



3-17 DUTY ASSIGNMENTS AND TRANSFERS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 2-1 Uniforms
- 3-21 Scheduled and Unscheduled Leave

B. Form(s)

- PD ~~X~~2034 Transfer Request Form
- Restricted Duty Status Form
- Supervisor's ~~PD X~~ Injury Investigation Report Form
- ~~PD X Restricted Duty Status" form~~

C. Other Resource(s)

- Affirmative Action Program
- ~~Albuquerque Police Officers' Association (CBA)~~
- City of Albuquerque Personnel Rules and Regulations (2001)
- ~~Basic Position Description Manual~~
- City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
- ~~Collective Bargaining Agreement between the City of Albuquerque and the~~
- ~~SharePoint~~
- ~~Workmen's Compensation Act - Chapter 52, Article 1 NMSA 1978, Chapter 52, Article 1 Workers' Compensation Act~~
- ROA 1994, Article X Merit System
- ~~Collective Bargaining Agreement between the City of Albuquerque and the~~
- ~~Albuquerque Police Officers' Association (CBA)~~
- ~~Sharepoint~~

D. Rescinded Special Order(s)

~~SO X Subject None~~

~~None~~

3-17-1 Purpose

~~It is the purpose of this policy~~ Department is to provide Department personnel with a structured process for duty assignments and transfers.

3-17-2 Policy



It is the policy of the Albuquerque Police Department (Department) to adhere to the processes provided to assign or transfer ~~an employee~~ Department personnel to ~~units~~ the various other divisions and specialized areas within the Department.

N/A 3-17-3 Definitions

A. Essential Function

A job duty for all sworn personnel including the ability to participate in a forceful arrest.

~~Restricted Duty Assignment~~

~~A productive assignment during the period of time sworn personnel are classified as being on restricted duty, which does not exceed restrictions placed on the person by an authorized licensed physician. The assignment shall be determined by the Operations Review Section personnel Unit.~~

~~Restricted Employee Personnel~~

~~Any sworn employee personnel who are is~~

~~0. Are injured while on duty or off duty to the extent that he/she they is are restricted from performing all the essential functions of the job.~~

~~0. Any sworn employee personnel who h/has a physical or mental psychological health condition diagnosed by an authorized, licensed physician, which restricts him/hor them from performing all the essential functions of the job; or~~

~~0. Any sworn, pregnant employee personnel w/who are is pregnant, therefore, are restricted from performing all the essential functions of the job.~~

~~Essential Function~~

~~0. A The essential functions of the jjob duty for every all sworn employee personnel includinge the ability to participate in a forceful arrest.~~

~~Restricted Duty Assignment~~

~~0. A productive assignment during the period of time sworn employees personnel are classified as being on restricted duty, which does not exceed restrictions placed on the person by an authorized licensed physician. The assignment shawill be determined by Operations Review Unit.~~

B. Maximum Medical Improvement (MMI)



The date after which further recovery from or lasting improvement to an injury can no longer be reasonably anticipated based upon reasonable medical probability, consistent with the ~~Workmen's Compensation Act—Chapter 52, Article 1 NMSA 1978.~~

C. Restricted Duty Assignment

A productive assignment during the period of time sworn personnel are classified as being on restricted duty, which does not exceed restrictions placed on the person by an authorized licensed physician. The assignment shall be determined by Operations Review Section personnel.

D. Restricted Duty Status

The work classification designating those sworn personnel who are on a restricted duty assignment due to a physical and/or mental health condition and/or limitation.

E. Restricted Personnel

1. Sworn personnel who:

- a. Sustained an injury ~~Are injured~~ while on-duty or off-duty to the extent that they are restricted from performing all the essential functions of the job;
- b. Have a physical or psychological health condition diagnosed by an ~~authorized~~ Employee Health Center, licensed physician, which restricts them from performing the essential functions of the job; or
- c. ~~Who are~~ pregnant, therefore, are restricted from performing the essential functions of the job.

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~~Temporary Restrictions/Restricted Duty Status~~

~~1. The work classification designating those sworn employees personnel who are on a restricted duty assignment due to a physical and/or mental health condition and/or limitation.~~

~~U. Maximum Medical Improvement (MMI)~~

~~1. The date after which further recovery from or lasting improvement to an injury can no longer be reasonably anticipated based upon reasonable medical probability. (Workmen's Compensation Act—Chapter 52, Article 1 NMSA 1978).~~

3-17-4 Procedures General Rules and Responsibilities

A. ~~Authority of the~~ Chief of Police



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1. The Chief of Police retains the right to assign personnel of this Department personnel (to something) to a duty position assignment within the Department as based on the needs of the Department dictate.

~~When a vacancy for a sworn position has been announced and no one makes a request to fill the position, the Chief of Police shall be asked to fill the position from among those who meet the minimum qualifications minimally qualified for the position.~~

2. The Chief of Police has ~~given~~ assigned the responsibility of administering overseeing all- duty assignments, including vacancies, and transfers to the manager of the Personnel Management Division Department Human Resources Division (HR) Administrator the responsibility for the administration of all duty assignments and transfers.

