

Georgia Department of Public Safety Policy Manual

SUBJECT PROMOTIONS AND TRANSFERS	POLICY NUMBER 24.01
DISTRIBUTION ALL EMPLOYEES	DATE REVISED 6/3/2015

24.01.1 Purpose

The selection of the most suitable employees to fill positions is one of the most critical tasks faced by the Georgia Department of Public Safety. Therefore, a competitive process for promotional opportunities and an effective mechanism for administering transfers within the Department have been established. The Carl Vinson Institute of Government, at the University of Georgia, has developed a fair and equitable system for selecting candidates for promotion. The results of this effort are described within this policy statement.

24.01.2 Policy

It shall be the policy of the Georgia Department of Public Safety to select the most suitable personnel to fill positions within the Department. These selections will be made on the basis of fair and objective standards as measured by the Georgia Department of Public Safety Promotional Process.

When sworn vacancies occur within the Georgia State Patrol or Motor Carrier Compliance Division it shall be the policy of the department to fill those vacancies through either promotion of eligible candidates, or by transfer of eligible employees in good standing who currently hold the rank required to fill the position.

24.01.3 Definitions

- A. Applicant - Sworn employees who assert that they are eligible for promotion within the DPS.
- B. Application Date - The date on a posted job announcement specifying the closing date for applications.
- C. Assessment Board - A panel of trained assessors who evaluate each applicant's performance during the Assessment Center exercises. All Assessment Board members shall be trained to meet their duties and responsibilities as assessors. Each assessment exercise shall have 3 assessors evaluating performance.
- D. Assessment Center – A series of three exercises designed to measure a candidate's ability to perform in certain situations. The exercises include an oral presentation, a role play, and a written problem analysis.

- E. Candidate - Any participant whose name appears on the promotional roster for the rank for which they are competing.
- F. Commissioner - The chief executive officer of the Department of Public Safety, holding the rank of Colonel in the Georgia State Patrol.
- G. Competitive Rank
 - 1. GSP - Corporal, Sergeant, Sergeant First Class and First Lieutenant regardless of place of assignment or performance.
 - 2. MCCD – Corporal, when applicable, Sergeant, Sergeant First Class and Lieutenant regardless of place of assignment or performance.
- H. Dimensions – The elements evaluated by the assessors, as derived from the job analysis study conducted by the University of Georgia. They are:
 - 1. Perception
 - 2. Decisiveness
 - 3. Judgment
 - 4. Oral Communication
 - 5. Written Communication
 - 6. Leadership
 - 7. Organization and Planning
- I. Eligible - Any applicant certified in writing by the Human Resources Director to participate in the applicable DPS promotion procedure.
- J. Human Resources - The Human Resources Division of the DPS or any successor organizational unit. The chief executive officer of the Human Resources Division is the Human Resources Director.
- K. Participant - Any sworn uniform employee who upon being certified as eligible, actually engages in any or all of the promotional procedures for the applicable rank.
- L. Promotional Cycle - The sequence of activities that begins with the LTD Memorandum from the Commissioner that includes the announcement of the schedule of activities for a competitive process for promotion and which results in the establishment of a promotional roster.
- M. Promotional Roster - The listing of all candidates who have successfully completed all competitive procedures for promotion, and those who hold a position on the roster by virtue of a rollover from a previous roster, as provided in this policy.
- N. Test - Any job-related cognitive examination, assessment center, job simulation, oral interview, or kindred activity that is uniformly administered to participants for the purpose of measuring their level of knowledge and/or their level of skill.

