

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 23 Dec 13

SUBJECT: Revision of Departmental General Order B-4,
PERSONNEL ASSIGNMENTS, SELECTION PROCESSES, AND
TRANSFERS (Rev. 01 Jan 09)

The purpose of the revision to this order is to update Departmental policy and procedures for personnel assignments, selection processes and transfers.

Changes to the Policy are as follows:

1- Part III, addition of Section C, 1 and 2:

C. Lieutenants and Captains

1. Length in assignment

In order to enhance Lieutenants and Captains understanding of all functions of the Department, provide the opportunity of varying work experiences, promote career development and for the betterment of the Department and community, Lieutenants shall serve a maximum of two (2) years in any one assignment and Captains shall serve a maximum of three (3) years in any one assignment.

2. Assignment Authority and Discretion

The Chief of Police has the final authority and discretion to assign any Lieutenant or Captain to any position consistent with their rank or service ability based on the needs and/or in the best interest of the Department.

2- Appendix- Cadet Coordinator changed from T/L to OML.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of



Sean Whent
Interim Chief of Police

Date Signed: 12-23-13



DEPARTMENTAL
GENERAL
ORDER

B-4

Index as:

Personnel Assignments, Selection
Process, and Transfers

Effective Date:
23 Dec 13

Evaluation Coordinator:
BRM Deputy Chief

Evaluation Due Date:
23 Jun 14

Automatic Revision Cycle:
2 Years

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PERSONNEL ASSIGNMENTS, SELECTION PROCESSES, AND TRANSFERS

The purpose of this order is to set forth Departmental policy and procedures to permit members of the rank of Police Officer and Sergeant to transfer to and from assignments in a manner that enhances their professional development and personal growth while adding value to the organization's effectiveness and improved job satisfaction. Additionally, this order describes the knowledge, skills, and abilities that are required to transfer to assignments other than the Patrol Division.

I. DEFINITIONS AND TERMINOLOGY

A. Applicable Members

This policy applies to all members of the rank of Police Officer and Sergeant of Police classifications.

B. Duration of Assignment ("Cap")

The length of time a member may be in an assignment (For synopsis of Cap lengths by type of assignment, refer to the Transfer Policy Summary Worksheet – Appendix).

C. Exempt Assignment

An assignment that is not subject to a Transfer List (TL) or Order of Merit List (OML) process. Members are selected for such assignments at the discretion of the Chief of Police.

D. Home Base

The principle organizational unit to which both police officers and sergeants are assigned is the Patrol Division, not to include T/L or OML assignments.

E. Intra-Divisional Transfers (Re-Assignment)

The assignment of a member from one unit to another within the same division.

F. Loan

The temporary transfer of a member from one organizational unit to another for a specified period of time, not to exceed 90 days, without authorization by the Chief of Police.

G. Matrix

A selection criteria survey that gauges basic historical performance measures for individual members.

The unit supervisor or commander/manager who announces a vacant T/L or OML position shall prepare a Matrix for each applicant at the time he/she is being considered for transfer. The matrix shall include the following performance measures for the period of three (3) years prior to the selection date (T/L) or the application closing date (OML):

1. Felony Arrests Made – Total number.
2. Misdemeanor Arrests Made – Total number.
3. Citations Issued – Total number.
4. Sick Leave Used – Measured in total number of incidents and hours of each incident. (Do not include other Leaves of Absences)
5. IAD Complaints, excluding unfounded and exonerated – Total number.
6. Preventable Vehicle Collisions – Total number.
7. Positive/Negative Case Evaluations and Report Review Notices – Total number.
8. Commendations, Awards, and Letters of Appreciation;
9. Problem solving projects completed;
10. Departmental seniority;

11. Patrol Division Experience – Uniformed Patrol Division assignments as a supervisor, patrol officer, patrol rifle officer, canine handler, and police technician. Time shall be listed in years to the nearest month;
12. Service Time and current status as a Field Training Officer;
13. Other proactive enforcement; and
14. Performance Appraisals based on the last three (3) Overall Performance Appraisals
 - a. For T/L – For review to ensure eligibility.
 - b. For OML – Based on the last three Overall Performance Appraisals, the following numerical credit shall be apportioned as follows:
 - 1) Exceeds Expectations – 100 pts.
 - 2) Fully Effective – 85 pts.
 - 3) Improvement Needed – 60 pts.
 - 4) Unacceptable – 0 pts.

