



4300 PROMOTIONS, TRANSFERS, AND ASSIGNMENTS (Revised: December 13, 2023)

4310 PROMOTIONS

Promotions to any Civil Service classified position at the police department shall be made in accordance with Civil Service Commission Rules and City policies. The department will coordinate with the City Human Resources Department (HR) for Civil Service classified selections and promotional processes. Promotion opportunities for professional staff positions may be limited to current department members or solicited citywide, as determined by the Chief of Police or designee. Reimbursement for required study materials shall be governed by labor group agreements and City policy.

The Chief of Police may make appointments to non-Civil Service grade positions (e.g., Police Lieutenant assigned as Captain) at his/her discretion.

4310.1 Attending Civil Service Promotional Processes

Department members who are regularly scheduled to work on the days and times of Civil Service classified selections and promotional processes shall be permitted to attend on duty. Members who are off duty on the days and times of Civil Service promotional processes shall not receive overtime, compensatory time, or be allowed to flex their regularly scheduled work hours to attend these processes.

4310.2 Tenure Requirements

Tenure requirements for promotion eligibility are set forth in the minimum requirements for each position. For example, a detective requires at least three (3) years of experience as a police officer; a sergeant requires at least four (4) years of experience as a police officer; and a lieutenant requires at least three (3) years of experience as a police sergeant.

Tenure requirements for officers testing for promotion are counted from the applicant's date of hire as a salaried police officer to the advertisement's closing date. If a member had a break in service, their total time as a police officer will be used to determine experience. Time as a reserve officer is not counted. Officers hired into lateral entry positions who don't have three years' cumulative service with the Tucson Police Department are only eligible to apply after they have completed probation, provided their combined experience as a police officer meets the tenure requirements of the position. (The officer must have been hired into a lateral entry position to be eligible for this credit, not merely have prior law enforcement experience.)

Tenure requirements for members testing for lieutenant are counted from the applicant's date of promotion to the rank of sergeant with the Tucson Police Department. Experience in the rank of sergeant at another agency is not counted toward the tenure requirement for promotion.

The Chief of Police may waive any part of the minimum tenure requirements.



4320 TRANSFERS, RECLASSIFICATIONS, AND REASSIGNMENTS

Transfer and assignment of personnel is a management right. All transfers involving a change in a member's compensation or transfers into a different activity require the completion of a *Personnel Action Request Form* (PARF). This documentation is required to ensure appropriate compensation for employees and to maintain accurate staffing records.

The Human Resources Support Section is responsible for verifying the request for a PARF and for the completion and routing of all PARFs.

As the needs of the department and City dictate, certain positions may be reclassified, modified, or eliminated, and employees moved into or out of such classifications or positions.

4320.1 Compensation Changes

The request for a PARF shall be made by the appropriate commander via email to TPD_PARF@Tucsonaz.gov. A PARF is required when a member is assigned into or out of a special assignment position or any position identified for additional compensation, such as CRT, FTO, or LPO.

4320.2 Transfers to Another Activity

A PARF shall be requested and completed for a member to be transferred into a new activity. The PARF request shall be made via email to TPD_PARF@tucsonaz.gov and approved by the commander receiving the personnel. If the transfer is part of a normal rotation (one for one) the Human Resources Support Section will ensure that the transfers are coordinated with the start of the next pay period.

4320.3 Temporary Duty (TDY)

Temporary duty assignments shall require bureau commander approval. Approved requests will be forwarded to the Human Resources Support Section commander for appropriate action.

4320.4 Temporary Suspension of Assignment Pay

If a community service officer, police officer, detective, or sergeant is unable to perform the functions of their special assignment for 30 days or longer, assignment pay shall be temporarily removed until they are able to resume those functions. This policy does not apply to employees on Military Leave, Family Medical Leave, or to assignment pay associated with FTCSO, FTO, FTD, and FTS. The Chief of Police (or designee) may deviate from this policy.

4330 COMMUNITY SERVICE OFFICER (CSO) ASSIGNMENTS

4330.1 Designation and Duration of CSO Assignments

A list of community service officer positions designated as CSO assignments shall be maintained and reviewed annually by the Human Resources Support Section and made available electronically. This listing will include a description of the duties, selection



criteria, and method of testing for the position. The Chief of Police may authorize additional designations, change the rotation periods, and make discretionary assignments at any time.

4330.2 Rotation Period for Assignments

Each CSO assignment shall have a defined rotation period specifying the length of time members may serve in that assignment. The Human Resources Support Section shall maintain and publish a listing of the rotation periods for all such assignments. Department management reserves the right to transfer members, and/or extend or shorten the assignment of employees. To request an extension, the member or their supervisor must submit a memorandum outlining the time period requested (in six-month increments) and reasons for the request to their division commander and the Human Resources Support Section.

When the name of a CSO assignment is changed, or its rotation period is changed (lengthened or shortened), the rotation clock does not restart for incumbents.

The Human Resources Support Section commander shall be responsible for monitoring compliance with rotation timeframes.

4330.3 Exceptions to CSO Assignment Designations

The following are deemed exceptions to designation as CSO assignments:

- Short-term assignments of less than one (1) year
- Special task forces and pilot programs that will be in effect less than one (1) year
- Administrative assignments of temporarily injured or disabled members

4330.4 Selections and Early Termination of CSO Assignments

All selections/assignments discussed in this section are made at the discretion of the affected division commander and may be terminated at any time short of the maximum rotation period.

