

Metropolitan Police Department □ Washington, D.C.



GENERAL ORDER



Subject:

Transfers and Changes in Assignments

Series	Number	Distribution	Change Number
201	11	A	1
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November 23, 1993			
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The purpose of this order is to establish the policy and procedures for the transfer or change in assignment of sworn and civilian personnel, excluding applications for special assignment positions. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Definitions.
- B. Transfer or Change in Assignment of Sworn Members.
- C. Transfer or Change in Assignment of Civilian Members.

PART II Responsibilities and Procedures for Supervisory and Command Personnel.

- A. Administrative Procedures.
- B. Personnel Liaison Officer.
- C. Commanding Officers.

PART I

A. Definitions.

For the purpose of this order, the following definitions shall apply:

1. "Transfer" - is a change of position from one organizational element to another.
2. "Change in Assignment" - is a change of position within an organizational element to which the member is assigned.
3. "Organizational Element" - is defined as a patrol district, division, office of the bureau head, Office of the General Counsel, Office of Finance and Resource Management, Public Information Office, or Office of the Chief of Police.

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B. Transfer or Change in Assignment of Sworn Members.

1. All requests for transfer or change in assignment by members shall be submitted on Part Two of PD Form 681 (Application for Position Assignment), and forwarded in an original and three copies to their commanding officer.

2. Commanding officers may request a transfer of a member in memorandum form, through channels, to the Administrative Services Officer.

3. The authority to approve or disapprove a transfer or change in assignment of a captain and above is vested in the Chief of Police, except that district commanders are authorized to approve or disapprove a change in the assignment of captains within their district. Requests shall be forwarded through channels, with recommendation, to the Chief of Police for consideration.

Note: Requests for a change in assignment by captains assigned to patrol districts shall be acted on by their commanding officer. If an authorized vacancy exists and the request is approved, the commanding officer shall endorse the request and forward it to the Personnel Liaison Officer. If the request is disapproved the commanding officer shall endorse the request stating the reason(s) for disapproval. The request shall be returned to the originator with a copy included in the individual's element personnel file.

4. The authority to approve or disapprove transfers of lieutenants and below is vested in the Administrative Services Officer. All requests for transfers, whether approved or disapproved, shall be forwarded as expeditiously as possible for final determination.

5. The authority to approve or disapprove changes in assignments of members the rank of lieutenant and below is vested in the following, provided that the member is assigned to their respective unit and an authorized vacancy exists:

- a. Bureau heads,
- b. The General Counsel, and
- c. Division and district commanders or directors.

When a request is disapproved they shall endorse the request and state the reason(s). It shall then be returned to the originator and a copy included in the individual's element personnel file. If an authorized vacancy exists and the request is approved, they shall endorse the request and forward to the Personnel Liaison Officer.

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C. Civilian Transfers and Change in Assignment

1. All civilian members of this department shall have the opportunity to apply for, and be considered for transfers to vacancies for which they meet the qualifications without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, physical handicap, source of income and place of residence or business.

2. Civilian members may request a transfer by submitting a memorandum, through channels, to the Administrative Services Officer. The position must be of the same classification series that the member currently occupies.

3. The majority of civilian transfers occur through the selection of a member to fill a vacancy for which they qualify. Civilian members desiring to apply for a position on the vacancy list shall submit a Standard Form 171 (Personal Qualifications Statement) to the Personnel Liaison Officer prior to the closing date as stated on the vacancy notice.

4. The General Counsel, bureau heads, and division and district commanders or directors may approve a change in assignment of a civilian member assigned to their unit if an authorized vacancy exists and it is the same classification series.

Note: A position that has promotional potential must be advertised and cannot be filled by a transfer or a change in assignment.

