

Special Assignments and Promotions

1002.1 POLICY

The Santa Ana Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police. Certain special assignments come with special assignment pay as outlined in the SAPOA Memorandum of Understanding.

1002.2 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Santa Ana Police Department.

1002.2.1 GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion and transfer:

- (a) Present a professional, neat appearance.
- (b) Maintain a physical condition which aids in their performance.
- (c) Demonstrate the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner.

1002.3 SELECTION PROCESS

The following criteria apply to transfers.

- (a) Administrative evaluation as determined by the Chief of Police. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate will submit these recommendations.
- (b) The supervisor recommendations will be submitted to the Bureau Commander for whom the candidate will work. The Bureau Commander will schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Bureau Commander after the interview, the Bureau Commander will submit his/her recommendation(s) to the Chief of Police.
- (d) Appointment by the Chief of Police

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The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1002.4 SWORN NON-SUPERVISORY SELECTION PROCESS

The following positions are considered transfers and are not considered promotions:

- (a) Directed Enforcement Team member
- (b) Detective
- (c) Motor Officer
- (d) Accident Investigator
- (e) Field Training Officer
- (f) Training Coordinator
- (g) School Resource Officer

1002.4.1 DESIRABLE QUALIFICATIONS

The following general qualifications apply to consideration for transfer and are subject to change based on the needs of the organization:

- (a) Three years of sworn law enforcement experience
- (b) Off probation
- (c) Has shown an expressed interest in the position applied for
- (d) Education, training and demonstrated abilities in related areas; such as enforcement activities, investigative techniques, report writing, public relations, etc.
- (e) Complete any training required by POST or law
- (f) Additional qualifications may be added for selection, at the discretion of the Division Commander

1002.5 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Santa Ana Human Resources Division.