Promotional and Transfer Policy

902.1 PURPOSE AND SCOPE
The purpose of this policy is to establish required and desirable qualifications for specialty assignments and promotions within the ranks of the Redding Police Department.

902.2 POLICY
Consistent with the following Memorandums of Understandings (MOU); Redding Peace Officers Association Section 1.7, Redding Police Managers Association Section 3.1, and Redding Independent Employee Organization Section 3.1, special assignments are deemed temporary.

Employees assigned to special programs or positions within individual Departmental units serve at the discretion of the Division Commander and the Chief of Police. The length of service will be determined by Departmental needs, efficiency of the employee in the assignment, training expertise in a particular field, and other factors which contribute to the overall effectiveness of the Department.

902.3 GENERAL REQUIREMENTS SPECIALTY ASSIGNMENTS
All assignments will generally be for a minimum two years from the assignment date with the exception of those assignments that require extended specialized training and knowledge. The length of these specialized assignments is also deemed temporary.

If no eligible officers apply or if there are insufficient qualified applicants, the experience level required will be at the discretion of the Division Commander. The Division Commander retains the discretion to exhaust the list based on qualified applicants. Officers who are currently on probation are not eligible to participate in the examination process. Assignment selection and duration are at the discretion of the Division Commander and Chief of Police.

Applicants must have maintained average or above average performance ratings in the following areas:

(a) Field Enforcement
(b) Internal and External Relations
(c) Officer Safety
(d) Work Habits
(e) Complete investigations and thorough police reports
(f) Successfully pass personnel evaluation review

902.3.1 INVESTIGATIONS

(a) Must present a copy of the POST Intermediate Certificate as of the closing date of the application;
(b) Must have a minimum of five (5) years' law enforcement experience;
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(c) 100 Percent Oral Board.
(d) Oral Board shall be comprised of:
   1. Division Commander or designee;
   2. Two Investigations Sergeants and one Patrol Sergeant or Patrol Lieutenant.

902.3.2 NPU/TRAFFIC/SRO/CRIME SCENE INVESTIGATOR
(a) Must have a minimum of three (3) years’ law enforcement experience;
(b) 100 Percent Oral Board;
(c) Oral Board shall be comprised of:
   1. Specialty assignment manager or immediate supervisor;
   2. Non-supervisory member of group;
   3. Division Commander or designee;
   4. Two Investigations Sergeants and one Patrol Sergeant or Patrol Lieutenant
      (Crime Scene Investigator only).
(d) The Traffic Unit assignment requires successfully passing a POST-certified
    motorcycle school and a Class M-1 license prior to appointment if assigned to a
    motorcycle.

902.3.3 FIELD TRAINING OFFICER (FTO)/K-9 OFFICER
(a) Must have a minimum of four (4) years’ law enforcement experience;
(b) 100 Percent Oral Board;
(c) Oral Board shall be comprised of:
   1. Specialty assignment manager or supervisor;
   2. Non-supervisory member of group;
   3. Division Commander or designee.
(d) Must present a copy of the POST Basic Certificate as of the closing date of application
    (FTO only).
(e) Must successfully complete the POST-certified FTO course prior to training new
    officers (FTO only).
(f) Must complete 24-hour FTO update every three years (FTO only).
(g) The Department will purchase and own the canines for this program. Successful
    candidates will be responsible for the daily handling, care, maintenance, and
    training. Once selected, officers will receive compensation as outlined under Section
    9.10 of the RPOA MOU (K-9 only).

902.3.4 SWAT TEAM
(a) Must have a minimum of three (3) years’ law enforcement experience;
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(b) 100 Percent Oral Board;
(c) Successfully pass the physical agility test.
(d) Oral Board shall be comprised of:
   1. Tactical Commander;
   2. Tactical Coordinator;
   3. Team Leader.