24.01.4 General Provisions

- A. Except as may be otherwise provided, the Commissioner of the Department of Public Safety shall have administrative responsibility for all matters relating to the promotional procedures for the Georgia Department of Public Safety.
- B. Eligibility requirements, promotional procedures, the promotion roster, selection procedures, and other provisions relating to promotion to the various competitive ranks are specified herein.
- C. It is the responsibility of each participant to monitor normal departmental communications for information concerning the promotion process.
- D. Promotional Roster
 - 1. GSP - A promotional roster shall normally be effective on June 1 and have a life of 12 months. It will expire on May 31. In the event a promotional roster is exhausted before its expiration, a new roster shall be established through the regular promotional process.
 - 2. MCCD - A promotional roster shall normally be effective on January 1 and have a life of 12 months. It will expire on December 31. In the event a promotional roster is exhausted before its expiration, a new roster shall be established through the regular promotional process.
- E. Any position for which the application date was prior to the expiration date of the roster may be filled with candidates from the expiring roster.
- F. Reductions in rank may be voluntary or involuntary. In either case, persons reduced in rank may only advance through the competitive ranks by competing successfully according to the procedures outlined herein. They shall have no right to take the test for the competitive rank above that which they formerly held prior to their reduction except upon having successfully advanced back to that point through the competitive process. Individuals who have attained permanent status and are involuntarily demoted because of the elimination of the position they hold shall have the right to reappointment at the discretion of the Commissioner. Individuals who have attained permanent status and are involuntarily demoted but the position they held is not eliminated will not have the right to reappointment.
- G. Members who separate from the department will be removed from the roster. Upon rehire, a member may only advance through the competitive ranks by competing successfully according to the procedures outlined herein.
- H. Whenever a position is reclassified, it shall be filled according to the competitive procedure for that rank.
- I. All competitive rank promotions shall be controlled by the procedures stated herein.
- J. No member who is eligible for promotion under this policy shall participate as an assessor, evaluator, or rater for this or any other agency, which uses a system designed by the Carl Vinson Institute of Government. Requests for members to serve as assessors, evaluators, or raters from other agencies must be approved by the Commissioner.

- K. An expert panel, for purposes of reviewing the Resource Manual and validating elements of both the written exam and assessment center materials, shall consist of not more than three members holding at least the rank of Lieutenant. The Human Resources Division shall request persons to fulfill this responsibility from the Commanding Officer, who will assign members as needed.
- L. Eligibility For Promotions
 - 1. Length of Service: In order to be eligible to participate in the promotional procedure:
 - a. GSP - For Corporal, sworn uniform members holding the rank of Trooper First Class who have completed a minimum of one year of satisfactory service as a Trooper First Class immediately prior to eligibility for promotion.
 - b. MCCD – For Sergeant, sworn uniform members holding the rank of Compliance Officer 3 who have completed a minimum of 4 years of sworn service as a Motor Carrier Compliance Officer. Current Sergeants First Class and Sergeants must meet all requirements of Compliance Officer 3 to be eligible to test for the next higher rank.
 - c. For all other applicable competitive ranks, the candidates must have completed a minimum of one year of satisfactory service in and currently be holding the competitive rank immediately below the rank for which they are competing unless otherwise provided in policy.
 - 2. Length of Service Calculation:
 - a. GSP - A sworn uniform member who will have completed one year of satisfactory service effective June 1 of the promotional cycle shall be deemed to have met the length of service requirement.
 - b. MCCD – A sworn uniform member who will have completed one year of satisfactory service effective January 1 of the promotional cycle shall be deemed to have met the length of service requirement.
 - 3. All sworn uniform members promoted to a competitive rank shall serve a one-year probationary period (working test).
 - 4. Required Supervision Training
 - a. Candidates promoted to the rank of GSP Corporal or MCCD Corporal (when applicable) should complete the Supervision I course prior to the completion of their probationary period, unless barred by circumstances beyond their control, in which case they should complete it as soon as practical.
 - b. Candidates promoted to the rank of Sergeant with MCCD should complete Supervision I course prior to the completion of their probationary period, unless barred by circumstances beyond their control, in which case they should complete is as soon as practical.
 - c. Candidates promoted to the rank of GSP Sergeant and MCCD Sergeant First Class should complete the Supervision II course prior

to the completion of their probationary period, unless barred by circumstances beyond their control, in which case they should complete is as soon as practical.

- d. Candidates promoted to the rank of GSP Sergeant First Class and MCCD Lieutenant should complete the Supervision III course prior to the completion of their probationary period, unless barred by circumstances beyond their control, in which case they should complete is as soon as practical.
 - e. Successful completion of Command College or the Georgia Law Enforcement Professional Management Program will exempt the employee from the Supervision series of courses.
5. Individuals involuntarily demoted during the one-year probationary period (working test) for reasons other than those outlined in Section M of this policy shall be ineligible to compete in the promotional cycle until they have completed one-year continuous service in the rank to which they were demoted. The date for calculation purposes will be the effective date of the demotion, and the individual must have completed one year of continuous service by the effective date of the roster for which they would compete, normally June 1 for GSP and January 1 for MCCD.

