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# Request for Change of Assignment

## 1014.1 PURPOSE AND SCOPE

This policy establishes guidelines for office members to request a change of assignment in response to an announced vacancy.

## 1014.2 POLICY

It is the policy of the St. Mary's County Sheriff's Office that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

## 1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

- (a) Members requesting a change of assignment shall submit a request for reassignment via Blue Team through the chain of command to their Division Commander.
- (b) The Blue Team change of assignment request submission provides members with the opportunity to list their qualifications for specific assignments. It should include:
  - 1. The member's relevant experience, education, and training.
  - 2. All assignments in which the member is interested.
- (c) The document will be submitted upon a vacancy occurring and announcement. The request will remain in effect until the list is decertified and the position is reannounced but not longer than one year.

## 1014.4 RESPONSIBILITIES

### 1014.4.1 SUPERVISORS

- (a) Upon receipt of a Blue Team request change of assignment, the supervisor shall make appropriate endorsement and forward it through the chain of command to the Assistant Sheriff.
- (b) In the case of patrol deputies/correctional officers, the Shift Supervisor shall make appropriate comments on the form regarding his/her recommendation and forward the request to the Division Commander.

### 1014.4.2 DIVISION COMMANDER

- (a) The Division Commander will make a recommendation to the Assistant Sheriff if they should be eligible for consideration for the position. The Sheriff/Assistant Sheriff has final approval if the deputy/correctional officer can participate in the process.
- (b) The Division Commander shall convene an interview board for an open position if more than five (5) members apply for the position. If there are less than five (5), the interview board is optional. Upon completion of the board, the assigned Division Commander will forward their recommendation through the chain of command. The Sheriff/Assistant Sheriff shall have final approval of the individual selected.

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- (c) The Division Commander will review all change of assignment requests and submit his/her recommendation to the Sheriff.

### **1014.5 REASSIGNMENT OF AGENCY PERSONNEL**

Following any order of reassignment of agency personnel, the supervision of the affected employee(s) in transition will initiate and complete a Blue Team Transfer Checklist report. The Transfer Checklist is an essential component for all personnel transfers. Its completion, overseen by the current supervisor of the transitioning employee, requires preceding the transfer of all agency personnel. Upon completion of the Transfer Checklist, it will be forwarded via Blue Team to the employee's new first-line supervisor for review. The new first-line supervisory official will review the Transfer Checklist contents. Following their review, the new first-line supervisor will forward the Transfer Checklist via Blue Team to their respective squad/unit Lieutenant. The squad/unit Lieutenant is responsible for ensuring the Transfer Checklist is completed in its' entirety and that both the current and new supervisors have completed a debriefing with one another. Following the Lieutenant's review, the Transfer Checklist will be forwarded to OPR.

#### **1014.5.1 JOINT AUDIT REQUIREMENT FOR HIGH-VALUE/HIGH-RISK RESPONSIBILITIES**

- (a) When personnel are reassigned into or out of any position, unit, or assignment that includes responsibility for high#value, high#risk, or sensitive items, materials, or processes, a joint audit shall be completed prior to the transfer of responsibility.
- (b) This requirement applies to any assignment in which personnel maintain custody of, access to, or responsibility for items or operational functions where loss, misuse, improper handling, or non#compliance could create significant legal, financial, operational, or safety risk to the Office. Such responsibilities may include, but are not limited to, areas involving currency or financial assets, controlled substances, explosives, sensitive evidence or property, or comparable high#risk materials or processes.
- (c) The outgoing and incoming personnel, in coordination with the appropriate chain of command, shall conduct a joint audit establishing the current status and accountability of all applicable items at or prior to the transfer. This audit shall be documented and attached to the Transfer Checklist in Blue Team and must be verified through the chain of command before the incoming personnel assumes full responsibility for the assignment.