902.3.5 HOSTAGE NEGOTIATOR TEAM
(a) Must have a minimum of three (3) years’ law enforcement experience;
(b) 100 Percent Oral Board.
(c) Oral Board shall be comprised of:
   1. Specialty assignment manager or supervisor;
   2. Non-supervisory member of group;
   3. Division Commander or designee.

902.3.6 VARIOUS ASSIGNMENTS AS LISTED


(a) Must have a minimum of two (2) years’ law enforcement experience
(b) 100 Percent Oral Board
   1. ATMU ranking will be by a proficiency test/skills test on the ATMU. Ranking will be done by Department motorcycle instructors and the Traffic supervisor. No oral board ranking.
(c) Oral Board shall be comprised of:
   1. Program Manager or supervisor
   2. Team Member
   3. Division Commander or designee
(d) Oral Board for Bomb Disposal Technician shall be comprised of:
   1. Representatives from the Shasta County Sheriff’s Office and the Police Department Field Operation’s Division Commander or his designee.
(e) Must satisfactorily pass Armorer training (Armorer only)
(f) Must successfully pass a physical agility test, weighted pass/fail (Bomb Disposal Technician only)
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(g) Experience in explosives or electronics is desirable, but not required (Bomb Disposal Tech only)
(h) Must satisfactorily pass the POST Range Master class (Range Master only)
(i) Must possess Class M-1 permit (ATMU only)

902.4 SPECIAL ASSIGNMENT ELIGIBILITY
In order to be eligible assignment to a special assignment, candidates shall have served for the designated years as a sworn peace officer as of the closing date of the application. Academy time does not count toward total sworn peace officer time. Minimum educational requirements (units) and college degrees shall be completed and proof submitted (copy of degree, degree completion letter, or official transcripts) as of the closing date of the application. For POST Certificate requirements, the applicant shall have a copy of the POST Certificate as of the closing date of the application. It is the individual's responsibility to ensure the necessary eligibility requirements are met prior to submitting an application. Community Service Officers (CSOs) or Services=candidates shall have served the designated years with the Department prior to assignment to a Special Assignment.

902.5 PROMOTIONAL AND SPECIAL ASSIGNMENT LIST TIME LIMITS
All promotions and transfers shall be in accordance with standards and procedures as determined by the City. Promotional lists will have a minimum life of one year and a maximum life of two years. The above will also apply to Special Assignments.

902.6 ROTATION FROM A SPECIALTY ASSIGNMENT
When an officer or CSO returns from specialty assignments (i.e., Investigations, NPU, SRO, Traffic) back to a regular patrol assignment, the Department should make every effort to accomplish the reassignment at the normal shift change. This will allow the officer/CSO advance notice and opportunity to sign up for the next shift by seniority. In all cases, the Chief of Police or his designee may make the change in an assignment based on the needs of the Department or specialty assignment.

902.7 HIRING/PROMOTIONAL AND SPECIALTY ASSIGNMENT SENIORITY
The hiring, transfer to specialty assignment, promotions and transfer to specialty assignment of employees shall occur on different calendar days. This will ensure no two employees are hired, promoted, or transferred on the same day.

The MOU between the City of Redding and the Redding Peace Officers Association (RPOA) has guidelines regarding the seniority for canine officers (MOU Section 9.3). Seniority within the Traffic Unit shall be based on consecutive seniority in the Traffic Unit.

Employees in all other specialty assignments and promotions will have seniority based on consecutive time in the assignment or rank.
902.8 PERMANENT PROMOTIONAL SPECIFICATIONS
Specifications for promotional opportunities are on file with the City of Redding Personnel Department. Refer to City of Redding Class Specifications for details on all promotions.

Testing Process:

- Captains:
  - 100% Chief's Oral
- Lieutenants:
  - 100% Chief’s Oral
- Sergeants:
  - 45% Managerial Staff Input, 20% Citizen Panel, 35% Professional Panel
- Corporal:
  - 45% Managerial Staff Input, 20% Citizen Panel, 35% Professional Panel