M. Effect of Disciplinary Action

- 1. For serious sustained disciplinary action or accumulated sustained disciplinary actions which occur in the 24 months prior to the publication of the Promotional Roster, or while the candidate's name is on the Promotional Roster, the Commissioner may provide that:
 - a. An applicant not be allowed to participate in the promotional process;
 - b. An applicant may be allowed to participate in the promotional process, but, regardless of where they actually place, they will not be considered for vacancies for a specific portion of the life of the Promotional Roster, or
 - c. A candidate whose name appears on the Promotional Roster shall have their name stricken from the Roster altogether.
 - 2. Any recent disciplinary action may be considered by the Promotion Board in selecting from among interested applicants for a given promotional opportunity.
- N. Under State Personnel Board Rules 478-1-.20 (5) (e) and 478-1-.24 (5) (f) (2) (ix), transfers and promotions are non-grievable unless they are made in violation of State Personnel Board Rules, agency policy, or state or federal law.

24.01.5 Testing Procedures

- A. Eligibility For Written Test - Any individual who feels that they are eligible to participate in the promotional process by taking the written test for a particular rank should submit a Memorandum of Intent (MOI) to the Human Resources Division no later than the date announced for such submission. The Human Resources Director will review the submitted MOIs and certify

in writing within ten calendar days the list of those eligible to participate. Anyone submitting a MOI who subsequently is not certified to be eligible to participate will receive written notification from the Human Resources Division.

- B. Resource Manual - The GSP and MCCD shall distribute a Resource Manual for each competitive rank for which there will be a written test, which contains source material from which test questions will be drawn. The manual shall also contain other pertinent information such as the approximate number of questions to be drawn from each individual knowledge area. The manuals shall be distributed at least 90 days prior to the date of the written test.
- C. Any test questions not drawn directly from the respective Resource Manual must include appropriate source and/or reference material in the body of the questions; e.g. - A participant may be asked to apply a particular criminal code section to a given fact pattern or scenario; the text and code section number of the code being referenced would be furnished as a part of the test question.
- D. Any necessary changes to or of the Resource Manual will be distributed at least 30 days in advance of the date of the written test.
- E. Written Test - A multiple-choice written examination shall be administered.
- F. Make-up Written Test - In the event that a participant is seriously ill, seriously injured or would otherwise miss the written examination for good and sufficient reason beyond the participant's control, the Human Resources Director may allow for an additional administration of a written test of comparable difficulty. All requests for a makeup test shall be in writing through the chain of command to the Human Resources Director to include appropriate medical documentation or supporting evidence. No person shall derive an unfair advantage from such testing. All requests for a make-up test shall be carefully evaluated.
- G. Determination Of Passing Score - Prior to the administration of the written test, a cut-off score shall be calculated, using a reasonable procedure (as recognized and accepted by testing and assessment professionals), and this cut-off score shall be approved by the Human Resources Director. The cut-off score so calculated and approved shall be announced prior to the date on which the written test is given.
- H. The promotional procedures for Lieutenant and Sergeant First Class shall be the same as for Corporal, and Sergeant, except that the use of a written test is optional.
- I. Advancement To The Assessment Center - All eligible employees passing the written test shall advance to the Assessment Center phase of the promotional procedure. The Assessment Board shall use a seven point scale to evaluate performance:

RATING	SHORT DEFINITION
7	outstanding
6	very acceptable
5	more than acceptable
4	satisfactory and adequate

3	less than acceptable
2	needs much improvement
1	unable to perform

J. Make-up Assessment Center- In the event that a participant is seriously ill, seriously injured or would otherwise miss the Assessment Center for good and sufficient reason beyond the participant's control, the Human Resources Director may allow for an additional administration of an Assessment Center to cover such cases, provided, however that no person shall derive an unfair advantage from such testing, and the Assessment Center provider (Carl Vinson Institute of Government) shall certify in writing that an Assessment Center of comparable difficulty will be administered. All requests for a make-up Assessment Center shall be in writing through the chain of command to the Human Resources Director to include appropriate medical documentation or supporting evidence and shall be carefully evaluated.

