



Policy 1705

Subject

SWORN TRANSFERS

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Page

1 of 18

By Order of the Police Commissioner

POLICY

The BPD is committed to providing a transfer process that is equitable, meets operational needs, and is free from disparate impacts. This policy outlines the procedures for requesting a transfer, creating and disseminating Position Postings, interviewing and selecting applicants, and approving transfers.

Policy 1705 – Table of Contents

POLICY	1
DEFINITIONS	1
GENERAL	2
DIRECTIVES	2
District-to-District Transfers	2
Posted Position Transfers	3
Creation of a Position Posting	3
Content Requirements for Position Postings	3
Chain of Approval	4
Requesting a Transfer for Position Postings	4
Interview Panel and Interview Questions	4
Applicant Assessment Process	5
Interview Assessment Process	5
Transfer Approval Process	6
REQUIRED ACTION	8
Human Resources Section	8
APPENDICES	8
RESCISSION	8
COMMUNICATION OF POLICY	8
APPENDIX A – Form 350, Position Posting	9
APPENDIX B – Form 70, Request for Transfer	11
APPENDIX C – Form 115, Applicant Interview Form, Page 1	12
APPENDIX D – Form 117, Transfer Background Check	16
APPENDIX E – Form 345, Transfer Request	17
APPENDIX F – Form 351, Chain of Command Approval	18

DEFINITIONS

Excused Absence — Time off for absence other than accrued vacation leave, military leave, compensatory time off duty (comp time), sick leave, regularly scheduled days off (e.g., Officer H-Days), leave under the Family Medical Leave Act (FMLA), and holidays.

Human Resource Order (HRO) – Written notification informing the department of personnel transfers, employment status changes, and their effective dates.

Position Identification Number (PIN) – Unique identification number assigned to a position within a unit that is connected to a funding classification under the city budget.

Position Posting – Written notification announcing that a vacancy exists within a specific bureau, section, unit, or other division of the BPD. Position Postings are detailed on Form 350, Position Posting.

Uniformed Patrol Service Requirement (UPSR) – A period of 12 months which begins on the date a Police Officer Trainee (POT) successfully completes entry-level training, the BPD field training program, and has been reclassified via HRO as a uniformed Police Officer (PO) in any of the nine BPD districts. Sergeants and Lieutenants are required to complete six months as a patrol shift commander in any of the nine BPD districts.

Unit Commander – Sworn member holding the rank of Captain or higher, or a professional staff member at the rank of Deputy Director or higher.

GENERAL

1. This policy applies to sworn members of the BPD up to and including the rank of Lieutenant.
2. All members shall complete the Uniformed Patrol Service Requirement (UPSR) as of the closing date on the vacant Position Posting. The UPSR is a one-time requirement. Once satisfied, a member is eligible for transfer provided the member meets all of the requirements listed in the Position Posting.
 - 2.1. Periods of Excused Absence and periods spent with suspended police powers shall not count towards fulfillment of the UPSR.
3. No Position Postings or requests for transfer shall be granted without approval from the Office of the Police Commissioner or designee.
4. All selected candidates for transfer shall be in full-duty status by the date of transfer in order for a transfer to become effective.

DIRECTIVES

District-to-District Transfers

5. Members are hereby advised that:
 - 5.1. The BPD is not obligated to grant requests for transfers between districts. Such transfers are discretionary and subject to the operational needs of each district.
 - 5.2. Transfers are granted on a first-come, first-serve basis barring any contractual obligations (i.e. seniority).
 - 5.3. Requests for transfers between districts for patrol assignments are retained by HRS and remain active for the calendar year in which the request is submitted, after which the

member shall renew their request by submitting a new Form 70, Request for Transfer.

6. To request a transfer, members shall:
 - 6.1. Complete a Form 70, Request for Transfer.
 - 6.2. Submit the Form to: TransfersRequest@baltimorepolice.org.

Posted Position Transfers

Creation of a Position Posting

7. The creation of a Position Posting begins with the Unit Commander or designee. To create a Posting, the Unit Commander or designee shall:
 - 7.1. Complete a Form 350, Position Posting, and include the Position Identification Number (PIN) for the position.
 - 7.2. Submit the Form 350 to HRS at: TransfersRequest@baltimorepolice.org.
8. Upon receipt of the Form 350, HRS shall verify that:
 - 8.1. The position is budgeted and eligible for filling.
 - 8.2. The PIN listed has been assigned to the proper cost center within the authorized strength.
 - 8.3. The Position Posting contains all of the information required by this policy (see “Content Requirements for Position Postings”).

