

PALM BEACH GARDENS POLICE DEPARTMENT		
TEMPORARY ASSIGNMENT PROGRAM		
POLICY AND PROCEDURE 3.1.7		
Effective Date : 11/09/11	Accreditation Standards: CALEA 16.2.3 CFA	Review Date: 05/01/2012

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- 2. Command Responsibility**
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PURPOSE: Authorizing a temporary assignment program which allows patrol officers to be temporarily assigned to the Detective Unit.

SCOPE: This policy and procedure applies to Patrol Officers.

REVIEW RESPONSIBILITY: Assistant Chiefs and Bureau Majors

POLICY: The Department will provide an opportunity for officers to gain experience in conducting investigations, developing probable cause for and writing search warrants, working in an undercover capacity, developing confidential informants, assisting in the planning and execution of search warrants, and assisting other units on a variety of investigations.

1. TEMPORARY ASSIGNMENT PROGRAM

- a. The temporary assignment program is hereby established and assigned to the Investigations Bureau.
- b. The program is authorized by the Chief of Police to allow patrol members to rotate through a Department unit.
- c. The program's purpose, referring to the Detective Unit, is to maintain investigative continuity and:
 - i. Strengthen the preliminary investigative process.
 - ii. Increase patrol efficiency in case solvability.
 - iii. Enhance career development.
 - iv. Improve crime investigation reporting.
 - v. Improve and provide more complete preliminary investigations by patrol officers.
 - vi. To create a pool of patrol officers with investigative experience.
- d. The Bureau Major or designee shall implement and coordinate the program as specified in this procedure.

2. COMMAND RESPONSIBILITY

- a. The Bureau Major or designee shall implement/coordinate the temporary transfer of patrol officers to the Investigative Bureau for a period not more than six (6) months when such transfer does not detract from the law enforcement effort of that Division. Work/reports by the assigned officer will be evaluated routinely.
- b. Assignment shall be authorized by the Assistant Chiefs.
- c. The Investigations Bureau Major shall assign transferred patrol officers to duty assignments in the:
 - i. Detective Unit
 - ii. Special units/teams when authorized by the Assistant Chief.
- d. Patrol officers:
 - i. Shall be transferred using the following criteria:

1. A request for program participation is made.
2. The transfer will:
 - a. Strengthen the investigative effort.
 - b. Enhance career development for the participating officer.
3. The officer has shown through individual effort, the desire to participate.
4. Supervisory recommendation which may be based on the officer's:
 - a. Performance evaluation;
 - b. Handling of assignments at the patrol level;
 - c. Report writing skills and report content; and
 - d. Enthusiasm.
- e. Such criteria shall not follow the same guidelines as outlined in specialized assignment procedure.
- f. Assignment to the detective division to position/title of detective, shall be the same rank title and of the same salary schedules as those used in the patrol division. This will allow for:
 - i. Flexibility in transferring persons; and
 - ii. Facilitate lateral member movement without affecting an individual's income.

3. PROCEDURES

- a. Assignment to this rotational position is a temporary transfer.
- b. Officers receiving this assignment will not be compensated by any specialty pay during the length of the assignment except as stated in bullet (c) below.
- c. Officers may maintain any special unit pay received prior to such an assignment until the officer returns to their previous assignment.
- d. The rotational positions are non-competitive positions. Selection of member to participate in the program will be made by the Chief of Police or designee.

INDEX AS:

- TEMPORARY ASSIGNMENT PROGRAM

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- BUREAU MAJORS
- OFFICERS

DRAFTED: SDD /11-09-11 FILED: 3.1.7.pdf

APPROVED:



Stephen J. Stepp
Chief of Police

11/09/2011
Date