




LOWER MERION TOWNSHIP POLICE DEPARTMENT
Ardmore, Pennsylvania

Policy 3.3.7

Subject:		Distribution:
Assignment of Personnel		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 98-52
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to address those situations when certain positions to be filled by sworn officers within the Police Department become vacant and require the assignment of personnel. While it is understood that personnel assignments are a Police Department command staff prerogative, this procedure is to ensure that interested and qualified personnel are afforded proper consideration during the selection process.

PROCEDURE

- A.** When a vacancy in a position exists or is anticipated, notification of this fact will be posted throughout the Police Department. Those officers interested in applying for the vacant position will submit a Request for Transfer form ([S&I 25](#)) to their immediate supervisor and this will be forwarded to the proper command staff personnel through the chain of command.
- B.** A resume will be attached to the form if required by the vacancy notice. A sample of the required resume format is found on page two. In the objective portion of the resume, an officer is to include the reasons he/she feels qualified for the position.
- C.** The appropriate command staff will review all applications and make a recommendation to the Superintendent of Police. The final selection rests with the Superintendent of Police or his/her designee.
- D.** This policy does not preclude the right of command staff to make administrative reassignments of personnel.
- E.** Position openings will be posted at the following locations:

Patrol Board

Investigations Unit
Staff and Inspections Unit
Records Unit
Roll Room
Traffic Safety Unit

RESUME FORMAT

Name:

Address:

Phone Number:

Objective: List position desired and why you are qualified.
Example: Staff position in Crime Prevention.

Experience: List present position - length of service.
List any relevant experience that may apply, including other employment.

Education: List highest attained educational degree.
List any advanced educational programs you may have or are now attending. List seminars or other relevant training. List any educational awards received.

Personal: Family information may be included if you desire.
Personal interests may be listed (Optional).
Other personal accomplishments you feel are relevant.