H. Operating Principles

The Department's policy for selection to units outside the Patrol Division is grounded in the following four principles:

1. Fairness

Personnel transfers shall be based on objective criteria and that bias and favoritism shall not influence such decisions.

2. Transparency

The selection process for assignments outside of the Patrol Division shall be conducted in an open and understandable manner. Testing standards and the skills necessary to succeed in these assignments shall be clearly articulated.

3. Merit

Selection processes shall be designed to ensure that an OML position is filled by a member whose aptitude, skills, and abilities best qualify them for that specific OML position. Seniority shall be considered only when two candidates have equivalent qualifications.

4. Responsibility

Unit commanders/managers who screen and test candidates for assignments shall develop testing procedures that accurately gauge candidates' skill sets. Commanders/managers shall select those candidates whose test results indicate their aptitude, skills and/or abilities most closely match job requirements.

I. Order of Merit List (OML)

1. A list that is developed based on a competitive selection process in order to fill vacant positions for selected out-of-Patrol assignments. The OML is developed based on the results of Division/Section selection processes and lists in numerical order those who scored highest in the selection process (i.e., #1 on the OML) to who scored lowest in that process. An OML shall be valid for:
 - a. A maximum of 18 months;
 - b. Until the OML is exhausted (i.e., all members on the OML have been selected); or
 - c. No other suitable candidates remain on the list, or
 - d. The list is voided.
2. OML positions shall not use "first come, first served" as a criteria for selection.
3. Out-of-Patrol assignments that are subject to OMLs are listed in the Transfer Policy Summary Sheet.

J. Transfer

The assignment of a member from:

1. One bureau to another; or

2. From one division to another division within the same Bureau.

K. Transfer List (TL)

A list that is developed based on “first-come, first-served” that is utilized to fill out-of-Patrol assignments to which members may wish to transfer. Such out-of-Patrol assignments are not subject to a competitive selection process. TL assignments are detailed in the Transfer Policy Summary Sheet.

II. POLICY

A. The Chief of Police shall be the final authority regarding transfers of a member to TL, OML, or exempt assignments.

B. The Chief of Police may pass over an eligible member on a TL or OML for reasons that include:

1. The member’s skills and abilities do not enable the Department to satisfactorily meet its needs, or
2. The member’s past performance deficiencies make the member unsuitable for the position sought.

C. Caps shall apply to newly promoted sergeants in their initial assignment.

D. Members shall return to the Patrol Division after reaching the maximum Cap.

E. A unit commander/manager may extend an assignment until the next Patrol year for members who have an anniversary date falling after 1 Oct.

F. Probationary members (to include sergeants) who are serving their initial assignment in or out of Patrol may not submit a Transfer Request Form (TF-605) until they have successfully completed their probationary period.

G. A member assigned to Patrol may have three (3) active TL or OML requests on file at one time.

H. In those instances, where a member has submitted a request for a unit or assignment which has subsequently been "deactivated," he/she may have their request remain active but such a request shall be considered one (1) of the member’s three (3) active requests.

I. Members who have returned to Patrol from an out-of-Patrol assignment may submit a Request for Transfer Form (TF-605) up to the limit.

- J. Once a member is selected from a TL or OML and accepts an out-of-Patrol assignment, the member shall only be allowed to have one (1) active request (TL or OML) on file.

The member shall prepare and submit a Transfer Request Form (TF-605) or an OML memorandum, if necessary, to the Personnel Division to meet the one (1) active request requirement.