3. When a vacancy for a sworn position has been announced and no one makes a request to fill the position, the Chief of Police shall be asked to fill the position from among those who meet the minimum qualifications for the position.

~~The Chief of Police retains the right to alter the ten (10) calendar day advertisement for a vacancy.~~

~~(Someone) shall notify the Albuquerque Police Officers' Association (APOA) consistent with the current CBA.~~

~~Vacancies for all positions shall be filled consistent with the City Merit Ordinance System, Personnel Rules and Regulations, and the CBA.~~

~~0.~~

~~Human Resources Division~~

~~D.B.~~ Affirmative Action Program

4. The ~~Personnel Management Division Manager Department HR Human Resources Division Administrator~~ is responsible for maintaining shall maintain a system to monitor actions by Department all personnel actions related to training, promotions, transfers, recruiting, and assignments in order to identify any inequities in the hiring process, consistent with the regarding the Affirmative Action Program.

N/A

C. Union Contracts and Memorandums of Understanding (MOU)

1. Union cContracts and/or applicable MOUs control the following:



- a. Assignment(s) to patrol shifts;
- b. Change of work hours/days;
- c. Determination of days off; and
- d. Seniority.

7 ~~3-17-53-17-5~~ Duty Assignment Vacancies

A. Vacancies for all duty positions assignments shall be filled consistent with according to the City of Albuquerque’s Merit Ordinance System, City of Albuquerque Personnel Rules and Regulations, and the employee’s current union contract CBA.

~~E.B.~~ Department Personnel Vacancies Circulars

1. ~~Department HR~~ Human Resources Division personnel shall:

a. ~~Compose and distribute issue~~ Departmental ~~Personnel~~ ~~Circulars~~ ~~sh~~awill be issued to announce the anticipated filling of vacant or newly created positions assignments for sworn and non-sworn ~~Department~~ personnel by the ~~Personnel and Payroll~~ ~~Department HR~~ Section. Each circular shall contain:

- i. The opening date for submitting transfer requests;
- ii. The closing date, which is ten (10) calendar days from the opening date, or five (5) calendar days after the Albuquerque Police Officers’ Association’s (APOA) approval;
 - 1. The Chief of Police retains the right to alter the ten (10) calendar day advertisement for a vacancy.
 - 2. The Human Resources Division Administrator shall notify the Albuquerque Police Officers’ Association (APOA), consistent with the current CBA.
- iii. Minimum qualifications;
 - 1. Human Resources Division personnel shall standardize qualifications and shall base qualifications on the Department-approved job descriptions ~~they maintain.~~
- iv. The amount and type of any additional training required following assignment to the position;
- v. A short synopsis of the ~~duties~~ essential functions of the position; and
- vi. The working conditions such as days off, odd shifts, and shift hours, etc.

~~0-A~~

~~Division Commanders shall ensure that the Personnel Management Division ~~Department HR~~ Human Resources Division Administrator Manager is notified of all pending vacancies.~~



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- ~~— The Personnel Management The Department HRuman Resources Division personnel shawill have the responsibility for composing and distributing the personnel circular.~~
- ~~— Qualifications shawill be based on the job descriptions the Basic Position Description Manual maintained by the Personnel and Payroll Section. Department HRthe Human Resources Division.~~
- ~~— Completed personnel circulars shawill be reviewed with by the affected division commander before distribution.~~

~~— Each circular shawill contain:~~

- ~~— tThe opening date for submitting transfer requests;~~
- ~~— (tThe closing date which is ten (10) calendar days from the opening date, or five (5) calendar days after the Albuquerque Police Officer's Association (APOA)'s approval);~~
- ~~— tThe minimum qualifications a person personnel who applying must have;~~
- ~~— , tThe amount and type of any additional training required following assignment to the position; if any;~~
- ~~— aA short synopsis of the duties of the position; and~~
- ~~0. tThe working conditions such as days off, odd shifts, and shift hours, etc.~~

2. dDivision commander/heads shall:

- a. -Eensure the Human Resources Division Administrator is notified of all pending vacancies; and
- b. If affected, -division commanders shall review completed personnel circulars before distribution.

C. Job Descriptions and Qualifications

- 1. Department supervisors shall update job descriptions and shall base qualifications on Department-approved job descriptions before a position becomes vacant.
- 2. Human Resources Division personnel shall maintain the master copy for each job description that identifies the qualifications and shall post the required assignment training, if any.

D. Selection Committee

1. Composition

- ~~a. For any non-exempt sworn assignment below the rank of commander, the Selection Committee shall be composed of three (3) to five (5) members.~~
- a. The Selection Committee shall be composed of personnel who hold a rank that is equal to or greater than that of the assignment being considered.



- i. For any non-exempt sworn assignment below the rank of commander, the Selection Committee shall be composed of three (3) to five (5) members.

2. Responsibilities

a. The Selection Committee shall:

- i. Develop and administer a test to each qualified applicant;
- ii. Rank the applicant's answers ~~shall be ranked~~ according to the highest test result; and
- iii. At the completion of the test, submit the test results ~~shall be submitted to the~~ Human Resources Division.

b. The Selection Committee may record interviews ~~may be recorded~~.

