



# GENERAL ORDER ADM-21 TRANSFER POLICY

EFFECTIVE MAY 27, 2015

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This General Order contains the following numbered sections:

- I. POLICY
- II. SPECIALIZED ASSIGNMENTS
- III. PERSONNEL SECTION RESPONSIBILITIES
- IV. SELECTION PANEL RESPONSIBILITIES
- V. APPLICANT RESPONSIBILITIES
- VI. SUPERVISOR/COMMANDER RESPONSIBILITIES
- VII. ADMINISTRATIVE TRANSFERS
- VIII. PATROL TRANSFERS
- IX. CANCELLATION

## **I. POLICY**

The Howard County Department of Police (HCPD) shall fill vacant positions within the Department, including specialized assignments, through promotion and/or transfer. Vacancies will be filled without regard to race, creed, religion, disability, color, gender, national origin, ethnicity, age, marital status, political opinion, sexual orientation/identity, or familial status.

## **II. SPECIALIZED ASSIGNMENTS**

- A. The HCPD shall announce anticipated openings for internal vacant positions and specialized assignments (non-patrol) throughout the HCPD and fill positions through a pre-announced selection process.<sup>1</sup>
- B. A Bureau or District Commander identifying or anticipating a (non-patrol) vacancy shall submit a request to his Deputy Chief to announce the position. The Chief of Staff will be responsible for this role within the Office of the Chief of Police.
- C. If approved, the Deputy Chief or Chief of Staff will request that the HCPD Personnel Section prepare a vacancy announcement.
- D. Generally, the selection process does not apply to Lieutenants and above. For the rank of Sergeant, notices of permanent transfer will be posted via email so that members may submit an expression of interest, except in cases of an emergency. Command reserves the right to select any qualified member for the posted position regardless of whether an expression of interest was received.

## **III. PERSONNEL SECTION RESPONSIBILITIES**

The HCPD Personnel Section shall:

- A. Maintain an organizational chart displaying manpower allocations for each assignment within the HCPD, including the names of each member for each assigned position. Vacancies will be clearly visible as positions without a member's name attached.
- B. Promptly prepare a Position Vacancy Announcement (PVA) upon receiving an authorized request.<sup>2</sup>
  - 1. The PVA shall contain minimum eligibility criteria and any special requirements that may be needed for the vacancy.

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<sup>1</sup> CALEA 16.2.2

<sup>2</sup> CALEA 16.2.2

2. The PVA will be signed by the Deputy Chief of Police, Administration Command or his designee.
  3. The PVA will include at least a ten (10) day deadline for submissions.
  4. The PVA will be posted on HCPD bulletin boards and released to all members by email.
- C. Members currently undergoing bi-monthly evaluations are not eligible for consideration for transfer to Specialized Assignments.
- D. Review all PVA responses to ensure that applicants have met all identified minimum requirements.
- E. Promptly forward a date stamped list of all qualifying requests to the appropriate Bureau or District Commander, the appropriate Deputy Chief, or the Chief of Staff after the posted PVA response deadline has closed and time has been allowed for the endorsements to work up the chain of command.
- F. Maintain a file on each Position Vacancy Announcement. The file will include the authorized request, a copy of the actual PVA, and a list of all applicants that indicates whether they qualified or the reason they were not qualified for consideration.
- G. Prepare a Personnel Order (P.O.) after the appropriate Commander notifies the applicant of his selection. The P.O. must include the name of the selected member, the effective date, and the appropriate authorizing signature.
- H. Ensure compliance with advance notice requirements as specified in any applicable negotiated bargaining agreement.