III. GENERAL TRANSFER PROCEDURES

A. Officers

1. Initial Three (3) Year Patrol Rule

In order to ensure that police officers develop a proper foundation (based on experience and on-going training) in the police profession, all new officers shall be required to complete a minimum of three (3) years in Patrol (includes the time a member spends in the Field Training Program). After completing the three (3) year minimum requirement, officers are eligible to transfer to an out-of-Patrol assignment. The three (3) year requirement may be waived with the approval of the Chief of Police.

2. One (1) Year Rule

- a. After reaching the Cap in an out-of-Patrol assignment, officers shall be required to serve a minimum of one (1) year in Patrol prior to being transferred to an out-of-Patrol assignment.

EXCEPTION: The Chief of Police or designee may approve a transfer of an officer in an out-of-Patrol assignment to another eligible out-of-Patrol assignment within the Cap. The combined Cap of the two (2) assignments shall not exceed eight (8) years¹.

- b. A transfer or loan of a member assigned from Patrol to an out-of-Patrol assignment exceeding 90 days shall not be considered as "Patrol Time" for purposes of calculating the minimum "one (1) year in Patrol" rule.

¹ Shall not exceed 10 years if the Homicide Section is the out-of-Patrol assignment that will put the member over the eight (8) year maximum, e.g. if a member is in Homicide for between 8-10 years, the member cannot transfer to another out-of-Patrol assignment. However, if the member is in an out-of-Patrol assignment for four (4) years and gets transferred to Homicide, the member may stay in Homicide for a total of four (4) years plus two (2) one (1)-year extensions (total 10 years).

B. Sergeants

1. Initial Assignment After Promotion

Upon promotion to the rank of Sergeant of Police, the member's first assignment shall be at the discretion of the Chief of Police.

2. One (1) Year Rule

a. After reaching the Cap in an out-of-Patrol assignment, sergeants shall be required to complete a minimum of one (1) year in Patrol prior to being transferred to an out-of-Patrol assignment.

EXCEPTION: The Chief of Police or designee may approve a transfer of a sergeant in an out-of-Patrol assignment to another eligible out-of-Patrol assignment within the Cap. The combined Cap of the two assignments shall not exceed eight (8) years².

b. A transfer or loan of a member from Patrol to a out-of-Patrol assignment exceeding 90 days shall not be considered as "Patrol Time" for purposes of calculating the minimum "one (1) year in Patrol" rule. Exceptions to this rule shall be approved by the Chief of Police.

C. Lieutenants and Captains

1. Length in assignment

In order to enhance Lieutenants and Captains understanding of all functions of the Department, provide the opportunity of varying work experiences, promote career development and for the betterment of the Department and community, Lieutenants shall serve a maximum of two (2) years in any one assignment and Captains shall serve a maximum of three (3) years in any one assignment.

2. Assignment Authority and Discretion

The Chief of Police has the final authority and discretion to assign any Lieutenant or Captain to any position consistent with their rank or service ability based on the needs and/or in the best interest of the Department.

² Same as footnote 1.

IV. TRANSFER LIST PROCEDURES

A. Personnel desiring to transfer from one organizational unit to another shall submit a completed Request for Transfer Form (TF-605) to the Personnel Division.

B. Specialized Units

Members who are being considered for transfer or are in the process of transferring to specific specialized units shall comply with the provisions of DGO E-3.1, DEPARTMENT NOTIFICATION COMPLIANCE VERIFICATION.

C. Unit Supervisor or Commander/Manager Responsibilities

The unit supervisor or commander/manager:

1. May make internal staffing changes to fill vacant positions prior to using the established transfer list.
2. Shall notify the top five (5) members on the T/L to determine his/her continued interest in the available position, and if still interested, advise the member they are being considered for transfer.

NOTE: Document notification due diligence.

