
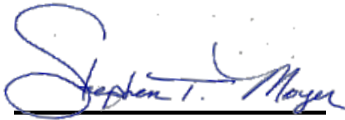


Executive Directive



Title: Voluntary Transfer Policy— Uniformed Officers and Parole and Probation Agents	Executive Directive Number: ADM.050.0037 Revised
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: DPSCS.050.0037, Voluntary Transfer Policy—Uniformed Officers and Parole and Probation Agent Dated September 6, 2013
Related ACA Standards: ACI-4-4048 4-ALDF-7D-06 and 4-ALDF-7E-01 1-CO-1C-01	Responsible Authority:  Executive Director Human Resources Services Division
Related MCCS Standards: N/A	Effective Date: August 14, 2015 Number of Pages: 2



Stephen T. Moyer
Secretary



William G. Stewart
Deputy Secretary
for Administration



Wendell M. France
Deputy Secretary
for Operations

.01 Purpose.

This directive continues policy and procedure agreed to by the Secretary of Public Safety and Correctional Services, (Secretary) and the Association of Federal, State, County and Municipal Employees (AFSCME) Maryland for the voluntary inter-Department transfer of uniformed officers and parole and probation agents.

.02 Scope.

This directive applies to all Department uniformed officers and parole and probation agents.

.03 Policy.

Refer to policy contained in the attached agreement between the Secretary and AFSCME Maryland.

.04 Definitions.

Refer to definitions contained in the attached agreement between the Secretary and AFSCME Maryland.

.05 Responsibility

Refer to procedures contained in the attached agreement between the Secretary and AFSCME Maryland.

.06 Attachment(s).

The Department of Public Safety and Correctional Services Voluntary Transfer Policy

.07 History.

- A. This Executive Directive replaces DPSCS.050.0037 dated September 6, 2013 to align responsibilities based on Department re-alignment. There are no changes to the attached agreement dated September 5, 2012.

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- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
- D
- S Parole and Probation Agents

The Department of Public Safety And Correctional Services

Voluntary Transfer Policy

In General

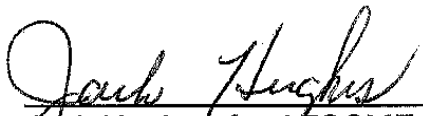
The Department of Public Safety and Correctional Services (DPSCS), and AFSCME Maryland agree to the following terms regarding the Department's policy for the transfer of employees. Any deviation or changes to this policy without the mutual agreement of the parties shall be considered a violation of this policy.

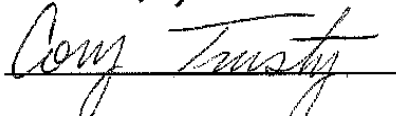
This policy shall replace policies within any Agency of the Department of Public Safety and Correctional Services.

- I. This policy applies to all Uniformed Officers and Parole and Probation Agents who voluntarily request to transfer from one work assignment to another work assignment within DPSCS.
- II. An employee must have two years of service that includes the probationary period in their current position and location before requesting an initial transfer.
- III. A subsequent transfer can be no earlier than two years after the effective date of any prior transfer.
- IV. An employee who accepts an assignment in a specialized unit within DPSCS cannot request a transfer out of the Specialized Unit until two years after the successful completion of the training and/or certification required to be a member of the Specialized Unit. Specialized Units within DPSCS include but are not limited to Intelligence Coordinating Unit, Environmental Compliance and Safety Officers, Special Operations Group, Contraband Interdiction Team, Critical Incident Stress Management, Hostage Negotiation Team, Program Audit Review Team, Central Transportation Unit, Internal Investigation Unit, Warrant Apprehension Unit, Home Detention (uniform staff).
- V. Procedure for Positions Filled by Uniformed Officers (other than Specialized Units) and Parole and Probation Agents
 - A. An employee will submit an email or letter requesting a transfer to the Office of the Regional Director with responsibility for the institutions or offices where the employee wishes to transfer. In the email or letter, the employee will include their full name, current classification, current work location, date of last transfer if any and the work location or locations the employee wants to transfer.
 - B. Each Office of the Regional Director will maintain a transfer list and verify the employee's seniority as defined in the DPSCS Seniority Policy.
 - C. Each Office of the Regional Director upon receipt of a transfer request from an employee will notify that employee's current Office of the Regional Director of the request to transfer.
 - D. For Uniformed Officers and Parole and Probation Agents, the transfer list will be compiled based on seniority as defined in the DPSCS Seniority Policy.

- E. For Uniformed Officers and Parole and Probation Agents, an existing vacancy will be filled by the employee with the greatest seniority.
- F. The Regional Director or designee will coordinate the effective date of the transfer and the completion of the documentation.

- VI. In situations where the needs of the Department require the transfer of an employee or employees, such action can be initiated by the Deputy Secretary of Operations without regard to the two year waiting period or the employee's ranking on the seniority list.
- VII. Under circumstances of extreme hardship, the Deputy Secretary for Operations may make an exception to the two year waiting period. Such hardships must be documented and must have developed subsequent to the employee accepting their current position. Under no circumstances will pre-existing conditions/circumstances or commuting distance be considered as reason for transfer prior to the two year requirement.


Jack Hughes for AFSCME Maryland
Date: 9/5/12



Corey Trusty-AFSCME

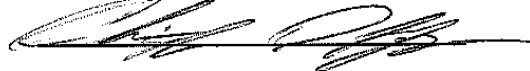


Linda Tilghman

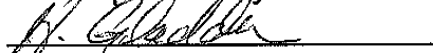
Sheila Hill-AFSCME



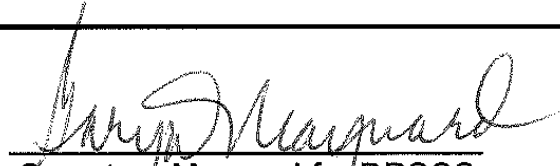
Lisa James Henson-AFSCME



Christopher Duffy-AFSCME



Henry Gladden-AFSCME

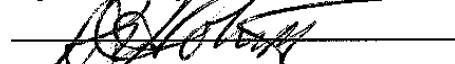

Secretary Maynard for DPSCS
Date: 9-5-2012



Patrick Okafor-AFSCME



Cynthia Taylor-AFSCME



Ron Lohr-AFSCME



Vaughn Whiteman-AFSCME