**IV. SELECTION PANEL RESPONSIBILITIES<sup>3</sup>**

- A. The appropriate Bureau or District Commander, who has a vacancy to be filled, will establish specific details for the selection process and assemble a selection panel of at least one supervisor/management personnel to review each qualified applicant. Except as otherwise authorized by a Deputy Chief or the Chief of Staff, the selection process shall include:
1. Detailed review of the applicants' request submission;
  2. Review of all endorsement;
  3. Confirmation of the applicant meeting all eligibility requirements; and
  4. Review of the applicants' personnel file.
- B. The selection process may also include:
1. Oral interview of applicants (if appropriate, interviews may be video taped for later review);
  2. Solicitation of input from applicants' past supervisors;
  3. Review of relevant work examples (police reports, writing samples, etc.);
  4. Review of training record; and
  5. A test of job related tasks (Tactical Section, etc.).

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<sup>3</sup> CALEA 16.2.2

- C. The selection panel will submit a written memorandum with their recommendations to the appropriate authorizing Commander. Recommendations will be reviewed with the appropriate Deputy Chief, or the Chief of Police for positions within his staff. The final approval for any selection ultimately remains with the Chief of Police.
- D. The appropriate Deputy Chief or the Chief of Staff will forward written notification of the outcome of the process to the Personnel Section and ensure that all applicants are notified at the conclusion of the selection process. This shall include written notification to any applicant who does not meet the established criteria, including the detailed reasons that the application was disqualified.

**V. APPLICANT RESPONSIBILITIES**

- A. Personnel who are interested in transferring to an announced vacancy shall submit a request for consideration, through their chain of command, to the HCPD Personnel Section.
- B. Applicants must identify how they meet the minimum requirements for the announced position and any special requirements noted. All criteria for positions will be found in the body of the announcement.

**VI. SUPERVISOR/COMMANDER RESPONSIBILITIES**

- A. The immediate supervisor and each member of the applicant's chain of command shall review any submitted request for consideration.
- B. The immediate supervisor shall review the eligibility requirements against the applicant's experience and address any obvious areas of concern directly with the applicant.
- C. The immediate supervisor shall directly address any obvious ineligibility with the applicant and make appropriate disposition of the request.
- D. A simple or detailed endorsement OR an expression of relevant concerns shall be added by the immediate supervisor and each member of the chain of command. The first line of the endorsement must use the following terminology when recommending an applicant:
  - 1. Highly recommended
  - 2. Recommend
  - 3. Recommend with reservation
  - 4. Not recommended
- E. Supervisors/Commanders are to be mindful of the deadline for submission when reviewing and forwarding requests.

**VII. ADMINISTRATIVE TRANSFERS**

- A. Administrative transfers may be made for a variety of reasons, including but not limited to: manpower shortages, special HCPD needs, light duty, disciplinary actions, job performance, and expertise. Administrative transfers will not follow the selection process identified in Section IV of this General Order.
- B. The Chief of Police maintains the authority to assign, reassign, or transfer any member to such duties or organizational components as he believes best serves the interests of the member, the HCPD, the Howard County Government, and/or the community.
- C. Disciplinary transfers of sworn personnel will be in accordance with the Law Enforcement Officers' Bill of Rights.

- D. Any temporary, rotational assignments that are established as part of a career enhancement program shall be covered by the provisions of General Order ADM-53, Career Enhancement.
- E. At no time will this policy interfere with the prerogative of the Chief of Police to transfer permanently or temporarily any member when it is deemed necessary and in the best interests of the employee, the HCPD, or the Howard County Government.

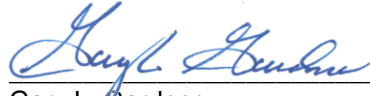
**VIII. PATROL TRANSFERS**

- A. All requests for patrol transfers will be reviewed and assigned in accordance with General Order ADM-47, Personnel Utilization.
- B. The Deputy Chief of Police, Operations Command will be responsible for the approval of transfer requests. If he approves a request, he will then forward the information to the HCPD Personnel Section to have a P.O. processed.
- C. The Personnel Section shall ensure compliance with advance transfer notice requirements as specified in any applicable negotiated bargaining agreement.

**IX. CANCELLATION**

This General Order will cancel and replace General Order ADM-21, Transfer Policy, dated February 20, 2006.

AUTHORITY:



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Gary L. Gardner  
Chief of Police