

PALM BEACH GARDENS POLICE DEPARTMENT		
SPECIALIZED ASSIGNMENTS		
POLICY AND PROCEDURE 4.1.5		
Effective Date : 11/02/11	Accreditation Standards: CALEA 16.2.1, 16.2.2, 46.2.2, 46.2.4 CFA 21.02M, 21.03M	Review Date: 07/01/2013

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PURPOSE: This purpose of this policy and procedure is to create a uniform selection process for assignment to specialized positions within the Department.

SCOPE: This policy and procedure applies to all members

REVIEW RESPONSIBILITY: Command Staff

POLICY: The Chief of Police may create or suspend specialized assignments or functions in the Department. Members meeting the assignment criteria may apply as specified in the posted announcement or may be assigned at the discretion of the Chief of Police.

PROCEDURE

1. CONTROL AND DIRECTION OF THE CHIEF OF POLICE

- a. The Chief of Police shall have final authority of assigning members to specialized positions or components.
- b. The selection criteria will be based on the nature of the assignment, as defined by the Chief of Police and may include, but is not limited to:
 - i. Skills, knowledge and abilities required for the specialized assignments;
 - ii. Job performance;
 - iii. Past experience;
 - iv. Formal education;
 - v. Pre-requisite training; and
 - vi. Specialized training.

2. ANNOUNCEMENT OF THE ASSIGNMENT

- a. When a specialized assignment position becomes available or potentially available, unless filled directly due to exigent circumstances, the position will be announced in the following manner:
 - i. The Chief or his designee will issue a memorandum to all members specifying the nature of the

- ii. The memorandum will indicate that all memos of interest shall be submitted to the issuing Division Assistant Chief.
- iii. The memorandum will include a deadline for submission of memos of interest.

3. PROCEDURE FOR APPLICATION

- a. Interested members shall submit a memo of interest in duplicate through their chain of command to the issuing Division Assistant Chief.
 - i. Memos of interest may include any credentials pertinent to the assignment.
 - ii. Memos of interest must be received and initialed by the first line supervisor by the deadline date in order to be considered as being submitted in a timely manner.
 - iii. Upon receipt, the Chief of Police will initial the memo and the original shall be returned to the applicant.

4. SELECTION AND ANNOUNCEMENT PROCESS

- a. After the deadline date has passed, all memos of interest will be reviewed by a selection panel which may be comprised of any or all of the following:
 - i. Chief of Police
 - ii. Assistant Chiefs
 - iii. Bureau Majors
 - iv. Immediate supervisor of the announced position
 - v. Any other personnel deemed necessary by the Chief of Police
- b. Once the selection decision has been reached, the immediate supervisor of the announced assignment will be advised, if he/she was not a member of the selection panel.
- c. The immediate supervisor of the announced assignment will contact the immediate supervisor of the individual selected in order to establish the effective date of the transfer.
- d. Once the effective date has been established, the immediate supervisor of the announced assignment will notify the Chief of the agreed-upon effective date.
- e. The person selected will be notified by the immediate supervisor of the announced assignment or by the Chief.
- f. The Chief will issue the appropriate Special Order announcing the new assignment selectee.

5. TERMS OF SPECIALIZED ASSIGNMENT

- a. Because of their nature, some positions will require specialized training before appointment to the position, while others may allow for training after appointment. In those positions which allow for training after appointment, such training shall begin as soon as practical after the employee has started working in the position.
- b. Assignment to some specialized positions may be for a specific period of time. All other assignments may be subject to a time specified by the Chief of Police.
- c. An employee assigned to a specialized position or component will be required to maintain at least satisfactory performance review ratings on the initial six month review for the position and on any subsequent performance review while holding the specialized position.
- d. An employee who rotates out of a specialized assignment position may apply for any specialized assignment available at that time.

6. ANNUAL REVIEW

- a. At any time determined by the Chief of Police or during the annual city budget review process, all specialized assignments will be reviewed for the purpose of determining whether they should be continued. This review will include:
 - i. List of the department's specialized assignments including positions;

- ii. A statement of purpose for each listed assignment; and
- iii. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.

7. RECORD KEEPING

- a. Each employee who submitted a memo of interest shall have one copy of the memo placed in their personnel file.
- b. A complete set of memos of interest submitted (including supporting documentation if any) along with a copy of the announcement and the special order shall be placed in a file labeled "Specialized Assignments," which will be kept in the office of the Chief of Police.

8. GLOSSARY

Specialized Positions - Positions requiring specialized training, skills, knowledge, abilities, education, or expertise. For the purpose of this procedure, these positions may include: Traffic, Crime Prevention Officer, Field Training Officer, Crime Scene, Detective, SWAT, Tactical Crime Unit, and other temporary or specialized assignment positions or functions (i.e., ranks/titles) deemed appropriate or created by the Chief of Police.

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

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

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RESPONSIBILITY INDEX

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- BUREAU MAJORS
- SPECIALIZED ASSIGNMENT SUPERVISORS

DRAFTED: SDD /05-24-11 FILED: 4.1.5.pdf

APPROVED:



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11/02/2011
Date