

WEST PALM BEACH POLICE DEPARTMENT

I-8 ASSIGNMENT TO SPECIALIZED POSITIONS/COMPONENTS

EFFECTIVE: 02/28/2007

CALEA Standards: 16.2.1, 16.2.2, 16.2.3,

CFA Standards: 14.12

I. POLICY: The West Palm Beach Police Department has created a standardized selection process for Department members, both sworn and civilian, for assignment to specialized positions/components within the Police Department. Specialized positions may be created within any component of the Police Department. When this occurs, or the position or component was previously identified as specialized, this procedure will be followed for selection of personnel to that position or component.

It is the intent of this policy to develop each member of the Department. To that end, the idea to be familiar with every component within the Department is critical to operational success. Specialized assignments have been developed to prepare each member for additional responsibilities.

The department recognizes the importance of experience and training, it is the intent of this policy to encourage officers to progress within their specialized assignments and use the training, knowledge and skills developed to enhance their assignments and prepare for addition responsibilities within certain divisions. Therefore some entry level specialized assignments can be considered training periods for positions that will require advanced skills. These skills will be essential to perform effectively in the progressive specialty unit and in the best interest of the department. In order for officers to be exempt from recommended rotations officers will have to achieve a progression to more advanced specialized units or assignments within the division prior to recommended rotations. Examples can include an assignment to a QRT team prior to selection as an Agent within the Organized Crime Section or Property Crimes Detective advancing to a Violent Crimes Detective.

Nothing within this procedure is intended to usurp any Division Commander's authority over manpower assignments within his or her division, nor will it take precedence over any applicable Civil Service Rule or Regulation.

To fulfill satisfactory staffing of positions or assignments, the Chief of Police may suspend any or all components of this selection process and can assign a member to the position.

II. DEFINITIONS:

A. Volunteer Specialized Positions: - Those positions which require specialized training, skills, knowledge, abilities, education, or expertise, than outside the members' normal duties and are not designated as "full time" assignments. (Appendix A)

B. Selected Appointed Positions: - Those positions who's members are specifically recruited based on past performance and expertise. (Appendix A)

C. Specialized Assignments: - Those assignments that are "full time" positions. (Appendix A)

1. Some selected appointed positions may require incentive pay or additional benefits. Whenever this is determined, the salary and benefits, minimum qualifications, and the selection process will be advertised with the exception of the position of Field Training Officer. See S.O.P. II-7 for FTO criteria.

2. The minimum qualifications and selection criteria may vary depending on the specific position.

D. Specialized Training- Training to provide skills, knowledge and abilities in addition to those taught in either recruit or in-service programs.

III. PROCEDURE:

A. Selection of members to a Specialized Volunteer Position may vary and depend on the minimum qualifications and selection criteria of the specific position.

B. The Chief of Police or designee will be responsible for assigning personnel to selected appointed positions or

components. The selection criterion is based on merit and applicants must meet minimum qualifications to apply for the position. These qualifications include but are not limited to the following:

1. Skills, knowledge and abilities required for the specialized assignments;
2. job performance,
3. past experience,
4. formal education, and
5. specialized training.

C. Selection to a Specialized Assignment;

1. When a current, anticipated, or future opening occurs within a specialized assignment or component, the opening will be advertised by:
 2. The Bureau or Division Commander will publish a notice in Departmental bulletins and place a notice on bulletin boards within the Department. The notice will include a minimum of the following information:
 - a. Prerequisite skills, knowledge and abilities required;
 - b. any other criteria necessary to apply for the specialized assignment.
 - c. The time-period for this type of assignment will be noted in the advertisement for the assignment.
 3. The announcement will be posted at least ten (10) days prior to the commencement of the selection process. Within the ten (10) day period, all interested persons should complete an Application for Specialized Assignment (Appendix B). The completed application will be submitted to the Staff Services Division in duplicate.
 4. Publishing the notice via departmental email to all members.
 - a. Position notices will be read at all briefings for those members who do not have departmental email.
 5. Staff Services will ensure that a position notice has been placed on designated bulletin boards within the Department, at the following locations;
 - a. outside the Patrol Briefing Room,
 - b. outside Staff Services and
 - c. the bulletin board located in the Police Department Gym.
 - d. position notices for openings list prerequisite skills, knowledge, abilities, and other criteria necessary to apply for the specialized assignment.

