
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>122.00 LATERAL TRANSFER PROCESS</b>
	<b>Effective Date: January, 2019</b>
	<b>Approved:</b> _____  Chief of Police

- I. Purpose  
The purpose of this section is to establish procedures for the selection process of job assignments and/or personnel transfers to specialized units within the Mesquite Police Department.
- II. Policy  
The Mesquite Police Department realizes that people are its most important and valuable asset. One goal of this directive is to establish a process by which employees are placed into assignments appropriate to their particular skills and qualifications. The primary goal of this policy is to select the person most capable of performing the duties required of the specialized position, to fulfill the operational needs of the Department.
- III. Procedures
  - A. In this policy, a “lateral transfer” means that the person is moving from a patrol assignment or some specialized assignment to a different specialized assignment. Examples would be moving from Patrol to CID or from SRO to Background Investigator. Simply moving from one specific job to another specific job within the same specialized assignment will not be considered a lateral transfer. For example, an SRO may move from School A to School B and it would not be considered a lateral transfer nor would it be subject to this procedure.
  - B. The following positions are sufficiently unique that they should always be filled through this policy (there are no jobs within the department that are similar enough to simply call it a job shift):
    1. Traffic Officer
    2. Crime Scene Investigator
    3. Background Investigations Officer
    4. Crime Prevention Officer
    5. Range Master
    6. Public Service Professional
    7. Property Room Technician
    8. Criminal Investigations
    9. School Resource Officer/L.E.T.S.
    10. Narcotics Officer
  - C. All lateral transfer job opening announcements should be announced through a department wide email and should be posted on the MPD Intranet. The job should remain posted and open for a minimum of 14 days. The Chief of Police may designate an officer to temporarily fill the assignment while the lateral transfer process takes place, if he determines that it is in the best interests of the Department.
  - D. Any job that is posted as a lateral transfer opportunity should be specifically described in the posting. For example, instead of posting a generic job description of “CID Investigator”, the job posting should be for “Burglary and Theft Investigator” or “Forgery Investigator”. The specific opening must be identified prior to the posting because it often determines which supervisor is responsible for filling the position.

- E. The immediate supervisor over the position to be filled has the responsibility for recommending the candidate for the position, however all other supervisors in the chain of command for the position being filled may make individual recommendations for or against any candidate.
1. Sworn candidates for lateral transfer must have at completed their probationary period as a Mesquite Police Officer to be considered.
  2. Eligible candidates may be encouraged to submit an application, but no promise of selection may be made or inferred to any candidate. Pre-selection is not allowed under this policy.
  3. The immediate supervisor must allow every eligible candidate who completes a Lateral Transfer Application packet an opportunity to interview for the position. The interview can either be a board-type interview or one-on-one.
  4. If there are any eligible candidates who have applied for a position, the opening will not be held over the due date or re-posted (unless all candidates are formally rejected as described below).
  5. The immediate supervisor responsible for the position will recommend their top candidate based on the totality of the information available to the supervisor. The recommendation will be presented in memorandum sent from the immediate supervisor for the position being filled directly to the Chief of Police without going through the chain of command. Prior to selection of a candidate by the Chief of Police, each supervisor in the Chain of Command for the position being filled will receive an alphabetical list of all candidates for the position and may elect to make a separate recommendation directly to the Chief of Police for or against any candidate for the position.
  6. Upon review of all recommendations, the Chief of Police will make the selection to fill the available position.
  7. The chain of command exception for this process is intended to avoid any bias toward any candidate based on factors other than the candidate's qualifications for the position. To provide transparency in the process, upon completion of the selection process by the Chief of Police, a candidate for any position may request a copy of any memorandum submitted to the Chief of Police by any supervisor during the selection process in support of or against the candidate for the position. Candidates may not request copies of memorandums written in support of or against other candidates for the position.
- F. The Lateral Transfer Process described in this order only applies to the rank of Police Officer or non-supervisory civilian positions. All transfers regarding supervisory personnel will be done at the sole discretion of the Chief of Police.
- G. Notwithstanding the process delineated within this order, the Chief of Police shall retain and may at any time exercise the absolute discretionary right to transfer any sworn or non-sworn personnel to any position for the good of the Mesquite Police Department. All assignments by the Mesquite Police Department are temporary and are subject to change at any time, with or without notice.

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