3. Shall prepare a prospective member's matrix to include the criteria in Part I, G, of this order.³

D. Member Responsibilities

1. Members shall respond within ten (10) calendar days of notification, to the unit supervisor or commander/manager making notification, indicating they are still interested in the position.
2. Failure to respond within the prescribed period shall constitute a declination by the member.
3. Members shall be responsible for removing their names from those transfer lists for positions in which they are no longer interested.

³ Information from iPAS may be obtained through the candidate's immediate supervisor or the PAS Coordinator.

E. Personnel Division Responsibilities

The Personnel Division shall:

1. Time and date stamp each Transfer Request Form;
2. Update the Transfer List of the specific assignment;
3. Forward a copy of the time and date stamped Transfer Request Form to:
 - a. The submitting member; and
 - b. The unit supervisor or commander/manager of the unit for which the T/L was established.
4. Maintain a copy of the Transfer Request Form(s) until the member:
 - a. Is transferred per the Transfer Request Form;
 - b. Requests removal from the list; or
 - c. The TL expires.

V. TL SELECTION PROCESS

- A. The unit supervisor or commander/manager shall forward the completed matrices and selection recommendations through the chain-of-command to the Chief of Police.
- B. The final selection shall be made by the Chief of Police.
- C. Any member who is passed over shall be notified. This shall not constitute a refusal or declination by the member.
- D. Any member who declines the same TL position on three (3) separate occasions shall be removed from the TL for *that* position.
- E. The unit supervisor or commander/manager shall:
 1. Document a transfer waiver on a Transfer List / Order of Merit List Transfer Waiver Form (TF-605c);
 2. Forward a copy to the Personnel Division;

3. Forward a copy to the member; and
 4. Retain a copy in the appropriate unit file.
- F. At no time shall a member be permitted to transfer to a TL position unless the member is able to perform the essential functions of the position, with or without reasonable accommodation.⁴
- G. Where no TL exists, the unit supervisor or commander/manager shall announce the position in the Daily Bulletin. If, after the announcement, there are no responses, the unit supervisor or commander/manager shall confer with the Chief of Police who shall approve a transfer of an appropriate member to meet the functional needs of the Department.

VI. ORDER OF MERIT LIST PROCEDURES

- A. Announcement and Application Process
1. When a unit position vacancy is anticipated and no OML exists, the supervisor, commander, or manager who oversees the position shall prepare a Daily Bulletin announcement.
 2. The supervisor, commander, or manager announcing an open OML assignment shall:
 - a. At least 28 consecutive days prior to the application closing date, ensure the announcement is forwarded for distribution as follows:
 - 1) Daily Bulletin for at least seven (7) consecutive days;
 - 2) Personnel Division for posting in the Personnel Division; and
 - 3) Department-wide email.
 - b. The announcement shall, at a minimum, contain the following information:
 - 1) Position;
 - 2) Normal work schedule (days off, work shift);

⁴ Reasonable accommodation is defined in accordance with the California Fair Employment and Housing Act and the Americans with Disabilities Act.

- 3) List of minimum skills and competencies required;
- 4) Additional desirable skills;
- 5) Duty description to include performance measures and responsibilities;
- 6) Selection process and schedule;
- 7) Source materials for designated selection testing;
- 8) Training and travel requirements related to the position;
and
- 9) Closing date/time for applications.

B. Member Responsibilities

Upon announcement of an OML position, interested members shall forward an OML Assignment Interest Form (TF-605e) directly to the Personnel Division.

C. Personnel Division

Once the application period is closed, the Personnel Division shall prepare and forward a list of interest personnel to the supervisor, commander/manager announcing the open OML assignment.

D. Supervisor, Commander/Manager Responsibilities

The supervisor, commander/manager announcing the open OML assignment shall:

1. Once the application period is closed, prepare and submit a plan for the selection and testing process to his/her first-level commander/manager for approval.
2. Upon receipt of the OML interest list from the Personnel Division, prepare a matrix for each candidate to include the criteria in Part I, G, of this order.⁵

⁵ Same footnote as 3.

