



Series 400 Personnel	Effective Date 2/25/2015	Review Date Annually	Directive Number 401.2
Chapter 401 - Career Development			
Reviewing Office Labor Relations			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions are in <i>italics</i></small>
References			

TRANSFERS

401.2 - 1 PURPOSE

The purpose of this directive is to provide guidelines to sworn members for processing transfer requests.

401.2 - 2 POLICY

It is the policy of the Detroit Police Department (DPD) to operate a fair and open personnel transfer and position reassignment process. It benefits both the community and the individual member's professional development, that qualified personnel are selected for appropriate assignments.

401.2 - 3 Transfer Requests

1. *DPD shall maintain separate transfer lists for seniority and seniority exempt (blue slip) entities. Transfer requests, transfer continuations, and transfer cancellation requests shall all be processed in the following manner:*
 - a. *A member desiring to transfer, to continue a transfer request or to cancel a transfer request to any command (Seniority Transfer List or Blue Slip Transfer List) shall submit a Transfer Request (DPD402); or*
 - b. *Submit a Transfer Request Seniority Exempt (Blue Slip Entities) (DPD402SE) to the member's commanding officer.*

2. After endorsing the request, the member's commanding officer shall forward the original copy through official channels to the commanding officer of the command to which the transfer is sought. After recommending approval or disapproval, the commanding officer of the command to which the transfer is sought shall forward the request to Police Personnel. Police Personnel shall maintain a listing of the status of all transfer requests received. *Transfer List entities shall be maintained by seniority order, Blue Slip List entities shall be maintained by alphabetical order.*

3. The commanding officer of the entity to which transfer is sought, may have a member removed from the transfer list to that command provided the member has been served with a Notice of Regularity in the Use of Sick Leave Benefits (DPD 350), and placed on an Attendance Control Program at the time the position is open, and has either, not filed a grievance challenging the DPD350 within the time provided in the collective

401.2 Transfers

bargaining agreements of the Detroit Police Officers Association (DPOA) and the Detroit Lieutenants' and Sergeants' Association (DLSA), or the grievance has been heard and denied.

4. The Chief of Police shall approve all transfers of members. *Transfers into Seniority Exempt (Blue Slip Entities) shall be at the sole discretion of the Chief of Police.* Emergency transfers and those necessary to maintain the efficient operation of the department will be made as necessary.

401.2 - 3.1 Expirations

All requests for transfer will automatically expire on October 1st of each year. Members wishing to continue or cancel his/her requests must use the procedures described in 401.2 - 3 above. Transfer continuations for DPOA members will be accepted from August 15th until September 30th and for DLSA members from September 1st until September 30th.

Failure to cancel a transfer request prior to the time that processing of the Transfer Request is approved could result in the transfer being made without consultation of concurrence.

Members may have no more than one pending Transfer Request on either entity lists (seniority or blue slip) at the same time (e.g. one (1) transfer request to the 5th precinct, one (1) transfer request to Vice). If a member has a transfer request on both entity lists, once a member is transferred off either list, his/her name shall immediately be purged from the other list. If the member desires to have his/her name placed back on the transfer list, the member shall follow the procedure described in 401.2 - 3.

401.2 - 3.2 Notification of Payroll

Police Personnel shall make the necessary notifications to Police Payroll for payroll purposes.

401.2 - 3.3 Updating Management Awareness System (MAS)

When a member's transfer has been approved, the commanding officer of the new command shall assign a span of control supervisor. The newly assigned span of control supervisor shall be responsible for updating the transferred member's MAS administrative profile within seven (7) days of the member transferring into to command. This update shall reflect the newly assigned span of control supervisor and platoon.

The span of control supervisor is also responsible for the review of his/her assigned member's MAS employee profile within seven (7) days of the member transferring into the command. Thereafter, periodic reviews are required to ensure accurate data is captured in MAS.