
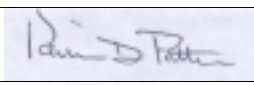



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	PERSONNEL
	DCD #:	50-48
	TITLE:	Shift Changes
	ISSUED:	April 1, 2006
	AUTHORITY:	 Kevin D. Patten ASSISTANT COMMISSIONER
	APPROVED:	 Frank C. Sizer, Jr. COMMISSIONER

- I. References: None
- II. Applicable to: All DOC Facilities and Maryland Correctional Enterprises
- III. Purpose: To establish procedures for filling a vacancy through a shift change.
- IV. Definitions: Seniority – the time in the Division of Correction and/or Patuxent Institution and/or the Division of Pretrial Detention and Services within the classifications used in the group or unit being compared (measured in days). Ties are broken using the following method in order:
- Greater number of days in the Division of Correction
 - Number of days in state service
- V. Policy: It is the policy of the Division of Correction to make shift changes in an equitable manner.
- VI. Procedure:
- A. The appointing authority/designee shall, at least annually, issue an advertisement/announcement of the vacancy of any correctional officer position on any shift.
1. The closing date for application for the shift change shall be not later than two weeks following the advertisement/announcement of the opening.
 2. Staff interested in applying for the vacancy by changing their shift shall submit a letter of interest to the appointing authority/designee, with a copy to the institutional personnel office.
 3. Requests for shift change shall not be accepted until the vacancy has been advertised.
- B. The appointing authority/designee shall select the transferee from those employees expressing interest, based on the following combination of factors:

1. Ability in areas of special assignment;
2. Attendance and work records; and
3. Seniority.

(NOTE: Where the hire dates are the same, selection shall be made by random chance).

4. Final approval for selection for shift change rests with the appointing authority/designee, who shall accept or reject a request for shift change. If, in the opinion of the appointing authority/designee, the selection of a senior officer from a shift staffed with less experienced officers would jeopardize security on that shift, he/she shall not select the senior officer but fill the vacancy with a new officer or a less senior officer.
- C. If no interest is expressed in the advertised vacancy, the appointing authority/designee shall fill the vacancy using the certified list of eligibles, unless a more experienced employee is needed for the vacant position. In that case, the appointing authority/designee may assign an experienced employee to the vacancy based on the employee's work record.
- D. For shift changes for positions other than correctional officer, the department head shall follow the procedures outlined in sections VI.B. and C. except that applicants shall notify the department head of their interest and the department head shall make the selection subject to the approval of the appointing authority/designee.
- E. The appointing authority/designee may order a shift change for a specific correctional officer of any level for the following reasons:
1. the special skills of that officer are needed by the facility;
 2. as all or part of a disciplinary measure; or
 3. for cross-training and career enhancement.
- F. Maryland Correctional Enterprises staff are subject to shift change for cross-training and career enhancement.
- G. The appointing authority/designee may effect shift changes in cases that are not within the scope of this directive on a case-by-case basis.
- H. No institutional directive is required.
- VII. Attachment: None
- VIII. Rescission: DCD 50-48, dated September 15, 2004

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