VII. OML SELECTION PROCESS

A. Overall OML Testing Process

1. Testing Components and Weighting

Testing components that are applicable to each assignment are designated in the Transfer Policy Summary Worksheet. There are four (4) possible testing components:

- a. Matrix (to include performance appraisal numerical credit);
- b. Written Test;
- c. Practical Test; and/or
- d. Oral Board.

2. Every testing process shall use the matrix. If the matrix is the only testing component, it shall be weighted as 100% of the testing process.

3. The sum of multiple testing components shall be 100%.

B. Testing Components

Following the completion of a Matrix for each applicant, the supervisor or commander/manager shall prepare and conduct an appropriate practical test and/or an oral board as indicated in the Transfer Policy Summary Worksheet. Any combination of the practical test and oral board results may be used to determine if the applicant will be allowed to continue in the process.

1. Written Test

The content of the written test shall measure the aptitude, knowledge, skills, and abilities required for the vacant position. All written tests shall be reviewed and approved by the appropriate Division Commander/Manager.

Unit commanders/managers conducting OML testing (written, practical and/or oral boards) shall maintain completed and graded tests until the expiration of the OML.

2. Practical Test

The content of a practical test shall measure the aptitude, knowledge, skills, and abilities required for the vacant position. A practical test may be given to demonstrate the applicant's ability to perform the essential tasks/job functions of the position.

3. Oral Board

The content of the oral interview shall focus on the applicant's documented work performance and his/her knowledge, skills, and abilities that qualify him/her for the vacant position.

C. Placement List

1. At the completion of the testing process, the appropriate supervisor, commander or manager shall tabulate the scores and prepare an Order of Merit List (OML) based on their cumulative score in the testing process.
2. The OML shall be effective for no more than 18 months.
3. The Personnel Division shall update and maintain all OMLs:
 - a. For the duration of the list;
 - b. Until the list is exhausted;
 - c. No other suitable candidates remain on the list; or
 - d. The list is voided.

D. Unit Supervisor or Commander/Manager Responsibilities:

1. The supervisor or unit commander/manager shall
 - a. Personally contact the top five (5) eligible member(s) on the OML and advise that he/she is being considered for transfer when a vacant OML position needs to be filled to determine his/her continued interest in the available position.
 - b. Document a transfer waiver on a Transfer List / Order of Merit List Transfer Waiver Form (TF-605c);
 - c. Forward a copy to the member; and
 - d. Retain a copy in the appropriate unit file.

2. Specialized Units

Members who are being considered for transfer or are in the process of transferring to specific specialized units shall comply with the provisions of DGO E-3.1, DEPARTMENT NOTIFICATION COMPLIANCE VERIFICATION.

E. Member Responsibilities

1. Members shall respond within ten (10) calendar days of notification to the unit supervisor or commander/manager making notification indicating they are still interested in the assignment.
2. Failure to respond within the prescribed period will constitute a declination by the member.
3. Members shall be responsible for removing their names from OML positions in which they are no longer interested.
4. Any member who declines the same OML position on three (3) separate occasions shall be removed from the OML for **that** position.
5. Unit commanders/managers are responsible for notifying the Personnel Division in writing when a member declines an OML position or is removed from an OML for this reason.

F. Transfer Limitations

At no time shall a member be permitted to transfer to an OML position unless the member is able to perform the essential functions of the position, with or without reasonable accommodation⁶ as determined by the unit commander/manager.

G. Where no OML exists

Where no OML exists, the unit supervisor or commander/manager shall announce the position in the Daily Bulletin. If, after the announcement, there are no responses, the unit supervisor or commander/manager shall confer with the Chief of Police who shall approve a transfer of an appropriate member to meet the functional needs of the Department.

⁶ Same as footnote 3.

