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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 Talbot 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

Members requesting a change of assignment shall submit a request document through the chain of command to their Commanders. In the case of patrol deputies, the chain of command must include the Shift Sergeant.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments. It should include:

- (a) The member's relevant experience, education and training.
- (b) All assignments in which the member is interested.

The document will remain in effect until the end of the calendar year in which it was submitted. Effective January 1 of each year, members still interested in a change of assignment should complete and submit a new request.

### 1014.4 RESPONSIBILITIES

#### 1014.4.1 SUPERVISORS

Upon receipt of a change of assignment request document, the supervisor shall make appropriate comments in the space provided on the document and forward it to the member's Commander.

In the case of patrol deputies, the Shift Sergeant shall make appropriate comments on the form regarding his/her recommendation and forward the request to the Commander.

#### 1014.4.2 COMMANDERS

If the Commander receives a change of assignment request document from a patrol deputy that does not contain Shift Sergeant comments, he/she will make appropriate comments and return it to the member without consideration.

The Commander will review all change of assignment requests and submit his/her recommendation to the Sheriff.