PART II

A. Administrative Procedures.

1. For transfers of sworn members:
 - a. The commanding officer of the losing organizational element shall interview the member applying for transfer, indicate their recommendation, and forward the PD Form 681 to the losing bureau chief.
 - b. The losing bureau chief shall review the PD form 681, indicate their recommendation, and forward the form to the commanding officer of the gaining element.
 - c. The commanding officer of the gaining element shall review the PD Form 681, indicate their recommendation, and forward the form to the gaining element's bureau chief.
 - d. The gaining bureau chief shall indicate their recommendation and forward the request to the appropriate approval authority.

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- e. Recommendations from officials in command positions other than the losing and gaining elements may be made but are not necessary.
- f. When final action is completed by the appropriate approving authority, the original and one copy of the PD Form 681 shall be forwarded to the Personnel Liaison Officer.
- g. Commanding officers, upon the return of the PD Form 681 from the Personnel Liaison Officer, shall:
 - (1) Advise the member of the decision;
 - (2) Require the member to acknowledge this notification by affixing their initials on the copy of PD Form 681; and
 - (3) Insert this copy of PD Form 681 in the member's element personnel folder.

2. For change in assignments of sworn and civilian members.

- a. A change in assignment may only occur if an authorized vacancy exists.
- b. If a request for a change in assignment of a sworn member is approved, the commanding officer shall prepare a PD Form 682 (Notification of Position Assignment) in triplicate and forward it to the Administrative Services Officer.
- c. A D.C. Standard Form 52 shall then be prepared and forwarded to the Personnel Liaison Officer for both sworn and civilian members.

B. Personnel Liaison Officer.

The Personnel Liaison Officer shall:

- 1. If a vacancy exists, and the request for a transfer is approved:
 - a. Prepare a D.C. Standard Form 52 to effect the transfer for both sworn and civilian members; and
 - b. Forward the form to the Director, Office of Finance and Resource Management, and the D.C. Office of Personnel.

2. Include the original copy of the PD Form 681 in the sworn member's master personnel file, and forward the remaining copy of PD Form 681 for information to the commanding officer of the organizational element to which member had made the request.
3. Publish notices, listing the title, job series, grade and organizational element of each existing or anticipated civilian vacancy within the department. Each notice shall be dated and serially numbered.
4. Post the vacancy announcement on the civilian personnel bulletin board located in the corridor outside the office of the Personnel Liaison Officer, Metropolitan Police Department.
5. Evaluate the experience of each applicant based on the standards established by the Office of Personnel Management.
6. Forward the applications of all qualified persons to the commanding officer of the organizational element in which the vacancy exists.
7. Notify those applicants who were not selected for the position.
8. Forward to the department's Equal Employment Opportunity Officer one copy of the PD Form 161 (Referral and Selection Register).
9. Ensure that no appointment shall be made to any civilian position above the entrance grade level until such position has been announced in accordance with the provisions of this order and all applications received from civilian employees of the department within the opening period have been considered.
 - a. In the event that no applications are received for an announced civilian position vacancy or that those individuals applying do not possess the required technical or professional skills, as determined by the Personnel Liaison Officer, the Personnel Liaison Officer shall be authorized to fill such a civilian position vacancy without adhering to the procedures outlined in this order.
 - b. The procedures of this order shall not apply to the promotion of incumbents to positions which are reclassified at a higher grade.

C. Commanding Officers.

Each commanding officer shall be responsible for:

1. Erecting one or more bulletin boards within their command area, ensuring that the locations are sufficient in number and accessible to every member of the command.
2. Posting all notices listing personnel vacancies issued by the Personnel Liaison Officer on the bulletin boards.
3. Anticipating vacancies within their command and giving written notice to the Personnel Liaison Officer, as soon as it is definite that such a vacancy will exist.
4. Contacting qualified personnel to arrange for interviews.
5. Interviewing qualified applicants for announced civilian personnel vacancies.
6. Completing and forwarding an original and one copy of PD Form 16' (Referral and Selection Register), without delay, to the Personnel Liaison Officer, including a brief statement setting forth the basis for selection of the individual chosen.
7. Returning all Standard Form 171's (Personal Qualifications Statement) submitted for the position to the Personnel Liaison Officer.


Fred Thomas
Chief of Police

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