VIII. CAP EXTENSIONS

Out-of-Patrol assignments shall have a Cap of five (5) years in length. A Deputy Chief/ Director may allow three (3)-one (1) year extensions, for a total of eight (8) years in the assignment.

Members assigned to the Homicide Section shall have a Cap of eight (8) years. The BOI Deputy Chief may allow two (2)-one (1) year extensions for a total of 10 years in the assignment.

IX. REMOVAL FROM ASSIGNMENT

A. Duration of Assignment

Members shall be transferred out of an out-of-Patrol assignment in accordance with the Caps listed in the Transfer Policy Summary Worksheet.

B. Voluntary Removal from Assignment

1. Members who are in an out-of-Patrol assignment may voluntarily request a transfer by providing a written request to be transferred to Patrol at any time.
2. Unit commanders/managers shall endeavor to accommodate such requests however, the functional needs of the Department shall prevail.
3. An officer in an out-of-Patrol assignment may voluntarily transfer to another eligible out-of-Patrol assignment, within the Cap, with the approval of the Chief of Police or designee. The combined Cap of the two assignments shall not exceed eight (8) years.
4. Any member who voluntarily transfers back to Patrol before the end of the established out-of-Patrol Cap shall spend a minimum of one (1) year in Patrol before moving to another out-of-Patrol assignment.

C. Involuntary Removal from Assignment

Members may be transferred for the following reasons:

1. Conduct

A member may be transferred when misconduct makes them unsuited for continued service in his/her assignment.

2. Performance

A member may be transferred when he/she is performing at a less than overall "Fully Effective" level.

D. Permanent Elimination of an Out-of-Patrol Assigned Position

If an out-of-Patrol position is eliminated, the member who held it shall be eligible for another out-of-Patrol position without the one (1) year "Patrol Time" requirement. The combined Cap of the two assignments shall not exceed eight (8) years.

E. Temporary Deactivation or Reduction in Staffing of an Out-of-Patrol Assigned Position

If a member is transferred as a result of a temporary deactivation of an out-of-Patrol assignment, the member shall be placed on the existing transfer list for the respective assignment based on unit seniority. The respective member's Cap time shall cease.

F. Return to a Reactivated Unit

1. Members returning to an out-of-Patrol position that had been temporary deactivated or reduced in staff shall be allowed to return, provided the member remains eligible, to the unit to serve out his/her remaining Cap time. The Department shall use the existing transfer list to fill reactivated positions.
2. If any member, placed on the transfer list as a result of a temporary deactivation and serving less than one (1) year in Patrol, declines the transfer back to the reactivated unit, he/she shall be removed from the transfer list.
3. If a member who was transferred, as a result of a position deactivation, has served one (1) year in Patrol, that member may return to the reactivated unit as a new transfer.

X. LOAN PROCEDURES

- A. The Chief of Police shall be the final approving authority regarding involuntary loans.
- B. If possible, the member loaned shall be either the first eligible member on the TL (for TL positions) or the first eligible member on the OML (for OML positions).

- C. If no applicable TLs or OML exists, the Chief of Police shall approve loans to meet the functional needs of the Department.

D. Unit Commander/Manager Responsibilities

A unit commander/manager who needs a loan of personnel shall submit a justifying loan request to his/her Deputy Chief/Director requesting the loan.

The justifying loan request shall contain the following information:

1. Reason for loan;
2. Number of personnel required; and
3. The number of days, up to 90 days, during which the loan shall be in force and the duty hours.

E. Bureau Deputy Chief/Director Responsibilities

The Bureau Deputy Chief/Director to whom a loan request is submitted shall:

1. Endorse the request

If approved, the Bureau Deputy Chief/Director shall designate a candidate from within his/her own bureau or, if none is available, the request shall be denied or forwarded to the Chief of Police with an endorsement requesting that the loan be filled from another Bureau. The loan shall be discussed at the weekly Personnel meeting.

