



**Maryland-National Capital Park Police  
Prince George's County Division**



**DIVISION DIRECTIVE**

TITLE <b>TRANSFER PROCEDURES</b>			PROCEDURE NUMBER <b>PG736.0</b>
SECTION <b>Administrative Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>01/20/17</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>PG736.0 "Transfer Procedures", issued 05/01/02</b>			
RELATED DIRECTIVES <b>PG712.0</b>	REFERENCES <b>CALEA 16, 42</b>	AUTHORITY <i>S.R. Johnson</i> <b>Chief Stanley R. Johnson</b>	

**I. POLICY**

The Division's policy provides officers the opportunity to enhance their careers with the Park Police.

**II. PURPOSE**

This directive establishes procedures for transfers of Division officers.

**III. PROCEDURES**

**A. Transfers Within Operation Areas**

1. An Assistant Chief may transfer any officer from one unit or squad to another within the same Operation areas.
2. Officers of an Operation may request a transfer from one unit or squad to another. The transfer request will be forwarded, via the chain of command, to the appropriate Assistant Chief. The Assistant Chief will have the authority to approve or disapprove the request and may solicit appropriate recommendations from other supervisory personnel in making his/her decision.
3. A Division memorandum will be completed for each approved transfer. It will be the responsibility of the Assistant Chief initiating the transfer to complete the memorandum within twenty-four (24) hours of the effective date of the transfer. The effective date of the transfer for pay and clothing allowance purposes will be stated on the memorandum, in accordance with the F.O.P. contract Article VII, 7.2 (A-B) – "Clothing Allowance". Personnel Action Change forms (PA2's) will be completed by the Office of the Park Police Division Administrative Specialist.

**TRANSFER PROCEDURES**  
**PG736.0**

**B. Transfers Between Operation Areas**

1. The respective Assistant Chief, within the limits of his/her command, may transfer any officer from one unit or squad to another or, with the approval of the Park Police Division Chief, from one Operation to another.
2. The respective Assistant Chief, when initiating a transfer between operations areas, with the approval of the Park Police Division Chief, will complete a Division memorandum documenting the transfer and forward a copy of the memorandum to the Park Police Division Chief, within twenty-four (24) hours.
3. In accordance with the agreement between the Maryland National Capital Park and Planning Commission and the Fraternal Order of Police Lodge #30, Article XIV, Working Conditions, 14.8 – “Vacant Positions”, all vacant mounted, motorcycle, tactical, detective, investigator and administrative positions shall be advertised in the both Divisions. Changes in scheduling for transferred officers will be in accordance with the F.O.P. contract Article XIV, 14.1 (A-F) – “Work Schedules”.
4. Officer selection will be based on related skills, experience, job performance and length of service.
5. A Division memorandum will be completed for each approved transfer. It will be the responsibility of the Assistant Chief initiating the transfer to complete the memorandum and forward it to the appropriate Assistant Chief within twenty-four (24) hours of the effective date of the transfer. The effective date of the transfer for pay and clothing allowance purposes will be stated on the memorandum. Personnel Action Change forms (PA2's) will be completed by the Office of the Division Chief Administrative Specialist.

**C. Transfers to Temporary Duty Assignments**

1. The respective Assistant Chief, within the limits of his/her command, may transfer any officer from one unit or squad to another or, with the approval of the Park Police Division Chief, from one operation area to another for a temporary duty assignment (TDY). Temporary duty assignments of personnel may be made to any position for which they are qualified.
2. The criteria for selection of personnel to a temporary duty assignment will be based on Division needs, officer availability and the requirements or specifications of the position. In some cases, the selection for an assignment may be due to an individual officer's situation (i.e. - light duty) matching the Division's needs. Only the Park Police Division Chief can approve light duty or limited duty assignments, in accordance with F.O.P. Contract Article IX, 9.6 (A-D) – “Light Duty”.

**TRANSFER PROCEDURES**  
**PG736.0**

3. The respective Assistant Chief, when initiating a transfer between units or squads, with the approval of the Park Police Division Chief, will complete a Division memorandum documenting the transfer and forward a copy of the memorandum to the Park Police Division Chief, within twenty-four (24) hours. The Division memorandum will document the expected length of the assignment, if known.

**D. Transfers to Specialized Assignments**

1. The respective Assistant Chief, within the limits of his/her command or with the approval of the Park Police Division Chief, may transfer any officer to a specialized assignment. These assignments may include duties within the Division (i.e.- D.A.R.E., GREAT, CALEA, SAT, etc.) or outside the Division (i.e.-HIDTA Task Force).
2. All specialized assignment vacancies will be announced within the Division. For positions requiring special training (i.e.- D.A.R.E., GREAT) the Training Opportunity Notice or Memorandum will constitute an announcement of an anticipated opening.
3. The criteria for selection will be based on the skills, knowledge, and abilities required for the position and may include successful completion of required training.
4. The respective Assistant Chief, when initiating a transfer will complete a Division memorandum documenting the transfer and forward a copy of the memorandum to the Park Police Division Chief, within twenty-four (24) hours.
5. Long-term specialized assignments will be reviewed annually for the purpose of determining whether the assignment should continue. This review will be in the form of the officer's annual performance evaluation, which will note the specialized assignment, and an evaluation of the assignment with a recommendation to continue or discontinue the assignment.
6. The review shall include a statement of purpose for the specialized assignment and the evaluation of the initial problem or condition that required the implementation of the specialized assignment.

**E. Transfers Between Park Police Divisions**

1. Whenever an officer is transferred from the Prince George's County Division to the Montgomery County Division, the appropriate Assistant Chief will forward the officer's training file to the Montgomery County Division with his/her personnel file. The original training documents will be retained for this Division's records.

## **TRANSFER PROCEDURES**

### **PG736.0**

2. Whenever an officer is transferred from the Montgomery County Division to the Prince George's County Division, the appropriate Assistant Chief, (as per  
  
Division Directive PG711.0 – "Officer Transfer Orientation", Section IV.A.1.a-c), will be responsible for obtaining training and personnel files from the Montgomery County Division.

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