

Cobb County Police Department

Policy 2.12

TRANSFERS, SPECIALIZED ASSIGNMENT REQUESTS, AND SUCCESSION PLANNING

Effective Date: October 1, 2019	Issued By: Chief C.T. Cox
Rescinds: Policy 2.12 (January 6, 2019)	Page 1 of 4
The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish policies and procedures pertaining to transfer and specialized assignment requests, as well as succession planning within the Department.

I. PRECINCT TRANSFERS

A. Intra-Precinct

Individuals requesting transfer from one assignment to another within a precinct should submit a request in writing to their respective precinct commander through the chain of command (e.g. – an evening shift officer would like to transfer to day shift, morning shift, or the precinct’s criminal investigations unit).

B. Inter-Precinct

Individuals requesting transfer from one precinct to another should submit a request in writing to their respective Deputy Chief through the chain of command (e.g. – a Precinct 1 officer would like to transfer to Precinct 2, CIU3, etc.).

II. SPECIALIZED ASSIGNMENT TRANSFERS/REQUESTS

Specialized assignments are characterized by increased levels of responsibility and specialized training (e.g. – STEP, SWAT, specialized investigative units, etc.). As with all other assignments, specialized assignments are considered temporary assignments. Personnel assigned to any field will serve in that capacity at the pleasure of the Chief of Police; there are no set rotational periods. For a complete listing of specialized assignments see Policy 1.03 “Organization of the Department.”

A. Submitting a Request

Individuals interested in applying for a specialized assignment may submit a request, in writing, to the Chief of Police, or his designee, through the chain of command. Specialized assignment requests will only be accepted in January and July of each calendar year, as well as within 30 days of any advertised solicitation.

B. Selection Criteria

1. Normally, an officer must possess a minimum of three (3) years police experience with the Cobb County Police Department before qualifying for a specialized duty assignment. The Chief of Police may exempt certain personnel from the time requirement under certain circumstances (e.g. – specialized skills, knowledge, education, and/or experience possessed by individuals).
2. The Chief of Police, or his designee, may select assessment techniques he feels most appropriate to judge the candidates. These may include interviews, practical exercises, written tests, etc.
 - a. The following criteria may also be considered:
 - Length of service with the Department;
 - Operational experience;
 - Training history;
 - Interest and attitude toward their current assignment;
 - A review of comments from the employee's supervisors; and
 - Level of performance as determined by the review of performance evaluations, discipline records, and other material deemed appropriate.
 - b. In addition, the following criteria should be considered for selection to the Bomb Squad, SWAT Team, Crisis Negotiations Team, K9 Unit, and Underwater Search and Recovery Team:
 - Ability to handle stressful situations
 - Physical fitness
 - Firearms proficiency
 - Verbal communication and problem solving skills
 - Availability for call outs at all hours of the day and night

Note: The Chief of Police reserves the right to nullify the above qualifications and appoint any member of this agency into any specialized or investigative position he sees fit.

C. Selection Process

1. Unit commanders are responsible for ensuring objective and impartial selection criteria has been established, and that candidates have been interviewed and their qualifications assessed. If there is not an adequate number of candidates, a Department wide communication may be utilized to solicit additional requests.

2. The selection process should be documented and any selection materials not otherwise maintained by the Department/County should be kept by the unit commander conducting the selection process. Records will be stored in accordance with the Georgia Records Retention Schedule.

D. Filling an Opening

When an opening becomes available, selections should be submitted through the chain of command to the selecting unit's Deputy Chief.

III. EXPIRATION OF REQUESTS

Transfer and specialized assignment requests will be valid for 12 calendar months from the date of the request; after which they will be considered expired and will be purged from the files. Employees may re-submit requests in accordance with this policy.

IV. PERSONNEL DOCUMENTATION

Upon receipt of a transfer order, an employee's new supervisor should make contact with the employee's current supervisor and discuss the employee's past performance, and any issues that may be of future concern. The conference may be done by phone or in person. It shall be the responsibility of the employee's current supervisor to ensure that the employee's local personnel file is delivered to the new supervisor as soon as possible.

V. SUCCESSION PLANNING

Succession planning is the process for identifying and developing personnel who can replace key employees in specialized assignments, prior to those assignments becoming vacant. Good succession planning shortens the training and orientation time necessary before a new employee becomes functional, and helps ensure key tasks continue as needed.

- A. Each unit commander will be responsible for identifying key positions within their unit(s) which require special knowledge and or training. Key position task lists should be maintained, ensuring that key responsibilities are maintained upon key personnel leaving the Department or unit.
- B. If possible, multiple personnel should be assigned to key operational functions. If manpower does not permit multiple personnel in this operational function, other personnel should be identified and cross trained in the job function/expertise.
- C. In December and June of each year, unit commanders should solicit requests from the Department for those interested in transferring to the specialized assignment. This should be coordinated through the bureau's administrative assistant. A list of pre-requisite or preferred training should be included in the solicitation.
- D. Unit commanders should maintain a list of qualified candidates, in order of preference, for each specific assignment within their respective unit(s).

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1. The list should be established based upon the selection criteria as defined in this policy.
 2. Unit commanders should provide their list(s) of qualified employees to all Department commanders and above, allowing other commanders to formulate succession planning within their respective unit(s).
- E.** Unit commanders are encouraged, when feasible, to permit employees to intern with units for which they have submitted a request; particularly those employees identified on the qualified list. This will allow the opportunity to provide training and practical experience to the candidates, and provide evaluation opportunities to the persons making the recommendations on replacements.