMENTING AND PROCESSING TRANSFER REQUESTS](#)

1014.4 RESPONSIBILITIES

Discretionary MODIFIED

1014.4.1 SUPERVISORS

Discretionary MODIFIED

Upon receipt of a change of assignment request document, the supervisor shall make appropriate comments in the space provided on the document and forward it to the member's Commanding Officer.

In the case of patrol officers, a Watch Commander shall make appropriate comments on the form regarding their recommendation and forward the request to the Commanding Officer.

1014.4.2 COMMANDING OFFICERS

Discretionary MODIFIED

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The Commanding Officer will review all change of assignment requests and submit their recommendation to the appropriate Bureau Deputy Chief.

1014.5 FACTORS TO BE CONSIDERED IN TRANSFER REQUESTS OF POLICE OFFICERS

Agency Content

In selecting police officers for duty and shift assignments, the following factors shall be considered in all transfer requests, as they relate to the requirements of an assignment and the needs of the Department:

- (a) Education
- (b) Experience
- (c) Skills and Abilities
- (d) Training
- (e) Seniority
- (f) Evaluations
- (g) Requests of individuals

1014.6 INFORMATION TO BE PROVIDED TO POLICE OFFICERS

Agency Content

Where a specific assignment request is made and the individual's eligibility for the assignment is determined, he/she will, upon request, be informed of the reasons for such action.

When an individual's request for a specific assignment is not acted upon, he/she will, upon request, be given the reason therefore and, if known, the time when action will be taken.

When an assignment has been made, an individual who has submitted a prior request and is not selected will, upon request, be given the reasons.