



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 903 – Sworn Personnel Transfers

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.01 INTRODUCTION

- A. This procedure establishes a transfer system for officers holding the ranks of Patrol Officer, Detective Investigator, and Sergeant that provides for the proper staffing of the Department, as well as allowing for professional growth and increased job knowledge among sworn members.
- B. Officers holding the ranks of Assistant Chief, Deputy Chief, Captain, and Lieutenant are transferred at the discretion of the Chief of Police and are not governed by this procedure.

.02 TERMINOLOGY (For specific use within this procedure, see Glossary)

Involuntary Transfer Section	Police Career Activities System (PCAS) Shift Change	Qualified Candidate Voluntary Transfer	Relative
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.03 GENERAL PROVISIONS

- A. The Chief of Police has the exclusive right to transfer employees within the department to accomplish the mission and goals of the department in the most effective and efficient manner.
- B. Newly hired officers are required to serve in the patrol shifts of the Patrol Divisions until the end of their one (1) year probationary period, unless an overriding departmental need exists and a transfer is authorized by the Chief of Police.
- C. An officer limited by physical disabilities or restrictions, who cannot be placed on regular duty assignment, may be transferred at the discretion of the Chief of Police.
- D. All other transfers, including intra-divisional transfers, are governed by this procedure.
- E. The guarantees afforded under this procedure do not apply to special assignments. Special assignments are approved by Division Commanders. Officers placed on special assignment on an involuntary basis shall work the assignment for a maximum of sixty (60) calendar days. Officers placed on special assignment on a voluntary basis may work the assignment for a maximum of one hundred and eighty (180) calendar days.
- F. This procedure does not affect the special drafting or assignment procedures for those divisions with no transfer requests on file.
- G. Administrative and limited duty assignments are made through the Office of the Chief.
- H. When an officer is involuntarily transferred all pending transfer requests remain valid. The officer is eligible to submit transfer requests immediately with no time constraints.
- I. An officer is not allowed to work under the direct supervision of a relative. Relatives may be co-workers in the same division in non-supervisory positions.
- J. There is no stigma attached, nor is there any retaliation, toward an officer who chooses to use this procedure.



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.04 REQUESTS FOR TRANSFERS (EXCLUDING SHIFT CHANGES WITHIN THE PATROL SHIFTS OF THE PATROL DIVISION)

- A. Officers wishing to transfer, excluding transfers to a patrol shift of the Patrol Division, shall enter their transfer request(s) in the Police Career Activities System (PCAS) through COSANET on an office terminal.
 - 1. There is no limit to the number of transfer requests an officer may enter into the Police Career Activities System.
 - 2. When entering a transfer request, officers must enter the following information in the appropriate computer screen fields before the computer system will accept the transfer request:
 - a. The three (3) letter office designation for the unit the officer is wanting to transfer into below the word "Office";
 - b. The six (6) number activity code for the unit the officer is wanting to transfer into below the word "Activity"; and
 - c. A number for the priority of the transfer request below the word "Priority." The number "1" being the officer's first choice, the number "2" being the officer's second choice, etc.
 - 3. The entering of a transfer request into the Police Career Activities System does not guarantee a transfer, but only ensures consideration of the request, a review of his record, and possibly an interview.
 - 4. After officers enter their transfer requests into the Police Career Activities System, they may print out the form for their own records.
- B. Officers assigned to any unit other than a Patrol Shift, wishing to transfer to a Patrol Shift of the Patrol Division must submit an Interoffice Memorandum through the chain of command requesting a transfer to a patrol shift of the Patrol Division.
- C. If approved, the Interoffice Memorandum is forwarded to the Manpower Allocations Detail by the Division Commander's office.
- D. When the Manpower Allocations Detail receives the Interoffice Memorandum, the officer will be considered for transfer to a Patrol Shift, depending on staffing needs of the Patrol Division.

.05 CANCELLATION OF TRANSFER REQUESTS

- A. An officer wishing to withdraw a request for transfer may delete the transfer request from the Police Career Activities System (PCAS) database through COSANET.
- B. When an officer is promoted or voluntarily transferred, all transfer requests of that officer on the Police Career Activities System are invalidated.
- C. Any transfer request on the Police Career Activities System expires after a period of twelve (12) months. It is the responsibility of the individual officer to ensure his/her transfer request(s) is current.



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.06 TRANSFER PROCEDURE (EXCLUDING SHIFT CHANGES WITHIN THE PATROL SHIFTS OF THE PATROL DIVISION)

- A. When Division Commanders are authorized to fill a current vacancy or newly created position, the Division Commanders shall request the position be advertised in the Daily Bulletin for a period of not less than Four (4) calendar days. Only Division Commanders shall request the list of qualified candidates from the Manpower Allocations Detail.
- B. The Manpower Allocations Detail provides the Division Commander with a list of qualified candidates requesting transfer to that division, in order of the date and time of request.
- C. Officers entering transfer requests into the Police Career Activities System after the date and time a Division Commander requests a list from the Manpower Allocations Detail are not included on the list of qualified candidates. Their transfer requests will remain in the Police Career Activities System in the event of another vacancy in that position.
- D. Qualified candidates who believes their name has been omitted from the list, he should immediately notify the Supervisor of the Manpower Allocations Detail in writing. The Manpower Allocations Detail supervisor will review the circumstance of the qualified candidate being omitted from the list and make a decision as to whether the officer is added to the list or not.
- E. Should the Division Commander eliminate all candidates on a list or should no requests be pending, the position is readvertised in the Daily Bulletin. The vacancy advertisement will include sufficient details describing job tasks and skills needed to meet demands of the job.
- F. Division Commanders will review applicant list and select the most qualified applicants to be interviewed. Division Commanders will prepare a list of questions relating to the position and each applicant will be asked the same questions. Follow-up or clarifying questions need not be the same.
- G. Division Commanders will establish an interview panel that will consist of at least three (3) members. Interview panel will be diverse in gender and ethnicity; an interview panel will consist of at least one (1) female panel member regardless of candidates being considered. Applicants selected for interview will be interviewed by same panel members.
- H. The interview panel shall have three (3) basic choices with respect to candidates. They may:
 - 1. Recommend an officer for selection;
 - 2. Not recommend an officer, but leave officer's name on the list for future consideration; or
 - 3. Reject the officer and remove officer's name from the list for cause.



