

<b>TRANSFER POLICY</b>		<b>Operations Order</b>
		<b>3.2</b>
<b>PHOENIX POLICE DEPARTMENT</b>	<b>Rev. 04/09</b>	<b>PAGE 7</b>

5. A. (4) Specific qualifications are outlined in Addendum F of this order.
- B. Patrol Precinct Squad Sergeant Positions - Patrol precinct squad sergeant positions (excluding patrol specialty sergeant positions) will be filled by any Department sergeant off probation who has a current Transfer Request Form on file two weeks prior to the date the opening occurs.
- (1) The sergeant with the most seniority in rank will be selected to fill the position.
  - (2) If no Transfer Request Forms are currently on file, those submitted within the two-week window may be considered by the precinct commander.
  - (3) If no Transfer Request Forms are on file, or a sergeant that submits a two-week window Transfer Request Form is not selected to fill the position by the precinct commander, the position will be filled by a GOD transfer or a newly promoted sergeant.
    - A newly promoted sergeant will remain in the position for one year.
- C. Patrol Precinct Shift Lieutenant Positions - Patrol precinct shift lieutenant positions (excluding the resource and the Field Training Officer (FTO) lieutenants) will be filled by any Department lieutenant off probation who has a current Transfer Request Form on file two weeks prior to the date the opening occurs.
- (1) The lieutenant with the most seniority in rank will be selected to fill the position.
  - (2) If no Transfer Request Forms are currently on file, those submitted within the two-week window may be considered by the precinct commander.
  - (3) If no Transfer Request Forms are on file, or a lieutenant that submits a two-week window Transfer Request Form is not selected to fill the position by the precinct commander, the position will be filled by a GOD transfer or a newly promoted lieutenant.
    - A newly promoted lieutenant will remain in the position for one year.
- D. Lieutenant Transfer Qualifications
- (1) Must have completed probation as a Phoenix police lieutenant.
  - (2) Have a minimum overall rating of "met" on their last two years performance evaluations.
    - Scheduled and unscheduled performance evaluations will be reviewed and considered as part of the transfer process.
  - (3) Have no past or pending discipline for a written reprimand of a relevant nature, suspension, or demotion that would, in the opinion of the gaining division/bureau/precinct commander/administrator, adversely impact an employee's ability to effectively carry out the requested assignment.
  - (4) All current and new lieutenant positions will be advertised; advertisements must include any specific certifications, physical fitness requirements, or other training/education background required for the position.