- i. Human Resources Division personnel shall retain the recordings and the permanent file for three (3) years.

~~a. At the completion of the test, the results shall be submitted to the Human Resources Division.~~

c. If two (2) candidates are found to be equally qualified for the assignment, the Selection Committee shall select the candidate with seniority ~~shall be selected~~.

3. Selection of Candidates

a. All candidates, with passing scores of seventy percent (70%) and above, shall be listed in rank order according to the test results. This list shall be effective for ninety (90) calendar days from the date of publication with ~~There are no~~ exceptions.

b. Candidates who do not maintain the original published qualifications shall be automatically removed from the list.

c. In the event a candidate has qualified for multiple assignments, they shall be automatically removed from the remaining lists once transferred to a specialized unit.

d. When applicable, candidates who decide not to accept a transfer shall be removed from the affected list. The transfer shall then be offered to the next qualified candidate.

~~e.~~ Candidates shall not be informed of their acceptance or rejection by the Selection Committee; the chain of command of the candidate who was not selected for the assignment shall notify them.

f. Human Resources Division personnel shall issue a Department Personnel Order announcing who was accepted for the assignment.

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~~a. The Chief of Police retains the right to alter the ten (10) calendar day advertisement. (Someone) shall Notification to notify the APOA, shall be provided in accordance consistent with the collective bargaining agreement CBA.~~

~~2. Vacancies for all positions shall be filled in accordance consistent with the City Merit Ordinance System, Personnel Rules and Regulations, and the collective bargaining agreements CBA.~~



~~F. Position Descriptions and Qualifications~~

~~1. Department HR Human Resources Division personnel (Someone) shall use the Department approved basic position descriptions of this Department shall be used to develop circulars that announcing vacancies.~~

~~2. (Someone) shall standardize All qualifications for positions must shall be standardized and shall must be base qualifications sd on the position descriptions. Each supervisor shall be responsible for updating position descriptions, and shall base qualifications based on the position se descriptions, before the need arises to fill a position becomes vacant.~~

~~3. (Someone) shall maintain (The master copy of the pPosition dDescriptionsn Manual that identifying the qualifications and shall post required assignment training required, if any, shall be maintained in the Personnel and Payroll Section Department HR.~~

3-17-6 Duty Assignments



N/A Commander and Lieutenant Duty Assignments

A. Commander and Lieutenant duty assignments are exempt from time limitations. Their length of assignment shall be conditional, and based on the needs of the Department.



G. Transfers

~~1. Persons Department personnel who wish wanting to apply for an announced position shall submit a completed copy of the Transfer Request Form and/or any other requested documentation to to APD the Department Personnel Section Department HR Human Resources Division. The original request shall be submitted through o the the officer's personnel's the applicant's chain of command.~~

~~2. When completing the Transfer Request Form the applicant shall address Each of the qualifications required must and may shall be addressed when~~



~~completing the Transfer Request Form. The applicant may submit any additional relevant information in the space provided.~~

~~3. Information about the number or identification of applicants for a particular assignment is considered confidential and not for general publication. The affected commander, however, shwill be given access to this particular information.~~

~~a. Seniority does not apply to transfers back to the field Field Services Bureau (FSB) in between bids. Available openings are based on the needs of the Department at the time of the transfer.~~

~~H. Personnel Section Department HR Human Resources Division:~~

~~1. This Section is responsible for the coordination and maintenance of all circulars and Transfer Request Forms as necessary for use by the Chief of Police and the Affirmative Action Coordinator.~~

~~Shall place the originals in a file to be retained for three (3) years, after the selection committee has made a decision.~~

~~Shall send completed transfer requests to the Recruiting Unit to determine a candidate's eligibility based on the circular requirements.~~

~~2. After the Selection Committee has made a decision, the originals of the requests shwill be placed in a file to be retained for three (3) years.~~

~~I. Application Review~~

~~1. Completed transfer requests shall be sent from the Personnel and Payroll Section Department HR to the Recruiting Unit to determine candidates' eligibility based on the circular requirements.~~

~~2. The finalized list shwill be forwarded to the affected division lieutenant to assist with for the testing process.~~

~~(Something)~~

B. Trial Period

1. All duty assignments for ~~to~~ specialized units shall include a one (1) year trial period during which time ~~personnel~~ the employee's performance in the new duty assignment is evaluated by the specialized unit supervisor on a continual basis.

a. In the event the employee's ~~specialized unit~~ performance standards are not met, ~~personnel~~ they shall be reassigned to the Field Services Bureau (FSB).



b. Reassignments are ineligible for grievance ~~grieve-able~~ and may take place at any time during the one (1) year trial period.

