

**OFFICE OF THE CHIEF OF STAFF
EMPLOYEE RELATIONS ADMINISTRATOR**

NOTICE
2.2.3

June 2, 2010

TO: All Sworn Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: REVISED SERGEANT TRANSFERS AND WHEELS – PILOT

Due to budgetary constraints affecting promotions and transfers, the Department will immediately implement a pilot program modifying the procedures for the Sergeant's wheel. The pilot program will continue as long as necessary to meet the operational needs of the Department.

Sergeants-I will continue to be eligible for the wheel after one year. The Department normally will attempt to wheel Sergeants-I upon completing 13 to 26 Deployment Periods in their *first* division of assignment. Sergeants-I may submit a Request for Transfer (Form 1.40) via the Memo 4 Waiting List upon completion of seven DPs in their *second* division of assignment. The Form 1.40 will be retained by Position Control Section, Personnel Division, until completion of one year in their *second* division of assignment.

Any exception to this Notice shall be based on the operational needs of the Department, subject to the approval of the Chief of Police. Exceptions will be considered for the following reasons:

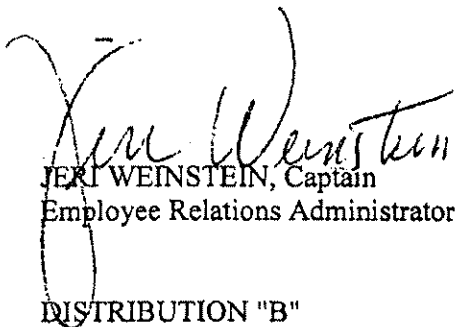
- Sergeants subject to the wheel may be extended at the discretion of the Department to balance deployment needs.
- Commanding officers may request an exception for an individual sergeant, who is subject to the wheel, via a 15.2 to Personnel Division with an approval signature block for the respective bureau commanding officer.
 - All requests require a justification for the exception. Examples of justification include, but are not limited to, specific operational needs of the Area, the employee possesses a specialized skill of particular need in the Area, the employee is essential to a critical project or operation, the employee is an important link to the community being served, and/or for an employee hardship.
 - An advance copy of the request shall be e-mailed to Position Control, attention Transfer Coordinator.
- All requests from commands will be reviewed for approval at the pre-deployment meeting and be subject to final approval by the Chief of Police. Sergeants whose exceptions are approved will no longer be subject to the wheel.

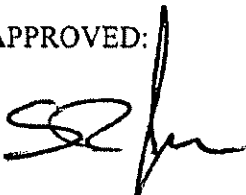
A Sergeant-I who remains in an Area on a wheel exception may submit a Request for Transfer (Form 1.40) via the Memo 4 Waiting List upon completion of 20 DPs after their promotion date. The Form 1.40 will be retained by Position Control Section, Personnel Division, until completion of 26 DPs following their promotion date, at which point the employee will become eligible for transfer.

This Notice does not change any of the rules, policies, or procedures concerning assignments to coveted positions.

Personnel Division shall be responsible for monitoring and evaluating the effectiveness of the pilot program.

If you have any questions regarding this Notice, please contact Employee Relations Group at (213) 486-7600.


JERI WEINSTEIN, Captain
Employee Relations Administrator
DISTRIBUTION "B"

APPROVED:

STEPHEN R. JACOBS, Commander
Chief of Staff
Office of the Chief of Police