

CIRCULAR



DISTRICT OF COLUMBIA

Title Mobility Program
Number CIR-18-12
Effective Date December 7, 2018
Related to: GO-PER-201.11 (Transfers and Changes is Assignments)
Rescinds: CIR-18-07 (Mobility Program), Effective Date September 20, 2018

I. PROGRAM SUMMARY

The purpose of this circular is to announce the Mobility Program to afford patrol sergeants and officers the opportunity to transfer between the seven police districts.

In the past, patrol sergeants and officers were required to locate another member who was willing to change districts in order to transfer. The Mobility Program helps facilitate this process by allowing a member to submit up to three choices of where they would like to move. All interested members will be placed into a pool, and selections will be made monthly, based upon first-come first-serve availability.

Members will remain at their current assignment if they are unable to be assigned to one of their top three choices. A member's request for transfer will remain in the monthly pool until an option is confirmed or their request is withdrawn. When a member is transferred to another district under the Mobility Program, he or she will follow the seniority of the new district. The transferred member will not be able to request a specific shift or days off at their new district until open season occurs. Members currently in a specialized patrol assignment (e.g., Crime Suppression Team, Admin) are not guaranteed similar assignment in the new unit.

Any member who submits an application for the Mobility Program will **not** have the option to refuse a transfer once selected for one of their choices.

II. APPLICATION PROCEDURES

- A. Applications to participate in the Mobility Program shall be accepted continuously and will be reviewed monthly.
- B. Patrol sergeants and officers who wish to apply for the Mobility Program shall email the completed Mobility Program Request Form (Attachment A) to pdb.adminbox@dc.gov with the subject line, "Mobility Request."

NOTE: The Professional Development Bureau strongly suggests all members check the "Request a Delivery Receipt" from the options menu in Microsoft Outlook to verify their submission was delivered.

- C. Requests that are incomplete shall not be considered.

III. ELIGIBILITY CRITERIA

- A. Beginning **December 7, 2018**, members must meet the following criteria to be eligible for the Mobility program:
1. Officers must have a minimum of three years of service in their current assignment prior to their application for the Mobility Program.
 2. Sergeants must have a minimum of two years of service in their current assignment prior to their application for the Mobility Program.
 3. Members must be in full duty status at the time of application and selection. Any member in a less than full duty status at the time of selection will remain on the list for future selection.
 4. Members may not request more than one Mobility Program transfer within a 12 month period.

IV. SCREENING PROCEDURES

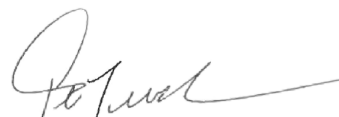
- A. Upon receipt of requests, the Executive Director of the Professional Development Bureau or designee is responsible for conducting vetting of requests to include ensuring members are not presently subject to any investigations that would preclude their transfer and ensuring concurrence with both commanding officers.
- B. Members will be provided with at least fourteen days notice of the transfer, unless waived by the member.

V. POINT OF CONTACT

Members who have questions regarding the Mobility Program should contact Lieutenant William Verna at william.verna@dc.gov.

VI. ATTACHMENT

- A. Mobility Program Request Form



Peter Newsham
Chief of Police

Mobility Program Request Form

Name and Rank:	
CAD Number:	
Date of Appointment:	
Current District:	
Requested District #1:	
Requested District #2:	
Requested District #3:	
Willing to Waive 14 Day Notice (Circle)	Yes No
Reason Requesting Mobility Transfer	

I hereby acknowledge participation in the Mobility Program is voluntary and subject to the provisions outlined in Circular 18-12 (Mobility Program). Once this request is submitted, I will not have the option to refuse a transfer to any of the requested districts.

Signature: _____

Date: _____