

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 University of Maryland, Baltimore Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner, pursuant to the requirements and experience outlined in the vacancy posting.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a request document through the chain of command to their respective Bureau Commander.

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 posted vacancy is filled.

1014.4 RESPONSIBILITIES

1014.4.1 SUPERVISORS

Upon receipt of a change of assignment request document, the supervisor shall make appropriate comments in the space provided on the document and forward it to the member's Bureau Commander.

In the case of patrol officers, the Shift Commander shall make appropriate comments on the form regarding his/her recommendation and forward the request to the Operations Bureau Commander. In the case of other assignments, the respective lieutenant within the employee's chain of command shall make appropriate comments on the form in the space provided and forward it to the member's Bureau Commander.

1014.4.2 BUREAU COMMANDERS

If the Bureau Commander receives a change of assignment request document from a patrol officer that does not contain Shift Commander comments, he/she will make appropriate comments and return it to the member without consideration.

The Bureau Commander will review all change of assignment requests and submit his/her recommendation through the chain of command to the Chief of Police for final review.