SHREVEPORT POLICE DEPARTMENT
GENERAL ORDER

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Ben Raymond	All Personnel	MAY 2025	
SUBJECT: JOB ASSIGNMENTS, VACANCIES & TRANSFERS			
INDEX: PERSONNEL ASSIGNMENTS; TRANSFERS; VACANCIES			
CROSS REF: LA RS 33:2489, 2494, 2496, 2554, 2556, Charter for the City of Shreveport Article 11.03 and 14:01			

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I. PURPOSE

The purpose of this policy is to define the requirements, conditions and process for the transfer and rotation of sworn personnel duty assignments.

II. POLICY

It shall be the policy of the Shreveport Police Department to provide a fair and impartial system for the transfer and placement of personnel that will, to the degree possible, advance personal career goals and interests consistent with the efficient and effective use of manpower and delivery of police services to the community.

III. LEGAL REQUIREMENTS

A. Municipal Fire and Police Civil Service Law: LA RS 33:2489 Transfer.

Any employee may be transferred from any position in the classified service to any other position of the same class within the classified service, at the pleasure of the appointing authority without notice to and confirmation by the board.

Any regular employee so transferred shall have the right of appeal to his/her board upon the grounds (1) that his/her transfer was made to a position not included within the class which his/her positions was previously allocated; or (2) that the position to which he/she has been transferred is not included within the classified service; or (3) the transfer was made deliberately to discriminate against him/her.

B. Charter for the City of Shreveport 1978: Article 11.03 Organization of police department.

The chief of police shall be in direct command of the police department, and shall make, with the approval of the mayor, rules and regulations for the conduct of the department and all officers and employees thereof, and shall assign all officers and employees of the department to their respective posts, duties, shifts and details. Disobedience on the part of any officer or employee of the department to the lawful order of the chief of police shall be grounds for dismissal of such officer or employee.

C. **Charter for the City of Shreveport 1978: Article 14.01 Personnel system for policemen and firemen.**

Appointments, transfers, promotions, demotions, removals, and all other matters relating to personnel management in the departments of police and fire shall be subject to the general laws of the state providing a system of civil service for policemen and firemen, applicable to the City of Shreveport; provided that if at any time there shall be no such general state law applicable to the City of Shreveport the further provisions of this chapter shall apply to the departments of police and fire and the officers and employees thereof.

IV. PROCEDURE

A. General

1. Nothing in this policy restricts the chief of police from assigning or transferring any employee to a duty assignment deemed to be in the best interest of the Department.
2. Vacant positions will be filled with a qualified candidate consistent with federal, state and local laws and regulations.
3. Vacant position notices may be posted at the discretion of the chief of police. When used, the notice shall list the job qualifications and requirements.
4. The use of qualification lists to avoid unnecessary repetition of lengthy qualification processes may be considered by the chief of police on a case-by-case basis.

5. Transfers shall not be used solely for disciplinary reasons.
6. In order to maintain the efficiency of department operations, all employees applying for, requesting, or testing for a transfer must be fit for duty and able to perform the required duties of the vacant position within seven days of being chosen.
7. Lateral personnel moves are acceptable upon approval of the chief of police.
8. Due to the volume of transfers necessary in patrol to maintain minimum staffing and other changes of assignments, no vacancy notices will be posted for transfers between patrol shifts or other changes of assignments that can be effected administratively except as set forth in Section F below.
9. Select job assignments require mandatory minimum assignment periods in order for the Shreveport Police Department to sufficiently benefit from investments of specialized training and/or education for key personnel. In all cases, the chief of police has the right to establish minimum and maximum terms of service for selected duty assignments that may serve the best interest of the Department.
10. Any employee who does not meet the minimum standard for any position will be removed and replaced as determined by the chief of police.
11. The chief of police retains the right to allocate specific numbers of members to various activities and to assign members as the needs of the Department dictate.
12. When a vacancy exists in a particular unit, the bureau commander affected may, upon approval of the chief of police, select another member from within the bureau to fill that vacancy.

B. Vacancy notices – When the chief of police directs a vacancy notice to be posted:
1. The division commander will provide the personnel officer with the official announcement regarding the anticipated filling of a vacant, newly created or specialized position. The announcement will include:
   a. The job description, which shall explain the essential functions of the position.
   b. The knowledge, abilities, skills, formal education requirements and length of service or experience necessary to qualify for the position.
   c. The cutoff date for receiving requests for transfer to the position.
2. The personnel officer will publish a vacancy notice for open positions that includes:
   a. The name of the bureau with a vacancy.
   b. Where submissions are to be delivered.
   c. The closing date of the notice.
   d. A list of any documents to be submitted.
   e. The minimum requirements for qualification.
3. The personnel officer will distribute copies of the notice via email to be read at roll calls when possible and posted on official bulletin boards throughout the department as required.
4. The vacancy notice will be open for fourteen days from the date posted unless a shorter time is deemed necessary by the chief of police based on the immediate needs of the department.

