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# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

## Transfers of Deputies & Civilian Employees

<b>Distribution:</b>	<b>All Employees</b>	<b>Index:</b>	<b>PER 0501</b>
<b>Responsible Unit:</b>	<b>Human Resources</b>	<b>Rescinds:</b>	PER 0501 (4/22/2015)
<b>DLI Program:</b>		<b>MD Code:</b>	

<b>Issued:</b>	<b>1/15/19</b>	<b>Revised:</b>	<b>1/14/19</b>	<b>Reviewed:</b>	<b>1/14/19</b>	<b>Next Review:</b>	<b>1/14/21</b>
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### 1. Purpose

To provide members of the Harford County Sheriff's Office (HCSO) with guidelines regarding the procedures for Inter-Divisional, Intra-Divisional, Supervisory and Hardship Transfers.

### 2. Policy

The HCSO will maintain a consistent and fair process to transfer employees to serve the needs of the HCSO, the employee or the public as the Sheriff considers necessary.

### 3. Definitions

**HARDSHIP TRANSFER:** A transfer that is unexpected and serious in nature and must only be for a temporary basis.

**INTER-DIVISION TRANSFER:** A transfer that is outside of the member's current Division.

**INTRA-DIVISION TRANSFER:** A transfer within the member's current Division.

**SECONDARY ASSIGNMENT:** An assignment/team that is part-time in nature and performed in addition to the member's primary duty assignment. These assignments include, but are not limited to, Instructors at the Training Academy, CIT, CISM, CNT, CRT, DRE, Honor Guard, Motor Officer, Polygraph Examiner and SRT.

**TRANSFER:** The lateral movement of an employee from one unit to another that may or may not involve a permanent job function change with or without a change in unit assignment; or lateral movement from a specialized unit to a precinct or division, regardless of whether there is a change in job function.

### 4. Authority of the Sheriff

- A. Transfer of employees is a recognized right of management and the Sheriff may assign personnel to best suit the needs of the HCSO.
- B. All members serve in the position and/or capacity as assigned by the Sheriff.
- C. A transfer may be ordered by the Sheriff whether a specific request exists.
- D. The Sheriff reserves the right to transfer any member (sworn or civilian), either temporarily or permanently, when it is deemed necessary and in the best interest of the member or the Agency.
- E. Before a vacancy is filled by promotion, demotion, or as a result of disciplinary action, active requests for transfers will be considered.

- F. The Sheriff, Colonel, Bureau Commander, or Division Commander can authorize a transfer at any time.
- G. All transfers, upon approval, will be executed by issuance of a Personnel Order (Form SO-220).
- H. Once the Personnel Order has been published, the transfer must happen as directed on the order, unless special exception is made by the Chief Deputy for extraordinary reasons that have been outlined in writing on a Memorandum (Form SO-212), indorsed and submitted by way of the chain of command and must not be delayed more than fourteen (14) days.

**5. Intra-Division Transfer Request (Non-Supervisory Positions)**

- A. A request for an intra-division transfer must be made by forwarding a Memorandum (Form SO-212) to the HR Director through the chain of command with each supervisor commenting on the suitability and qualifications for the position.
- B. Intra-division transfer requests may be honored for the good of the Agency as decided by the Division Commander.
- C. Intra-division transfer requests may be honored prior to the permanent placement of probationary members (including laterals).

**6. Validity and Withdraw**

- A. A transfer request will be considered valid through December 31st of the calendar year, unless withdrawn by the requesting member via Memorandum (Form SO-212) directed to the HR Director and submitted through the member's chain of command.
- B. For a transfer request to remain active, it must be updated on or after January 1st.
- C. Transfer requests may be submitted by Agency personnel, regardless of rank or classification.

**7. Supervisor Transfer Request**

- A. Members holding the rank of Corporal through Lieutenant may be transferred as needed by the Sheriff and Commanders based on qualifications and / or needs of the Agency.
- B. A transfer request for a supervisor (law enforcement, corrections, and civilian) must be made by forwarding a Memorandum (Form SO-212), accompanied by a resume detailing their experience and qualifications for the requested position, to the HR Director through the chain of command. Each level of supervision must indorse and comment on the suitability and qualifications of the supervisor for the position requested.
- C. If a member has submitted requests for multiple positions, a primary and secondary choice of positions must be indicated.
- D. The recommendation for a supervisory position will be determined by the Commanders after considering the member's qualifications, other pertinent information about the individual and the needs of the Agency with final approval for transfer being made by the Sheriff.

