

**METROPOLITAN POLICE DEPARTMENT – CITY OF ST. LOUIS
OFFICE OF THE POLICE COMMISSIONER
SPECIAL ORDER**

Date Issued: December 16, 2022 **Order No.:** SO 3-06
Effective Date: December 16, 2022 **Expiration:** Indefinite
Reference:
CALEA Standards:
Cancelled Publications: SO 3-06, issued July 28, 2011
Subject: TRANSFERS AND DETACHMENTS
To: ALL BUREAUS, DISTRICTS AND DIVISIONS

PURPOSE: To establish policy and procedure for transferring or detaching employees among functional assignments within the Department.

By Order of:

A handwritten signature in black ink, appearing to read "Michael Sack". The signature is written in a cursive, flowing style.

MICHAEL SACK
Lieutenant Colonel
Interim Police Commissioner

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PURPOSE: To establish policy and procedure for transferring or detaching employees among functional assignments within the Department.

A. TRANSFER AND DETACHMENT AUTHORITY

1. The Police Commissioner has the authority to transfer or detach employees among functional units of the Department.
2. All transfers are contingent upon successful performance of the candidate in their present unit and can be rescinded by the Police Commissioner based on performance prior to the effective date of the transfer.
3. The Police Commissioner has discretion to re-assign transferred staff, based on performance, after a reasonable period.

B. GOALS OF TRANSFERS AND DETACHMENTS

1. To provide professional development opportunities for employees.
2. To meet the operational needs of the Department.

C. TRANSFERS OF COMMISSIONED EMPLOYEES

1. Police Officers and Sergeants

a. Specialized Assignments

- 1) When a vacancy exists in a specialized position, the Commander will submit an email requesting that the position be filled through their chain-of-command to the Bureau Commander. Once approved, the request will be submitted to the Police Commissioner for final approval and submission to the Department of Personnel – Police Division.
- 2) The Department of Personnel – Police Division will post the position for fourteen (14) calendar days via email and on the Intranet. The posting will contain the necessary qualifications for the position.

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- 3) Interested Police Officers/Sergeants must submit a “Commissioned Interview Sheet” (MPD Form GEN-336) to the Department of Personnel – Police Division prior to the deadline specified in the posting. Police Officers/Sergeants on authorized leave will be eligible to apply if they meet the posting deadline.
- 4) The Department of Personnel – Police Division will review all “Commissioned Interview Sheets” (MPD Form GEN-336) to ensure that candidates meet the qualifications for the position. A candidate not meeting the qualifications will be notified of the reason for not being considered by the Department of Personnel – Police Division. The Department of Personnel – Police Division will forward the “Commissioned Interview Sheets” (MPD Form GEN-336) of all qualified candidates to the Unit Commander for review. If no qualified candidates apply for the position, the Police Commissioner will fill the vacancy as they choose.
- 5) The Unit Commander will have ten (10) business days from the closing date to interview all qualified candidates and make a selection. Selections should be based upon the knowledge, skills, and abilities of the candidates. A memorandum must be submitted by the Commander through the chain-of-command to the Police Commissioner, identifying the selected candidate, why the candidate was selected based upon the necessary qualifications, and when the selected candidate is needed in the assignment.
- 6) Once the Police Commissioner approves the selection, the Police Commissioner’s Office will send a Department-wide email announcing the transfer.
- 7) Once the “Commissioned Interview Sheets” (MPD Form GEN-336) are returned to the Department of Personnel – Police Division, those candidates not selected may send a request to review their “Commissioned Interview Sheet” (MPD Form GEN-336) to the Police Commissioner’ Office.

b. Uniformed District Assignments

- 1) When a Police Officers/Sergeant assigned to Community Policing seeks a transfer to another uniformed District assignment, they must submit a memorandum to the Commander’s Aide in their assigned District. When a Police Officer/Sergeant not assigned to Community Policing seeks a transfer to a uniformed District assignment, they must submit a memorandum to their Commander or to the Department of Personnel – Police Division.
- 2) Their Commander will enter the transfer request into the electronic Personnel Profile of the requesting Police Officer/Sergeant.
- 3) The Commander of Community Policing will consult with District Commanders and recommend and transfer of personnel among Districts to the Police Commissioner.
- 4) Police Officers/Sergeants must remain in the transferred assignment for at least six (6) months before requesting another uniformed assignment.

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2. Lieutenants, Captains, Majors, and Deputy Chiefs

The Police Commissioner may transfer Lieutenants, Captains, Majors, and Deputy Chiefs, considering staffing needs and matching the duties and responsibilities of the position with the qualifications and knowledge of the individual.

D. TRANSFERS OF CIVILIAN EMPLOYEES

1. A civilian employee may transfer to another position within the same pay grade if they meet all requirements for the position.
2. When a vacancy exists to which a civilian employee wishes to be transferred, the civilian employee will submit an email requesting a transfer to that position through their chain-of-command to the Bureau Commander. If approved, the request will be submitted to the Police Commissioner's Office for final approval and submission to the Department of Personnel – Police Division.
3. The Department of Personnel will determine if a civilian employee meets the qualifications for the position.

E. DETACHMENTS

1. Detachments are the temporary re-assignment of employees to other functional units within the Department in order to satisfy operational needs of the Department or to strengthen staffing in a unit struggling to effectively perform its designated function(s).

NOTE: Employees who are scheduled/"detailed" for specific operations/events authorized by Operational Planning are not considered detachments.

2. Commanders/managers may request detachments by submitting a memorandum providing necessary rationale through the chain-of-command to the Police Commissioner for approval.
3. All employees selected for detachment must satisfy the same criteria necessary for a transfer to that assignment.

MS/jb
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