

3. D. Length of Time Required in Assignment: (Continued)

<p>Non-Probationary Employee At-Request Transfer One-Time Reassignment (Continued)</p>	<ul style="list-style-type: none"> When an employee accepts a position from a specialty assignment eligibility list, the employee may submit a Transfer Request Form to a position within the same bureau/precinct unit or to other units that do not have a separate selection process and accept applicants for the same specialty assignment. <p>EXAMPLE: An officer is placed on the motor list, is selected from the list, and accepts an opening at the Traffic Bureau North. Once assigned, that officer can submit a Transfer Request Form to another motor squad within the Traffic Bureau in the north or south zone.</p> <ul style="list-style-type: none"> Once the employee accepts the reassignment they are required to stay in that position for one year.
<p>Non-Probationary Employee Good of the Department (GOD) Transfer</p>	<p><u>Exceptions:</u></p> <ul style="list-style-type: none"> When the employee is going to be selected from a specialty detail list When the employee is going to be promoted When there is an operational need to return the employee to their previous position the current commander may transfer them to their former position After a GOD transfer, the employee may request an additional transfer without being required to stay in the initial assignment for a minimum of one year. Sergeants and lieutenants "Junior off Probation", see below.
<p>Supervisory Employee "Junior off Probation" Good of the Department (GOD) Transfer</p>	<ul style="list-style-type: none"> Sergeants or lieutenants who are transferred for the good of the Department to fill a vacancy are required to stay in the position for six months. Sergeants or lieutenants who are transferred for the good of the Department cannot submit a Transfer Request Form until five months have passed and the new transfer will not be granted until they have completed their six month assignment.
<p>Probationary Employee</p>	<ul style="list-style-type: none"> Probationary employees cannot submit a Transfer Request Form until eleven months have passed, and a new transfer will not be granted until they have completed their probationary period.

4. **TEMPORARY TRANSFERS**

A. **Criteria for Selection of Personnel** - Employees requesting a temporary transfer must meet the following criteria:

- Must not be on probation
- Must not presently be the subject of an ongoing investigation for alleged misconduct
- Must have received an overall rating of "Met" on their most recent performance rating
- Must have their supervisor's approval

B. Eligibility

- (1) Employees may be transferred on a temporary basis to any position within their job class with approval of the division/bureau/precinct commander/administrator.
 - (a) This transfer will be accomplished to meet Department staffing needs and other special needs.
 - (b) This will also be accomplished when the transfer of an employee would benefit an ongoing investigation or special enforcement program.