221.01 This procedure is designed to promote the individual growth and increased job knowledge of Department members in order to enhance the overall efficiency of the Wichita Police Department. In all cases involving the transfer of personnel, the needs of the Department shall take precedence, and the Affirmative Action goals of the Department will be considered.

221.02 Placing a request does not assure a transfer, but will assure consideration. No transfer or assignment is to be considered a prerequisite for promotion.

221.03 Unless otherwise approved by the Chief of Police, all commissioned members shall be required to serve in the Field Services Division for two (2) years before being eligible for a transfer/rotation.

221.04 It is recommended that all members serve one (1) year in a new assignment before applying for another transfer/rotation.

221.05 Any member of the Department requesting a transfer or assignment to a Specialty Unit must submit an Officer's Report (through channels) to the Bureau or Division Commander responsible for the position. It is recommended that a copy of the report be sent via e-mail, in addition to the hard copy Officer's Report.

221.06 At the time a vacancy becomes available, the Bureau/Division Commander will announce the vacancy through Departmental channels to allow interested applicants to apply. A specific period of time must be set for the acceptance of transfer requests. Any special considerations or preferences of personnel to fill the vacancies shall be listed at the time the position is advertised.

221.07 Bureau/Division Commanders shall consider the following criteria in selecting a candidate for a vacancy:

A. Most recent performance evaluation;
B. Disciplinary history;
C. Seniority;
D. Affirmative action goals of the department;

221.08 The following criteria may also be considered when selecting a candidate:

A. Interview score
B. Education
C. Any other specific job-related criteria, such as a special skill or training
D. For specialty assignments the number of members assigned to a specialty unit within a member's workgroup will be considered.

221.09 Interview panels

A. Must

1. Represent gender and racial diversity
2. Have attended the class entitled "Panel Interview Training"(if an employee of the City of Wichita)
3. Include a person outside the Department or Division.

B. If the position is an exempt employee it is required to have at least one panel member from outside the organization.

221.10 A mathematical matrix shall be used to weight these criteria. These matrixes shall be consistent within Divisions. Any additions to these standardized matrixes must be approved by the Division Commanders and provided to the candidates for the position. Standardized matrixes will be included in appropriate SOPs.

221.11 The Bureau/Division Commander shall use the completed matrix as a guide when selecting a candidate to fill a vacancy.

221.12 R The Bureau/Division Commander, after making his/her selection, shall notify each candidate who was not selected either personally or in writing of the specific reasons for the decision. The notification shall occur within thirty (30) days upon notifying the candidate selected to fill the vacancy.

221.13 In addition to regular transfer opportunities, the Department may offer Police Officer positions ("rotators") in the Investigations Division to expose officers to criminal case development procedures or other specialized procedures.

221.14 Rotation assignments may have a duration of up to six (6) months, unless otherwise designated. Officers will return to their previous assignments at the conclusion of their rotation, with the exception of Officers assigned to School Resource Officer or Community Policing Beat Coordinator positions. These officers will return to their previous Bureau and fill a shift and days off assignment as seniority allows.

221.15 It is the responsibility of the Investigations Division Commander to ensure that appropriate standard operating procedures are developed and maintained to differentiate the job duties of rotating Police Officers.

221.16 Transfers not requested by a Departmental member may be made at the discretion of a Division Commander when such transfers are deemed to be in the best interest of the Department. Should a "non-requested" transfer outside a Division be necessary, such an assignment will be submitted to the Chief of Police for approval.