4330.5 Assignment Guidelines

The Human Resources Support Section maintains *CSO Assignment Guidelines* that list the specific requirements for and purpose of each assignment, including its rotation period. With bureau chief approval, the commander of a unit using assignment personnel is responsible for updating the requirements and informing Human Resources Support Section staff of any revisions. Each guideline will be reviewed, and updated if required, at the beginning of the selection process for that assignment. It is the responsibility of the Human Resources Support Section commander to review all changes to ensure that they do not conflict with personnel policies.

4331 Minimum Qualifications for CSO Assignments

4331.1 Tenure Requirements and Verification



All designated CSO assignments require a community service officer to have two (2) years' cumulative service before being allowed to test. Tenure requirements are counted from the applicant's date of hire as a salaried community service officer to the advertisement's closing date. If a member had a break in service, their total time as a CSO with the Tucson Police Department will be used to determine experience. The Chief of Police may waive any part of the minimum tenure requirements.

The Human Resources Support Section shall be responsible for monitoring this tenure requirement and shall reject any application memo from an ineligible member before a testing process begins. If a memo is received from a member who is not eligible, the affected member will not be allowed to continue and will be so notified by the Human Resources Support Section commander.

4331.2 Eligibility for CSO Assignments

All community service officers who meet the tenure requirements are eligible to apply for a CSO assignment.

Successful applicants for a special assignment shall be placed on a list for that assignment; however, members applying for a special assignment they currently hold or have held in the past twelve (12) months, if successful, shall be placed on a second-tier list, below successful applicants who have not held that assignment in the past twelve (12) months. Members who apply for a special assignment other than one they have held in the past twelve (12) months, if successful, shall be placed on the first-tier list for that assignment.

This section is not intended to discourage members from moving from one special assignment to another, whether compensated or not. The intent is to allow all members the opportunity to develop by ensuring that incumbents do not always remain in the same assignment.

4331.3 CSO Assignment Compensation

Additional compensation may be given to community service officers in certain special assignments. Whether or not a position will receive assignment compensation shall be outlined in the job announcement. Members who are already receiving assignment pay for another assignment may receive a stacking assignment allowance, provided that both positions are on the current *Compensated Special Assignment List* and the member performs the duties of both assignments. Assignment compensation shall be initiated and removed through a PARF. The affected division commander is responsible for requesting a PARF via email to TPD_PARF@tucsonaz.gov.

4332 Selection Procedure for a CSO Assignment

4332.1 Request to Fill a Vacancy

Requests to fill an assignment vacancy will be made by the commander of the affected section to the Human Resources Support Section commander. When the Human Resources Support Section receives a request, staff will review the assignment guidelines with the requesting commander.



4332.2 Bulletin Notice

A notice of the process requesting memoranda of interest will be published in the daily bulletin a minimum of seven (7) days ahead of its closing date. The announcement will detail the requirements of the position and whether it is a compensated special assignment. The announcement will also contain the closing date and time for applications and a brief description of the selection process to be used.

4332.3 Submission of Memoranda of Interest

The Human Resources Support Section must receive all memoranda of interest by the published deadline. All memoranda of interest shall be submitted via email as a Microsoft Word document.

Emails shall be sent to TPDSpecialAssignment@tucsonaz.gov. Once emails are received by the Human Resources Support Section, the sender will receive an email reply verifying that their submission was received. Memoranda of interest submitted via interoffice mail or hand delivery will not be accepted.

It is the responsibility of the applicant to ensure that their memorandum of interest has been received by the deadline established. If a member is absent at the time of application, a supervisor may submit the individual's name for inclusion in the application process. In most cases, memoranda received after the stated deadline will not be accepted.

4332.4 Selection Process

The Human Resources Support Section will act as a resource to assist commanders in the testing process. The actual development of test elements, however, is the responsibility of the division requesting the assignment position. The process to be used shall be identified and published prior to the commencement of testing.

Discipline shall not be considered during the selection process. Discipline does not bar a member from testing for special assignment, but it is a bar to placement in a special assignment until one (1) year has elapsed from the date of occurrence.

The selection process may include any or all of the following components:

- **Administrative Review**

An administrative review may be used as a complete selection process or as part of a larger process. When used as a complete selection process, a memorandum stating why the final candidate(s) was/were chosen shall be completed by the selecting authority and forwarded to the Human Resources Support Section for retention in the process file. The selecting division head must also notify all candidates in the selection process of their decision.

- **Written Exam**

A written exam is generally used to narrow the number of applicants and test a candidate's technical knowledge. A five (5) day challenge period will follow the



written exam. The Human Resources Support Section shall score written exams and calculate the results.

- **Oral Boards**

Oral Boards are structured panel interviews. This option gives candidates an opportunity to demonstrate their knowledge and provides the selection authority with additional input into the decision-making process. The oral board rating may be used alone or in concert with other test components to establish the eligibility list.

Members serving on an oral board are selected by the division commander filling the position. Persons with particular expertise from outside the agency may also be used as raters or evaluators.

Oral boards may be offered to all applicants for an assignment, or may be restricted by predetermined criteria, such as highest scores on a written test, top number of candidates, etc.

- **Practical Exercise**

A practical exercise is an opportunity for candidates to perform one or more components of the actual job, demonstrating their ability to apply their knowledge and skills. Practical exercises are generally scored on a pass/fail basis.

