

Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

1014.2 POLICY

It is the policy of the Havre de Grace Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a request document (Form 17 memorandum) through the chain of command to their Division Commanders. In the case of patrol officers, the chain of command must include the Patrol Lieutenant.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments. It should include:

- (a) The member's relevant experience, education and training.
- (b) All assignments in which the member is interested.

The document will remain in effect until the member requests a withdrawal. Requests for withdrawal should be made in writing (Form 17) submitted directly to the Division Commander.

1014.4 RESPONSIBILITIES

1014.4.1 SUPERVISORS

Upon receipt of a change of assignment request document, each supervisor in the members chain of command shall make appropriate comments, considerations, or endorsement on the original document, or provide an additional Form 17 if more space is required. The original Form 17 and any additional documentation will be forwarded to the member's Division Commander.

1014.4.2 DIVISION COMMANDERS

The Division Commander will review the request for change of assignment and accompanying documentation. Requests for a transfer to a specialty unit, or transfer to another division will require consultation with the other Division Commander.

After the Division Commander has reviewed a change of assignment request, he/she will submit a recommendation to the Chief of Police.

Members will be notified of the status of their request within 10 days of the Division Commander receiving the request.