C. Requests for transfer.
1. Any employee requesting a transfer is responsible for completing and submitting the transfer request in accordance with the instructions contained in the vacancy notice.
2. By making the transfer request, the individual requesting transfer agrees to the job responsibilities and working conditions of the vacant position.
3. Requests for transfer will not be routinely received except in response to a vacancy notice. When a request for transfer is made that is not in response to a vacancy notice, the request shall be in writing and shall be submitted to the employee's division commander through the chain of command.

D. Qualified applicant list
1. The division commander or designee shall verify qualifications for each transfer request. Verification can include, but is not limited to, interviews, field visits, standardized testing and/or evaluation.
2. The division commander or designee will provide a list of qualified applicants in alphabetical order to the chief of police.
3. The chief of police may choose a candidate on the qualified applicant list or transfer another qualified member of his/her choosing when determined to be in the best interest of the department.

E. Transfers:
1. Only the chief of police may authorize a transfer of members of the Shreveport Police Department.
2. After a member is approved for transfer by the chief of police, the division commander receiving the individual being transferred, or designee, shall notify Police Human Resources (HR), in writing, of the pending transfer.
3. Information that shall be provided to HR for each individual being transferred is as follows:
   a. Rank
   b. Name

c. Badge number
d. Assignment being transferred from, including division, bureau and unit.
e. Assignment being transferred to, including division, bureau and unit.

4. At the direction of the chief of police, HR shall prepare a Personnel Action Notice (PAN) for each individual being transferred and disseminate as directed.
5. Members generally should be given seven calendar days between the issuance of the PAN advising the member of the pending transfer and the effective date of the transfer. However, the chief of police may require that such transfer take effect immediately or take effect on a date certain based on the needs of the department.

F. Voluntary transfers within Patrol

This provision applies to only those members who voluntarily request a transfer within Patrol. It does not apply to transfers made by an assistant chief of police, deputy chief, or the chief of police for manpower needs or transfer requests outside Patrol.

1. Officer/corporal transfer criteria:
   a. Members must be certified through the Peace Officer Standards and Training (POST) Council and classified as a permanent police officer.
   b. Members are not eligible to request a transfer if they have received a letter of reprimand or more severe punishment within the previous twelve (12) months.
   c. Members must have been in their current position for at least six (6) months before requesting a transfer, unless their latest transfer was involuntary.
   d. For <u>shift</u> transfers, only members within the advertised area may apply for the transfer.
   e. For <u>area</u> transfers, the member must request the same shift.
2. Officer/corporal transfer procedure:
   a. When an approved vacancy exists, and where the needs of the department do not require an immediate transfer, the area captain or designee shall send an email to eligible members and set a deadline for the members to respond in writing indicating their interest in the vacant position. The area captain should maintain a copy of written responses received as part of his/her selection packet for review by the division commander.
   b. The division commander or designee shall review each applicant's work indicators for the previous six months to insure the member either meets or exceeds the average work performance of other members on his/her shift and in his/her assigned area. Work indicators to be reviewed include but are not limited to: daily activity logs, written reports, arrests, citations, and/or other work produced by the member.
   c. The most senior qualifying officer/corporal's name will be submitted to the assistant chief of police for approval.
   d. If members have the same adjusted seniority date the area commander requesting the transfer will obtain the Peace Officer Standards and Training (POST) certification score for the tied members and place them in order of highest score first.
   e. <u>Swap transfers:</u> Members may request swap transfers to a different area for the same shift and rank. When requesting a swap transfer, both members shall submit an IOC or an email request to his/her area commander and copy the area commander of the requested area. This request shall include all information pertaining to the members who want to swap places. The request shall be submitted to the USD assistant chief of police over the members' areas who shall decide whether to approve or reject the requested swap transfer.
3. Sergeant/lieutenant shift/area transfer criteria and procedure:
   a. Members are not eligible to request a transfer if they have received a letter of reprimand or more severe punishment within the previous twelve (12) months.
   b. Members must have been in their current position for at least six (6) months before requesting a transfer, unless their latest transfer was involuntary.
   c. When an approved vacancy exists, and where the needs of the department do not require an immediate transfer, the area captain or designee shall send an email to eligible members and set a deadline for the members to respond in writing indicating their interest in the vacant position. The area captain should maintain a copy of written responses received as part of his/her selection packet for review by the division commander.
   d. The most senior qualifying sergeant/lieutenant's name will be submitted to the assistant chief of police for approval.
   e. <u>Swap transfers:</u> Members may request swap transfers to a different area for the same shift and rank. When requesting a swap transfer, both members shall submit an IOC or an email request to

his/her area commander and copy the area commander of the requested area. This request shall include all information pertaining to the members who want to swap places. The request shall be submitted to the USD assistant chief of police over the members' areas who shall decide whether to approve or reject the requested swap transfer.

G. Temporary appointments, working out of class:
The chief of police may make a temporary appointment of any member to a position in the classified service as set forth in La. R.S. 33:2496.

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Ben Raymond
Chief of Police