

# **SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 16.7**

## **SERGEANTS MOVEMENT PROGRAM**

**ISSUED DECEMBER 2015**

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### **Definition**

The Sergeants Movement Program was established on March 1, 1985 in accordance with the Memorandum of Understanding for that year. The Program was updated, effective December 17, 2006, during the negotiation process. All sergeants assigned to the investigations division will adhere to the length of assignment from the previous movement plan until they voluntarily change assignments following the implementation of this plan.

### **16.7.1 Chief Select Positions:**

The Chief of Police will select the following Sergeant positions:

- Recruiting
- Internal Affairs
- Intelligence (With no specified length of assignment)
- S.E.T.
- Motors
- Homeland Security Special Events Unit
- Santa Clara County Special Enforcement Team (SCCSET) (With no specified length of assignment)

Sergeants interested in one of the above listed positions will submit a memo to the Chief of Police when that position becomes available. The Chief of Police will consider Department needs, the nature of the assignment, individual merit and seniority when making his selection.

### **All Other Positions:**

Vacant assignments, other than the above listed “Chief Select” positions, shall be filled according to seniority. Departmental seniority will be used in lieu of divisional seniority when filling assignments. Sergeants interested in a vacant assignment will submit a memo to the appropriate Division Captain. All assignments are subject to the approval of the Division Captain. In addition to seniority, the Division Captain may consider Department needs and the nature of the assignment, when filling an assignment. If the senior sergeant who applied for a position does not receive the assignment, they will be entitled to a meeting with the Division Captain to discuss why they did not receive the assignment and how they can improve their eligibility in the future

### **16.7.3 Vacation Selections**

Vacation selections are based on Departmental seniority. If a transferring sergeant plans to take a vacation after the scheduled date of transfer, he/she should contact the appropriate Division Captain to resolve the vacation schedule.

### **16.7.4 Length of Service**

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### Field Operations Division

- Patrol Teams, including Vacation Relief: 1 year assignment, with the bid to coincide with the March Patrol Bid. After 2 years on the same team, a Sergeant must bid for a different patrol team.
- Motors: 4 year assignment. (Note: The successful completion of a POST motorcycle training course is required for this assignment)

### Investigations Division

- All assignments are 4 years except Chief Select positions and the below listed times:
- S.E.T.: 3 year assignment
- Homeland Security Special Events Unit: 2 year assignment

### Services Division

- All assignments are 2 years.

All assignments, other than patrol team sergeant, have the option of extending the length of assignment by 1 year. The decision to grant an extension will be jointly made by the involved sergeant and the Division Captain. Individual merit and departmental needs will be used to determine whether an assignment is extended.

Length of service within a Division is a maximum of 8 years, with the following exceptions:

- If a sergeant moves to one of the Field Operations Division assignments, such as motors, that sergeant will be allowed to finish out that assignment, regardless of the amount of time they have in the Division.
- If a sergeant is extended in their Investigation Division Assignment, they will be allowed to extend their stay in the Division for that amount of time.

### **16.7.5 Promotion**

Upon promotion of an Officer to the rank of Sergeant, it is the desire of the Department to have the person serve six months of their probationary period as a Field Operations Supervisor whenever possible.

If the yearly patrol Sergeant bid coincides with the newly promoted Sergeant's completion of their six month training period, that Sergeant will bid.

### **16.7.6 Assignment:**

Whenever the need arises for a temporary training position in Field Operations, the following will occur:

- A request will be made for volunteers for temporary reassignment
- Whenever a Sergeant is reassigned, the time spent in the temporary assignment will not count towards the maximum amount of time the Sergeant is allowed to spend in the Field Operations Division.

- All temporary assignments of a team Sergeant to another assignment will be for a maximum of 1 year.

**16.7.7 Exemption:**

Circumstances such as promotions, new positions, additional workload, or loss of personnel may require deviations from this policy.

All transfers are subject to approval of the affected Division Captains(s) and Chief of Police.