



KANSAS CITY MISSOURI POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

04-23-12

EFFECTIVE DATE

04-23-12

NO.

543-5

SUBJECT

Policy Series 500: Career Mobility
543 – Transfers of Members

AMENDS

REFERENCE

PPBM: Internal Affairs Investigations; Limited Duty; Sick Leave; Duty-Related Injuries; Family and Medical Leave; Military Leave

RESCINDS

PPBM: 543-4

***I. INTRODUCTION**

The department has established certain guidelines regarding transfers of members.

***II. TERMINOLOGY**

- A. **Investigatory Transfer** – A temporary change in unit of assignment not requested by the employee that is made pending completion of an investigation.
- B. **Involuntary Transfer** – A change in unit assignment not requested by the employee that is made due to a reduction in force, a vacancy within a unit, member misconduct, etc.
- C. **Pool Transfer** – A transfer made if a member is on leave after 28 consecutive calendar days.
- D. **Voluntary Transfer** – A transfer requested by the member.

III. POLICY

***A. Investigatory Transfers**

This will be an immediate transfer and will be at the discretion of the Bureau Commander. The member must be able to perform the essential functions of the job.

***B. Involuntary Transfers**

If possible, members will be kept on the same working shift as they were before and will be provided a notice of seven (7) calendar days before the transfer occurs. The member must be able to perform the essential functions of the job.

If the transfer is due to member misconduct, the member will have the right to grieve it. Please refer to the written directive entitled, "Grievance Review Process," for more information.

***C. Pool Transfers**

After 28 consecutive calendar days on leave, a member is transferred to the Limited Duty, Sick Leave, Injury Leave, Family and Medical Leave, or Military Leave Pool.

D. Voluntary Transfers

A member can fill out a Request for Transfer, Form 4 P.D.; it will be considered for one year. If not activated in one year, it will be placed in the member's personnel jacket.

- *1. Transfers within a bureau require the approval of the Bureau Commander for non-sworn members with the title of supervisor and below and sworn members with the rank of sergeant and below.
- *2. Transfers between bureaus require the approval of the relinquishing and receiving Bureau Commanders for non-sworn members with the title of supervisor and below and sworn members with the rank of sergeant and below.
- *E. All transfers of non-sworn members with the title of manager or above and sworn members with the rank of captain or above require the approval of the Chief of Police.

IV. PROCEDURES

- A. To request consideration for a transfer to another watch, element, position, or to participate in a selection process, sworn and non-sworn members will:
 - 1. Submit an original Request for Transfer, Form 4 P.D., through the chain of command to the Human Resources Division.
 - 2. Forward a copy of the Form 4 P.D. directly to the receiving element and the Human Resources Division.
- *B. To request consideration for employment as a sworn member, a non-sworn member will:
 - 1. Submit an original Request for Transfer, Form 4 P.D., through the chain of command to the Human Resources Division.
 - 2. Forward a copy of the Form 4 P.D. directly to the Human Resources Division.
- C. To rescind a request for transfer, a member will:
 - 1. Submit an Interdepartment Communication, Form 191 P.D., through the chain of command to the Human Resources Division.
 - 2. Forward a copy to the receiving element, if applicable.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2012.

Patrick A. McInerney
Board President

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