

- I. Transfers Between Units
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- I. Transfers Between Units
    - A. *Branch* Chiefs may transfer any officer from one unit to another within the same section.
    - B. Officers of a section may request a transfer from one unit to another. The transfer request will be forwarded, via the chain of command, to the appropriate *Branch* Chief. The *Branch* 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.
    - C. A Division personnel order will be completed for each approved transfer. It will be the responsibility of the *Branch* Chief initiating the transfer to ensure the completion of the personnel order and forward it to the appropriate personnel in a timely manner. The Chief's Administrative Specialist will complete the personnel action forms. The effective date of the transfer for pay and clothing allowance purposes will be stated on the personnel action form.
  - II. Transfers Between Sections and Branches
    - A. The respective *Branch* Chief, within the limits of his/her command, may transfer any officer from one section of a branch to another or, with the approval of the Chief, Park Police Division, from one branch to another.
    - B. The respective *Branch* Chief, when initiating a transfer between sections or branches, with the approval of the Chief, Park Police Division, will complete a Division personnel order documenting the transfer and forward a copy of the personnel order to the Chief, Park Police Division.
    - C. In accordance with the agreement between the Maryland National Capital Park and Planning Commission and the Fraternal Order of Police Lodge #30, all vacant mounted, motorcycle, detective/investigator and administrative positions will be advertised in the Division in which the vacancy exists.
    - D. Officer selection will be based on the needs of the Division, skills, experience, job performance and length of service.
    - E. A Division personnel order will be completed for each approved transfer. It will be the responsibility of the *Branch* Chief initiating the transfer to ensure the completion of the personnel order and forward it to the appropriate personnel in a timely manner. The Chief's Administrative Specialist will complete the personnel action forms. The effective date of the transfer for pay and clothing allowance purposes will be stated on the personnel action form.

### III. Transfers To Temporary Assignments

- A. The respective *Branch* Chief, within the limits of his/her command, may transfer any officer from one section of a branch to another or, with the approval of the Chief, Park Police Division, from one branch to another for a temporary (TDY) assignment. Temporary assignments of personnel may be made to any position for which they are qualified.
- B. The criteria for selection of personnel to a temporary 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.
- C. The respective *Branch* Chief, when initiating a transfer between sections or branches, with the approval of the Chief, Park Police Division, will complete a Division personnel order documenting the transfer and forward a copy of the personnel order to the Chief, Park Police Division. The Division personnel order will document the expected length of the assignment, if known.

### IV. Transfers to Specialized Assignments

- A. The respective *Branch* Chief, within the limits of his/her command or with the approval of the Chief, Park Police Division, may transfer any officer to a specialized assignment. These assignments may include duties within the Division or outside the Division (i.e. HIDTA Task Force).
- B. All specialized assignment vacancies will be announced within the Division. For positions requiring special training the Training Opportunity Notice will constitute an announcement of an anticipated opening.
- C. The criteria for selection will be based on the needs of the Division, skills, knowledge, and abilities required for the position and may include successful completion of required training.
- D. The respective *Branch* Chief, when initiating a transfer will complete a Division personnel order documenting the transfer and forward a copy of the personnel order to the Chief, Park Police Division.
- E. 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.

## V. Transfers Between Park Police Divisions

- A. Whenever an officer is transferred from the Montgomery County Division to the Prince George's County Division, the appropriate *Branch* Chief will forward the officer's training file to the Prince George's County Division with his/her personnel file. The original training documents will be retained for this Division's records.
- B. Whenever an officer is transferred from the Prince George's County Division to the Montgomery County Division, the appropriate *Branch* Chief will be responsible for obtaining training and personnel files from the Prince George's County Division.
- C. *The Property Specialist will ensure the transferring officer has returned/received all the necessary Division equipment listed, but not limited to.*
1. *Firearm with Holster*
  2. *Taser with Holster*
  3. *ASP Baton with Holster*
  4. *Riot Helmet*
  5. *Rifle Plates (Prince George's County Division)*
  6. *Active Shooter Bag*
  7. *TECC Bag (Prince George's County Division)*
  8. *Mobile Data Terminal*
  9. *Radio with accessories*
  10. *Vehicle*
  11. *ID Jacket -Raid Jacket (Prince George's County Division)*
  12. *Citation/Ticket Books*
  13. *Tactical First Aid Bag*
  14. *Camera*
  15. *Badges*
  16. *Specialty Assignment Gear (i.e., Canine, Special Operations, Bicycle, Investigations)*
- D. *The Property Specialist will ensure that Internal Affairs is notified of all returned or issued items for the purpose of the audit file.*

**By Authority of**  
**Chief Darryl W. McSwain**  
**Maryland-National Capital Park Police**  
**Montgomery County Division**

**Approved Park Police Document**  
**Signed Original on File**

**End of Directive**