



MARYLAND STATE POLICE

PERSONNEL DIRECTIVE



Transfers of Troopers & Civilian Employees

Distribution: All Personnel

Index: **PER 05.02**

DLI Reference: N/A

Rescinds: N/A

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.01 Purpose

To establish procedures for the transfers of troopers and civilian employees.

.02 Policy

The MSP will maintain a consistent and fair process to transfer employees.

.03 References

[MD. CODE ANN., PUB. SAFETY §2-204](#)

[MD. STATE PERS. & PENS. §7-602](#)

.04 CALEA Standards

LE: 12.1.1

TA: N/A

CM: N/A

.05 Procedures

A. Applicability

1. The Superintendent may assign and reassign:
 - a. troopers in accordance with [MD. CODE ANN., PUB. SAFETY §2-204](#) and;
 - b. civilian employees in accordance with [MD. STATE PERS. & PENS. §7-602](#).
2. Nothing in this directive restricts the authority of the Superintendent to:
 - a. transfer a commissioned officer at the Superintendent's discretion; or
 - b. transfer any trooper when deemed necessary and in the best interests of the employee, the MSP, the State or the public.

Transfers of Troopers & Civilian Employees

B. Procedures for Submitting Transfer Requests for Troopers

1. A trooper may submit or withdraw a transfer request at any time, except as noted below.
2. A trooper who wishes to submit a transfer request to a unit other than which they are currently assigned will enter their request in the Personnel section of Delta⁺.
3. Troopers wishing to transfer to a specialized unit, may, but are not required to submit a transfer request in Delta⁺ to be considered for transfer; however, they must comply with the provisions outlined in PER 05.03 in order to be selected.
4. The date an original transfer request is entered into Delta⁺ will determine placement on the transfer list.
5. Only two transfers (one primary and one secondary) may be on file in Delta⁺ at any time.

C. Procedures for Submitting Transfer Requests for Civilian Employees

1. Reassignment and transfer of civilian employees is governed by law and applicable rules of the Department of Budget and Management.
2. To submit a transfer request the employee must enter the request in the Personnel section of Delta⁺.
3. Transfer requests will be honored in the order in which they were submitted via Delta⁺, without regard to whether a transfer is designated as a primary or secondary request.
4. Civilian employees who are on probation may not submit a transfer request.
5. A civilian employee who has completed probation:
 - a. may submit a transfer request at any time;
 - b. can have a maximum of two requests on file (primary and secondary); and
 - c. is not required to remain in a position for a specific length of time prior to submitting a transfer request.
6. Having a transfer request on file will not guarantee selection for a vacant position.
7. Transfer requests are only applicable to the same classification and basic job function that the employee currently holds.
8. Whenever a vacancy exists, commanders/directors will review all active transfer requests that have been submitted in Delta⁺ in order to determine if an existing vacancy can be filled without the need for a new recruitment process.

D. Altering Requests

1. Troopers and civilian employees may alter a request by withdrawing the original request and submitting a new request.
2. The original submission date for a request that is not being changed will not be affected.
3. The primary and secondary request may have different submission dates.
4. When a trooper or civilian employee withdraws their primary request, their secondary designation reverts to primary and the submission date of the original secondary request remains the same.

Transfers of Troopers & Civilian Employees

E. Circumstances Affecting Assignment Requests**1. Family Relationships**

- a. Employees related by blood or marriage who are assigned to the same unit may not be placed in a superior-subordinate relationship where one is either a first-line or second-line supervisor for the other.
- b. The MDSP maintains the right not to assign employees related by blood or marriage to the same unit if, by reason of the relationship, the assignment becomes a detriment of the MDSP.

2. Pending Promotion or Transfer

- a. A trooper who has recently been notified that they will be promoted or transferred may not submit a transfer request until the effective date of their promotion or transfer.

3. Seniority

- a. This subsection applies to all requests received on the same date.
- b. Transfer requests received from different employees on the same date to the same location will be ranked by HRD for seniority.
- c. For troopers, seniority will be determined by the date of the trooper's last promotion and working in reverse rank order to their graduation rank in their academy class. For civilian employees, seniority will be determined by the date of hire for their current classification.

F. Honoring Transfer Requests

1. Transfers of employees is a recognized right of management and the Superintendent may assign personnel to best suit the needs of the MSP.
2. Permanent transfer requests to a barrack will generally be honored in the order in which they were submitted via Delta+, without regard to whether a transfer is designated as a primary or secondary request.
3. An employee's place of residence and other circumstances may be considered when honoring transfer requests.
4. Temporary assignments, including requests for hardship transfers, may be considered on a case-by-case basis.
5. An employee may be passed over for a transfer because they are under investigation for a Category C, D, E or F violation on the Statewide Police Disciplinary Matrix. If an otherwise-eligible trooper is not transferred due to an open internal investigation, and the allegation that caused them not to be transferred is determined to be unfounded, exonerated, or the trooper is found not guilty at a trial board of the allegation that caused them not to be transferred, the trooper's request for transfer will be promptly considered, based on current agency staffing.

G. Effects of Transfers and Promotions on Other Requests

1. All requests for transfers that are on file will be canceled when an employee:
 - a. has been granted their primary transfer request; or
 - b. is promoted via a competitive process.
2. If an employee's secondary transfer request is granted, their primary request will remain on file.

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H. Transfers within a Bureau, Troop, Division or Unit

1. When a transfer serves the needs of the employee, the MSP, the State or the public:
 - a. a bureau chief may transfer or reassign an employee within their bureau;
 - b. the bureau chief will ensure the appropriate personnel order is issued through the Human Resources Division (HRD).
2. A commander/director may transfer an employee at any time within their organizational unit.

I. Transfer-Related Issues

1. Questions or concerns related to the content or application of this written directive should be sent to the Director of the HRD.
2. Discrepancies, problems or inquiries concerning technical aspects of Delta⁺ should be sent to Director of the Information Technology Division.

J. Effective Dates

Transfers will become effective on the Wednesday that begins a 14-day pay period unless approved by the Superintendent.

Approved:

Colonel Roland L. Butler, Jr.
Superintendent 04/16/2025