4332.5 **Scoring**

A candidate's aggregate score determines their placement on an eligibility list. The affected division commander and Human Resources Support Section staff may establish a minimum cutoff score to be considered for placement on the final eligibility list, and/or for any components, prior to the testing process. Only Human Resources Support Section staff may calculate candidates' scores and create the final list. All determinations of the process and scoring methods shall be established prior to the administration of any portion of the process. Human Resources Support Section staff will work with the affected commander to determine the relative weighting of various process components. This information shall be shared with the applicants prior to the start of the process. At the conclusion of the process, the Human Resources Support Section will notify each candidate of the possible overall score for the selection process, their scores for each component, and their placement on the eligibility list (if applicable).

4332.6 **Consideration of Tenure**

If tenure is to be considered for a process, the following values, based upon time in service as a community service officer with the Tucson Police Department, shall be used:

Tenure	Points
36 to 46 months	0.5 points
47 to 55 months	1.0 points
56 to 64 months	1.5 points
65 to 73 months	2.0 points



74 to 82 months	2.5 points
83 to 91 months	3.0 points
92 to 99 months	3.5 points
100 to 108 months	4.0 points
109 to 119 months	4.5 points
120+ months	5.0 points

4332.7 Publishing an Eligibility List

Upon completion of the testing process, the Human Resources Support Section will publish a list of all eligible candidates in ranked order. Generally, eligibility lists will be in effect for a period of one (1) year. The Chief of Police may, at his/her discretion, extend any eligibility list.

4332.8 Insufficient Number of Qualified Candidates

If the selection process yields an insufficient number of qualified candidates, the affected division commander may, with the concurrence of the Human Resources Support Section commander, request that the Chief of Police appoint or direct the appointment of a community service officer to the special assignment. This decision shall be documented and retained in the process file.

4332.9 Creation of Merged Lists

It may be necessary or desirable to begin creation of an eligibility list for a special assignment before its current list expires. In these cases, members who are on the first list must re-test in order to be placed on the second list. The expiration date of the first list shall remain unchanged and its members will expire on that date unless they have attained placement on the second list.

When a second list is created for which a current list already exists, the two lists shall be merged. Members on the first list shall be placed in the rank order of the first list, ahead of all persons on the second list. Members who are on both lists retain their place on the first list until it expires, at which time they assume their place on the second list, in the rank order of the second list.

4340 POLICE OFFICER SPECIAL ASSIGNMENTS

4341 General Application

This section outlines department policies and practices regarding police officer selections for designated special assignments, with the exception of field training officer, which is covered under *General Order 5000*.

4342 Policy on Officer Special Assignments

4342.1 Designation and Duration of Special Assignments

A list of police officer positions designated as special assignments shall be maintained and reviewed annually by the Human Resources Support Section and made available



electronically. This listing will include a description of the duties, selection criteria, and method of testing for the position. The Chief of Police may authorize additional designations, change the rotation periods, and make discretionary assignments at any time.

4342.2 Rotation Period for Special Assignments

Each special assignment shall have a defined rotation period specifying the length of time members may serve in that assignment. The Human Resources Support Section shall maintain and publish a listing of the rotation periods for all such assignments. Department management reserves the right to transfer members, and/or extend or shorten the assignment of employees. To request an extension, the member or their supervisor must submit a memorandum outlining the time period requested (in six-month increments) and reasons for the request to their division commander and the Human Resources Support Section.

Officers who request an extension may be granted permission by the Chief of Police to extend their special assignment for no more than one (1) year. Requests to extend an officer's time in an assignment will generally be denied in order to provide opportunity for other members. However, if it is in the best interest of the department to extend an officer's special assignment, the extension will require a memorandum submitted through the member's chain of command and approved by the Chief of Police. The memorandum shall be forwarded to the Human Resources Support Section for tracking purposes.

When the name of a special assignment is changed, or its rotation period is changed (lengthened or shortened), the rotation clock does not restart for incumbents. Incumbent officers in a special assignment for which the rotation period has been changed will rotate out of the assignment at the end of the new rotation period unless the chain of command determines otherwise. For example, a sergeant who has been in a five (5) year special assignment for four (4) years will have six (6) years remaining in that assignment if the rotation period is changed to ten (10) years. On the other hand, a sergeant who has been in a ten (10) year special assignment for six (6) years will rotate out of that assignment as soon as practicable if the rotation period is changed to five (5) years.

Compliance with rotation timelines is equally the responsibility of the affected member and their supervisor. Members shall notify their chain of command when they have six (6) months remaining in their assignment. Failure to notify the member's chain of command may result in discipline.

4342.3 Exceptions to Special Assignment Designations

The following are deemed exceptions to designation as special assignments:

- Occasional secondary duty or a temporary function
- Short-term assignments of less than one (1) year
- Special task forces and pilot programs that will be in effect less than one (1) year
- Administrative assignments of temporarily injured or disabled officers

In addition, certain assignments may be classified as *Non-Designated Special Assignments*, such as lead patrol officer, field training officer, SWAT, etc. These positions may receive special assignment compensation, but do not necessarily follow all other



guidelines in this section. The Human Resources Support Section will maintain and post a list of these assignments and their special characteristics.