~~Commander and Lieutenant Assignments~~

~~Commander and Lieutenant assignments are exempt from time limitations. Their length of assignment shall be conditional, and based on the needs of the Department.~~

C. Temporary Duty (TDY) Assignments

1. All Department personnel in all units/teams/details are eligible for TDY assignments ~~positions~~ on an as needed basis.
2. The ~~S~~ Selection of a Department ~~personnel~~ employee to fill a TDY assignment shall be based on the level of skill, and knowledge necessary to accomplish the goals and objectives of the duty assignment.
3. The length of a TDY assignment shall not exceed the time limits outlined in the ~~the~~ Department employee's current union contract. The immediate supervisor of the ~~temporary duty~~ TDY assignment shall review the assignment on a weekly basis to determine ~~if~~ whether it should be continued, and/or be made into a permanent position.
4. ~~The d~~ Division commander shall have the discretion to determine the manner in which personnel are selected to fill a TDY assignment.
5. All TDY assignments ~~TDYs~~ shall be approved through the chain of command on a Department Interoffice M~~m~~emorandum.
 - a. The requestor's direct supervisor shall upload the approved Department Interoffice M~~m~~emorandum ~~shall be uploaded into~~ in the TDY area of the Department's ~~TDY~~ SharePoint site ~~by the requestor's direct supervisor~~.

~~J. The Selection Committee~~

~~The Selection Committee for any nonexempt sworn position below the rank of commander shall be composed of three to five (3-5) members.~~

1. ~~The Selection Committee~~ committee shall be composed of members ~~members shall be composed of personnel at~~ of equal or greater rank than the position being considered.



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- ~~2. The Selection Committee shall develop and administer a test to each qualified applicant. The applicant's answers shall be ranked according to the highest test result.~~
- ~~3. The interviews may be recorded. The Personnel Section Department HR Human Resources Division shall retain the recordings and the permanent file for three (3) years.~~
- ~~4. At the completion of the test, the results shall be submitted to the Personnel and Payroll Section Department HR the Human Resources Division.~~
- ~~5. If two (2) candidates are deemed equally qualified for the position, the candidate with seniority shall be selected for the assignment.~~
- ~~6. All candidates, with passing scores of seventy percent (Seventy (70%70) %) and above, shall be listed in rank order according to the results. This list shall be effective for ninety (90) calendar days from the date of publication. There shall be no exceptions.~~
 - ~~a. Candidates who do not maintain the original published qualifications shall be automatically removed from the list.~~
 - ~~b. In the event a candidate has qualified for multiple assignments, he/she they shall be automatically removed from the remaining lists once transferred to a specialized unit.~~
 - ~~c. Candidates who, for whatever reason, decide not to accept a transfer shall be removed from the affected list. The transfer shall then be offered to the next qualified candidate.~~
- ~~7. Candidates shall not be informed of their acceptance or rejection by this committee. Unsuccessful candidates shall be notified by the chain of command for the position for which they are testing. A Department Personnel Order shall be issued by Department HR the Human Resources Division the Personnel Management Division indicating who was accepted.~~

~~K. Filling of Vacancies by the Chief of Police~~

- ~~1. When a vacancy for a sworn position has been announced and no one makes a request to fill the position, the Chief of Police shall be asked to fill the position from among those minimally qualified for the position.~~

N/A

~~L. Seniority Bidding Transfers~~

- ~~1. The process outlined herein shall not apply to transfers made by seniority bidding.~~

N/A

~~M. Hardship Transfers~~



~~1. The process outlined herein does not apply when severe hardship, injury, disability, or humanitarian reasons require consideration in specific cases.~~

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~~N. Notification to Department HR Payroll~~ the Human Resources Division Section

~~1. All transfers within area commandss and divisions which affect duty assignments, days off, and/or special pays shall be in made accordance consistent with the current labor contracts. This does not relieve the personnel of his/hertheir responsibility to notify the Payroll SectionDepartment HRHuman Resources Division when the personnel areis receiving pay to which he/shethey are is not entitled.~~

~~O. Trial Period~~

~~1. All assignments to specialized units shawill include a one (1) year trial period during which time the employee'spersonnel's performance in the new assignment shawill beis evaluated by the specialized unit supervisor on a continual basis.~~

~~2. In the event the specialized unit performance standards are not met, the employeepersonnel shawill be reassigned to the Field Services BureauFSB.~~

~~3. Reassignments are not grievablegrieve-able and may take place at any time during the one (1) year trial period.~~

~~P. Commander and Lieutenant Assignments~~ Positions

~~1. Commander and Lieutenant assignments are exempt from time limitations. Their length of assignment shawill be conditional, and based on the needs of the Department.~~

D. Restricted Duty Assignment and Restricted Personnel

1. The Department reserves the right to deny a restricted duty assignment for non-duty--related injuries or physical or mental health conditions diagnosed by an Employee Health Center ~~authorized,~~ licensed physician, which restricts sworn personnel from performing the essential functions of the assignment.