**8. Inter-Division Transfer Request (Non-Supervisory Positions)**

- A. Assignment to the following units will be done on an as-needed competitive basis:
- Any Investigative Services Bureau Unit / Assignment
  - Any Community Services Division Unit / Assignment
  - Any Special Operations Division Unit / Assignment
  - CO Transport Unit
  - DC Gang Intelligence Unit
  - Warrant Unit
  - OCSE
  - CO Training
  - Work Release Unit
- B. Any competitive units or positions created after this submission will fall under the guidelines of this policy.
- C. Open civilian positions will be considered competitive and will fall under the guidelines of this policy.

**9. Selection Process for Non-Supervisor Inter-Division Transfers**

- A. To be eligible to apply for a posted vacancy for a competitive unit, a member must hold the rank of Deputy First Class and must have one (1) additional year of service as a Deputy First Class in the classification being sought (LE or CO) as of the closing date of the Personnel Order. Civilian members must meet eligibility requirements as outlined on the personnel order for a vacant position.
- B. The member must comply with all requirements as directed in the Personnel Order to include submitting the Harford County Sheriff's Office Internal Application (Form S0-141). In addition, the most recent evaluation must be at minimum "Acceptable" in all areas and the member must have no sustained Internal Investigations within the current Performance Appraisal Rating (PAR) period with no disciplinary action pending.
- C. All required paperwork must be submitted to the HR Director through the member's chain of command by the deadlines contained within the Personnel Order. The member's supervisors, at each level, must comment on the application regarding the applicant's suitability for the position.
- D. If more than one (1) position is posted and the member chooses to compete for multiple positions at the same time, a primary choice and one secondary choice of positions must be indicated.
- E. The oral board must be comprised of three (3) Agency members with one (1) of the members holding the rank of Deputy First Class. The other two (2) members will consist of any combination of Corporal and above. Every effort will be made to place members on the board who have experience in the position being sought.
- F. Every oral board must be structured with the same ten (10) questions of relevance for the position being sought with a minimum of one (1) of those questions being a scenario-based question.
- G. Members competing will be scored using the following system:
1. Numerical Score Definitions:
    - 1=Low
    - 2=Below Average
    - 3=Average
    - 4=Above Average
    - 5=Excellent

2. Scoring Categories:
  - a. Appearance - Grooming/Manner of Dress/Mannerism
  - b. Specialized Training - Advanced Training/Technical Training
  - c. Motivation/Productivity - Personal Goals/Career Preparation
  - d. Position Awareness - General Job Knowledge/Experience Judgment
  - e. Maturity/Common Sense/Background
  - f. Verbal Communication - Vocabulary/Grammar/Noise Quality
  - g. Scenario Question - Appropriate answer to scenario question(s)
  - h. The total score shall then be converted to a 100-point scale.
3. In the event of a tie after an oral board, the board members will, by use of a secret vote, break the tie. The board will take into consideration, in no ranking order, scenario question responses, past job experience (including experience, if any, in the position being sought) and general job knowledge.
4. The Sheriff or his designee will make the final approval for transfers and re-assignments giving due consideration to the competitive results. All transfers have a probationary period of 6 months.
5. If a member receives an insufficient evaluation, sustained internal investigation or demotion prior to the transfer to a competitive unit, that member will become ineligible for transfer.
6. Any member with a current open internal investigation is eligible to compete for Inter-Division transfer. If upon completion of an internal investigation a charge is sustained, the member will be removed from the competitive process or be removed from eligibility to transfer. The member may be removed from a newly appointed position.
7. If no one fitting the criteria applies for a competitive position when a vacancy exists, a second posting for the position is created with the following criteria: any Deputy First Class that has successfully completed the probationary period by the closing date of the Personnel Order. If after this posting a vacancy remains, determination on transfer shall be made by the Division Commander where the vacancy exists.
8. If a member no longer wishes to be transferred to the competitive unit prior to notification of assignment to the unit, a Memorandum (Form SO-212) must be submitted to the HR Director through the chain of command indicating their intent to withdraw. Otherwise, a member may be transferred to any unit for which they have competed.

## 10. Term Limits

- A. A member who is selected for a competitive unit must serve a minimum two (2) year commitment from the effective date of transfer unless transferred for reasons such as promotion, discipline, poor performance, hardship or at the discretion of the Sheriff.