K. Assignment To Section - Based solely on their performance before the Assessment Board, participants completing the Assessment Board shall be assigned to one of four Bands:

1. Promotional Priority 1: "Highly Qualified for Promotion", means the candidate's skills are evaluated as being "Very Acceptable to Outstanding". "Very Acceptable to Outstanding" shall mean the mathematical average derived from the final ratings across all weighted dimensions is at least, without mathematical rounding and calculated to two decimal places, in the Assessment Board's behavioral category defined as the "Very Acceptable to Outstanding" range (6.00 or more on the Rating Scale) or that it is the weighted equivalent thereof.
2. Promotional Priority 2: "More Than Qualified for Promotion", means the candidate's skills are evaluated as being "More than Acceptable to Very Acceptable", but less than "Outstanding". "More than Acceptable to Very Acceptable" shall mean the mathematical average derived from the final ratings across all weighted dimensions is at least, without mathematical rounding and calculated to two decimal places, in the Assessment Board's behavioral category defined as the "More than Acceptable to Very Acceptable" range (5.0 - 5.99 on the Rating Scale) or that it is the weighted equivalent thereof.
3. Promotional Priority 3: "Qualified for Promotion", means the candidate's skills are evaluated as being "Satisfactory and Adequate". "Satisfactory and Adequate" shall mean the mathematical average from the final ratings across all weighted dimensions is at least, without mathematical rounding and calculated to two decimal places, in the Assessment Board's behavioral category defined as the "Satisfactory and Adequate" range (4.0 - 4.99 on the Rating Scale) or that it is the weighted equivalent thereof.
4. Not Eligible: "Not Eligible", means the candidate's skills are evaluated as being "Less than Acceptable" or below (less than 4.0 on the Rating Scale).

L. Retention of Position on the Promotional Roster

1. GSP - Except as outlined in Paragraphs 3) and 4) below, all eligible individuals remaining on a Promotional Roster on the last day the roster

is effective, normally May 31st, shall be rolled over to the Promotional Roster that becomes effective immediately thereafter, normally June 1st. Such individuals will remain in the same Promotional Priority as on the expired list.

2. MCCC - Except as outlined in Paragraphs 3) and 4) below, all eligible individuals remaining on a Promotional Roster on the last day the roster is effective, normally December 31st, shall be rolled over to the Promotional Roster that becomes effective immediately thereafter, normally January 1st. Such individuals will remain in the same Promotional Priority as on the expired list.
3. Any individual who participates in the Promotional Process for the year to which the new Promotional Roster is applicable, and who achieves a higher Priority status than that held on the expiring Promotional Roster, shall achieve the higher status on the new roster, and shall earn a rollover of the higher priority status to the following roster. An individual who participates in the Promotional Process and achieves the same priority status they held on the expiring roster shall have the new priority status replace the former priority status, and shall earn a rollover of the newly achieved priority status to the following roster. An individual who participates in the Promotional Process and achieves a lower status than they held on the expiring roster shall have the previous status rolled over, if eligible, and shall not accrue any rollover option from the lower status to the following roster.
4. The option to roll over to a new promotional roster shall only be available on the next subsequent promotional process. Participants must successfully complete the promotional process every other year to remain on the promotional roster.
5. If an individual is deployed by the military for more than 6 months of their time on the promotional roster, they shall be allowed to remain on the priority list for one additional year as a rollover. The individual will need to send a memo through their chain of command, within 30 days of return, requesting the extension. Military orders shall be attached to the memo.

M. Preparation of the Promotional Roster:

1. Preparation of the promotional roster shall be the responsibility of the Human Resources Director.
2. The Human Resources Director shall provide applicants with information on a timely basis regarding their individual status at each stage of the promotional process, as well as ruling on any challenges lodged.
3. The Human Resources Director shall submit a final Promotional Roster to the Commissioner upon the expiration of the most recent roster with candidates listed by the Promotional Priority Bands in which their Assessment Center Board performance placed them.