4342.4 Selections and Early Termination of Special Assignments

All selections/assignments discussed in this section are made at the discretion of the affected division commander and may be terminated at any time short of the maximum rotation period. In addition, the department may change, add, or remove a special assignment designation from any position at any time, without notice.

4342.5 Special Assignment Guidelines

The Human Resources Support Section maintains *Special Assignment Guidelines* that list the specific requirements for and purpose of each special assignment, including its rotation period. With bureau chief approval, the commander of a unit using special assignment personnel is responsible for updating the requirements and informing Human Resources Support Section staff of any revisions. Each guideline will be reviewed, and updated if required, at the beginning of the selection process for that assignment. It is the responsibility of the Human Resources Support Section commander to review all changes to ensure that they do not conflict with personnel policies.

4342.6 Special Training Requirements

Some special assignments, such as solo motors and SWAT, require that an individual attend and pass specific training courses prior to entering the assignment. If a member on an eligibility list passes up an opportunity to attend a required training class for that assignment, they shall not be eligible for transfer until they attend and pass the required training. A member passing up, for the second time, an opportunity to attend a required training class shall be removed from that eligibility list.

4342.7 Lead Police Officer (LPO) Selections

The designation of Lead Police Officer is not considered a special assignment within the meaning of this section (although the position may be entitled to additional compensation). The selection of members in LPO positions shall be under the control of the affected bureau, which shall promulgate appropriate policies for doing so. The Human Resources Support Section is available to assist in this process.

4342.8 Lead Police Officer (LPO) for Special Assignments

A member currently in a special assignment who is selected to become the LPO of that assignment will have their rotational clock reset. For example, if the rotation period for an assignment is five (5) years, an officer who has been in that assignment for three (3) years and is then selected to become the LPO for that assignment will have their rotational clock reset, giving them an additional five (5) years in that assignment.

Whether or not an LPO position is required for a special assignment is up to the discretion of the bureau chief.



Because making a member an LPO could result in additional compensation, the affected division commander is responsible for requesting a PARF via email to TPD_PARF@tucsonaz.gov.

4343 **Minimum Qualifications for Special Assignments**

4343.1 **Tenure Requirements and Verification**

All special assignments require an officer to have three (3) years of service as a police officer before being allowed to test. Tenure requirements are counted from the applicant's date of hire as a salaried police officer to the advertisement's closing date. If a member had a break in service, their total time as a police officer will be used to determine experience. Time as a reserve officer is not counted. Officers hired to lateral entry positions who don't have three years of service with the Tucson Police Department are only eligible to apply after they have completed probation, provided their combined service as a police officer meets the tenure requirements of the position. (The officer must have been hired into a lateral entry position to be eligible for this credit, not merely have prior law enforcement experience.)

The Chief of Police may waive any part of the minimum tenure requirements.

The Human Resources Support Section shall be responsible for monitoring this tenure requirement and shall reject any application memo from an ineligible member before a testing process begins. If a memo is received from a member who is not eligible, the affected member will not be allowed to continue and will be so notified by the Human Resources Support Section commander.

4343.2 **Eligibility for Special Assignments**

All sworn members who meet the tenure requirements are eligible to apply for a special assignment. Members may apply for a special assignment at a lesser rank; however, they must demote to the lesser rank prior to selection for that assignment. Members who have had major discipline within the past twelve (12) months from the announcement closing date may apply for the assignment; however, they shall not be selected for the assignment until twelve (12) months have elapsed from the date of occurrence. Major discipline is defined as any suspension of sixty (60) hours or more, an involuntary demotion, or a reduction in pay.

If a member's discipline has been reduced while on an eligibility list, it is the responsibility of the member to notify the Human Resources Support Section in writing in order to be eligible for selection.

An officer may test for, and be on, more than one list at a time.

Successful applicants for a special assignment shall be placed on a list for that assignment; however, members applying for a special assignment they currently hold or have held in the past twelve (12) months, if successful, shall be placed on a second-tier list, below successful applicants who have not held that assignment in the past twelve (12) months. Members who apply for a special assignment other than one they have held in the past twelve (12) months, if successful, shall be placed on the first-tier list for that assignment.



This section is not intended to discourage members from moving from one special assignment to another, whether compensated or not. The intent is to allow all members the opportunity to develop by ensuring that incumbents do not always remain in the same assignment.

4343.3 Special Assignment Compensation

Additional compensation may be given to certain special assignments. The Chief of Police designates which assignments receive additional compensation. A list of *Compensated Special Assignments* shall be maintained by the Human Resources Support Section and reviewed annually in preparation for the Compensation Plan budgeting process. Assignment pay shall be no less than five (5) percent of the member's base pay rate. Members who hold more than one compensated special assignment may be eligible to stack assignment pay. Members may receive seven and a half (7.5) percent or ten (10) percent assignment pay, based on stacking two (2) or more compensated special assignments; however, total special assignment compensation shall not exceed ten (10) percent of the member's base pay rate. A document showing which assignments stack for which compensation levels is maintained by the Human Resources Support Section.

Assignment compensation shall be initiated and removed via PARF. The affected division commander is responsible for requesting a PARF via email to TPD_PARF@tucsonaz.gov.

4344 Procedure for Creating a Special Assignment List

4344.1 Request to Fill a Vacancy

Requests to fill a special assignment vacancy will be made by the commander of the affected unit to the Human Resources Support Section commander. When the request is received, staff will review the special assignment guidelines with the requesting commander.

