

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 1

February 9, 2000

**SUBJECT: ADMINISTRATIVE TRANSFERS**

**PURPOSE:** There are a number of established ways in which an employee may transfer from one command to another. The most common of these are promotion, selection for an advanced paygrade position, assignment to a specialized unit, a command's waiting list, or rotation after completion of probation (wheel). These are considered routine transfers for which there are established procedures. On occasion, it is necessary for the Chief of Police (COP) to transfer employees outside these routine processes. Transfers of employees, whether routine or administrative, are done pursuant to the authority of the COP as specified in the City Charter.

Administrative transfers are used to rectify a variety of circumstances such as alleviating a hardship, refreshing or enhancing employee performance, resolving a conflict within a command, placing an employee at the conclusion of a limited tour assignment, making a medical accommodation or compliance with a duty restriction. An administrative transfer is also used to place an employee following demotion, reduction in paygrade, elimination of a position, deselection from a bonus position, or as directed by the COP. An administrative transfer may not be used in lieu of discipline nor is it intended to stigmatize an employee. Rather, it is the way in which the COP may transfer an employee to meet the best interests of the City, the Department and the employee.

This Order establishes a standard procedure for an administrative transfer for employees in the ranks of lieutenant and below. It also recognizes that the ease with which an administratively transferred employee assimilates into their new assignment is predicated upon the new command's sensitivity to the factors resulting in the transfer. For example, an employee transferred due to a family crisis may need special consideration on watch assignment or days off. Equally important are medical or duty restrictions for an administratively transferred employee. Whatever the case, it is important that the commanding officer be aware of the reason for the administrative transfer in order to assist the employee in assimilating into the command as quickly and easily as possible.

**PROCEDURE:**

**I. EMPLOYEE REQUESTING AN ADMINISTRATIVE TRANSFER.** When an employee requests an administrative transfer, the employee shall meet with his/her commanding officer, discuss the reason for the request and complete an Employee's Report, Form 15.7. The Form 15.7 shall include the employee's reason for the request and the specific relief the employee is requesting. If the employee's commanding officer disapproves the request and the employee still believes it is necessary, the employee may forward a copy of the 15.7 with a statement documenting the date of the commanding officer's disapproval to Employee Relations Group (ERG) for consideration.

**II. COMMANDING OFFICER RESPONSIBILITY.**

**A. Requesting a Transfer.** When a commanding officer determines that an administrative transfer is appropriate, the commanding officer shall complete an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Personnel Division, requesting the transfer. The request shall include approval signature blocks for the employee's chain of command up to the Bureau commanding officer or equivalent.

**Note:** Employee Relations Group (ERG) shall be listed on the Official Correspondence Review, Form 15.75.0, that accompanies the Form 15.2. However, ERG shall only make a recommendation for approval or disapproval of the request. When a disapproval is recommended, ERG shall attach a Form 15.2 stating the reasons for the disapproval recommendation and forward the request through the remaining review process.

If the request involves reassignment to a lower paygrade or deselection from a bonus position, a signature block for the Commanding Officer, Human Resources Bureau (HRB), shall be included before the Commanding Officer, Personnel Division. All requests for administrative transfers for the purpose of refreshing or enhancing employee performance, resolving a conflict within a command, reduction in paygrade, or deselection from a bonus position, shall have copies attached of the most recent Performance Evaluation Reports covering a two-year period.

Requests for administrative transfers that fall within the below listed categories shall also include a copy of the indicated documentation.

1. **Employee request.** Form 15.7 completed by the employee stating the reason(s) for the request and the relief being requested.
2. **Medical restrictions.** Specific restrictions and/or the need for accommodations, i.e., handrails in bathrooms, etc., shall be attached to facilitate determination of an assignment in which the person can be accommodated. Documents containing a medical diagnosis are confidential and **should not** be included.
3. **Duty restrictions.** Any duty restriction placed on the employee, i.e., not to drive a city vehicle, restricted to administrative duties, no wearing of a uniform, no public contact, limited or no possession of a weapon, no contact with drugs or narcotics, no contact with prisoners, etc. If these restrictions are known but have not been served on the employee, the restrictions shall be articulated in the Form 15.2.
4. **Reduction in paygrade, deselection from a bonus position, or unsatisfactory performance of duties.** Documents specified in Department manual sections 3/763.60, 3/764.30, or 3/764.50 in support of the request.
5. **Demotion of a sworn employee.** The Decision of the Board and Execution of the Order, Form 1.73, or in its absence, a copy of the Complaint and Relief from Duty, Suspension or Demotion, Form 1.61. The effective date of a demotion and the rank/paygrade to which a person is reduced is specified in sections 272.60 and 272.65 of the Board of Rights Manual.
6. **All other requests.** Any pertinent documentation used in justifying the need for the administrative transfer, or as requested by ERG or other entity.

Generally, the commanding officer shall consult with ERG **prior to** discussing an administrative transfer request with an employee and **prior to** signing a request. Employee Relations Group will review the content of the request and advise the commanding officer of the request's appropriateness.