D. Staff Services Division:

1. One copy of the application will be attached to the master list, which is submitted to the Selection Review Board.
 - a. The second copy will be filed in the applicant's personnel training file to help identify career development training.
2. Each application received will be valid only for vacancies in the particular position for one (1) year. The application will then be purged from the master list. The Staff Services Division will maintain master lists.

E. Selection Process:

1. An oral panel composed of the following personnel.
 - a. The Division Commander from the area of the vacancy;
 - b. A supervisor from the area of the vacancy;
 - c. A Command Staff Officer;
 - d. A Division Commander not from the area of the vacancy and
 - e. A representative from Human Resources.

2. A security agreement signed by each member of the oral panel is required in order to maintain the integrity of the process.
3. The Commander of the Division or designee, in which the vacancy occurs will conduct a review of each applicant's personnel record, to include but is not limited to the following;
 - a. review of performance,
 - b. review of internal affairs file,
 - c. training jacket,
 - d. oral interview (all interviews will be recorded both audio and visual),
 - e. if applicable; additional position specific test(s)

The applicant's current Division Commander and immediate supervisor will be consulted for additional insight into the applicant's suitability for the assignment.

4. The Oral Panel will review all the available information about each applicant. At the conclusion of the oral panel a consensus of qualified members will be compiled for the opening(s), the senior ranking member of the oral panel will submit a numerical ranking list of qualified applicant(s) to the Chief of Police for review and selection to the position(s).

5. Once the Chief of Police has confirmed the selection, it is the responsibility of the receiving Division's Commander to notify the member selected and their current Division Commander. It will further be the responsibility of the receiving Division Commander to provide feedback to any non-selected applicant who may request it.

6. A summary of the selection process listing those who applied, the individual(s) selected, and the names of the individual(s) who composed the Oral Panel will be prepared by the supervisor of the area of the vacancy. This summary will be kept on file in the Staff Services Division for a period of at least one (1) year with the master list of applicants.

7. Position selection derives from a compilation of the members past performance, internal affairs file, training, physical agility test, if applicable, and the numerically ranked list from the oral panel.

8. All candidates who meet the minimum qualifications and successfully complete all components of the selection process will be presented to the Chief of Police with recommendations from the Division Commander from the area of the vacancy.

9. Members selected to a specialized position or component will be subject to the following:

- a. Commanding officer review.
- b. To maintain at least satisfactory Employee Performance Review Ratings on the initial six month review for the position and on any subsequent Employee Performance Review while holding the specialized position.
- c. A minimum term of one year in the assignment.

F. Terms of Specialized Assignment:

1. Only those positions or specialized assignments that are defined in this procedure will be advertised as specialized positions.
2. Because of their nature, some positions will require specialized training before appointment to the position. Others may allow for training after appointment. In those positions, which allow for training after appointment, such training will begin as soon as practical after the member has started working in the position.
3. A record of training completed for specialized positions will be provided to the Staff Services Division for inclusion in the employee's training file and the personnel file in the Employee Relations Department via the

Records Division.

4. An employee may be rotated out of a Specialized Assignment Position when:

- a. The designated period of time for the Specialized Assignment has elapsed;
- b. The employee fails to maintain a satisfactory rating on his or her Employee Performance Reviews during the time he or she is in the assignment;
- c. There is an inadequate workload to sustain the position or it has been determined that the position is no longer necessary;
- d. The rotation is requested by the employee;
- e. The rotation is for the benefit of the employee (the benefit will be explained to the employee); or
- f. The rotation is for the benefit of the Department (the benefit will be explained to the employee).

5. When a member rotates out of a Specialized Assignment Position, he or she may transfer into another Specialized Assignment Position.