4344.2 Bulletin Notice

A notice of the process requesting memoranda of interest will be published in the daily bulletin a minimum of seven (7) days ahead of its closing date. The announcement will detail the requirements of the position and whether it is a compensated special assignment. The announcement will also contain the closing date and time for applications and a brief description of the selection process to be used.

4344.3 Submission of Memoranda of Interest

The Human Resources Support Section must receive all memoranda of interest by the published deadline. All memoranda of interest shall be submitted via email as a Microsoft Word document.

Emails shall be sent to TPDSpecialAssignment@tucsonaz.gov. Once emails are received by the Human Resources Support Section, the sender will receive an email reply



verifying that their submission was received. Memoranda of interest submitted via interoffice mail or hand delivery will not be accepted.

It is the responsibility of the applicant to ensure that their memorandum of interest has been received by the deadline established. If an officer is absent at the time of application, a supervisor may submit the individual's name for inclusion in the application process. In most cases, memoranda received after the stated deadline will not be accepted.

4344.4 Selection Process

The Human Resources Support Section will act as a resource to assist commanders in the testing process. The actual development of test elements, however, is the responsibility of the division requesting the assignment position. The process to be used shall be identified and published prior to the commencement of testing.

Discipline shall not be considered during the selection process. Discipline does not bar a member from testing for special assignment, but it is a bar to placement in a special assignment until one (1) year has elapsed from the date of occurrence.

In addition, certain assignments, such as SWAT or undercover narcotics, may include a psychological review component coordinated by the department psychologist. This review will provide a confidential assessment to the affected commander of the candidate's suitability for the tested position. It is not a scored component of the process. The requirement to undergo a psychological review shall be included in the assignment announcement.

Members selected to the position of narcotics officer shall complete a midpoint and an end-of-assignment psychological review. Notification of these reviews will be the responsibility of the Human Resources Support Section.

The selection process may include any or all of the following components:

- **Administrative Review**

An administrative review may be used as a complete selection process or as part of a larger process. When used as a complete selection process, a memorandum stating why the final candidate(s) was/were chosen shall be completed by the selecting authority and forwarded to the Human Resources Support Section for retention in the process file. The selecting division head must notify all candidates in the selection process of their decision, whether the administrative review results in a list or not.

An administrative review may also be used to select a candidate from an existing list. This consists of a review of the candidate's current performance and history with the agency to assess strengths and weaknesses in light of the demands of the position. Resumes, interviews, or other related information may be requested. The selecting commander or designee will conduct the administrative review.



After reviewing the discipline history of a candidate being considered for selection, the selecting authority shall submit in writing the reasons why any occurrence in the past twelve (12) months from the date of review for which the candidate received discipline is or is not relevant to the position and whether it should or should not bar the candidate's selection for the assignment. The bureau commander has final authority in making this decision. Candidates who receive major discipline while on a special assignment list will be ineligible to be selected for the assignment.

- **Written Examination**

A written exam is generally used to narrow the number of applicants and test a candidate's technical knowledge. A five (5) day challenge period will follow the written exam. The Human Resources Support Section shall score written examinations and calculate the results.

- **Oral Boards**

Oral Boards are structured panel interviews. This option allows candidates an opportunity to demonstrate their knowledge and provides the selection authority with additional input into the decision-making process. The oral board rating may be used alone or in concert with other test components to establish the eligibility list.

Members serving on an oral board are selected by the division commander filling the position. Persons with particular expertise from outside the agency may also be used as raters or evaluators.

Oral boards may be offered to all applicants for an assignment, or may be restricted by predetermined criteria, such as highest scores on a written test, top number of candidates, etc.

- **Practical Exercise**

A practical exercise is an opportunity for candidates to perform one or more components of the actual job, demonstrating their ability to apply their knowledge and skills. Practical exercises are generally scored on a pass/fail basis.

4344.5 Scoring

A candidate's aggregate score determines their placement on an eligibility list. The affected division commander and Human Resources Support Section staff may establish a minimum cutoff score to be considered for placement on the final eligibility list, and/or for any components, prior to the testing process. Only Human Resources Support Section staff may calculate candidates' scores and create the final list. All determinations of the process and scoring methods shall be established prior to the administration of any portion of the process. Human Resources Support Section staff will work with the affected commander to determine the relative weighting of various process components. This information shall be shared with the applicants prior to the start of the process. At the conclusion of the process, the Human Resources Support Section will notify each



candidate of the possible overall score for the selection process, their scores for each component, and their placement on the eligibility list (if applicable).

4344.6 Assignment of Tenure Points

If tenure is to be considered for a process, the following values, based upon time in service as a police officer, shall be used:

Tenure	Points
36 to 46 months	0.5 points
47 to 55 months	1.0 points
56 to 64 months	1.5 points
65 to 73 months	2.0 points
74 to 82 months	2.5 points
83 to 91 months	3.0 points
92 to 99 months	3.5 points
100 to 108 months	4.0 points
109 to 119 months	4.5 points
120+ months	5.0 points

4344.7 Publishing an Eligibility List

Upon completion of the testing process, the Human Resources Support Section will publish a list of all eligible candidates in ranked order. Generally, eligibility lists will be in effect for a period of one (1) year. Eligibility lists for the Service Dog Unit and the Air Support Unit shall be in effect for a period of two (2) years. The Chief of Police may, at his/her discretion, extend any eligibility list.

