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## Request for Change of Assignment

### 1028.1 PURPOSE AND SCOPE

It is the intent of the Department that all requests for change of assignment will be given equitable consideration. To facilitate any changes to current assignment, the following procedure is established to maintain equality and consideration to all requests for any changes to current assignments.

### 1028.2 REQUEST FOR CHANGE OF ASSIGNMENT

Personnel wishing a change of assignment are to complete a memorandum to their supervisor indicating the need or desire to work any new or different assignment. Supervisors should then forward the memorandum through the chain of command to their Division Commander.

#### 1028.2.1 PURPOSE OF MEMORANDUM

The Memorandum is designed to aid employees in detailing their reason(s) for the request in changing assignments. All relevant information should be included in the narrative of the document.

Any requested assignment an employee is interested in should be listed in the narrative of the memorandum.

The Request for Change of Assignment Memorandum will be reviewed by the employee's immediate supervisor, as well as the supervisor of any additionally affected employee, the Division Commander, and by the Chief of Police or his/her designee, for final approval or determination. The affected employee(s) will be notified of the decision of the Chief of Police, or his/her designee, in writing, as soon as practical.

### 1028.3 SUPERVISOR'S COMMENTARY

The officer's immediate supervisor and the immediate supervisor of any additionally affected employee, shall make appropriate comments to the memorandum before forwarding it to the Division Commander of the employee(s) involved. The immediate supervisor must comment on the request with his/her recommendation before forwarding the request to the Division Commander. Any Request for Change of Assignment Memorandum not containing comment from the employee(s) immediate supervisor(s) will not be considered and will be returned to the initiating employee for re-submission to the employee's immediate supervisor.