



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

PROCEDURE 77
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I.D. NUMBER: 363

Chief of Police

TEMPORARY TRANSFER PROGRAM

A. POLICY STATEMENT

It is the department's policy to create opportunities for officers to gain temporary experience in specialized assignments. The department strives to develop a workforce that contains individual members who have a wide variety of experiences in the broad range of police services provided to the community. The department encourages officers working in the Patrol Bureau to apply for temporary transfers to specialized units and will accommodate these transfers when they do not create an undue staffing hardship or excessive overtime expense in the Field Operations Division.

B. PURPOSES

The primary purposes of the program are to provide opportunities for career enhancement, varied police experience and incentives to improve performance. Specifically, the program provides:

1. **Career Enhancement/Skill Development.** The program provides an opportunity to gain temporary experience in a specialized assignment without committing to a long-term transfer. The specialized assignments provided include:
 - .1 Major Crimes Unit
 - .2 Financial Crimes Unit
 - .3 Special Investigations Bureau
 - .4 Special Victims Unit
 - .5 Traffic Bureau
2. **Training/Experience.** The transfer allows an officer to gain first-hand experience in the follow-up of criminal investigations, the filing of cases with the District Attorney's Office, preparation and service of search warrants and parole searches, working with other investigative units, management of a caseload, investigating major traffic collisions and dealing with community traffic complaints.
3. **Incentive for Improved Performance.** Selection is competitive and based on merit.
4. **Assists Supervisors.** The policy provides supervisors with at least one basis for giving direction to subordinates seeking expanded career opportunities with the department.
5. The temporary assignment is not considered a specialty assignment, and no specialty pay will be awarded to the participants. The temporary assignment also does not count towards consideration for the Master Police Officer designation.

C. QUALIFICATIONS/DISQUALIFICATION

1. **Qualifications.** In order for an officer to qualify for a temporary transfer post, s/he must meet the following minimum standards:
 - .1 Be off of probation.
 - .2 Have been assigned to the Patrol Bureau for at least twelve consecutive months prior to the temporary assignment.
 - .3 Must have received a minimum of “meets standards” in all observed performance dimensions on performance evaluations at the time of both the application and the date of assignment.
 - .4 Receive a positive recommendation from the most recent supervisor at the time of application.
2. **Disqualification.**
 - .1 Any “unacceptable” or “needs improvement” rating in a performance dimension in the most recent performance evaluation at the time of application or assignment.
 - .2 Prior experience in a long-term or eight-week temporary assignment in the bureau of interest.
 - .3 Any long-term or temporary assignment to a specialized unit within the previous twelve-months.

D. PREFERRED QUALIFICATIONS FOR SPECIFIC ASSIGNMENTS

1. In addition to minimum qualifications, the following preferred qualifications are established for specific specialty assignments. Although this temporary assignment will provide many training opportunities, officers selected will be expected to contribute to achieving the specific bureau’s primary mission, while assigned. The preferred qualifications for each unit are as follows:
 - .1 Major Crimes Unit.
 - .01 Report writing skills. (complete, concise, timely).
 - .02 Interview and interrogation techniques.
 - .03 Ability to work effectively without close supervision.
 - .04 Ability to deal effectively with traumatized victims.
 - .05 Prior experience/training in authoring search warrant/affidavits.
 - .2 Financial Crimes Unit.
 - .01 Report writing skills. (complete, concise, timely).
 - .02 Customer service skills.
 - .03 Ability to manage (prioritize/organize) a busy case load.
 - .04 Some experience with forgery and fraud cases.
 - .05 Initiative to handle follow-up investigation as a patrol officer.

.3 Special Investigations Bureau.

- .01 Initiative and interest in handling drug cases effectively.
- .02 Effective report writing capability.
- .03 Maturity of judgment and demonstrated field tactical skills.
- .04 Prior experience/training in dealing with police informants.
- .05 Prior experience/training in authoring search warrant/affidavits.

.4 Special Victims Unit

- .01 Sincere interest in working with youths.
- .02 Familiarity with CPD's Domestic Violence Policies and Procedures.
- .03 Prior experience/training in authoring search warrant/affidavits.
- .04 Interview and interrogation skills.

.5 Traffic Bureau.

- .01 Interest, and proficiency, in investigating traffic accidents.
- .02 Initiative in solving neighborhood, and community, traffic complaints.
- .03 History of effective, general, traffic enforcement performance.

E. SELECTION PROCESS

1. A written announcement from the Investigations and Administrative Services Division Commander will invite applications in the fall of each year. Selections will be made in October or November for openings in the next calendar year. The exact duration of the temporary assignments will be determined prior to the time the application process is announced.
2. The program announcements shall include:
 - .1 The specialized units available for transfer.
 - .2 A reminder of minimum qualifications and criteria to be used in selection process.
 - .3 A request for examples of demonstrated proficiency; e.g., offense reports, resume', etc.
 - .4 Applications will be directed to the commander of the division(s) in which the temporary assignment(s) will occur.
 - .5 A final filing date will be designated.
3. The applicant will indicate a primary and optional secondary specialized assignment preference in his/her application.

4. The applicant's immediate supervisor shall complete a written recommendation on the officer's suitability for the temporary transfer and submit the recommendation by the end of the working day on the final filing date.
5. Selections will be made by the Chief of Police based on input, and recommendations, from staff members and the Department's program managers.
6. At the conclusion of the temporary transfer, the supervisor of the specialized unit will complete an evaluation documenting the officer's performance while assigned to the unit. One copy of the evaluation will be forwarded to the officer's immediate supervisor and the original to his/her personnel file.

F. STAFFING CONSIDERATIONS

1. The temporary transfer program is considered a departmental priority, subject to the established strategic squad staffing needs in the Patrol Bureau.
2. Scheduling commitments will be fulfilled unless the impact on Patrol Bureau staffing requirements creates an unreasonable hardship. Field Operations Commanders may suspend specific transfers when staffing considerations over-ride the value of the temporary transfer.
3. In the event that an officer's temporary transfer is postponed, or canceled, within the first four weeks, that officer shall remain on the top of the eligibility list until such time that patrol staffing levels allow for that officer to be assigned to the predetermined specialized unit.