Content Requirements for Position Postings

9. HRS shall ensure that Position Postings:
 - 9.1. Contain a description of the job requirements, expectations, responsibilities, work schedule, shift hours, and minimum qualifications.
 - 9.2. Provide the opening and closing dates for the Postings.
 - 9.3. Specify that the posting will be open for 14 calendar days at a minimum. Posting length is subject to extensions.
 - 9.4. If required, return the Form 350 to the Unit’s Commander or designee for any corrections.

Chain of Approval¹

10. HRS shall return the completed Form 350 to the Unit's Commander or designee.
11. The Unit's Commander or designee shall forward the Form 350 with an accompanying Form 351 up through the chain of command to the Deputy Commissioner or designee for approval.
12. Once approved by the relevant Deputy Commissioner or designee, they shall forward the completed Form 350 to Office of the Police Commissioner or designee for final approval via JobAnnouncementReview@baltimorepolice.org.
13. The approved posting will be sent to HRS by the Office of the Police Commissioner or designee and HRS shall publish and advertise the final Position Posting via BPD Broadcast.

Requesting a Transfer for Position Postings

14. To request a transfer for a posted position, members shall:
 - 14.1. Complete a Form 70, Request for Transfer.
 - 14.2. Submit the Form 70 and any supporting materials (resume, cover letter, etc.) listed in the Position Posting to: TransfersRequest@baltimorepolice.org by the closing date on the Position Posting.

Interview Panel and Interview Questions

15. The Interview Panel shall be responsible for interviewing and assessing each applicant who meets the minimum eligibility requirements for the vacant position.
16. The Interview Panel shall consist of:
 - 16.1. A diverse group of BPD sworn and/or professional members but must include at least one sworn member of equal rank and a supervisor from the prospective unit, if available, and
 - 16.2. A minimum of 3 members and a maximum of 5 members.
17. The Unit Commander or their designee shall be responsible for the following in relation to the Interview Panel:
 - 17.1. Choosing appropriate interview questions from the BPD interview question bank.² The Unit Commander shall seek approval from HRS, the Equity Office, or Equal Opportunity and Diversity Section (EODS) for any question not listed in the bank.
 - 17.2. Assembling the Interview Panel.

¹ The Chain of Approval Section was revised on 18 June 2025 in order to make corrections and clarify the approval process in the version published 11 June 2025.

² The interview question bank can be located on PowerDMS in the "Interview Question Repository" document folder.

- 17.3. Scheduling interviews with applicants.
- 17.4. All eligible applicants will be interviewed within 30 days of the closing date of the position posting.
- 17.5. Notify all applicants, in writing, who were determined to be ineligible for the position and the reason why the applicant was deemed ineligible.

Applicant Assessment Process

- 18. Prior to the interviews, HRS shall request a background check on each applicant by sending a Form 117, Transfer Background Check (see Appendix D), to the Public Integrity Division via IABackgrounds@baltimorepolice.org. Applicants shall be ineligible for interview if any of the following are found:
 - 18.1. Applicant is disciplinarily suspended due to an ongoing investigation as of the closing date of the Position Posting.
 - 18.2. Sustained finding of misconduct in the last two years which falls within the Disciplinary Matrix in Category E or F.

NOTE: For the above criteria in 18.2., the date used to determine the “sustained date” of misconduct refers to the date of the ruling from the Administrative Charging Committee (ACC) or the Disciplinary Review Committee (DRC).
 - 18.3. More than one open misconduct investigation which could result in a Category E or F disciplinary action in the Disciplinary Matrix.
 - 18.4. The Police Commissioner or designee may waive the disciplinary eligibility criteria for assignments based on the operational need of the assignment. The waiving of disciplinary eligibility criteria shall be notated in the position posting.

