

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 03.27 DATE: April 1, 2024 SUBJECT: Personnel TITLE: Transfers, Assignments and Reassignments FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: Anne Arundel County Employee Relations Manual B-04; Memoranda of Agreements Between Anne Arundel County, Maryland and the Fraternal Order of Anne Arundel Detention Center Officers and Personnel, Inc.; AFSCME Locals 582 and 2563; Teamsters Union Local 355; and International Union of Police Associations Local 141, AFL-CIO; MCCS .01H; 28 C.F.R. Part 115 §115.15; AD 06.01; SOD 01.0L; JRDC OD 02.04; ORCC OD 02.04; JRDC PO 16
  
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
  
- III. Purpose: To establish guidelines for transfer, assignment and reassignment of staff.
  
- IV. Definitions:
  - A. Assignment – for the purpose of this directive is defined as the designation to a Facility, Shift and/or Unit (if applicable).
  - B. Facility – for the purpose of this directive is defined as the JRDC or the ORCC.
  - C. Reassignment – for the purpose of this directive is defined as a change in work assignment within the same facility (JRDC or ORCC).
  - D. Shift – for the purpose of this directive is defined as either Shift 1 or Swing Shift.
    - 1. Shift 1 is defined as three (3) squads (A, B or C) scheduled from 2300-0720 hours on a 6-day rotation.
    - 2. Swing Shift is defined as Shift 2, 3 or 4 scheduled from 0700-1520 hours and 1500-2320 hours on a 6-day rotation.
  - E. Transfer – for the purpose of this directive is defined as relocation from the Jennifer Road Detention Center (JRDC) to the Ordinance Road Correctional Center (ORCC) or from the Ordinance Road Correctional Center to the Jennifer Road Detention Center.
  - F. Unit – is defined as a designated area of responsibility that requires specialized training. These include, but are not limited to, Transportation, Central Holding and Processing Center (CHPC), Classification, Pretrial Supervised Release, Pretrial Intake, Work Release, HAASP and Transition.

V. Policy:

- A. It shall be the policy of the AACDDF to assign staff to the JRDC or the ORCC.
- B. Security staff assigned to the CHPC shall be considered assigned to the JRDC facility.
- C. Assignments to Shift 1 or Swing Shift shall be for a minimum of one (1) year period.
- D. Assignment to a Unit shall be for a minimum of two (2) years. Staff may be approved to remain assigned to a Unit on a year-to-year basis if no requests for assignment are received.
- E. An employee may be reassigned within their classification based on operational necessity or as part of prescribed staff rotations planned by the Superintendent, Correctional Facility Administrator (CFA) or Assistant Correctional Facility Administrator (ACFA).
- F. County law(s) and/or certain Memoranda of Agreement include timeframes, notice and other provisions that shall be reviewed and adhered to when transferring, assigning or reassigning staff.
- G. An employee seeking consideration for a vacant position of an equivalent grade but a different title shall be required to apply for the position through the County's Office of Personnel at the time of the open announcement.
- H. Transfers will typically be scheduled to occur in January of each year but may be cancelled or limited based on operational necessity. The Superintendent or designee shall issue a written notice advising affected staff when departmental transfers will not occur on this annual basis.
- I. An employee who transfers from one facility to the other shall be required to work in their new assignment for a minimum of two (2) years before requesting another transfer or reassignment.
- J. Transfers for vacancies other than at the beginning of a calendar year shall be approved or disapproved based upon operational necessity.
- K. In the event of an emergency, contingency staffing shall be handled in accordance with JRDC 02.04 and ORCC OD 02.04.

VI. Procedure:

- A. Security staff Transfers/Assignments/Reassignments

1. In October of each year, the ACFA or designee shall issue a memorandum to all Detention Captains, Lieutenants, Sergeants and Officers/Corporals requesting they submit their preferences, using the appropriate Shift Preference Form, for the following calendar year from the following choices:
  - a. Shift 1
  - b. Swing Shift
  - c. Transportation Unit
  - d. CHPC Unit *and* Shift
2. Submissions for shift preferences shall be turned in by October 15<sup>th</sup> of each year.
3. By November 15<sup>th</sup> each year, the ACFA or designee shall notify all Lieutenants and Sergeants of their assignment for the following calendar year.
4. Annual shift assignments shall take place the pay period that begins on or around January 15<sup>th</sup> of the upcoming calendar year.
5. The ACFA/Captain shall retain the authority to rotate Lieutenants and Sergeants or continue with their current assignments based on operational necessity.
6. The ACFA or designee shall evaluate all requests and base transfers and reassignments on the following criteria:
  - a. Operational Necessity
  - b. Seniority – If all other factors are equal, an employee’s first choice shall be honored based upon seniority from their last hire date with the County, or pursuant to the respective collective bargaining unit agreement.
  - c. Gender – A sufficient number of male and female Detention Officers/Corporals shall be assigned to each Shift/Unit to ensure continuity of operations in accordance with Facility/Unit specific Operational Directives (OD). Specifically, this shall ensure that same-gender strip searches and hospital/transportation supervision is possible.
  - d. Corporal Staffing – A sufficient number of Corporals shall be assigned to each Shift/Unit to ensure continuity of operations.
  - e. Special Qualifications – A sufficient number of staff having special qualifications (e.g., Certified Field Training Officer (FTO), weapons qualified, A3 qualified) shall be assigned to each Shift/Unit to ensure continuity of operations.