4344.8 Insufficient Number of Qualified Candidates

If the selection process yields an insufficient number of qualified candidates, the affected division commander may, with the concurrence of the Human Resources Support Section commander, request that the Chief of Police appoint or direct the appointment of an officer to the special assignment. This decision shall be documented and retained in the process file.

4344.9 Creation of Merged Lists

It may be necessary or desirable to begin creation of an eligibility list for a special assignment before its current list expires. In these cases, members who are on the first list must re-test in order to be placed on the second list. The expiration date of the first list shall remain unchanged and its members will expire on that date unless they have attained placement on the second list.

When a second list is created for which a current list already exists, the two lists shall be merged. Members on the first list shall be placed in the rank order of the first list, ahead of all persons on the second list. Members who are on both lists retain their place on the first list until it expires, at which time they assume their place on the second list, in the rank order of the second list.



4345 Filling a Vacancy from an Existing Eligibility List

4345.1 Using an Existing List

When a vacancy occurs in a special assignment for which an eligibility list exists, the Human Resources Support Section will provide the list to the commander of the affected unit. Selection will be in ranked order unless the affected bureau commander approves one or more specific reasons for deviating from the ranked order of the list.

4345.2 Passing Over Candidates on an Eligibility List

The division commander seeking a candidate from a list may elect to pass over a candidate who has been the subject of major discipline in the past twelve (12) months, a candidate who has received an overall *Below Standards* performance evaluation in the past twelve (12) months, or a candidate who is otherwise unacceptable for the assignment in question. For purposes of this section, major discipline is defined as any suspension of sixty (60) hours or more, an involuntary demotion, or a reduction in pay.

If a candidate is passed over for one or more of these reasons, the division commander may request in writing that the Human Resources Support Section commander remove the candidate from the eligibility list, specifying the reason for the action. If approved, the Human Resources Support Section shall notify the candidate of the action. Such an action does not preclude the candidate from testing for future positions or affect their standing on other eligibility lists.

4345.3 Declination of a List Position

Members on an eligibility list may decline an offer for that special assignment position once and still retain their position on that list. The offer shall then be made to the next member on the list. If the member declines that assignment a second time, they shall be removed from that list.

4350 SERGEANT SPECIAL ASSIGNMENTS

4351 Applicability

This section outlines the selection process for sergeants to fill non-patrol sergeant assignments. It does not apply to sergeants assigned to patrol squads in the Patrol Services Bureau.

A list of sergeant positions designated as special assignments shall be maintained and reviewed annually by the Human Resources Support Section and made available electronically. This listing will include a description of the duties, selection criteria, and method of testing for the position. The Chief of Police may authorize additional designations, change the rotation periods, and/or make discretionary assignments at any time.

4352 Minimum Qualifications for Non-Patrol Assignments

Unless otherwise approved by the Chief of Police, designated sergeant assignments require candidates to have completed probation in their rank before being allowed to test. If the first selection process yields an insufficient number of qualified candidates, a second process may be opened to probationary sergeants.



4352.1 Eligibility for Special Assignments

Sworn members who meet tenure requirements are eligible to apply for a special assignment. Members may apply for a special assignment at a lesser rank; however, they must demote to the lesser rank before being selected for that assignment. Members who have had major discipline within twelve (12) months from the announcement closing date may apply for an assignment; however, they shall not be selected for an assignment until (12) months have elapsed from the date of occurrence. Major discipline is defined as any suspension of sixty (60) hours or more, an involuntary demotion, or a reduction in pay.

Sergeants in a special assignment must wait at least twelve (12) months before they are eligible to apply to return to the same special assignment.

This section is not intended to discourage members from moving from one special assignment to another, whether compensated or not. The intent is to allow all members the opportunity to develop by ensuring that incumbents do not always remain in the same assignment.

4353 Selection Process

Selection for sergeant assignments will be at the discretion of the affected chain of command through the bureau commander, who has final authority in the process. All eligible sergeants may be considered.

At a minimum, a memorandum of interest and an interview are required. Various other components may be employed but are not required. These may include practical exercises or any other appropriate measure of suitability. Human Resources Support Section staff may assist as needed. The chain of command may consider the contents of the sergeant's personnel jacket, including recent performance evaluations, and the last twelve (12) months of discipline history.

When a vacancy is advertised, a notice of the process requesting memoranda of interest will be published in the daily bulletin a minimum of seven (7) days ahead of its closing date. The announcement will detail the requirements of the position and whether it is a compensated special assignment. The announcement will also contain the closing date and time for applications and a brief description of the selection process to be used.

4353.1 Submission of Memoranda of Interest

The Human Resources Support Section must receive all memoranda of interest by the published deadline. All memoranda of interest shall be submitted via email as a Microsoft Word document.

Emails shall be sent to TPDSpecialAssignment@tucsonaz.gov. Once emails are received by the Human Resources Support Section, the sender will receive an email reply verifying that their submission was received. Memoranda of interest submitted via interoffice mail or hand delivery will not be accepted.

It is the responsibility of the applicant to ensure that their memorandum of interest has been received by the deadline established. If a sergeant is absent at the time of



application, a supervisor may submit the individual's name for inclusion in the application process. In most cases, memoranda received after the stated deadline will not be accepted.