2. Sworn personnel who are ~~put~~ placed on any restriction for an on-duty or off-duty injury by an Employee Health Center ~~authorized,~~ licensed physician or psychologist ~~shall~~ ~~must~~ immediately report the restriction to their chain of command, the Human Resources Division Administrator, and Operations Review Section personnel, and shall adhere to the following requirements:



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- a. If the restriction is placed on sworn personnel during their regular shift, the notification to the chain of command and the Human Resources Division Administrator shall occur by the end of the shift;
 - b. If the restriction is placed on sworn personnel outside their ~~normal working hours~~ regular shift, the notification shall be made to the chain of command up to and including the ~~duty~~ Deputy Chief, prior to the beginning of the next scheduled shift;
 - c. Sworn personnel shall submit the physician's documentation of restrictions to their supervisor by the end of that day, if it is a regular business day, or by the end of the next regular business day to ensure accuracy;
 - d. The supervisor's Injury Investigation Report Form and any related documents shall be immediately forwarded through the chain of command up to the respective ~~Bureau~~ head and to the Human Resources Division Administrator; and
 - e. Sworn personnel placed on ~~Restricted Duty~~ Status that requires them to miss or reschedule either a ~~Firearms~~ Qualification, or ~~Physical~~ Wellness Assessment, or Maintenance of Effort (MOE) training shall forward a copy of the medical documentation to the Academy Division Commander ~~Director of Training~~.
3. To ensure ~~that~~ all sworn personnel are treated fairly and consistently with regard to confidentiality and the individual circumstances of each case, every restriction shall be reported to the Human Resources Division Administrator.
- a. The injured ~~personnel/employee~~ officer's supervisor ~~is~~ shall be responsible for reporting the restriction to the Human Resources Division Administrator by the end of that day, if it is a regular business day, or by the end of the next regular business day.
4. The supervisor shall direct ~~the~~ sworn personnel to report to Operations Review Unit Section personnel who shall assign sworn personnel a job ~~for the duration of the~~ while being in a restricted duty status. Sworn personnel shall bring all pertinent paperwork with them.
- a. Under no circumstances shall sworn personnel with medical restrictions be allowed to report to work for any assignment, unless such an assignment has been made or approved by Operations Review Section personnel prior to the work being performed.
 - b. Based on the restrictions, Operations Review shall ensure that the particular facts and circumstances of each individual sworn personnel are evaluated to determine the appropriate assignment and the duration of such an assignment.
 - c. Sworn personnel work hours and assignments shall be determined by Operations Review Section personnel and shall be consistent with the work hours and days off of the division, section, or unit to which personnel ~~is~~ are assigned.



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5. After each Employee Health Center or physician appointment, the Human Resources Division Administrator shall review the medical status of sworn personnel. The assignment can be extended with proper documentation from ~~sworn personnel~~ the officer's medical provider. Each case shall be reviewed and evaluated on a case-by-case ~~need~~ basis.

a. The Department reserves the right to request when MMI shall be attained.

6. Restricted duty assignments for sworn personnel who injured while on-duty shall take precedence over sworn personnel who are injured while off-duty.

7. Restricted Duty Limitations

a. While on restricted duty status, sworn personnel:

- i. Whose assignment qualifies for hazardous duty pay shall receive such pay for no more than forty-five (45) days after being placed in a restricted duty assignment;
- ii. Shall comply with policies regarding range qualification and training, and the carrying of firearms;
- iii. Shall only carry their firearm or badge in a concealed fashion, consistent with SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties);
- iv. Shall obtain the authorization for sworn personnel to carry a firearm while in a restricted duty status ~~rests with~~ from their ~~affected personnel's~~ Bureau Deputy Chief ~~head~~.
- v. Shall receive shift differential pay for no more than forty-five (45) days when the restricted duty assignment necessitates a change from a swing/graveyard shift to dayshift;
- vi. Shall immediately make arrangements with the Operations Review Section personnel ~~Unit~~ to turn in their marked police vehicle. Assignment of an unmarked vehicle shall be determined by the Operations Review ~~Unit~~ Section personnel and is dependent upon availability;
- vii. Shall sign a Restricted Duty Status form;
- viii. May be restricted from working any outside employment, as determined by the Chief of Police;
- ix. Shall not be permitted to sign-up for or work Chief's Overtime (COT);
- x. Shall not wear their duty uniform, but shall dress in appropriate attire based on their assigned unit's Standard Operating Procedures (SOP);
- xi. Shall not be allowed to participate in the Department physical fitness assessment ~~program or~~ any other sanctioned activity which conflicts with the medical reason for which the employee is on restricted duty;
- xii. Shall not be assigned to hazardous -duty positions; and
- xiii. Shall not display or present their badge or gun while on-duty or off-duty unless it is a deadly force situation ~~which~~ that requires immediate action.

N/A

E. Return to Full-Duty Status from Restricted Duty Status



N/A

1. Sworn personnel returning to full-duty status from restricted duty status shall follow the procedures consistent with outlined in SOP Scheduled and Unscheduled Leave (refer to SOP Scheduled and Unscheduled Leave for sanction classifications and additional duties).
2. Sworn personnel who are fully approved released to return to full duty status have been released by the Employee Health Center and the City of Albuquerque Risk Management Division for all duties of their normal position shall return to their original assignment.

