

Authority to Transfer Employees

- b. a troop or division commander may temporarily transfer a trooper within his command;
2. The bureau chief, troop commander or division commander will prepare a special order announcing the transfer directed to the:
 - a. affected employee and his unit;
 - b. employee's bureau chief (if the order is issued by the troop or division commander);
 - c. Human Resources Division (HRD); and
 - d. Finance Division.
3. If the transfer is permanent, HRD will issue a corresponding personnel order.

C. Transfers within a Unit

1. A commander may transfer an employee within his organizational unit.
2. Prior to transferring an employee into a position that is considered a specialized assignment, a commander should consider conducting a selection process as described in [PER 05.03](#).

D. Administrative Transfers

1. Administrative transfers may occur due to manpower needs, disciplinary actions, restricted duty status, job performance and the skill of the trooper.
2. The Superintendent may transfer a trooper who is the subject of a criminal or administrative investigation.
3. Transfers of troopers for disciplinary reasons will be in accordance with the Law Enforcement Officers' Bill of Rights.

Approved:
_____ Colonel Marcus L. Brown Superintendent 01/01/2014