

# CIRCULAR



Title	<b>Mobility Program</b>
Number	<b>CIR-23-01</b>
Effective Date	<b>January 25, 2023</b>
Related to:	GO-PER-201.11 (Transfers and Changes in Assignments)
Rescinds:	CIR-19-20 (Mobility Program), Effective Date November 20, 2019

## DISTRICT OF COLUMBIA

### I. PURPOSE

The purpose of this circular is to announce the mobility program. The mobility program affords patrol sergeants and officers the opportunity to transfer between the seven police districts. Members may submit up to three district choices of where they would like to move. Members are then placed in a pool and selections are made monthly based upon seniority. While applications are accepted on an ongoing basis, the list is frozen and rank-ordered by seniority for transfers every quarter.

Members remain at their current assignment if they are unable to be reassigned to one of their top three choices. A member's request for transfer remains in the monthly pool until an option is confirmed or their request is withdrawn.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 follows the seniority of the new district. Members who are selected for the Mobility Program may be required to change their shift and/or their days off (i.e., their "fixed shift") consistent with the operational needs of the new assignment. Any such initial change will not result in penalty pay under Article 24 of the labor agreement. The transferred member is not 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, Administration) are not guaranteed a similar assignment in their new district.

Members who submit a mobility program application will not have the option to refuse a transfer once selected.

### II. APPLICATION PROCEDURES

- A. Mobility program applications shall be accepted continuously and reviewed monthly.
- B. Patrol sergeants and officers who wish to apply shall email a completed Mobility Program Request Form to [pdb.adminbox@dc.gov](mailto:pdb.adminbox@dc.gov) using the subject line, "Mobility Request." The Mobility Program Request Form can be found on the MPD intranet under "MPD Online Forms."

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

- C. Incomplete requests shall not be considered.

**III. ELIGIBILITY CRITERIA**

Members shall meet the following criteria to be considered eligible for the mobility program:

- A. Officers must have a minimum of three years of service in their current assignment prior to their application date.
- B. Sergeants must have a minimum of two years of service in their current assignment prior to their application date.
- C. 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.
- D. Members shall not request more than one mobility program transfer within a 12 month period.

**IV. SCREENING PROCEDURES**

- A. Upon receipt, the Professional Development Bureau executive director or designee shall vet all completed requests. The vetting process includes confirming that members are not subject to any investigations that would preclude transfer and ensuring concurrence with both commanding officers.
- B. Members shall be provided with at least 14 days' notice of the transfer, unless that option is waived on the member's application.

**V. POINT OF CONTACT**

Members who have questions regarding the mobility program should contact Lieutenant William Verna at [william.verna@dc.gov](mailto:william.verna@dc.gov).



Robert J. Contee III  
Chief of Police