G. Annual Review:

1. During the annual City budget review process, all Specialized Assignments will be reviewed by each Bureau Commander to determine their usefulness for continuation This review shall include:

- a. a listing of the agency's specialized assignments;
- b. a statement of purpose for each listed assignment; and
- c. the evaluation of the initial problem or condition that required the implementation of the specialized assignment.

IV. REFERENCE:

- SOP # II-7 Field Training Program,
- SOP # IV-28 Canine (K-9) Unit,
- SOP # IV-25 SWAT Team,
- SOP # IV-19 Bomb Squad,
- SOP # IV-26 Hostage Negotiations,
- SOP # IV-27 Underwater Search & Recovery

Delsa R. Bush, Chief of Police

Original issue: 02/04/89
Revised: 02/28/2007
I.D. # 1160

History: SOP # changed on 07/01/98
Old SOP #: 14.12, 5.310.002
Revision Dates: 07/01/98, 07/15/98, 12/15/98, 07/31/2004, 12/06/2004, 01/01/2005, 11/05/2005, 02/28/2007

Job Title Task Files: Supervisor, Bureau/Division Commander

APPENDIX A

Volunteer Specialized Assignments include but are not limited to the following:

| | | | | | | |
|-----------|-----------|-----------|-------------------|-------------|-----------------------------|-----|
| Swat Team | Bomb Team | Dive Team | Crisis Negotiator | Honor Guard | Crisis Intervention Officer | EFF |
|-----------|-----------|-----------|-------------------|-------------|-----------------------------|-----|

Volunteer assignments are not included in the selected assignment criteria. Volunteer Specialized Assignments are additional duty assignments to the officers primary position.

Selected Appointed Positions include those whose members are chosen based on past performance, expertise and include, but are not limited to, the following assignments:

| Selected Appointed Position | Time limit in Position |
|-------------------------------|--|
| Field Training Officer | FTO's will be selected annually |
| Field Training Supervisor, | Supervisors will be evaluated annually |
| Public Information Officer, | Appointed by the Chief of Police, evaluated annually |
| Evidence Custodian | Appointed by the Chief of Police, evaluated annually |
| Special Events Coordinator, | Appointed by the Chief of Police, evaluated annually |
| Internal Affairs Investigator | Appointed by the Chief of Police, evaluated annually |
| PAL Coordinator. | Appointed by the Chief of Police, evaluated annually |
| K-9 Trainer | Appointed by the Chief of Police, evaluated annually |
| Helicopter Pilot | Appointed by the Chief of Police, evaluated annually |

Specialized assignments are any assignment deemed appropriate or created by the Chief of Police to meet established goals and objectives of the Department and include, but are not limited to the following:

| SPECIALIZED ASSIGNMENT LIST | ROTATION IN YEARS |
|---|------------------------|
| Motorcycle Officer | 3 |
| Motorcycle Sergeant | 5 |
| Organized Crime, | 5 |
| Observer | 3 |
| QRT Team | 3 |
| Truancy Coordinator | 5 |
| Canine Officer, | Life of Dog or 8 years |
| Canine Sergeant | Life of Dog or 8 years |
| Accreditation Manager / Staff Inspections | 3 |
| Policy & Procedure Officer/ Staff Inspections | 3 |
| Crime Prevention | 5 |
| Criminal Investigations Officer and | 3 |
| Criminal Investigations Supervisor | 5 |
| Training Supervisor | 3 |
| Training Coordinator | 5 |
| Range Master | 5 |
| Applicant Processing Officer | 3 |
| Water Catchment Detail | 3 |
| Homicide Squad | 5 |
| Entertainment District | 3 |
| COP | 3 |
| PAL Officer | 3 |

APPENDIX B

REQUESTED ASSIGNMENT: _____ **DIVISION:** _____

NAME _____ ID# _____

PRESENT ASSIGNMENT: _____ **DIVISION:** _____

Formal Education: _____

Specialized Training (school/training): _____

Experience: _____

Special skills, knowledge and abilities: _____

Narrative: (explain why you desire this assignment and note qualities and special abilities you bring to the position):

(continue on back)

SIGNATURE/ID #: _____ DATE: _____

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