~~Restricted Duty Limitations~~

~~While on restricted duty, sworn personnel:~~

- ~~Whose assignment qualifies for hazardous duty pay shall receive hazardous duty pay for no more than forty five (45) days after being placed in a restricted duty assignment;~~
- ~~Shall comply with policies regarding Range Qualification and training, and the carrying of firearms;~~
- ~~Shall only carry their firearm or badge in a concealed fashion consistent with the Department's plainclothes policy;~~
- ~~The authorization for sworn personnel to carry a firearm while in a restricted duty status rests with the affected personnel's Bureau head;~~
- ~~Shall receive shift differential pay for no more than forty five (45) days when the restricted duty assignment necessitates a change from a swing/graveyard shift to dayshift;~~
- ~~Shall immediately make arrangements with the Operations Review Unit to turn in their marked police vehicle. Assignment of an unmarked vehicle shall be determined by the Operations Review Unit and is dependent upon availability;~~
- ~~Shall sign a "Restricted Duty Status" form;~~
- ~~May be restricted from working any outside employment, as determined by the Chief of Police;~~
- ~~Shall not be permitted to sign up for or work Chief's Overtime;~~
- ~~Shall not wear their duty uniform, but shall dress in appropriate attire based on their assigned unit Standard Operating Procedures;~~
- ~~Shall not be allowed to participate in the Department physical assessment program or any other sanctioned activity which conflicts with the medical reason for which the employee is on restricted duty;~~
- ~~Shall not be assigned to hazardous duty positions; and~~
- ~~Shall not display or present badge or gun on or off duty unless it is a deadly force situation which requires immediate action.~~

F. Off-Duty Injury

N/A



1. Sworn personnel who are injured while off-duty shall comply with SOP Scheduled and Unscheduled Leave (refer to SOP Scheduled and Unscheduled Leave for sanction classifications and additional duties).
2. Sworn personnel who are placed on a restricted -duty status ~~for~~ due to an off-duty injury ~~are required to~~ shall provide documentation from their medical provider indicating they are capable of returning to full-duty status and shall be required to obtain clearance for full-duty status through the Employee Health Center prior to returning to work.

G. FSB Bid for Sworn Personnel on Limited-Duty Status

1. In order to participate in the FSB ~~patrol assignment~~ bid, sworn personnel who are on limited-duty status ~~must~~ shall be able to return to full-duty status on or before thirty (30) calendar days after the bid takes effect.
2. If sworn personnel were permitted to bid, but are then unable to return to full-duty status within thirty (30) calendar days after the bid takes effect, the affected personnel shall lose their right to the ~~position~~ assignment they bid for and shall be subject to assignment by their Bureau Deputy Chief upon return to full-duty.
3. The FSB Deputy Chief shall have the discretion to place sworn personnel who cannot, or do not comply with the subsections ~~above~~ in this SOP once they return to full-duty status.

Q.A. ~~Union Contracts and Memorandums of Understanding (MOU)~~

1. ~~Union Contracts and/or applicable MOUs control the following:~~
 - 2.a. ~~Assignment(s) to patrol shifts;~~
 - 3.a. ~~Change of work hours/days;~~
 - 4.a. ~~Determination of days off; and~~
 - 5.a. ~~Seniority.~~

7 3-17-75 ~~Temporary Duty Assignment (TDY)/Activity Assignments-Transfers~~

~~Transfers~~

A. Human Resources Division personnel shall:

1. Be ~~is~~ responsible for the coordination and maintenance of all circulars and Transfer Request Forms, as necessary, for use by the Chief of Police and the Affirmative Action Program Coordinator; and



a. Human Resources Division personnel shall place the originals in a file to be retained for three (3) years, after the Selection Committee has made a decision.

2. Send completed transfer requests to the Recruiting Unit to determine a candidate's eligibility based on the circular requirements.

a. The finalized list shall be forwarded to the affected division lieutenant to assist with the testing process.

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B. Notification to the Human Resources Division

1. All transfers within area commands and divisions which affect duty assignments, days off, and/or specialty pays shall be made consistent with the employee's current labor-current union contracts. This does not relieve personnel of their responsibility to notify Human Resources Division personnel when they are receiving pay to which they are not entitled.

2. Department personnel who want to apply for an announced position assignment shall submit a completed copy of the Transfer Request Form and/or any other requested documentation to the Human Resources Division. The original request shall be submitted through the applicant's chain of command.

a. When completing the Transfer Request Form, the applicant employee shall address each of the qualifications required and may submit any additional relevant information in the space provided.

3. Information about the number or identification of applicants for a particular assignment is considered confidential and not for general publication. The affected commander, however, shall be given access to this particular information.

a. Seniority does not apply to transfers back to the Field Services Bureau (FSB) in between bids. Available openings are based on the needs of the Department at the time of the transfer.

A. Human Resources Division:

1. Is responsible for the coordination and maintenance of all circulars and Transfer Request Forms as necessary for use by the Chief of Police and the Affirmative Action Coordinator.

1. Shall place the originals in a file to be retained for three (3) years, after the selection committee has made a decision.