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- I. Interview panel will forward recommended candidates without ranking the candidates to the Division Commander and will maintain confidentiality until the final selection has been approved.
- J. Division Commander shall forward the names of finalists selected for review and approval to their respective Bureau Commander. If there is no Division Commander or Bureau Commander in the chain of command, the names of finalist selected for review and approval will be forwarded to the Section Commander.
- K. After the Bureau Commander has made a final selection, the Division Commander notifies the officer selected and sends each officer who applied but not selected, a memorandum stating:
 - 1. Applicant was not selected;
 - 2. Whether Applicant will remain on the list or be removed for cause; and
 - 3. The name of a supervisory officer in the division whom the Applicant may contact to discuss the decision, if Applicant desires.
- L. Within fourteen (14) calendar days of receiving a written rejection, all officers who hold the rank of Patrol Officer or Detective Investigator who have applied for a position through PCAS and who were not selected, and who request the same in writing through the chain of command to the Captain of the Unit to which the officer was not selected, shall be given the reason for rejection in writing within fourteen (14) calendar days of the date the request was received by the non-selecting Captain. Within fourteen (14) calendar days of receiving a written rejection, an affected officer may submit a written appeal to the Deputy Chief who supervises the non-selecting Captain. The Deputy Chief shall affirm the rejection or overturn the rejection in writing within fourteen (14) calendar days of receipt of the appeal.
- M. The Bureau Commanders' decisions regarding the selection of personnel are final. The Chief of Police does not hear appeals from individuals not selected.
- N. When an officer selected for a position indicates the officer would no longer like to accept the position, the officer's request for that position is removed from the Police Career Activities System by the Manpower Allocations Detail at the request of the Division Commander offering the position.
- O. The Office of the Chief ensures the transfer procedure was complied with and directs the proper transfer order to be prepared by the Manpower Allocations Detail.



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.07 NOTIFICATION OF TRANSFER

- A. Division Commanders receive notification of approval or any denial of transfers from their respective Bureau Commander.
- B. Division Commanders receive notification of the effective date of any transfer from the Manpower Allocations Detail.
- C. All officers to be transferred are notified by the Office of the Chief.

.08 REQUESTS TO FILL SHIFT AND RELIEF DAY VACANCIES WITHIN THE PATROL SHIFTS OF THE PATROL DIVISION

- A. *Shift Change and Relief Day System (SCHARDS)* requests are the basis from which all shift and relief day vacancies within the patrol shifts of the Patrol Division are filled.
- B. Officers being assigned to different shifts and officers who are only receiving relief day changes are personally responsible for updating their SCHARDS request within seventy-two (72) hours by making any necessary corrections, additions, or deletions.
- C. All officers should retain a dated copy of their transfer request. Should an officer feel that he/she has been unjustly or erroneously transferred, the officer can make an appointment with the Manpower Allocations Detail supervisor to discuss the issue if he/she presents a dated copy of a transfer request that shows an error has been made.

.09 PROCEDURE FOR FILLING SHIFT AND RELIEF DAY VACANCIES WITHIN THE PATROL SHIFTS OF THE PATROL DIVISION

- A. Police Officers
 - 1. Shift and relief day vacancies for Police Officers within the patrol shifts of the Patrol Division are filled by the Manpower Allocations Detail from current SCHARDS requests.
 - 2. When a shift or relief day vacancy occurs due to an officer leaving a patrol shift of the Patrol Division, the shift director notifies the Manpower Allocations Detail, which determines if the vacancy is to be filled.
 - 3. The creation of new relief days and the elimination of vacant relief days are determined by the Manpower Allocations Detail.
 - 4. The cut-off date for consideration in filling any shift or relief day vacancy is the date the original change order is developed by the Manpower Allocations Detail. Officers who enter relief day or shift change requests into SCHARDS after that date are excluded from that particular shift or relief day change order.



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B. Sergeants and Lieutenants

1. Consideration for filling shift and relief day vacancies for Sergeants and Lieutenants within the patrol shifts of the Patrol Division is based, in part, on current SCHARDS requests.
2. Selections for shift vacancies within a particular patrol section are subject to the approval of the Patrol Section Commander.
3. Selections for shift vacancies between patrol sections are subject to the approval of the Patrol Division Commander.
4. Selections for relief day vacancies only are on the basis of seniority from SCHARDS requests.
5. The cut-off date for consideration in any shift or relief day change is the date the original change order is developed by the Manpower Allocations Detail. Sergeants and Lieutenants who enter shift or relief day change requests into SCHARDS after that date are excluded from consideration for that particular shift or relief day change order.

.10 RETURN OF ISSUED EQUIPMENT PRIOR TO TRANSFER OR SHIFT CHANGE

Members of all ranks, prior to transferring to another unit, shall turn in all unit-issued equipment, unless the issued equipment is to be used by the member in his new assignment.