Interview Assessment Process

- 19. Each Interview Panel member shall complete a Form 115, Applicant Interview Form, for each applicant interviewed.
- 20. At the conclusion of each interview, each Interview Panel member shall send their Form 115 to the chair of the Interview Panel (highest ranking sworn member) for collection.
- 21. At the conclusion of all applicant interviews for the vacant position, the chair of the Interview Panel shall send the following to the Unit Commander:
 - 21.1. All the Applicant Interview Forms completed by Interview Panel members over the course of the interview period.
 - 21.2. Written summary of the outcome of the interview process, including the Interview Panel’s recommendation(s) for the transfer, as well as the following details for each individual applicant:

21.2.1. Interview score.

21.2.2. Reason(s) for being recommended or not recommended.

22. Once the above documentation has been submitted, the chair of the Interview Panel shall notify, in writing, the Unit Commander of the posted position of the applicant(s) recommended for the transfer.

23. The Unit Commander shall approve or deny the recommended applicant(s) for the transfer. The Unit Commander may consider the following disciplinary matters in approving or denying the recommended applicant(s):

23.1. One or more ongoing misconduct investigations into a violation that would rise to a category E or F within the Disciplinary Matrix;

23.2. A sustained misconduct investigation for one or more Category D violations that falls within the Disciplinary Matrix in the last two years, if the nature of the misconduct is directly impacted by the work assignment for which a member is applying.

Note: For the above criteria in 23.2., the date used to determine the “sustained date” of misconduct refers to the date of the ruling from the Administrative Charging Committee (ACC) or the Disciplinary Review Committee (DRC).

23.3. The Unit Commander shall document their consideration of any disciplinary matters in reaching a decision to approve or deny the recommended applicant(s).

Transfer Approval Process

24. The Unit Commander shall submit through their chain of command a transfer packet consisting of the following documentation:

24.1. Form 345, Transfer Request.

24.2. All Forms 115, Applicant Interview Form, used by the Interview Panel.

24.3. Form 70 used by the member to request the transfer.

24.4. Form 95 containing the following information relevant to the transfer process:

24.4.1. Opening/closing date and PIN for the position.

24.4.2. Date interviews were conducted.

24.4.3. List of all applicants and their interview scores, including finalists.

24.4.4. List of ineligible applicants.

24.4.5. Justification of the applicant(s) selected for the position

24.4.6. Date of approval for any interview question not from the interview question bank. If only pre-approved questions were used, this shall be explicitly stated.³

24.4.7. Names and ranks of Interview Panel members.

24.4.8. Position Posting.

24.5. Form 351, Chain of Command Approval.

25. The hiring unit's chain of command shall return the transfer packet to the Unit Commander for correction if any of the above documentation is missing.
26. The hiring unit's chain of command or designee shall forward the transfer packet to the Office of the Police Commissioner for approval or disapproval.
27. The Police Commissioner or designee shall notify the Deputy Commissioner or designee of the appropriate bureau of the Police Commissioner's decision on the transfer.
- 27.1. A Lieutenant Colonel, Deputy Chief, or higher shall notify the selected applicant in writing when the transfer is approved.
28. Once the transfer is approved, the following shall occur:
- 28.1. The Police Commissioner or designee shall notify HRS of the decision and forward the transfer packet to HRS.
- 28.2. HRS shall inform all applicants who were not selected only that they were not selected.
- 28.3. All vacancies shall be filled within 90 days from the date of the last interview. If the vacancy isn't filled within 90 days of the last interview, the top-rated applicant from the interview shall be transferred.
- 28.3.1. EXCEPTION: SWAT and Aviation are exempt from the 90-day requirement. All vacancies in SWAT and Aviation shall be filled within six (6) months of the date the position was posted.
29. The selected applicant has the option to rescind their transfer request by submitting a Form 95 to TransfersRequest@baltimorepolice.org prior to the dissemination of the HRO.
30. The Police Commissioner or designee shall create an HRO and send it to HRS once the transfer has been approved.
31. HRS shall then perform all of the required Workday transactions to make the transfer effective and disseminate the HRO via BPD Broadcast.
- 31.1. HROs for transfers shall be finalized and disseminated before the beginning of a pay

^{3 3} The interview question bank can be located on PowerDMS in the "Interview Question Repository" document folder.

period, if practical.

REQUIRED ACTION

Human Resources Section

32. HRS shall retain all transfer packets received from the Police Commissioner or designee.
33. HRS shall maintain a list of all members who submit a transfer request.
34. HRS shall maintain and make available a bank of interview questions approved by the Equity Office, EODS, or HRS for use with each Position Posting.⁴
35. HRS shall verify all PINs used in Position Postings.