~~1. Shall send completed transfer requests to the Recruiting Unit to determine a candidate's eligibility based on the circular requirements.~~

~~a. The finalized list shall be forwarded to the affected division lieutenant to assist with the testing process.~~

N/A C. Seniority Bidding Transfers

The process outlined herein in this SOP shall not apply to transfers made by seniority bidding.

N/A D. Hardship Transfers

The process outlined herein in this SOP does not apply when severe hardship, injury, disability, or humanitarian reasons require consideration in specific cases.

~~A. Assignments Eligible Positions~~

~~1. Department Employees Personnel in all units/teams/details are eligible for temporary assignment positions on an as needed basis.~~

~~B. Duration of Temporary Assignment~~

~~The length of a temporary assignment shall not exceed the time limits outlined in the current sworn/civilian collective bargaining agreements. The immediate supervisor of the temporary assignment shall review the assignment on a weekly basis to determine if it should be continued, and/or made a permanent position.~~

~~1. _____~~

~~C. Criteria for Selection of Employees Personnel for Temporary Assignments~~

~~1. Selection of employees personnel to fill a temporary assignment shall be based on the level of skill, and knowledge necessary to accomplish the goals and objectives of the assignment.~~

~~D. Selections~~

~~1. The Division commander shall have the discretion to determine the manner in which employees personnel are selected to fill a temporary assignment. shall be at the discretion of the Division Commander.~~

~~E. Documentation~~



1. ~~All TDYs shawill be approved through the chain of command on a Ddepartment memorandum.~~

2. ~~The approved Department memorandum shawill be uploaded into the TDY SharePoint by the requestor's direct supervisor.~~

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~~3-17-6~~ Restricted Duty Temporary Assignments

A. ~~Restricted Employee~~Personnel

1. ~~The Department reserves the right to deny a restricted duty assignment for non-duty related injuries or physical or mental health conditions diagnosed by an authorized, licensed physician, which restricts a sworn employee personnel from performing all the essential functions of the job.~~

2. ~~Any sSworn employee personnel who is are put on any restriction for an on-duty or off-duty injury by an authorized licensed physician or psychologist must immediately report the restriction to his/hertheir chain of command, t up to and including the duty chief and the APD Department Human Resources ManagerHRHuman Resources Division Administrator and Operations Review and shawill adhere to the following:~~

a. ~~If the restriction is placed on the sworn employee personnel during his/hertheir regular shift, the notification to the chain of command and APD Department Human ResourcesHRthe Human Resources Division Administrator Manager mustshall occur by the end of the shift.~~

b. ~~If the restriction is placed on the sworn employee personnel outside the sworn employee's personnel'stheir normal working hours, the notification must shall be made to the chain of command up to and including the duty chief prior to the beginning of the next scheduled shift.~~

c. ~~Sworn employees personnel shawill submit the physician's documentation of restrictions to their supervisor by the end of that day, if it is a regular business day, or by the end of the next regular business day to ensure accuracy.~~

d. ~~The supervisor's Injury Investigation Report Form and any related documents shawill be immediately forwarded through the chain of command up to the respective Bbureau head and to the APDepartment Human Resources ManagerHRHuman Resources Division Administrator, and.~~

e. ~~Sworn employees personnel placed on Restricted Duty Status that requires the sworn employee personnelthem to miss or reschedule either a Firearms Qualification, or Physical Wellness Assessment or Maintenance of Effort (MOE) tTraining shawill forward a copy of the medical documentation to the Director of Training.~~



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~~3. To ensure that every all sworn employee personnel is are treated fairly and consistently with regard to confidentiality and the individual circumstances of each case, every restriction shall must be reported to the APD Department Human Resources Manager HR Human Resources Division Administrator.~~

~~a. The injured personnel's supervisor is responsible for reporting the restriction to the Department Human Resources Manager HR Human Resources Division Administrator by the end of that day, if it is a regular business day, or by the end of the next regular business day.~~

~~4. The supervisor sh will direct the sworn personnel employee to report to Operations Review Unit who sh will assign the sworn employee personnel a job for the duration of the restricted duty. The s Sworn employee personnel sh will bring all pertinent paperwork with them.~~

~~a. Under no circumstances sh will a sworn employee personnel with medical restrictions be allowed to report to work for any assignment, unless such an assignment has been made or approved by Operations Review prior to the work being performed.~~

~~5. Based on the restrictions, Operations Review sh will ensure that the particular facts and circumstances of each individual sworn employee personnel are evaluated to determine the appropriate assignment and the duration of such an assignment.~~

~~a. The sworn employee's Sworn personnel work hours and assignment sh will be determined by Operations Review and may shall be consistent with the work hours and days off of the unit to which the employee personnel is assigned.~~

~~After each Employee Health Center or physician appointment the APD Department Human Resources Manager HR Human Resources Division Administrator sh will review the medical status of the sworn employee personnel. The assignment can be extended with proper documentation from the sworn employees' personnel' medical provider. Each case sh will be reviewed and evaluated on a case by case need.~~

~~The D department reserves the right to request when MMI sh will be attained.~~

~~6. Restricted duty assignments for sworn personnel injured on duty shall take precedence over sworn personnel injured while off duty.~~

