

BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-47 SECTION K-8

TRANSFERS

Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. General
- IV. Routine Transfer Requests
- V. Vacancies In Specialized Assignments
- VI. Selection Criteria
- VII. Appointment & Reassignment
- VIII. Effective Date

I. DIRECTIVE

It is the policy of the department to fill vacant positions by promotion and/or transfer. The assigned and reassignment of members of the Baltimore City School Police Force (“BCSPF” or “department”) shall be made to best serve the interests of the Baltimore City School Board of Commissioners and the BCSPF.

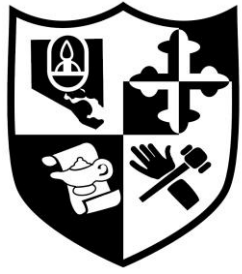
II. PURPOSE

To establish departmental procedures governing transfers.

III. GENERAL

The Chief of School Police reserves the right to transfer any employee, either temporarily or permanently, when it is deemed necessary and in the best interest of the employee, the department, and the Baltimore City Board of School Commissioners.

Transfers from one bureau to another shall only be made upon authority of the Chief of School Police. Division commanders may, however, without approval from higher authority, reassign any member under their command from one assignment to another within the limits of their command when the transfer is deemed to be in the best interest of the employee, and the department.



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It is the intent of the Baltimore City School Police Force to honor requests for transfer as made by its members, provided such members meet established requirements, and a position vacancy exists.

Transfer requests and job announcements for Fraternal Order of Police, Lodge #5 member are also addressed through the terms and conditions of the Memorandum of Understanding with the Baltimore City Board of School Commissioners.

IV. ROUTINE TRANSFER REQUESTS

- A.** Requests for transfer shall be made in writing, via official channels, to the Chief of School Police. The requesting employee will specify the reasons for the request for transfer.
- B.** The Chief of School Police shall make a determination. The request shall be responded to within a reasonable amount of time.
- C.** Personnel orders of transfer shall reflect an effective date at least seven (7) days from the date of publication in order to insure members are provided appropriate advance notification of their being transferred.
- D.** Immediately upon being signed, a copy of the transfer order shall be delivered to the appropriate personnel in the transferee's chain of command.
- E.** The officer shall immediately contact the unit to which they have been assigned for the purpose of determining duty assignment, and the time to which to report to their new assignment. Members shall except when otherwise directed, retain equipment previously issued by the department.

V. VACANCIES IN SPECIALIZED ASSIGNMENTS

- A.** Prior to assignment in a specialized unit, a sworn member should have served at least two (2) years as a School Police officer.



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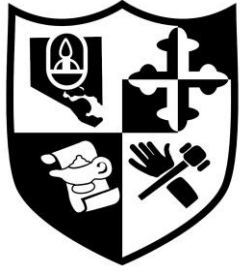
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- B.** A supervisor who anticipates or has current vacancies in specialized positions will submit an interoffice correspondence to their bureau command requesting staffing for the positions.
- i.** The request for staffing will include a recommendation of the minimum qualifications, knowledge, skills, and abilities needed for the positions.
 - ii.** Upon approval of the request, the Chief of School Police or designee will prepare a formal memorandum advertising the position vacancy, specifying the selection criteria for the position. The formal Memorandum of Announcement will be distributed to all department personnel.
 - iii.** The closing date for applications will be a minimum of fifteen consecutive days after the announcement date. Applications will be submitted in interoffice format to the division commander, stating the applicant's qualifications, knowledge, skills, abilities, experience, and any other information the applicant feels is pertinent to the position.

VI. SELECTION CRITERIA

- A.** Vacancy announcements will state the minimum qualifications and the selection criteria for the position.
- B.** Specific qualifications may be required by specialized units, the most common being a minimum number of years of experience, satisfactory performance and acceptable disciplinary and medical leave records. Other requirements may include scores attained on written tests, recommendations of interview boards, formal education requirements, specific expertise, and excellent physical condition, as reflected by the member's sick leave records.

VII. APPOINTMENT & REASSIGNMENT

- A.** The Chief of School Police or designee shall review and select an applicant for appointment to the position.
- B.** The selected applicant will be notified within a reasonable period of time. The selected applicant's Commanding Officer will be notified of the transfer date.
- C.** Notification of the transfer will be announced department wide by means of a personnel



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order.

- D. Employees may be transferred between bureaus only on approval of the Chief of School Police.
- E. When an employee is transferred, the employee's former commander will forward to the new commander all pertinent leave and personnel records.

VIII. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____ Date _____