



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



255.03 VOLUNTARY DEMOTION 12-10-12

PURPOSE

The purpose of this order is to define procedures for the voluntary transfer of employees to a lower classification

POLICY

It shall be the policy of the Sacramento Police Department to grant the voluntary demotions (transfers to a lower classification) per Civil Service Board rules.

PROCEDURE

A. GENERAL

1. A request for transfer to a lower classification may be accepted if it is considered mutually beneficial to the Department and the affected employee.
2. The program shall not be used to retain unacceptable employees. Only highly qualified employees shall be considered for retention/transfer to other vacancies within the department.

B. REQUEST

1. Employees shall submit their written requests, through their chain of command to the Personnel Services Division (PSD). The request shall include an acknowledgment that a reduction in salary, benefits, seniority, and a new probation period may occur.
2. Each level within the chain of command shall justify its recommendation for granting or denying the request.
3. The PSD shall determine if a vacancy exists in the requested classification and if it is the appropriate assignment for the requestor.
4. Upon approval, the PSD shall forward the transfer request along with a Personnel Petition Request to the Department of Human Resources.
5. When an examination is required to verify qualifications, applicants shall be instructed to schedule any required examination with the Department of Human Resources within five (5) days of the transfer request being approved.
 - a. One retest shall be permitted, within fourteen (14) calendar days of an initial failure, to demonstrate qualifications.
 - b. Applicants shall keep the PSD informed of the test schedule and progress.