~~B. Return to Full Duty Status from Restricted Duty Status~~



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N/A

- ~~1. Sworn employees personnel returning to full duty status from restricted duty status shall follow the procedures for returning to work found in the consistent with SOP Scheduled and Unscheduled Leave (refer to SOP Scheduled and Unscheduled Leave for sanction classifications and additional duties). SOP.~~
- ~~2. Sworn employees personnel who are fully approved by the Employee Health Center and City Risk Management for all duties of their normal position shall return to their original assignment.~~
- ~~3. Restricted Duty Limitations~~
 - ~~a. While on restricted duty, sworn personnel employees:
Whose assignment qualifies for hazardous duty pay shall receive hazardous duty pay for no more than forty five (45) days after being placed in a restricted duty assignment;
Shall comply with policies regarding Range Qualification and training, and the carrying of firearms;
Shall only carry their firearm or badge in a concealed fashion consistent with the Department's plainclothes policy;
The authorization for sworn personnel to carry a firearm while in a restricted duty status rests with the affected personnel's Bureau head;
Shall receive shift differential pay for no more than forty five (45) days when the restricted duty assignment necessitates a change from a swing/graveyard shift to dayshift;
Shall immediately make arrangements with the Operations Review Unit to turn in their marked police vehicle. Assignment of an unmarked vehicle shall be determined by the Operations Review Unit and is dependent upon availability;
Shall sign a "Restricted Duty Status" form.;~~
 - ~~b. May be restricted from working any outside employment, as determined by the Chief of Police;~~
 - ~~c. Shall not be permitted to sign up for or work Chief's OverTime;~~
 - ~~d. Shall not wear their duty uniform, but shall dress in appropriate attire based on their assigned unit Standard Operating Procedures;~~
 - ~~e. Shall not be allowed to participate in the Department physical assessment program or any other sanctioned activity which conflicts with the medical reason for which the employee is on restricted duty;~~
 - ~~f. Shall comply with policies regarding Range Qualification and training, and the carrying of firearms;~~
 - ~~g. Shall not be assigned to hazardous duty positions; and~~



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- ~~h. Whose assignment qualifies for hazardous duty pay shall receive hazardous duty pay for no more than forty five (45) days after being placed in a restricted duty assignment;~~
- ~~i. Will receive shift differential pay for no more than forty five (45) days when the restricted duty assignment necessitates a change from a swing/graveyard shift to dayshift;~~
- ~~j. Shall not display or present badge or gun on or off duty unless it is a deadly force situation which requires immediate action;~~
- ~~k. Shall only carry their firearm or badge in a concealed fashion in accordance with the Department's plainclothes policy;~~
- ~~l. The authorization for sworn employees personnel to carry a firearm while in a restricted duty status rests with the affected employee's personnel's personnel's Bureau head;~~
- ~~m. Shall immediately make arrangements with the Operations Review Unit to turn in their marked police vehicle. Assignment of an unmarked vehicle shall be determined by the Operations Review Unit and is dependent upon availability; and~~
- ~~n. Shall sign a "Restricted Duty Status" form.~~

Off-Duty Injury

~~C.~~

N/A

- ~~1. Sworn employees personnel who are injured off duty shall comply with the SOP Scheduled and Unscheduled Leave (refer to SOP Scheduled and Unscheduled Leave for sanction classifications and additional duties) SOP.~~
- ~~2. In addition, sworn personnel who are placed on a restricted duty status for an off duty injury shall be required to provide documentation from their medical provider indicating they are capable of returning to full duty and shall be required to obtain clearance for full duty through the Employee Health Center prior to returning to work.~~

~~D. Precedence for Duty Assignments~~

- ~~1. Restricted duty assignments for sworn employees personnel injured on duty shall take precedence over sworn employees personnel injured off duty.~~

~~E. Field Services Bureau (FSB) Bid for Sworn Personnel on Limited Duty Status~~

- ~~1. In order to participate in the Field Services Bureau FSB patrol assignment assignment, bid, sworn, personnel who are on limited duty status must shall be able to return to full duty status on or before thirty (30) calendar days after the bid takes effect.~~



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~~2. Concerned personnel in the Field Services Bureau patrol assignment bid, personnel who are on limited duty status must shall be able to return to full duty status on or before thirty (30) calendar days after the bid takes effect.~~

~~3. If sworn personnel were permitted to bid, but then were are then unable to return to full duty status within the thirty (30) calendar days after the bid takes effect, the effected affected personnel employee shawill lose their right to the position they bid for on position and shall be subject to assignment by their Bureau Deputy Chief upon return to full duty.~~

~~The Field Services BureauFSB Deputy Chief shall have the discretion to place an officer sworn personnel who cannot, or does not comply with the subsections A and/or B above once he/shethey returns to full duty status.~~

~~1. The Chief of Police retains the right to alter the ten (10) calendar day advertisement. (Someone) shall notify the APOA, consistent with the CBA.~~

~~1. Vacancies for all positions shall be filled consistent with the City Merit Ordinance System, Personnel Rules and Regulations, and the CBA.~~

~~4.~~