24.01.6 Requests for Transfer

- A. Any employee may submit a transfer request for positions which they are currently eligible. These requests will be maintained on file in the Human Resources Division for one year from date of submission, until that position becomes available.
- B. In order to remain on the transfer list, a renewal transfer request must be received, through channels, by the Human Resources Division prior to the expiration date of the previous request. The circulation of transfer requests through channels in order that they arrive in a timely manner (no earlier than 60 days before, and no later than the expiration date of the previous request) shall be the responsibility of the requesting member. Upon receipt of the approved renewal request, the expiration date will be extended for 1 year from the current expiration date.
- C. Transfer requests will normally be honored if the employee is in good standing with the Department. Good standing includes, but may not be limited to, satisfactory job performance, acceptable work habits, and adherence to the Core Beliefs of the Georgia Department of Public Safety.
- D. In order to be eligible for transfer to another location/assignment, Troopers must have successfully completed at least 18 months of continuous service in their current assignment, and achieved the rank of Trooper First Class.
- E. In order to be eligible for transfer to another assignment, DPS officers holding the rank of Corporal, Sergeant, Sergeant First Class, or Lieutenant must have successfully completed at least 12 months of continuous service in their current rank. Until that time, the transfer request may not be submitted by the employee or accepted by the supervisor.
- F. The appropriate Division Director may, in cases of extreme personal hardship, or to provide the most efficient operation of the department, waive the length of assignment requirements noted in 24.01.6 (D) and 24.01.6 (E) as a condition of eligibility for transfer.
- G. Sworn employees assigned to specialty units with the rank of Corporal, Sergeant, Sergeant First Class or Lieutenant will be required to submit an application and resume and compete for any job vacancy at a field or Post location. Transfer requests to return to a Post or field assignment may not be submitted by the employee or accepted by the supervisor.
- H. Once a transfer request is received by Human Resources, a copy of the approved or disapproved request will be mailed to the requestor.
- I. Transfer requests will normally be prioritized in order of receipt with consideration given to cases of hardship or department and operational needs.
- K. If a sworn uniformed member is reassigned through a requested transfer or promotion, any transfer request submitted prior to the change in duty assignment must be re-submitted if the sworn member still wants to be considered for transfer to that position subject to the stipulations set forth in this policy. If a sworn member is administratively transferred to a location where no transfer request existed, any other request on file will remain in

effect until normal renewal thus maintaining the member's position on the transfer list. If at any time a sworn member wishes to withdraw a transfer request, such request must be submitted, in writing, through the chain of command to the Human Resources Division.

- L. Supervisors, particularly Post Commanders/Unit Supervisors, should evaluate each transfer request submitted to them for approval. They should determine if the employee is eligible for transfer and consider whether approval of the request is in the best interest of both the employee and the Department, and, if it is not, disapprove the request giving the reason for disapproval in writing. As always, when in doubt, Post/Unit Supervisors should contact the Troop/Region Commander, or one of their assistants, for advice and guidance. Likewise, Troop/Region Commanders should evaluate the transfer request when they receive it, and may solicit advice and guidance from the Division Director if necessary.
- M. Requests for employment in a different job classification with the same Division or in another Division are not considered to be a transfer. Employees requesting employment in a different job classification are required to follow procedures outlined in Section 24.01.8 (A).
- N. The Division Director will make the final determination regarding transfers within their Division.

24.01.7 Procedures for Filling Vacancies

- A. Openings for positions which are not a Commissioned or Non-Commissioned Officer, or involve assignment to a specialized unit, will not be advertised. These positions will be filled, as they occur, from Transfer Requests that are on file in the Division of Human Resources.
- B. Promotions (Corporal, Sergeant, Sergeant First Class, and Lieutenant)
 - 1. When a position becomes available, transfer requests that are on file in the Human Resources Division prior to the date on which the position becomes vacant, will be given consideration. If an employee is in good standing, and has an approved transfer request on file in the Human Resources Division, the transfer may be granted and the position will not be advertised.
 - 2. Once all transfers have been made on the basis of Transfer Requests that are on file, the resulting vacancies will be advertised for applications from personnel who are currently in the appropriate priority band of the Promotional Roster, and any eligible employee who currently holds the rank being advertised. In order to be eligible to apply as a transfer candidate, an individual must have completed one year of continuous, satisfactory service in the advertised rank on or before the closing date of the vacancy announcement. All applications, both for transfer and for promotion, submitted at this time will be given equal consideration and all applicants will be required to submit a resume and application and appear before the Promotion Board.
 - 3. Any candidate who has an active Disability Retirement application filed with the Employees' Retirement System (ERS) is ineligible to apply for a posted vacancy.