4353.2 Selection Process

Once the qualified sergeant(s) has/have been identified through the level of bureau commander, the chain of command will notify the affected member(s) and there shall be a department-wide announcement of who was selected. The receiving chain of command will work with the supervisor's current chain to determine an effective date of transfer. That information will be forwarded to Human Resources Support Section staff for tracking and PARF generation.

There shall be mandatory follow-up by the selecting chain of command to provide feedback to the members who were not selected. If a member does not want feedback, the member's chain of command will be offered the opportunity to receive the feedback instead.

4354 Rotation Periods for Sergeant Positions

Each special assignment shall have a defined rotation period specifying the length of time members may serve in that assignment. The Human Resources Support Section shall maintain and publish a listing of the rotation periods for all such assignments. Department management reserves the right to transfer members and/or extend or shorten the assignment of employees. To request an extension, the member or their supervisor must submit a memorandum outlining the time period requested (in six-month increments) and reasons for the request to their division commander and the Human Resources Support Section.

Sergeants may rotate into or out of special assignments prior to the expiration of their rotation period as openings and opportunities develop. There is no requirement for a sergeant to return to the Patrol Services Bureau before moving into another special assignment.

Sergeants who request an extension may be granted permission by the Chief of Police to extend their special assignment for no more than one year. Requests to extend a sergeant's time in an assignment will generally be denied in order to provide opportunity for other members. However, if it is in the best interest of the department to extend a sergeant's special assignment, the extension will require a memorandum submitted through the affected member's chain of command and approved by the Chief of Police. The memorandum shall be forwarded to the Human Resources Support Section for tracking purposes.

When the name of a special assignment is changed, or its rotation period is changed (lengthened or shortened), the rotation clock does not restart for incumbents. Incumbent sergeants in a special assignment for which the rotation period has been changed will rotate out of the assignment at the end of the new rotation period unless the chain of command determines otherwise. For example, a sergeant who has been in a five (5) year special assignment for four (4) years will have six (6) years remaining in that assignment if the rotation period is changed to ten (10) years. On the other hand, a sergeant who has been in a ten (10) year special assignment for six (6) years will rotate out of that assignment as soon as practicable if the rotation period is changed to give (5) years.



GENERAL ORDERS

4300 ASSIGNMENTS
Issued May 2001

Compliance with rotation timelines is equally the responsibility of the affected member and their supervisor. Members shall notify their chain of command when they have six (6) months remaining in their assignment. Failure to notify the member's chain of command may result in discipline.

4355 Special Assignment Compensation

Additional compensation may be given to certain special assignments. The Chief of Police designates which assignments receive additional compensation. A list of *Compensated Special Assignments* shall be maintained by the Human Resources Support Section and reviewed annually in preparation for the Compensation Plan budgeting process. Assignment pay shall be no less than five (5) percent of the member's base pay rate. Members who hold more than one compensated special assignment may be eligible to stack assignment pay. Members may receive seven and a half (7.5) percent or ten (10) percent assignment pay, based on stacking two (2) or more compensated special assignments; however, total special assignment compensation shall not exceed ten (10) percent of the member's base pay rate. A document showing which assignments stack for which compensation levels is maintained by the Human Resources Support Section.

Assignment compensation shall be initiated and removed via PARF. The affected division commander is responsible for requesting a PARF via email to TPD_PARF@tucsonaz.gov.

4360 PATROL SHIFT ASSIGNMENTS

4361 General

The bid process is conducted on an annual basis for sergeants, lead police officers, patrol officers, and community service officers assigned to uniform patrol squads in the Patrol Services Bureau. Shifts are for a one (1) year period. Exceptions and specific rules for each rank are noted. The conduct and control of the shift bid process for CSOs, officers, lead police officers, and sergeants shall be the responsibility of the Patrol Services Bureau commander.

Bids to provide 24-hour field coverage will be solicited for the coming calendar year, subject to criteria for rank, for all personnel in a patrol division as of April 1. The bid process shall be held as soon thereafter as practicable, so that appropriate personal and system plans can be made. Submitted bids shall include a first and second choice of assignment. Bid choices will be granted based on seniority within each rank. Once bidding is complete, a list of final placements shall be made available in the respective divisions. Appeals and corrections to a member's shift placement shall be made no later than thirty (30) days prior to the shift change implementation date. Final decision on all shift or squad placements shall rest with the affected division commander and no appeal shall proceed beyond that level. Division command staff will determine the sector assignment of personnel and may make rotations of sector assignments as necessary.

Each division commander will appoint a responsible party in their division to perform the mechanics of the bidding process. This party will be responsible for establishing and making available lists of all personnel in the division who are eligible to bid, by rank and seniority. Members may only bid in the division in which they are assigned as of April 1. Members who transfer into a division after the April 1 deadline shall not participate in the bid process, even if the process occurs after their transfer. Placement of such personnel will depend upon available slots rather than seniority.



Sergeants bid for available shifts first. Once complete, that list will be published, and then lead police officers, officers, and CSOs bid according to the guidelines set forth for each rank.

Patrol Services Bureau command staff may, with cause, and without regard to tenure or other criteria, deem an employee ineligible to bid for the shift process when, in their opinion, the performance, conduct, or best interests of the employee and/or agency make such action necessary. Final authority for such action rests with the division commander.

Bureau and division management reserve the right to deviate from these guidelines as circumstances warrant, and place assigned personnel in slots according to the best interest of the agency, division, and involved personnel, regardless of rank, seniority, or bid privilege.

