


Request for Change of Assignment

1014.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

1014.2 PURPOSE AND SCOPE

This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

1014.3 POLICY

It is the policy of the Mt. Lebanon Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1014.4 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a wish list document through the chain of command to their Deputy Chief of Police.

The wish list provides members with the opportunity to list their interest for specific assignments. The document will remain in effect until a new wish list is distributed.

1014.5 RESPONSIBILITIES

1014.5.1 DEPUTY CHIEF OF POLICE

The Deputy Chief of Police will review all wish lists and submit his/her recommendation to the Chief of Police.