### B. Competitive units within Corrections (Transport, Work Release, Gang/Intel, and Training):

1. may have a maximum term of 5 years;
  2. may, upon completion of 5 years, compete for another competitive unit or return to Security.
  3. the 5-year term limit effective date will be from the date of transfer to the competitive unit.
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## 11. Hardship Transfer Request

- A. Must be unexpected and serious in nature and only be needed for a temporary basis.
- B. A member may not request and/or compete for any shift/assignment that will create a known hardship.
- C. Any Agency member may submit a Memorandum (Form SO-212) to request or withdraw a Hardship Transfer Request at any time. All requests must be submitted to the HR Director through the member's chain of command. The member's supervisors, at each level, must comment regarding the member's request.
- D. The resolution of the Hardship Transfer Request must not create a hardship for another Agency member or the Agency.
- E. All information related to a member's Hardship Transfer Request will be treated as confidential.

## 12. Submission of a Hardship Transfer Request

- A. The member must attempt to resolve hardship issues by working with their immediate supervisor.
- B. The immediate supervisor must document in a Memorandum (Form SO-212) the steps taken to resolve the issue.
- C. If the immediate supervisor cannot accommodate a legitimate hardship request, final disposition on transfer will be made by the member's Division Commander.
- D. If granted, a hardship transfer is temporary and must not exceed one hundred eighty (180) days.
- E. The Sheriff and/or Chief Deputy reserve the right to review all transfer and hardship requests.

## 13. Secondary Assignments

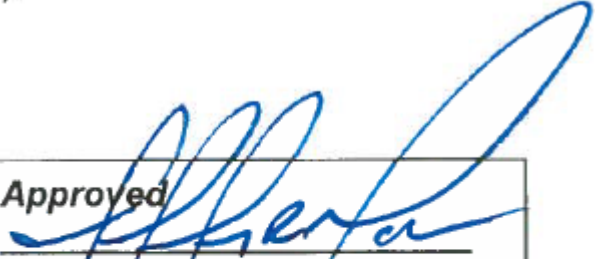
- A. When a vacancy occurs in a secondary assignment unit, a Personnel Order will be posted to solicit interested members.
- B. Members must comply with the requirements as directed in the Personnel Order to include submitting an Internal Application (Form S0-141). In addition, the most recent evaluation must be at minimum "Acceptable" in all areas and the member must have no sustained Internal Investigations within the current PAR period and no disciplinary action pending.
- C. All required paperwork must be submitted to the HR Director through the member's chain of command by the deadlines within the Personnel Order. The member's supervisors, at each level, must comment on the application regarding suitability for the position.
- D. Selection will be based on an oral board process.

- E. Members of the Honor Guard may be selected from the Law Enforcement and Correctional Deputy entrance level academy classes.
  - 1. A predetermined number of deputies may be selected by Drill Instructors, in concurrence with the Supervisor of the Honor Guard Unit.
  - 2. New members assigned to the Honor Guard will serve in that position until the next Academy class graduates.
  - 3. At the conclusion of the next Law Enforcement or Correctional Deputy academy class, members previously assigned to the Honor Guard may request to be removed from the unit by submitting a memorandum through their Chain of Command to the HR Director.
  - 4. Honor Guard members are required to train as directed contingent upon manpower allotment in their permanent assignment.
  - 5. All members selected to serve on the Honor Guard must be firearms certified.
- F. Members no longer desiring to participate in a secondary assignment must submit a Memorandum (Form SO-212) through the chain of command to the HR Director stating such with a reason.
- G. Final decision on acceptance / denial of the request and the effective date will be made by the supervisor of the secondary assignment.
- H. A member who receives an insufficient evaluation, sustained internal investigation or demotion may be removed from a secondary assignment or from instructor status at the Training Academy. This recommendation will be made by the member's Division Commander with final approval by the Bureau Commander.
- I. A member, who voluntarily or involuntarily leaves a secondary assignment and again becomes interested in the position, must compete in the process when posted.

#### **14. Circumstances Affecting Assignment Requests**

- A. Family Relationships
  - 1. Members related by blood or marriage and assigned to the same unit may not be placed in a superior-subordinate relationship where one is either a first-line or second-line supervisor for the other.
  - 2. Members related by blood or marriage may be assigned to the same unit unless the assignment, by reason of the family relationship, becomes a detriment to the HCSO.
- B. Pending Promotion or Transfer
  - 1. A member who has recently been notified via a Personnel Order that he will be promoted or transferred may not submit a transfer request until the effective date of his promotion or transfer.
- C. Effects of Transfers and Promotions on Other Requests

1. All requests for transfers that are on file will be canceled when a member:
  - a. has been granted his primary transfer request; or
  - b. is promoted via a competitive process.
2. If a member's secondary transfer request is granted, his primary request will remain on file unless removed by the deputy by way of Memorandum (Form SO-212).

Approved   
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SHERIFF  
DATE 1/15/19