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Effective Date: April 1997	Revision Date: November 2011
Amends/Supercedes: July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	9.1 Assignment Openings

Section 400.40 Assignment of Personnel

Policy

It shall be the policy of the Shively Police Department to assign duties that best reflect the abilities of personnel to meet the demands of a particular position. The goal is to give opportunities for personnel to bid on shift assignments, as they become available. Therefore, the Chief of Police shall establish a procedure to advertise to all personnel that an official open shift is to be filled.

This policy is intended to address movement of personnel within the department and is not intended to address openings of employment with the department.

Procedure for New Personnel

Assignment of personnel upon completion of the Department of Criminal Justice Training Academy or Basic Telecommunications Course shall be within the discretion of the Chief of Police. Probationary employees (Minimum of 12 months) may be assigned or reassigned at will of the Chief of Police.

Non-Probationary Personnel

When the Chief of Police decides to fill an open shift position, a memo will be issued to advertise the opening so that all non-probationary personnel may take notice. Eligible personnel may then apply for the open position.

Final consideration of placement of personnel into a position may be subject to collective bargaining agreements or other agency policy. However, overall departmental seniority shall be the basis for most patrol assignments. Following is the minimal amount of information that should be contained on the posting of an open assignment:

1. Posting shall be addressed for all personnel to review.
2. Posting shall be authorized by signature of the Chief of Police.
3. Postings shall include date of notification as well as time stamp.
4. Posting should contain, at a minimum, the following information;
 - a. The position classification.
 - b. The shift hours, qualifications, off days, etc.
 - c. Posting should exclude probationary employees.
 - d. How eligible employees are to be selected.
 - e. Filing deadlines and how to submit.

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5. Employees filing for consideration shall time stamp their requests upon submission.

Postings shall remain in a conspicuous designated area within the confines of the police department for a period of 10 (ten) consecutive days from time stamp. A member who is granted new shift assignment should be notified in writing as to the effective date of the new assignment. All personnel submitting requests will also be notified as to their status. Any appeals may be subject to grievance proceedings.