

## Promotional and Lateral Transfer Policy

### 1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and for determining internal lateral transfers of Police Officers and Police Sergeants.

### 1003.2 POLICY

It is the policy of the San Leandro Police Department to periodically reassign personnel laterally to various assignments within the Department. The intent of this policy is to utilize (where practical) particular talents and abilities, develop individual skills, and perform the Department's task in as effective and efficient a manner as possible.

The filling of lateral assignments positions must be considered in view of the attainment of overall Departmental goals and objectives. Thus, the careful evaluation of the factors below will be done in conjunction with the requirements of the position and the needs of the Department. The final selection for all lateral assignments rest solely with the Chief of Police.

For the purpose of this policy, the term "**lateral transfer**" refers to the assignment of Police Officers and Sergeants from one division to another, for periods of three, four, or five years. As an exception, Officers and Sergeants assigned to the Traffic Division, operating a motorcycle, or as a commercial enforcement officer, as their primary duty, will be for periods of five, six, or seven years.

- The term "**lateral transfer**" is synonymous with lateral assignment, internal transfer, or internal reassignment. "**Lateral transfer**" does not include reassignment within any division.
- The term "**lateral transfer**" most commonly refers to the reassignment of a Police Officer or Sergeant from the Patrol Division to any other division.

The actual duration of any lateral assignment will be dependent on the employee's performance, and the needs of the organization.

### 1003.3 BASIC LATERAL TRANSFER ELIGIBILITY AND QUALIFICATIONS

- (a) Candidate shall have completed a minimum of three years law enforcement service prior to the effective date of the transfer.
  1. At least one (1) of those years shall have been continuous and current employment with the San Leandro Police Department.
  2. Candidates who, subsequent to an authorized leave of absence, are duly reinstated, will be entitled to consider service prior to the reinstatement as continuous with current employment, less the actual time away on leave.
- (b) Patrol Officers or Sergeants holding other lateral transfer assignments at the time of the selection normally will not be considered for a second consecutive lateral assignment.

# San Leandro Police Department

San Leandro PD Policy Manual

## *Promotional and Lateral Transfer Policy*

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- (c) Police Officers or Sergeants having already completed a lateral assignment generally will not be reconsidered for a subsequent transfer for at least one year after the conclusion of the earlier assignment.
- (d) The Chief of Police may, under abnormal circumstances in individual cases, modify the criteria stated above.

### **1003.4 LATERAL TRANSFER SELECTION PROCESS**

- (a) Upon notice of a lateral assignment opening, interested, eligible candidates shall submit a memorandum through channel to the appropriate Division Commander, or their designee.
  - 1. If there are multiple openings, separate memos shall be submitted.
- (b) The eligibility criteria of each applicant shall be reviewed by the appropriated Division Commander, or their designee. The Chief of Police may waive the eligibility criteria when, in their judgment, it is in the best interest of the Department.
  - 1. The appropriate Division Commander, or their designee, shall interview the eligible candidates. This interview shall be a portion of the selection criteria. Additionally, the appropriate Division Commander, or their designee, shall consult with the supervisors within their divisions regarding all eligible candidates.
  - 2. The Division Commander, or their designee, shall summarize the supervisors' input, as well as the applicant's most recent appraisal. This summary of appraisals shall specifically address each applicant's attendance, written skills, interpersonal communication skills, and demonstrated skills relevant to the position sought. Any relevant training shall be included in the summary.
  - 3. The Division Commander, or their designee, shall confer, upon completion of the selection process, with the appropriate Bureau Captain regarding the recommendation(s).
  - 4. The Division Commander, or their designee, shall be available to confer with the unsuccessful candidates regarding the selection.
- (c) The final selection for all lateral assignment rests solely with the Chief of Police.

### **1003.5 PROMOTIONAL SPECIFICATIONS**

Specifications for promotional opportunities are on file with the San Leandro Human Resources Department.