2. Upon approval by the Chief of Police, the justifying letter shall be forwarded to the Personnel Division.

The member shall be placed on the next issued Departmental Personnel Order and become effective on the date designated by the Chief of Police.

F. Personnel Division Procedures

1. The Personnel Division shall report the current status of loans on the weekly Personnel Distribution Report (PDR). Loans shall be designated on the Departmental Personnel Order in the same manner as a regular transfer except in the column titled "Replacing" the words "Loan Status" shall be entered with the loan expiration date. The number of loans for the calendar year for each loaned member in the PDR shall also be listed.

2. When the loan date expires, the Personnel Division shall automatically place a loaned person's name on the next Departmental Personnel Distribution Report (PDR) transferring him/her back to his/her previous organizational unit.

XI. LOAN EXTENSIONS

- A. Members are subject to only two (2) consecutive 90-day loans.
- B. Unit commander/managers shall ensure members on loan to their division/unit shall not exceed 90 days without approved authorization.
- C. Prior to the end of the first 90-day loan period, the unit commander/manager may submit an extension request through the chain-of-command to the Chief of Police for approval.
- D. Upon approval, the Personnel Division shall automatically place a person's name on the next PDR extending the loan.

XII. DEPARTMENT REORGANIZATION

Notwithstanding Departmental reorganizations, a member's letters for Transfer List positions and standings on OMLs shall remain in effect. Renaming units or making minor modifications to the job descriptions shall not nullify Transfer Lists or OMLs.

XIII. ADMINISTRATIVE APPEALS

All rights to redress for Department compliance with procedures contained in this policy shall be subject to the grievance procedure contained in the current Memorandum of Understanding, except that such grievances shall not be subject to Immediate Dispute Resolution, arbitration or any provisions of City Charter Section 910. The Chief of Police or designee shall be the final authority on all grievance issues related to this order.

By Order of



Sean Whent
Interim Chief of Police

Date Signed: 12-23-13

APPENDIX
Transfer Policy Summary Worksheet

<i>Work Units</i>	<i>Ofcrrs</i>	<i>Sgts</i>	<i>Min Cap (years)</i>	<i>T/L- OML- Exempt</i>	<i>Written Test</i>	<i>Practical Test</i>	<i>Oral Board</i>	<i>Exempt</i>	<i>Comments</i>
Backgrounds/Recruiting	Y	Y	5	O	TBD	TBD	TBD	TBD	
BFO Admin	Y	Y	5	O	TBD	TBD	TBD	TBD	
Chief of Staff	Y	Y	N/A	E	TBD	TBD	TBD	TBD	
CID (See Included Units) ⁷	Y	Y	5	O	TBD	TBD	TBD	TBD	
Narcotics Charging	Y	N	5	T/L	TBD	TBD	TBD	TBD	
Weapons Charging	Y	N	5	T/L	TBD	TBD	TBD	TBD	
CLASS	Y	Y	5	T	TBD	TBD	TBD	TBD	
Communications Supervisor	N	Y	5	T	TBD	TBD	TBD	TBD	
CRT	Y	Y	5	O	TBD	TBD	TBD	TBD	
Facilities Dev Coordinator	Y	Y	5	O	TBD	TBD	TBD	TBD	
Foot Patrol	Y	Y	5	T	TBD	TBD	TBD	TBD	
FTO Coordinator	Y	Y	5	O	TBD	TBD	TBD	TBD	FTO exp is a prerequisite
Helicopter Unit	Y	Y	10	O	TBD	TBD	TBD	TBD	Chief may extend add'l 10 yrs.
Homicide	Y	Y	8*	O	TBD	TBD	TBD	TBD	
Intelligence	Y	Y	N/A	E	TBD	TBD	TBD	TBD	
IAD	Y	Y	5	E	TBD	TBD	TBD	TBD	Exempt but subject to Cap.
Information Technology	Y	Y	5	O	TBD	TBD	TBD	TBD	
K-9	Y	N	10**	O	TBD	TBD	TBD	TBD	
OIG	Y	Y	5	O	TBD	TBD	TBD	TBD	
Patrol Rifle Coordinator	Y	Y	N/A	O	TBD	TBD	TBD	TBD	PRO experience prerequisite
Problem Solving Officer	Y	N	5	T	TBD	TBD	TBD	TBD	

