STOCKTON POLICE DEPARTMENT

GENERAL ORDER

TRANSFERS

SUBJECT

DATE: OCTOBER 23, 2022

NO: A-07

FROM: CHIEF STANLEY MCFADDEN

TO: ALL PERSONNEL

INDEX: Changes in Assignment

I. POLICY

A. The purpose of this order is to establish procedures for department personnel transfers. Implementation of this order should provide greater access to assignments and provide personnel with varied training and experience consistent with career development plans. The Division/Section Commander with the opening will make the selection and forward their recommendations to the Chief of Police. The Chief of Police has final approval on all transfer selections.

B. In cases where a vacancy occurs, a Departmental Special Order announcing the vacancy may be issued. The announcement will describe the opening and list the minimum requirements for the position. Interested personnel will fill out a Transfer Request Form. This order will allow a minimum of twenty-one days to submit the Transfer Request Form. The eligible candidates will be placed on a list that will generally be valid for six (6) months or until half the list is exhausted.

C. From time to time, vacancies will occur, which will be filled without the vacancy being opened to the interview process. This decision shall be at the discretion of the Division/Section Commander having the vacancy with the concurrence of the Chief of Police. In these cases, the Division/Section Commander will forward their recommendation to the Chief of Police for final approval. Manager positions and positions in the Vice Section and Professional Standards Section will generally not be filled using a transfer solicitation.

II. PROCEDURE

If the opening necessitates requesting interested personnel to apply, the selection process will consist of the following:

A. The candidate will draft a cover letter providing background about themselves and their desire to transfer to the new assignment. They will attach a resume providing the following information.
   1. Date of Hire
   2. Current Division/ Section/ Assignment
   3. Current ancillary assignments (SWAT, MFF, UAS, etc.)
   4. Names of the last two supervisors
   5. A list of all previously held assignments
   6. List of any college education, degrees, professional certificates, P.O.S.T. certificates, and/or credentials
   7. Whether the employee is bilingual, and if so, which languages and an estimated fluency

B. The candidate will request a recommendation from their current supervisor and a second supervisor, or manager, not in the section they are applying to transfer to.
   1. If the candidate’s immediate supervisor does not recommend the candidate, they must sign the transfer request form as such and discuss it with the candidate.
   2. The candidate can request that their Section Lieutenant or Manager review the request and either concur, with the supervisor or forward the transfer request for consideration with the manager’s recommendation.

C. The cover letter, resume, letters of recommendation, and the employee’s current performance log and previous evaluation will be forwarded to the receiving manager for consideration.

D. Interviews of eligible candidates will be conducted after the application period concludes.
   1. Sergeants/ Supervisors will interview officers/line-level professional staff for vacancies.
   2. Lieutenants/ Police Service Managers will generally interview supervisors for vacancies.