- f. Relationships – wives and husbands, relatives or employees involved in intimate relationships with each other shall not be assigned to result in one supervising the other.
  - g. Time in Position – In order to maintain skills and to offer opportunities to everyone, some Unit assignments shall be limited by the number of continuous years in a specific assignment.
    - i. To ensure competency in all areas of responsibility, all JRDC Lieutenants shall be assigned as the Administrative Lieutenant for a minimum of one (1) year.
    - ii. To ensure competency in all areas of responsibility, all JRDC Lieutenants shall be assigned as the CHPC Lieutenant for a minimum of two (2) years.
    - iii. ORCC Lieutenants, Sergeants, Corporals and Officers that request a transfer to the JRDC for assignment to the CHPC Unit shall be assigned to JRDC after the completion of assignment to the Unit.
    - iv. ORCC Lieutenants and Sergeants that request transfer to the JRDC for assignment to the Transportation Unit (Transportation Sergeant/Administrative Lieutenant) shall be assigned to JRDC after the completion of assignment to the Unit.
7. Security staff assigned to the Transportation Unit shall be considered and assigned based on criteria established by the ACFA-Security.
- a. The Transportation Unit line staff shall be comprised of 2 Detention Officers and 1 Corporal from ORCC and 3 Detention Officers and 4 Corporals from JRDC.
  - b. Upon completion of their assignment to the Transportation Unit, Detention Officers and Corporals shall remain assigned to their designated facility.
8. Regardless of an employee's hours of work and/or Unit assignment choice, the ACFA may transfer or reassign an employee as deemed appropriate in the annual assignment process in accordance with the respective collective bargaining unit agreements.
9. When a probationary Detention Officer is newly assigned to a shift, a more senior Detention Officer may request a reassignment to another shift. The ACFA shall approve or disapprove the request based upon operational necessity and in accordance with section VI.A.4. of this directive.

10. When a more senior security staff member is transferred or reassigned to another shift at their request, they shall not be guaranteed previously approved annual leave. The transferring or reassigned security staff member shall be required to submit a new Leave Request form(s) to the immediate supervisor of the new shift for consideration.

B. Civilian Staff: Transfers/Assignments/Reassignments

1. Correctional Program Specialist (CPS) transfer eligibility shall be determined based on the employee's length of continuous service with the AACDDF.
2. Reassignments for CPSs will typically occur on a biennial basis and may include transfer to a different facility. In October of the year prior to scheduled reassignment, each CFA or ACFA shall issue a memorandum to all affected staff requesting they submit their assignment choice for consideration.
3. In November of the year prior to scheduled reassignment, the ACFAs shall notify all CPSs of their assignment for the applicable year(s) in accordance with the respective collective bargaining unit agreement.
4. A CPS who is regularly assigned to hours outside of the normal workday may be reassigned based on operational necessity.
5. As determined by the ACFA/CFA, CJPSs may be assigned on a triennial basis.
6. An employee may request reassignment to a position (vacant or otherwise) of an equivalent grade and title by submitting an Incident Report to their ACFA by October 1<sup>st</sup> of each calendar year.

C. Facility Transfers

1. Employees requesting transfer shall submit an Incident Report to both CFAs by October 1<sup>st</sup> of each year.
2. The CFAs shall review all requests. Each employee shall be notified of a decision in November as to their request.
3. The remaining Transfer Request List shall be utilized from January 1<sup>st</sup> through December 31<sup>st</sup> of the current calendar year to fill vacancies as necessary based on operational necessity.
4. Security staff transfer requests shall be considered in accordance with section VI.A.4. of this directive and shall be submitted to the ACFA of the facility to which the employee is requesting transfer.

5. Transfer Request Lists shall be made available for review upon written request to the CFA.

This directive shall be reviewed annually and revised as necessary.



Christopher Klein  
Superintendent

Rescinds: AD 3.27 dated August 1, 2002  
AD 3.27 dated November 1, 2005  
AD 03.27 dated October 15, 2012  
AD 03.27 dated February 11, 2021  
JRDC OD 01.13 dated July 1, 2012

Appendix 1 - Shift Preference Form-JRDC  
Appendix 2 - Shift Preference Form-ORCC