



TRANSFERS: ROUTINE & SPECIALIZED ASSIGNMENTS

INDEX CODE: 713
EFFECTIVE DATE: 07-01-07

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I. POLICY

It is the policy of the department to fill vacant positions by promotion and/or transfer. Vacant officer/detective positions (*excludes members of the chief's support staff, sergeants, lieutenants and above*) in specialized assignments will be filled by a competitive selection process, described below.

However, the Chief of Police reserves the right to transfer any employee, either temporarily or permanently, when it is deemed necessary and in the best interest of the employee, the department, or County government.

Vacant positions will be filled at the authorized rank unless previously approved by the Chief of Police.

For security reasons the department may elect not to announce, in writing, openings for undercover or similar assignments.

It is the policy of the department that there are no specialized assignments for the positions of Police Captain and Deputy Chief of Police.

II. ADVERTISEMENT OF VACANCIES IN SPECIALIZED ASSIGNMENTS

A. Commanders who anticipate or have current vacancies in specialized positions will submit an interoffice correspondence to their bureau commander requesting staffing for the positions.

B. The request for staffing will include a recommendation of the minimum qualifications, knowledge, skills, and abilities needed for the positions. A list of the requisite knowledge, skills, and abilities for each specialized assignment are available from the Police Personnel Section.

C. Upon approval of the request, the bureau commander will prepare a formal memorandum advertising the position vacancy, specifying the selection criteria for the position. The formal memorandum of announcement will be distributed to all department personnel.

D. The closing date for applications will be a minimum of fifteen consecutive days after the announcement date. Applications will be submitted in interoffice format to the bureau commander, stating the applicant's qualifications, knowledge, skills, abilities, experience, and any other information the applicant feels is pertinent to the position.

III. SELECTION CRITERIA

- A. Vacancy announcements will state the minimum qualifications and the selection criteria for the position.
- B. Selection criteria will be based on the knowledge, skills and abilities required for the specialized assignment, and will include, at a minimum, formal education requirements, and the minimum required length of experience as a department employee or a law enforcement officer.

IV. SELECTION PROCESS

- A. After the closing date for applications, the bureau commander will appoint a selection committee of three employees, at least two of whom will be supervisory or management employees.
- B. The selection committee will consider the criteria specified in the personnel order announcing the vacant position, and will review each applicant. The selection process will include, at a minimum, the following elements:
 - 1. Review of application
 - 2. Review of applicant's personnel file
 - 3. Interview of each applicant.
- C. In cases where multiple applicants appear equally qualified after completion of these minimum steps, the selection committee may, at its discretion, attempt to narrow the number of candidates for final consideration with the following procedures:
 - 1. Written exercise or written examination
 - 2. Interview of candidates' current and former supervisors, commanders, or managers.
- D. The selection committee will identify three qualified applicants who best meet the needs of the unit, and submit the committee recommendations to the bureau commander. The chairperson of the selection committee will maintain a file with justification supporting the recommendations.
- E. Upon completion of the selection process, the selection committee will forward a memorandum to each applicant advising them of the results of the process.

V. APPOINTMENT & REASSIGNMENT

- A. The bureau commander will review the recommendations of the selection committee and select an applicant for appointment to the position. The name of the successful candidate(s) will be forwarded to the Chief of Police for final approval, along with supporting justification.
- B. Upon concurrence of the Chief, the selected applicant will be notified within five working days following the end of the selection process. The selected applicant's commanding officer will be notified of the transfer date.
- C. Notification of the transfer will be announced department wide by means of a personnel order.

VI. ROUTINE TRANSFER REQUESTS

- A. Employees of the department may request in writing a transfer to another unit or duty assignment, regardless of whether or not a vacancy exists or is anticipated. The request will be made through the chain of command to the Chief of Police. The requesting employee will specify the reasons for the request for transfer.
- B. The Chief of Police will forward the transfer request to the appropriate bureau commander for future consideration. A copy will be sent to the Personnel Section where a file of transfer requests will be maintained for career development tracking purposes.

VII. TRANSFER PROCEDURES

- A. Transfers of employees will be announced department wide in a personnel order.
- B. Employees may be transferred between bureaus only on approval of the Chief of Police.

C. Bureau, district and division commanders may transfer any member within their command, when the transfer is deemed to be in the best interest of the employee, the department, or County government.

D. When an employee is transferred, the employee's former commander will forward to the new commander all pertinent leave and personnel records.

E. Transferred employees will, unless otherwise directed, retain all equipment previously issued them by the department.

VIII. PROPONENT UNIT: Staff Inspections Section.

IX. CANCELLATION: This directive cancels Index Code 713, dated 5-1-96. Prior date: 04-01-97.



MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 03-007

FILE BEHIND: Index Code 713

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: February 1, 2003

SUBJECT: **Advertisement Of Vacancies In Specialized Assignments**

BACKGROUND

The process outlined in Index Code 713 with regard to the dissemination of *Advertisements Of Vacancies In Specialized Assignments* is being enhanced as cited in the following procedure. The procedure cited will provide officers with increased access to such information, thus enhancing the flow of departmental information/communication.

PROCEDURE

The following procedure is adopted in addition to the steps already cited in Index Code 713. A copy of the formal memorandum being used to advertise a position vacancy pursuant to Index Code 713 will be forwarded to the commander of the Management Information Services (MIS) Section on a disk in Word format in a timely manner for inclusion on the department's web page. The commander of the MIS Section will post the advertisement immediately upon receipt. Officers can access the information on the web page, www.aacopd.org, by going to the menu of services and clicking on *Intra-Departmental Advertisement of Vacant Positions*.