

Request for Change of Assignment

1028.1 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.

1028.2 REQUEST FOR CHANGE OF ASSIGNMENT

Personnel wishing a change of assignment shall complete a memorandum addressed to their Division Commander via the chain of command.

1028.2.1 PURPOSE OF MEMORANDUM

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

1028.3 SUPERVISOR'S COMMENTARY

The officer's immediate supervisor shall make appropriate comments 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 memorandum with his/her recommendation before forwarding the memorandum 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.