
Request for Change of Assignment

1309.1 PURPOSE AND SCOPE

This policy establishes guidelines for office members to request a change of assignment in response to an announced vacancy.

1309.2 POLICY

It is the policy of the Montgomery County Sheriff's Office that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1309.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment or applying for promotion shall submit a request through the chain of command to their Division Director. In the case of patrol deputies, the chain of command must include the Sergeant. A change of assignment will be honored if a position is open to be filled. Members must also realize that in the case of possible promotions, other members may be applying for the same position. In this case, an open period of accepting applications for the position may be opened to all qualified persons applying.

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

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

The request or application will be held for review until the position in question has been filled.

1309.4 RESPONSIBILITIES

1309.4.1 SUPERVISORS

Upon receipt of a change of assignment request, the supervisor shall make appropriate comments, recommendations and forward it to the member's Division Director.

1309.4.2 DIVISION DIRECTORS

If the Division Director receives a change of assignment request from a member that has not spoken with his supervisor, he/she will direct the member back to his/her supervisor to make the initial request.

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