

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 14

March 17, 2026

**SUBJECT: DEPARTMENT MANUAL SECTIONS REFERENCING
DESELECTION FROM ADVANCED PAYGRADE OR BONUS
POSITIONS AND ADMINISTRATIVE TRANSFERS –REVISED**

PURPOSE: This Order serves to revise the recommending and approving authorities for deselection from advanced paygrade or bonus positions and administrative transfers.

PROCEDURE:

I. ADMINISTRATIVE TRANSFERS – REVISED. Department Manual Section 3/762.35, *Administrative Transfers*, has been revised and is attached with the revisions in italics.

II. DESELECTION FROM ADVANCED PAYGRADE OR BONUS POSITION – REVISED. Department Manual Section 3/763.55, *Deselection from Advanced Paygrade or Bonus Position*, has been revised and is attached with the revisions in italics.

AMENDMENTS: This Order revises Department Manual Sections 3/762.35 and 3/763.55.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



JIM McDONNELL
Chief of Police

Attachments

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762.35 ADMINISTRATIVE TRANSFERS.

Employee Requesting. When an employee requests an administrative transfer, the employee will meet with his/her commanding officer, discuss the reason for the request and complete an Employee's Report, Form 15.07.00. The Form 15.07.00 must 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 15.07.00 with a statement documenting the date of the commanding officer's disapproval to Employee Relations Group (ERG) for consideration.

Commanding Officer Requesting a Transfer of an Employee. When a commanding officer determines that an administrative transfer is appropriate, the commanding officer must complete an Intradepartmental Correspondence, Form 15.02.00, to the Commanding Officer, Personnel Division, requesting the transfer. The request must include approval signature blocks for the employee's chain of command up to the bureau commanding officer or equivalent.

Note: Employee Relations Group must be listed on the Official Correspondence Review, Form 15.75.00, that accompanies the Form 15.02.00. However, *the Employee Relations Administrator (ERA)* will only make a recommendation for approval or disapproval of the request. When a disapproval is recommended, *the ERA* must attach a Form 15.02.00 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 *ERA* must be included before the Commanding Officer, *Human Resources Bureau (HRB)*. 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, must 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 must also include a copy of the indicated documentation.

Employee request. Form 15.07.00 completed by the employee stating the reason(s) for the request and the relief being requested.

Medical restrictions. Specific restrictions and/or the need for accommodations, (i.e., handrails in bathrooms, etc.), must 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.

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 arrestees/inmates, etc.) If these restrictions are known but have not been served on the employee, the restrictions must be articulated in the Form 15.02.00.

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Reduction in paygrade, deselection from a bonus position, or unsatisfactory performance of duties. Documents specified in Department Manual Sections 3/763.55, 3/764.30, or 3/764.50 in support of the request.

Demotion of a sworn employee. The Decision of the Board of Rights and Execution of the Order, Form 01.73.00, or in its absence, a copy of the Complaint and Relief from Duty, Suspension or Demotion, Form 01.61.00. 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.

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 will 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 will 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 Chief of Police (COP) to consider.

Exception: An employee being reassigned from a specialized division may include a specialized division as one of their 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 15.02.00; however, they are not binding on the COP. Copies of all the appropriate documentation must be attached to the Form 15.02.00. Additionally, a Request For Transfer and/or Change in Paygrade, Form 01.40.00, must be completed, except for the division of assignment, position, and effective date, which are to be left blank, and forwarded with the Form 15.02.00.

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 15.02.00 and 01.40.00. In such a case, it is not necessary to include the three choices of assignment the employee may prefer.

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

Reviewing Requests. The *ERA*, will review all requests for administrative transfers after approval by the chain of command and before being forwarded to *the Commanding Officer, HRB*. The *ERA*, will ensure there is sufficient justification and that all criteria required for the

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transfer are met. After review and a recommendation by *the* ERA, the request must be forwarded to *the Commanding Officer, HRB or to the Office of First Assistant Chief, Chief of Staff*, 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 15.02.00, documenting specifically why the request was disapproved and provide information about any possible alternate resolutions for the request. A disapproved request must be returned to the requestor via the chain of command. ERG will maintain a file of all administrative transfer requests.