4362 Bid Process for Community Service Officers (CSOs)

Seniority for CSOs shall be based on total time in the department as a full-time CSO. No allowance shall be made for time with another agency or in another capacity in the department or the City of Tucson. Breaks in service shall be calculated so that date of hire information correctly reflects time in grade. If a CSO leaves the department and then comes back, they may count their time prior to leaving the agency when determining their seniority for shift bid, provided they passed probation in their first period of employment.

If CSOs are tied in seniority, bid privilege shall accrue to the employee with the longest continuous service in the division. If a tie still exists, a drawing shall be held by division command to determine the order of priority between the tied members. To be eligible to bid in a division, CSOs must be in that division by April 1 and in a patrol position or scheduled to return to a patrol position by the shift change implementation date.

Only CSOs who have completed initial probation by the start of the new shift year are eligible to bid for that shift year. CSOs with less than a year of service will be equally distributed within their division. The division may, however, attempt to accommodate shift preferences for these members, consistent with availability and management rights.

When a squad CSO vacancy occurs, CSOs who are eligible to bid in the division may request assignment to the available slot before CSOs transferring into, or newly assigned to the division from training, may be considered for that slot. Moves from one squad to another require approval from the division's chain of command.

Transfers from one division to another shall be made on a one-for-one basis and remain subject to the approval of both chains of command.

Bureau and division management reserve the right to deviate from these guidelines as circumstances warrant, and place assigned personnel in slots according to the best interest of the agency, division, and involved personnel, regardless of rank, seniority, or bid privilege.



4363 Bid Process for Officers

Seniority for police officers shall be based on total time in the department as a full-time police officer. No allowance shall be made for time with another agency or in another capacity in the department or the City of Tucson. Breaks in service shall be calculated so that date of hire information correctly reflects time in grade. If an officer leaves the department and then comes back, they may count their time prior to leaving the agency when determining their seniority for shift bid, provided they passed probation in their first period of employment.

If officers are tied in seniority, bid privilege shall accrue to the employee with the longest continuous service in the division. If a tie still exists, a drawing shall be held by division command to determine the order of priority between the tied members. To be eligible to bid in a division, officers must be in a patrol assignment in that division by April 1. CRT officers are considered to be in a patrol assignment and are eligible to bid if they are in the division by April 1 and in a patrol position or scheduled to return to a patrol position by the shift change implementation date.

Only officers who have completed two (2) years of service with the Tucson Police Department by the start of the new shift year are eligible to bid for that shift year. Officers with less than two (2) years of service will be equally distributed within their division. The division may, however, attempt to accommodate shift preferences for these members, consistent with availability and management rights.

When a squad officer vacancy occurs, officers who are eligible to bid in the division may request assignment to the available slot before officers transferring into, or newly assigned to the division from FTO, may be considered for that slot. Moves from one squad to another require approval from the division's chain of command.

Transfers from one division to another shall be made on a one-for-one basis and remain subject to the approval of both chains of command.

Bureau and division management reserve the right to deviate from these guidelines as circumstances warrant, and place assigned personnel in slots according to the best interest of the agency, division, and involved personnel, regardless of rank, seniority, or bid privilege.

4364 Bid Process for Lead Police Officers (LPO)

Seniority for lead police officers shall be established by awarding one point for each completed year of service as a full-time police officer with the department and one point for each completed year of service with the department as an LPO, then adding those points to determine overall seniority in the division. If LPOs are tied in seniority, bid privilege shall accrue to the employee with the longest continuous service in the division. If a tie still exists, a drawing shall be held by division command to determine the order of priority between the tied members. To be eligible to bid in a division, LPOs must be in a patrol assignment in that division by April 1.

When a squad LPO vacancy occurs, LPOs who are eligible to bid in the division may request assignment to the available slot before LPOs transferring into, or newly assigned to the division, may be considered for that slot. Moves from one squad to another require approval from the division's chain of command.

Transfers from one division to another shall be made on a one-for-one basis and remain subject to the approval of both chains of command.



Bureau and division management reserve the right to deviate from these guidelines as circumstances warrant, and place assigned personnel in slots according to the best interest of the agency, division, and involved personnel, regardless of rank, seniority, or bid privilege.

4365 Bid Process for Sergeants

Seniority for sergeants shall be based on total time in the department in grade. If sergeants are tied in seniority, bid privilege shall accrue to the employee with the longest service as a full-time sworn member: first, in the department, and second, in the division. If a tie still exists, a drawing shall be held by division command to determine the order of priority between the tied members. To be eligible to bid in a division, sergeants, including probationary sergeants, must be in a patrol assignment in that division by April 1. The division community resource sergeant and community response team (CRT) sergeant are considered to be in a patrol assignment and are eligible to bid if they are in the division by April 1 and in a patrol position or scheduled to return to a patrol position by the shift change implementation date.

When a sergeant vacancy occurs, sergeants who are eligible to bid in the division may request assignment to the available slot before sergeants transferring into, or newly assigned to the division may be considered for that slot. Moves from one squad to another require approval from the division's chain of command.

Transfers from one division to another shall be made on a one-for-one basis and remain subject to the approval of both chains of command.

Bureau and division management reserve the right to deviate from these guidelines as circumstances warrant, and place assigned personnel in slots according to the best interest of the agency, division, and involved personnel, regardless of rank, seniority, or bid privilege.