4. Candidates wishing to apply for a posted vacancy must submit a completed State of Georgia application and current resume to the Human Resources Division prior to the closing date of the job announcement. Candidates may apply for posted vacancies so long as they shall have satisfied criteria set forth in 24.01.4 Section L of this policy.
5. Candidate(s) in Promotion Priority 1 shall initially have first right of application for a vacancy. The Commissioner shall select between the applicants based on objective job-related considerations. Such job-related considerations shall include but are not limited to the following: Productivity/Performance; Years of Service; Education; Written Test Score; Assessment Score; Vacancy Assignment; Disciplinary Record; Awards, etc. No particular weight shall be given to any of these factors. Rather, they will be considered by the Commissioner as a whole to ensure the most suitable candidate(s) is/are selected. Where the Commissioner determines, in his discretion, that a suitable candidate for a given vacancy is not available, or that the promotion of a particular candidate is not in the best interest of the Department, the vacancy shall be re-posted in the next priority band, pursuant to paragraph 7 below.
6. Each candidate will also be required to interview before the promotion board to make a brief presentation regarding their qualifications and skills. The promotion board will consist of personnel appointed by the Commissioner. Appearance before the Promotion Board may be waived, at the discretion of the Commissioner, where exceptional circumstances (e.g. military leave, medical emergency, etc.) exist.
7. In the event that no candidates from Promotion Priority 1 apply for a vacancy, or where the Commissioner has determined a suitable candidate is not available, or that the promotion of a particular candidate is not in the best interest of the Department, the Human Resources Director, or designee, shall re-post the notification of vacancy, and the vacancy shall be opened to candidates in Promotion Priority 2. If candidates remain in Priority 1 and had not previously applied for the posted vacancy, the candidates from Priority 1 who apply shall be considered on the same basis as candidates from Priority 2. Selections from Promotion Priority 2 shall be subject to the same provisions as stated in paragraph 24.01.7(B)(5).
8. Promotions from Promotion Priority 3 shall be controlled by the provisions as stated in paragraph 24.01.7(B)(5).
9. No promotions shall be made from the "Not Eligible" band.
10. In the event a suitable candidate is not selected from any of the eligible bands, the position shall remain vacant for the life of the promotion roster.

C. Special Promotion

1. Where an applicant, who was promoted pursuant to this policy, did not successfully complete his or her working test in the higher rank, and where the Commissioner, determines that the applicant should have an additional opportunity to complete a working test, the Commissioner may re-promote the applicant to the higher rank which the applicant held on

working test. The applicant will serve a new working test with such additional conditions as the Commissioner may impose.

2. The Commissioner may use this provision only where the applicant had been promoted under this policy, where the applicant has been voluntarily demoted while on working test following such promotion, and where the promotion under this section occurs within twelve months of the voluntary demotion.

D. Captain and Major

Captain and Major positions are non-competitive and are considered to be members of the Commissioner's staff. Therefore, the procedures to be followed in filling vacancies involving one of these ranks will be established by the Commissioner as needed. The Commissioner may or may not choose to advertise for these positions, strictly at the Commissioner's discretion.

E. Specialty Units or other Units not assigned to the Field Operations Division

1. Selection of personnel to fill vacancies in the following units will require the submission of an application and a resume and appearance before an interview board:
 - a. Aviation
 - b. Specialized Collision Reconstruction Teams (SCRT)
 - c. Safety Education
 - d. Implied Consent
 - e. Office of Professional Standards
 - f. Training Division
 - g. State of Georgia SWAT
 - h. Criminal Interdiction Unit (CIU)
 - i. Executive Security
 - j. DUI Task Force (Nighthawks)
 - k. Post 50 – Capitol Hill
 - l. Special assignments such as Drug Task Forces, Fugitive Squads, etc.
 - m. MCCD Compliance Review, HOV, Safety Audits, School Bus Safety, K-9 Units.
 - n. Any other unit or assignment which requires specialized training, skills or abilities not normally required on a day-to-day basis by sworn members assigned to field operations.

3. Positions in these units will be advertised once approval is received to fill a vacancy. The advertisement will include any special qualifications or requirements for assignment to the unit specified. Only applicants who meet the qualifications and requirements will be considered. The interview board for these positions will consist of personnel appointed by the Commissioner.
4. Employees must complete their one year working test, prior to being eligible to apply for a Specialty Unit position.

24.01.8 Employment in a Different Career Path

- A. Employees requesting employment in a different job classification within their Division or to another Division will be required to successfully complete all employment steps, including but not limited to, submission of an employment application, testing and interview. Employees are strongly encouraged to notify their immediate supervisor of the desire to seek another position.
- B. In order to be eligible to apply for another position within the Department, employees must have successfully completed at least 12 months of continuous service in their current assignment. (i.e. a dispatcher must be in that position for one year before applying for another position.)