APPENDICES

- A. Form 350, Position Posting
- B. Form 70, Request for Transfer
- C. Form 115, Applicant Interview Form
- D. Form 117, Transfer Background Check
- E. Form 345, Transfer Request
- F. Form 351, Chain of Command Approval

RESCISSION

Rescind Policy 1705, *Transfers/Details/Filling Vacancies*, dated 8 February 2017.

Rescind PCM 22-03, *Guidance for Worker Moves*, dated 16 March 2022.

Rescind PCM 23-13, *Police Commissioner Approvals in Transfer Process*, dated 1 December 2023.

Rescind PCM 24-01, *Transfers of Sergeants and Lieutenants*, dated 22 January 2024.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

^{4 4} The interview question bank can be located on PowerDMS in the "Interview Question Repository" document folder.

APPENDIX A – Form 350, Position Posting**FORM 350 - POSITION POSTING**SUBMIT TO: TransfersRequest@baltimorepolice.org**POSITION INFORMATION**

Bureau/Division/Section:

Position Title:

PIN #:

Opening Date:

Assignment:

Closing Date:

Eligible Rank:

JOB DESCRIPTION**POSITION RESPONSIBILITIES****ELIGIBILITY CRITERIA***Interested members must meet the following criteria:**Interested members must submit a Form 70, Request for Transfer, by the closing date to:*1) TransfersRequest@baltimorepolice.org

3)

2)

4)

NOTICE

A Lt. Colonel/Deputy Chief or above shall notify members selected to fill a posted vacancy. The notification may occur in person or via cell phone, and shall always be followed by an e-mail. No member below the rank of Lt. Colonel/Deputy Chief is authorized to notify a member of their selection for a posted vacancy.

Equal Opportunity Employer – The City of Baltimore is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

Approved by the Office of the PC: Yes ☐ / No ☐

Tracking #:

APPENDIX B – Form 70, Request for Transfer

FORM 70

REQUEST FOR TRANSFER

THIS FORM IS USED TO REQUEST A TRANSFER.

SUBMIT TO: TRANSFERSREQUEST@BALTIMOREPOLICE.ORG

Members seeking a district to district transfer need to complete the entire form. Members seeking posted positions only need to complete the Requestor Information section.

REQUESTOR INFORMATION

Name:		Reclassification Date (if PO):	
Rank/Title:		Promotion Date (if SGT/LT):	
Seq. No.		Assignment Requested:	
Phone:			
EOD:			

Requestor
Signature

Date

RECLASSIFICATION OR PROMOTION DATE ABOVE ARE REQUIRED IN ORDER FOR THIS FORM TO BE VALID.
INCOMPLETE INFORMATION WILL INVALIDATE THIS SUBMISSION.

DISTRICT TO DISTRICT TRANSFER**Current Assignment**

District	Recommendation: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	Commander Rank/Name	Date:		Initials:	
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Prospective Assignment

District	Recommendation: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	Commander Rank/Name	Date:		Initials:	
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Human Resources

Director	Transfer Packet Received?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date:		Initials:	
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APPENDIX C – Form 115, Applicant Interview Form, Page 1



FORM 115

APPLICANT INTERVIEW FORM

THIS FORM IS COMPLETED BY MEMBERS OF A TRANSFER INTERVIEW PANEL AND MUST BE SUBMITTED TO THE CHAIR UPON CONCLUSION OF THE INTERVIEW.

INTERVIEW DETAILS

Applicant		Reviewer	
Name:		Date of Review:	
Rank:		Name:	
Seq. No:		Rank & Seq. No:	
Unit:		Title of Vacant Position:	
Phone/E-Mail:			

Scoring Legend – Rate Applicant's Responses

5 – Outstanding	2 – Below Average
4 – Above Average	1 – Poor
3 – Average	0 – Unsatisfactory

QUESTION APPROVAL

The Equity Office, EODS, and HRS have reviewed the list of questions on the date indicated and found them to be appropriate for the position in question. <i>Note: Once approved, questions may be reused for subsequent interviews.</i>	DATE:	
	INITIALS:	

If NO, explain any proposed changes or suggestions here:

APPENDIX C – Form 115, Applicant Interview Form, Page 2

INTERVIEW QUESTIONS		
1.	Score:	
Notes:		
2.	Score:	
Notes:		
3.	Score:	
Notes:		
4.	Score:	
Notes:		
5.	Score:	
Notes:		
6.	Score:	