Approved Transfer. When ERG is notified by Personnel Division of an administrative transfer approved by the COP, ERG must notify the commanding officer of the command to which the employee is being transferred. The commanding officer must contact the employee's current commanding officer to discuss the transfer. The discussion will 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.

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 must 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.

Personnel Division's Responsibilities. Personnel Division must 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 must 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 must be notified. In all cases, the original Forms 15.07.00 and 15.02.00 requesting the administrative transfer must be returned to ERG for the purpose of notifications and record retention. Additional copies will be attached to the Form 01.40.00 and retained by Personnel Division.

Ombuds Officer's Responsibilities. 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.

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 COP.

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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.

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763.55 DESELECTION FROM ADVANCED PAYGRADE OR BONUS POSITION. An officer below the rank of lieutenant may be reassigned to a position of lower paygrade to a non-bonus position, or both, in any of the following conditions:

- A. A commanding officer, in his or her discretion, decides that reassignment is appropriate after determining that a subordinate officer has been unwilling or unable to perform the duties of the position;
- B. A commanding officer, in his or her discretion, decides that reassignment is appropriate after determining that a subordinate officer committed an act that merits the reassignment to a lower paygrade position, a non-bonus position, or both. Such a reassignment may be done with or without a personnel complaint;
- C. The position held by the officer is eliminated for budgetary, deployment, or other Department needs. If the position is restored to the budget, deployment, etc., within one year of the officer having been removed, the officer, if otherwise eligible for the position, shall have the right of first refusal to return to the position;
- D. The officer requests reassignment; or,
- E. The officer completes a limited tour assignment.

An officer who is reassigned based on condition “A” or “B” above shall not be assigned to a bonus or advanced paygrade position for at least 26 Deployment Periods (two years).

If an officer is reassigned based solely on a Personnel Complaint and the final disposition of the Complaint is “Unfounded,” “Exonerated,” or “Not Guilty,” the officer shall be restored to the paygrade and bonus pay he or she had before the reassignment.

Upon being served with a reassignment document, the employee may, within ten calendar days, contact Employee Relations Group (ERG) and meet with an ERG representative to allow the employee to state reasons why the proposed reassignment is unwarranted. This is an opportunity for the employee to be heard prior to a final decision by the Department and shall not prevent the employee from exercising rights granted by law or by the Memorandum of Understanding (MOU). The employee may be represented by an employee representative pursuant to the MOU during the meeting with the ERG staff.

COMMANDING OFFICER’S RESPONSIBILITIES. Commanding officers shall ensure the following:

- Complete a request for Transfer and/or Change in Paygrade, Form 01.40.00;

Note: When an administrative transfer is determined appropriate for an employee as a result of reassignment to a lower paygrade or deselection from a bonus position, the commanding officer shall refer to Department Manual Section 3/762.35 regarding administrative transfers.

- Complete an Intradepartmental Correspondence, Form 15.02.00, citing the reasons for recommending reassignment to a lower paygrade or deselection from a bonus position

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and include a statement that the officer was advised of the right to provide a written response to the proposed personnel action within 30 calendar days of the date of notice;

- Provide the employee copies of the documents;
- Maintain original documentation until the officer's response is received or 30 calendar days have elapsed; and,
- After 30 calendar days have elapsed, forward all documentation, including the employee's response if one was submitted, through the officer's bureau and the Employee Relations Administrator, to the *Office of First Assistant Chief, Chief of Staff*.

EMPLOYEE RELATIONS ADMINISTRATOR, RESPONSIBILITIES. The *Employee Relations Administrator (ERA)*, with concurrence from the *Office of First Assistant Chief, Chief of Staff* shall recommend downgrade from an advance paygrade or bonus position.

OFFICE OF FIRST ASSISTANT CHIEF, CHIEF OF STAFF, RESPONSIBILITIES. The *Office of First Assistant Chief, Chief of Staff* shall be the independent authority to grant or deny the request for paygrade reduction and/or bonus deselection and to execute the decision through a Transfer Order and is responsible for notifying the involved employee of the final decision. The *Office of First Assistant Chief, Chief of Staff*, or his/her designee, must serve the involved employee with Notice of Downgrade/Deselection, Form 01.73.05, within 30 days of the final decision, with the anticipated effective date, unless the employee is unavailable.