



SACRAMENTO POLICE DEPARTMENT OFFICE OF INVESTIGATIONS



255.01 CHANGE OF ASSIGNMENTS 3-19-20

PURPOSE

The purpose of this order is to outline procedures for changing assignments within the Office of Investigations (OOI).

POLICY

It shall be the policy of the Office of Investigations to allow sergeants and detectives to indicate their preference of job assignments within the OOI.

PROCEDURE

A. GENERAL

1. Assignments shall be made based on the needs of the Office as determined by the Deputy Chief, OOI or designee.
2. When assignments are made or vacancies filled, the assignment preference cards of sergeants and detectives shall be considered.
3. Sergeants and detectives interested in reassignment shall submit assignment preference cards to their Captain, or designee. Individual requests may be changed at any time and more than one assignment may be requested.
4. All requests for reassignment shall be reviewed by affected captains and lieutenants prior to making a recommendation for reassignment.
5. Reassignment recommendations shall be submitted to the Deputy Chief, OOI or designee.
6. All preference cards shall be maintained by the OOI Administrative Analyst.