FORM 115 – Rev. 05/2024, Page 2 of 4

APPENDIX C – Form 115, Applicant Interview Form, Page 3

Notes:		
7.	Score:	
Notes:		
8.	Score:	
Notes:		
9.	Score:	
Notes:		
10.	Score:	
Notes:		
TOTAL SCORE:		
Based on your scoring and observations, should the candidate be recommended?		YES <input type="checkbox"/>
		NO <input type="checkbox"/>

FORM 115 – Rev. 05/2024, Page 3 of 4

APPENDIX C – Form 115, Applicant Interview Form, Page 4

EXPLANATION OF RECOMMENDATION

Explain your reason(s) for recommending or not recommending the applicant here:

SIGNATURE

I hereby certify that the foregoing represents my most objective and sincere appraisal of the applicant's knowledge, skills, and abilities in relation to the job description provided in the position posting.

Reviewer Name

Reviewer Signature

APPENDIX D – Form 117, Transfer Background Check

FORM 117

TRANSFER BACKGROUND CHECK**APPLICANT INFORMATION**

Name:	Assignment:	
Rank:	Seq #	EOD:

PID BACKGROUND CHECK FINDINGS

Investigator Name:	Seq #:	Date:
Is the applicant disciplinarily suspended due to an ongoing investigation as of the closing date of the Position Posting	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the applicant have any sustained findings of misconduct in the last two years which fall within Category E or F of the Disciplinary Matrix?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the applicant have more than one open misconduct investigation which could result in a Category E or F disciplinary action in the Disciplinary Matrix?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

I, the undersigned PID investigator, certify that the foregoing is true and correct to the best of my knowledge.

Investigator Signature	
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HRS BACKGROUND CHECK FINDINGS

Investigator Name:	Seq #:	Date:
Has the applicant completed the 12-month UPSR for an Officer position or the 6-month UPSR for a Sergeant or Lieutenant position, as of the closing date for the position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

I, the undersigned HRS investigator, certify that the foregoing is true and correct to the best of my knowledge.

Investigator Signature	
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HRS DIRECTOR APPROVAL TO INTERVIEW

Based on the above and Policy 1705, *Transfers and Details*, the candidate is eligible for transfer. YES ☐ NO ☐

Date:	Signature, Director of Human Resources
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APPENDIX E – Form 345, Transfer Request

FORM 345

TRANSFER REQUEST

THIS FORM IS USED TO REQUEST THE TRANSFER OR DETAIL OF A SWORN MEMBER.
THE FORM SHOULD NOT BE USED FOR ADD TRANSFERS.

Date of Request:	Submitted By:
Indicate Type of Transfer:	
<input type="checkbox"/> Transfer Member to Another Position (make sure you have the PIN number for the proposed position) <input type="checkbox"/> Reassignment within Unit <input type="checkbox"/> Detail Assignment	

PROVIDE THE FOLLOWING INFORMATION		
Member Name:	Rank:	Employee #:
Current Supervisory Org in Workday:		
Current Supervisor Name:	Rank:	Employee #:
Does the transferring member currently manage a supervisory org in Workday? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, provide the current supervisory org managed by the transferring member:		
Who will replace this member as the manager of the supervisor org? Complete the information below if applicable.		
Member Name:	Employee #:	Workday ID:

New Supervisory Org in Workday:	
New Supervisor Name:	Rank: Employee #:
Vacant PIN # (Required):	Requested Effective Date of the Transfer (should be the start of a pay period):
If this member will be managing a team, what is the name of the supervisory org in Workday?	
If this is a detail, indicate the length of detail here:	

FORM 345 – Rev. 05/2024

APPENDIX F – Form 351, Chain of Command Approval

FORM 351

CHAIN OF COMMAND APPROVAL

THIS FORM IS USED TO OBTAIN APPROVAL FROM CHAIN OF COMMAND FOR SUBMITTED DOCUMENTATION.

PART A: COMPLETED BY MEMBER SUBMITTING DOCUMENTATION

Name:		Phone/E-Mail:	
Rank:		Seq. No:	
Date:			
Description of Request:			

PART B: COMPLETED BY MEMBERS IN CHAIN OF COMMAND*If you are a part of the above member's chain of command, indicate your approval of the received documentation by signing/dating below.*

Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:

FORM 351 – Rev. 05/2024