

**SAN MARCOS POLICE DEPARTMENT  
POLICIES AND PROCEDURES MANUAL**

**Section Title:** Promotions and Transfers

**General Order:** 604

**Date Issued:** January 17, 2004

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**Effective Date:** November 21, 2011

**Issuing Authority:** *Howard E. Williams*

**Howard E. Williams, Chief of Police**

**I. POLICY**

It is the policy of the San Marcos Police Department to be fair and objective when making promotions and transfers, and to be as accommodating to employees as possible when making individual assignments. However, employees must remember that the needs of the Department are paramount, and the Chief of Police reserves the right to make any assignment that is in the best interest of the Department.

**II. PURPOSE**

The Purpose of General Order 604 is to outline the processes for making promotions and for deciding transfers and assignments.

**III. DEFINITIONS**

The terms used in General Order 604 are defined as follows, unless otherwise indicated:

- A. Lateral Transfer – A change in assignment that is open to any specified employee of the Department. For example, an opening in Narcotics for an Officer would be open to any employee holding the rank of Officer who fits within the parameters for selection specified in the job posting.
- B. Specialized position – A sworn position that requires specialized knowledge, skills, and abilities, such as, but not limited too, Bike Patrol, Motorcycles, School Resource Officers, Criminal Investigations, Narcotics, Training, and Mental Health Officer.
- C. Supervisory Transfer – A change in assignment made by the Chief of Police that can affect any employee of the Department.

#### **IV. PROMOTIONS**

- A. The Director of Civil Service is responsible for the promotional process for officers as defined in Chapter 143 of the Local Government Code and the Rules of the City of San Marcos Fire Fighters' and Police Officers' Civil Service Commission and provisions of the *Meet and Confer Agreement Between San Marcos Police Officers' Association and the City of San Marcos, Texas*.
- B. Promotions for non-civil service employees are governed by the provisions enumerated in the *City of San Marcos Texas Employee Handbook*.

#### **V. TRANSFERS**

- A. The Chief of Police reserves the right to make transfers in the best interest of the Department.
- B. When an opening for an officer or corporal position develops in a specialized position, the responsible Commander will post a notice that includes:
  - 1. The title of the position,
  - 2. The division of the position,
  - 3. The supervisor,
  - 4. The duties and responsibilities of the position,
  - 5. The duty schedule, hours, special requirements, etc,
  - 6. The eligibility requirements, including tenure, and
  - 7. The application procedures and deadline;
- C. Employees currently in a specialized position may apply to transfer to another specialized position.
- D. Employees on injury or modified duty status may be permitted to apply for a transfer. However, eligibility for the transfer will be determined case-by-case depending on the job assignment, the nature of the injury and the expected recovery time.
- E. Announcements of vacancies will be posted on bulletin boards and distributed via department e-mail. Applications to fill the vacancy will be accepted for a minimum of 14 calendar days.
- F. The Commander announcing the vacancy will convene an assessment committee that consists of, but is not limited to:
  - 1. One Commander,
  - 2. One supervisor,
  - 3. One subordinate employee of the division, and
  - 4. One department employee from outside the division.
- G. The Chief of Police reserves the right to modify the makeup of the committee.

- H. The Assessment Committee will convene an oral interview board, and should consider the following:
  - 1. Requirements of the assignment,
  - 2. Tenure and experience, including prior law enforcement experience,
  - 3. Employment history,
  - 4. Performance measures, including self-initiated activities, interpersonal relationships, motivation and enthusiasm, reading, writing, oration skills, adaptability, education, training, professional and personal development initiatives.
  - 5. In the event that the Assessment Committee concludes that two or more applicants are equally suited to fill the vacancy, an applicant with no recent history of assignment to a specialized position will be given first consideration for the transfer, if applicable.
  - 6. If a person has been out of a specialized assignment for more than one year, he/she is considered not to have a recent history of a specialized assignment.
- I. The Commander will refer the Assessment Committees' recommendations to the Chief of Police via the appropriate Assistant Chief.

## **VI. ASSIGNMENTS**

- A. Twice per year, patrol officers submit their preferred choice of shift assignment. In developing the best fit of a combination of officers and supervisors, the Chief of Police may assign Sergeants and Corporals to a particular shift.
- B. The Chief of Police may transfer any member of the Department to a new assignment at any time with or without cause.

## **VII. OTHER ASSIGNMENTS**

- A. An officer's volunteer participation in the Hays County SWAT Team or Hays County Crisis Negotiation Team (CNT) is not a specialized position for purposes of this chapter.
- B. Selection and appointment to the SWAT Team or CNT team is subject to the processes outlined in each team's respective policy or procedures manual.