



TRANSFER/SHIFT CHANGES

Directive 4-110

Date of Issue: December 2015 Amends/Cancel: 4-110 May 2014

I. PURPOSE

The purpose of this Directive is to establish a written policy governing transfers and shift changes.

II. POLICY STATEMENT

It is the policy of the Department of General Services Maryland Capitol Police (DGS-MCP) to attempt to accommodate all reasonable requests for transfers and shift changes. It is understood the needs of the agency supersede the preferences of the individual officer with respect to duty shifts and the location of the assignment. The deployment of employees must be planned and implemented in a manner that best enables DGS-MCP to meet its goals and obligations.

III. PROCEDURES

A. Authority

1. The Chief of Police or his designee has sole discretion and authority *to detail a police officer* to another detachment, facility or site for any reason considered necessary to meet operational needs.
2. Detachment Commanders have the authority to assign employees to shifts, locations, and posts, within their command considered necessary to meet operational needs.

B. Procedures for Submitting Requests

1. Employees requesting a transfer from one Detachment to another will forward a Form 6 (transfer request) to the Chief of Police or his designee via the chain of command. The employee may include the reasons for the request; employees requesting a transfer should keep in mind there will be no guarantees regarding shift assignments.
2. Employees requesting a change of shift will forward a Form 6 to their Detachment Commander via the chain of command. The employee may include the reasons for the requested shift change.
3. A maximum of two requests for shifts changes per employee will be kept on file at their respective Detachment.
4. If an employee wishes to rescind a transfer or shift change, a Form 17 must be submitted detailing the desired request. This memorandum will be titled "Rescind Request for Transfer/Shift Change" and include a copy of the original request.

5. All transfers remain in force until such a time as the as the Chief of Police or his designee issues a new transfer or a re-assignment order. The employee seeking the change should update all requests for transfers annually.
6. Transfer requests will not be accepted for specialized units such as the Criminal Investigation Division (CID), Special Operations, or Crime Prevention. In most cases vacancies in these units will be appointed by the Chief of Police based on knowledge, skills, abilities and experience of officers as it relates to the position in question.
7. DGS-MCP Headquarters will maintain a master transfer list.
8. Upon receipt of a transfer request headquarters will generate a letter to the employee acknowledging the receipt of the request.
9. Notification to the employee of any transfer will be announced through a Personnel Order (P/O).

C. Family Relationships

Employees related by blood or marriage may be assigned to the same detachment, facility, or work site unless such assignment would require one family member to be in a supervisory capacity over the other.