

## 13.113 NON-SWORN EMPLOYEE ASSIGNMENT AVAILABILITY

### ***Definition:***

A non-sworn employee is any city employee assigned to the Cincinnati Police Department who is not a sworn police officer.

### ***Policy:***

It is the policy of the Cincinnati Police Department to treat personnel in a fair and equitable manner. The Police Department should be sensitive to the needs of non-sworn personnel.

### ***Purpose:***

Provide a system for selecting qualified non-sworn personnel to fill vacant non-sworn employee positions.

Provide steps for filling non-sworn employee vacancies within the Police Department and provide for increased transfer and promotional opportunities for current Police Department non-sworn employees.

### ***Procedure:***

- A. Notification of Assignment Availability:
  1. The district/section/unit commander is responsible for notifying Police Personnel Unit when a vacant position exists or is expected to occur. The district/section/unit commander will forward a written request to the Police Chief for his approval to post an assignment availability notice.
  2. The assignment availability will include the following information:
    - a. Classification title
    - b. District/section/unit of vacancy
    - c. District/section/unit commander
    - d. Qualifications and duties
    - e. Work hours
  3. Notification of the assignment availability will be in the following manner:
    - a. Published in the next available Staff Notes.
    - b. Posted in a prominent location for ten days.

- c. Distributed by the district/section/unit commanders or a designee to the non-sworn personnel under their command.
- B. Application for Vacancy:
  1. Personnel who qualify and wish to be considered for the assignment availability will submit a completed Form 78, Cincinnati Police Department Non-Sworn Employee Assignment Availability, prior to the posted expiration date.
    - a. Requests received after the expiration date will not be considered unless extenuating circumstances exist and have been documented by the employee's immediate supervisor and the district/section/unit commander.
  2. Make all application forms in duplicate and process as follows:
    - a. Submit original application directly to Police Personnel Unit.
    - b. Submit the copy to the applicant's immediate supervisor.
      - 1) Supervisors and district/section/unit commanders will note appropriate comments on the application form.
      - 2) Forward to Police Personnel Unit through the chain of command.
    - c. Police Personnel Unit will retain the original application on file for tracking and future analysis.
    - d. Police Personnel Unit will forward a copy of all requests received to the district/section/unit commander where the vacancy has occurred.
      - 1) A second copy will also be forwarded to the district/section/unit's bureau commander.
  3. If there are ten or less applications, all applicants will be interviewed. If there are more than ten applications, the district/section/unit commander or a designee will rank the top ten applicants for interviews.
    - a. For security purposes, a minimum of a records check will be conducted on an applicant who is transferred into the Department; is promoted into the Department from another city department; or is a new hire to the city. Generally, the Recruiting Unit conducts background investigations on all sworn and non-sworn employees with the exception of entry-level clerks.
      - 1) The affected district/section/unit commander will ensure that a criminal history check has been completed and the results are noted on the Form 17 requesting the employee be transferred to that district/section unit.

- b. If interviews are necessary, the district/section/unit commander or a designee will schedule and conduct them.
  - c. The district/section/unit commander or a designee will evaluate all interviews.
4. The district/section/unit commander, after all interviews have been completed and a selection made, will submit his selection request, through the chain of command, to the Police Chief for approval.
5. The Police Chief has final review authority of all selections. The Police Chief will notify Police Personnel Unit when the selection is made.
  - a. Police Personnel Unit will notify the affected district/section/unit commander.
6. Police Personnel Unit will notify all applicants of the decision.
  - a. Applicants may contact the district/section/unit commander for input on how the decision was reached.