

- C. The criteria for selection, including any prerequisite qualifications or additional testing;
 - D. Any ranks which are required or excluded; and,
 - E. The method and deadline for application.
3. Selection criteria may vary, according to the nature of the position to be filled, and will be noted on any specific posting. Any officer who meets the minimum qualifications stated in the posted announcement and who is interested in being considered for the assignment must submit a written request to his immediate supervisor. The supervisor will review it and indicate his recommendation on the request. The request will then be forwarded through the chain of command, with recommendations documented at each level, to the Chief of Police for his review.

.15 SELECTION PROCESS:

- 1. Selection will include a review of the candidate's request and the recommendation(s) of the candidate's supervisor(s), and may also include a review of the candidate's personnel file, other records such as Internal Investigations, an interview with the candidate, and any other appropriate procedures. Officers selected for an interview will be notified of the date, time, and location of the interview. The selecting authority is not required to interview all applicants; the selecting authority may screen applications and select the most qualified applicants to be interviewed.
- 2. Selection will be based on the skills, knowledge, and abilities required for the specialization, including formal education, experience, specialized skills, length of experience required, and any other pertinent considerations. Once the selection process is completed, the Chief of Police or his designee will direct the Commander of the affected Division/Unit to issue a Personnel Order for the Chief's signature, indicating the name(s) of the person(s) selected to fill the position(s), and the effective date of the assignment.

.20 EXCEPTIONS:

- 1. Nothing in this Order precludes the Chief of Police or his designee from making assignments in order to meet the needs of the agency and fulfill the Mission of the Department
- 2. Transfers to positions on Patrol Squads may be made at any time at the discretion of the Chief of Police or his/her designee. Transfers among Patrol Squads will be made in accordance with any applicable provisions of the current Collective Bargaining Agreement.