
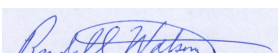
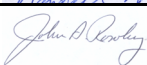


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	PERSONNEL	
	DCD #:	50-20	
	TITLE:	Transfers	
	ISSUED:	January 1, 2007	
	AUTHORITY:		Randall Watson Assistant Commissioner
	APPROVED:		John A. Rowley Acting Commissioner

- I. References: None
- II. Applicable to: All Division of Correction Employees
- III. Purpose: To establish procedures for transfer of employees within the
 Division of Correction.
- IV. Procedure:
- A. The Division of Correction institutions will not accept as a transfer any individual who has served in his/her present job for less than one year unless they meet the criteria for the exception rule as specified in G. and H. The probationary period is included in that time frame. The fact that an employee becomes eligible for transfer does not assure that a transfer will be granted.
- B. Employees who apply for positions within specialized units (i.e., Home Detention, Boot Camp, K-9, Intelligence, etc.) should be aware that even a longer commitment is involved since the one year time frame does not begin until after successful completion of required training.
- C. An employee may request transfer from his/her present location to another. Such request will be made in writing addressed to the managing officer of the institution in which the employee is working. The request will indicate preference of assignment location and the reason(s) for the request. A copy of this letter is to be sent to the managing officer of the facility to which the employee seeks to transfer.
- D. The managing officers concerned in the transfer will consider the request and arrive at an agreement. If the two managing officers involved agree on the transfer, they will determine an effective date and coordinate processing the necessary paper work.
- E. If the two managing officers involved cannot agree on the transfer, they should first consult with their regional assistant commissioner. After consultation with the regional assistant commissioner the matter still cannot be resolved, then the matter is to be referred to the Commissioner.

- F. If a request is approved but a vacancy does not exist, a priority list will be established at the receiving institution based upon the date the request was received. If more than one request is received on the same date, the employee with the most seniority will have priority.
 - G. In situations where the needs of the Division require the transfer of an employee(s), such action may be initiated by the Commissioner without regard to the one year period or order/seniority of any established transfer list.
 - H. Under circumstances of extreme hardship, the Commissioner may make an exception to the one year period. Such hardships must be carefully documented and must have developed subsequent to accepting the position. Under no circumstances will pre-existing conditions/circumstances or commuting distance be considered as reason for transfer prior to the one year requirement.
 - I. No institutional directive is required.
- V. Rescission: DCD 50-20 dated November 20, 2000

Distribution:

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