



CENTREVILLE POLICE DEPARTMENT

Title: Job Function Change or Reassignment	Directive #: 4.5
Issued: 10.1.2016	Revised: 10.1.2016
Approved by: Charles M. Rhodes, Jr. Chief of Police	

A. Definitions

JOB FUNCTION CHANGE

- A change in job function occurs when there is a major change in the scope, responsibilities or skills required for successful job performance. A promotion is a change in job function; except promotion from Officer to Officer First Class and Officer First Class to Corporal.

REASSIGNMENT

- A reassignment is a permanent job function change within the Department.

B. Authority

The Chief of Police shall have the authority to assign and reassign, allocate and reallocate employees to such duties and organizational divisions in the Department that in his judgment may be necessary to best serve the needs of the Department and the public interest. Assignment, reassignment and transfer of civilian employees shall be governed by the Rules and Regulations of the Town of Centreville.

C. Procedure

1. All reassignment requests must be submitted on a detailed report. The report will be typewritten or legibly printed with black ink and specify the particular division for reassignment. The report will contain the applicant's background and experience for the reassignment position requested.
2. All reassignment requests will be submitted to the Chief of Police for consideration when vacancies or additional positions become available. The detailed report will be filled in the employees personnel file after review by the Chief of Police.

D. Selection

1. Reassignment of police employees is a recognized right of management and shall be based primarily on the Chief of Police's prerogative to assign personnel to best suit the needs of the Department.
2. All eligible applicants for reassignment will be considered and the recommendation may be based on the applicant's performance record, his academic credentials, a personal interview, and the needs of the Department. The date a reassignment request is submitted may or may not be included in the selection criteria.