After a commanding officer has consulted with ERG, he/she should meet with the employee, discuss the reason(s) for the transfer request, determine if the employee agrees or disagrees with the transfer, and obtain the employee's choice of assignments in order of preference. The option of selecting an assignment shall apply only to employees below the rank of lieutenant. The choice of assignments should include the names of three Areas in at least two different bureaus that the employee would like the COP to consider.

**Exception:** An employee being reassigned from a specialized division may include a specialized division as one of their three choices; however, the other two choices must be Areas in two different bureaus.

Whether the employee agrees or disagrees with the transfer, his/her choice of assignment, in order of preference, needs to be included in the Form 15.2; however, they are not binding on the COP. Copies of all the appropriate documentation shall be attached to the Form 15.2. Additionally, a Request For Transfer and/or Change in Paygrade, Form 1.40, shall be completed, **except for** the division of assignment, position, and effective date, which are to be left blank, and forwarded with the Form 15.2.

**Exception:** When the COP or a bureau commanding officer has already designated a specific division and position an employee is to be transferred to, it should be included in the Forms 15.2 and 1.40. In such a case, it is not necessary to include the three choices of assignment the employee may prefer.

**Note:** Bureau commanding officers shall only designate an employee's transfer to Areas or commands within their bureau.

**B. Approved Transfer.** When a commanding officer is notified by ERG that the COP has approved an administrative transfer of an employee into their command, the commanding officer shall contact the employee's current commanding officer and discuss the reason(s) for the transfer. The objective of this discussion will be to provide the new commanding officer with information to assist the employee in adjusting to the new assignment. Generally, the new commanding officer should meet with the employee to facilitate the employee's assimilation into the new command and make provisions for any special needs, including medical or duty restrictions.

**C. Disapproved Transfer.** When a commanding officer is notified by ERG that the COP has disapproved an administrative transfer of an employee in their command, the commanding officer shall notify the employee of the disapproval. The decision to transfer an employee is solely that of the COP pursuant to the City Charter and no inference should be drawn or reason stated for the approval or disapproval of an administrative transfer.

**III. OMBUDS OFFICER RESPONSIBILITY.** The Ombuds Officer will generally work through an employee's commanding officer. However, the Ombuds Officer may initiate a request for an administrative transfer and follow the same procedure outlined for a commanding officer.

**IV. EMPLOYEE RELATIONS GROUP RESPONSIBILITY.**

**A. Reviewing Requests.** The Commanding Officer, ERG, shall review all requests for administrative transfers after approval by the chain of command and before being forwarded to Personnel Division or the Commanding Officer, HRB. The Commanding Officer, ERG, shall ensure there is sufficient justification and that all criteria required for the transfer are met. After review and a recommendation by ERG, the request shall be forwarded to Personnel Division or to HRB if the request involves reassignment to a lower paygrade or deselection from a bonus position. When a request is disapproved after routing through the complete review process, ERG will complete an Intradepartmental Correspondence, Form 15.2, documenting specifically why the request was

disapproved and provide information about any possible alternate resolutions for the request. A disapproved request shall be returned to the requestor via the chain of command.

- B. Requests Approved by the Chief of Police.** When ERG is notified by Personnel Division of an administrative transfer approved by the COP, ERG shall notify the commanding officer of the command to which the employee is being transferred and advise him/her that it is an administrative transfer. Employee Relations Group shall advise the commanding officer to contact the employee's current commanding officer to discuss the transfer. Employee Relations Group shall maintain a file of all administrative transfer requests.

- V. PERSONNEL DIVISION RESPONSIBILITY.** Personnel Division shall present a request for administrative transfer to the COP. If the COP approves a request, he/she may designate the command to which the employee is to be transferred, or select a bureau and defer that decision to the designated bureau commanding officer. When a request for an administrative transfer is approved by the COP, Personnel Division shall notify ERG and provide the name of the command to which the employee is to be transferred. When the request is disapproved by the COP, ERG shall be notified. In all cases, the original Forms 15.7 and 15.2 requesting the administrative transfer shall be returned to ERG for the purpose of notifications and record retention. Additional copies shall be attached to the Form 1.40 and retained by Personnel Division.

- VI. LIMITATIONS ON ADMINISTRATIVE TRANSFERS.** An employee administratively transferred from a command may not be transferred back to that command for a minimum of 26 deployment periods without the approval of the Chief of Police.

**Exception:** An employee administratively transferred at his or her request solely to relieve a hardship may transfer back to that command prior to 26 months following the transfer, using the established procedures for routine transfers.

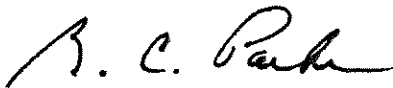
Administrative Order No.4, dated August of 1988, "EVALUATION OF SWORN EMPLOYEES", is rescinded. Any

February 9, 2000

questions regarding this Order shall be directed to Employee Relations Group, at (213)485-6552.

**AMENDMENTS:** This Order amends Sections 3/762.20, 3/762.30, and 3/763.60 of the Department manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**BERNARD C. PARKS**  
Chief of Police

**DISTRIBUTION "B"**