⁷ CID includes the following investigative units - Robbery, Assault, Property/Theft, Crime Analysis

DEPARTMENTAL GENERAL ORDER
OAKLAND POLICE DEPARTMENT

B-4

Effective Date
23 Dec 13

Work Units	Ofcrs	Sgts	Min Cap (years)	T/L-OML-Exempt	Written Test	Practical Test	Oral Board	Exempt	Comments
Public Information Officer	Y	N	5	O	TBD	TBD	TBD	TBD	
Ranger Unit Supervisor	N	Y	5	T	TBD	TBD	TBD	TBD	
Records and Warrants	Y	N	5	T	TBD	TBD	TBD	TBD	
Fleet Tow Coordinator	Y	N	5	T	TBD	TBD	TBD	TBD	
Tow Hearing Officer	Y	N	5	T	TBD	TBD	TBD	TBD	
Warrant Officer	Y	N	5	T	TBD	TBD	TBD	TBD	
ABAT	Y	N	5	O	TBD	TBD	TBD	TBD	
Gang Unit	Y	Y	5	O	TBD	TBD	TBD	TBD	
Fugitive Unit	Y	Y	5	T	TBD	TBD	TBD	TBD	
PAC	Y	Y	5	O	TBD	TBD	TBD	TBD	
SDU-1	Y	Y	5	O	TBD	TBD	TBD	TBD	
TETF	Y	Y	5	O	TBD	TBD	TBD	TBD	
SOS Supervisor	N	Y	5	O	TBD	TBD	TBD	TBD	
K-9 Coordinator	Y	N	5	O	TBD	TBD	TBD	TBD	K-9 handler exp prerequisite
Reserve Coordinator	Y	N	5	T	TBD	TBD	TBD	TBD	
Tech. Coordinator	Y	N	5	O	TBD	TBD	TBD	TBD	Current Evidence Technician
Traffic Division (See Included Units) ⁸	Y	Y	5	T	TBD	TBD	TBD	TBD	
Special Events Unit	Y	Y	5	T	TBD	TBD	TBD	TBD	
Cadet Coordinator	Y	N	5	O	TBD	TBD	TBD	TBD	
In Service Training Officer	Y	Y	5	T	TBD	TBD	TBD	TBD	
Rangemaster	Y	N	5	O	TBD	TBD	TBD	TBD	

⁸ Traffic Division includes Traffic Enforcement, Traffic Investigations, Traffic Safety & Crossing Guards, Vehicle Abatement, Abandoned Auto, Commercial Vehicle, Fleet & Taxi, Scofflaw, and Bicycle Recovery.

Work Units	Ofcrs	Sgts	Min Cap (years)	T/L-OML-Exempt	Written Test	Practical Test	Oral Board	Exempt	Comments
Recruit Training Officer	Y	Y	5	O	TBD	TBD	TBD	TBD	
Taser Coordinator	Y	N	5	O	TBD	TBD	TBD	TBD	
YFSS (See Included Units) ⁹	Y	Y	5	T	TBD	TBD	TBD	TBD	
Unidentified Assignments ^{***}	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
<p>* With two (2)–one (1) year extensions = 10 years</p> <p>** The Chief of Police has the authority to extend a K-9 beyond the Cap to meet the functional needs of the Department.</p> <p>*** Any assignment not listed in this chart shall be categorized by the Chief of Police.</p>									

⁹ YFSS include Domestic Violence / Physical Elder Abuse, Family Violence Intervention Unit, Missing Persons and Child Abduction Unit, Special Victims Unit, Vice & Child Exploitation Unit, SAFE Task Force, P.A.L.