


# TEXARKANA POLICE DEPARTMENT GENERAL ORDERS MANUAL

<b>SUBJECT</b>	<b>Personnel Transfers</b>		
<b>NUMBER</b>	<b>1104.07</b>	<b>EFFECTIVE DATE</b>	<b>November 15, 2010</b>
<b>Scheduled Review Date</b>	<b>April 01, 2016</b>	<b>ISSUE DATE</b>	<b>November 15, 2010</b>
<b>Date Reviewed</b>	<b>March 17, 2014</b>	<b>REVISION DATE</b>	
<b>APPROVED BY</b>		<b>(Reserved for Expansion)</b>	

## I. Purpose and Scope

- A. The nature of the Texarkana Police Department's function and responsibility, coupled with its vast mission requirements, necessitates the formulation of multiple specialized positions within the Agency. The purpose of this policy is to establish, institute and define the process by which members of the Agency are transferred from one duty position to another.

## II. Policy

- A. It shall be the policy of the Texarkana Police Department to establish, institute and define the process and employee obligations that surround duty transfers inside and outside Divisional boundaries. All members of the Agency shall recognize and adhere to the following guidelines established by this policy.

## III. Personnel Transfers

- A. Whenever a vacancy exists within an individual Division, Shift or Section, the respective Division Commander affiliated with the vacant duty assignment may—at his/her discretion—transfer personnel from within his/her Division into the vacant duty assignment, or he/she may advertise the position Agency wide.
1. Should the Division Commander choose to first seek an inner-Divisional transfer into the vacated duty assignment, the Commander will coordinate with the Personnel and Training Section and ensure a notice of vacancy is prepared and disseminated within the affected Division before any such notice is disseminated throughout the Department.
- B. Duty assignment transfers across Divisional boundaries shall be conducted in the following manner:
1. The respective Division Commander will notify the Personnel and Training Section within the Services Division of the specific vacancy as well as the minimum requirements incumbent of applicants.
  2. The Personnel and Training Section will post notices of the vacancy as well as the established minimum requirements incumbent of applicants. Whenever possible, applications from those desiring the duty transfer will be accepted for at least a period of five (5) calendar days.

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3. Members of the Agency applying for the duty transfer shall submit a Letter of Application and forward such letter through their respective chain-of-command to the Personnel and Training Section. Once collected, all Letters of Application will be forwarded to the respective Division Commander.
4. The Division Commander having authority over the vacancy will schedule an Oral Board Review in order to determine the most suitable candidate.
  - (a) Although not inclusive, the criteria considered by those on the board will include the applicants' credentials, level of experience, training, education and overall suitability for the vacant position.
5. Following the completion of the oral board, the respective Division Commander shall submit a recommendation and forward such recommendation to the Chief of Police for further approval.
6. Each applicant will be notified of the results of the Oral Board Review, and when deemed appropriate, the applicants should be briefed regarding factors that influenced their performance, the board's decision and their personal outcome.
7. With the exception of statutory requirements requiring the formulation and maintenance of eligibility lists, and unless otherwise directed by the Chief of Police, no standing eligibility list will be maintained for any position within the Texarkana Police Department.

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