



**MYRTLE BEACH POLICE DEPARTMENT
ADMINISTRATIVE REGULATIONS
& OPERATING PROCEDURES**

Subject: *Intra-Departmental Position Transfers*

Number: 147

Effective Date: September 15, 2025

Revised Date:

Rescinds:

Dated:

Approved By:

I. PURPOSE

The purpose of this policy is to establish guidelines and criteria governing how current employees may voluntarily request a position change within the department.

II. POLICY

It is the Department's policy to ensure that all interested and qualified agency employees are provided with an equal opportunity to make requests and receive consideration for placement in various positions throughout the department. The Chief of Police reserves the right to make exceptions to this procedure and place any employee in any position when it is in the best interest of the Department.

III. DISCUSSION

Generally, employees would use this process to obtain a lateral or higher pay grade position unrelated to their current position. For example, a Class II officer may request to fill a vacant Class I officer position. However, there may also be situations when an employee wishes to transfer to a position with a lower pay grade that better suits their individual needs and/or professional goals. For example, a Class III officer may submit a request to fill a vacant position as an administrative assistant. The transfer process establishes an eligibility pool of current Department employees who provide a ready reserve of personnel to fill vacancies without delay.

IV. PROCEDURE

A. To be eligible to join an eligibility pool for a vacant position, or a future vacancy, within the department, the employee making the request must:

1. Meet the minimum requirements for the position requested; and
2. Have been employed by the Myrtle Beach Police Department for the previous twelve months with no breaks in service; and
3. Have completed all initial training and worked in a solo status for at least twelve months in their current position; and
4. Have not received within the previous twelve months any disciplinary action equal to or greater than a written reprimand; and
5. Not have been responsible for more than one preventable loss within the previous twelve months; and
6. Pass all required testing for the position requested; and
7. Pass an updated background check.

B. Transfer Request Process:

1. The employee must complete a Transfer Request on the prescribed form describing qualifications and reasons for the request.
2. The employee's immediate supervisor will complete the evaluation portion, provide a recommendation, and forward the request through the chain of command to the Division Captain.
3. Each member of the employee's current chain of command, as well as the Division Captain who oversees the new position, will provide a recommendation.
 - a. If any member of the chain of command declines to recommend the employee for the transfer, he/she will provide a detailed explanation on the request form.
 - b. If either Division Captain declines to recommend the employee for the transfer, the process will be halted, and the Division Captain will conduct a counseling session with the employee and his/her immediate supervisor to discuss the reasons for the denial and establish a plan for the employee to become eligible.
4. Request forms approved by the chain of command will be forwarded to the Administrative Lieutenant, who will:

- a. Confirm the employee meets all eligibility requirements;
 - b. Schedule the employee for a Physical Agility Test, if required for the new position;
 - c. Schedule the employee for a Written Examination, if required for the new position; and
 - d. Assign a Background Investigator to update the employee's Background Check.
 - e. If the employee fails to meet the minimum qualifications for the new position, the process will be halted, and the Administrative Lieutenant will meet with the employee to discuss the reasons for the denial and establish a plan for the employee to become eligible.
 - 5. Completed request forms will be forwarded to the Assistant Chief and the Chief of Police for review and approval.
 - a. If the request is approved, the employee's name will be placed in an eligibility pool for potential candidates to fill future vacancies.
 - b. If the request is denied, the packet will be returned to the employee's current Division Captain for follow-up with the employee.
 - 6. All request forms, approved or denied, will be returned to the Administrative Lieutenant to close the process. The Administrative Lieutenant will forward a hard copy of the completed request form to the Chief's Administrative Assistant for filing in the employee's personnel file.
- C. An employee may withdraw his/her name from an eligibility pool at any time.
- D. An employee will automatically be removed from an eligibility pool when he/she no longer meets the minimum requirements for the position or after one year from the request date.
- E. If a request is declined or if the employee's name is removed from an eligibility pool, the employee may reapply whenever he/she meet all eligibility requirements.
- F. When in the best interest of the Department, the Chief of Police may:

1. Select any, all, or none of the employees listed on an eligibility list to fill vacancies;
 2. Waive any of the eligibility requirements for an employee to request a new position; and/or
 3. Transfer an employee to any other position in the Department, without going through the Transfer Request Process.
- G. The City's Human Resources Department will determine the new salary for employees who are transferred to a new position.