

Special Assignment Selection

1004.1 PURPOSE AND SCOPE

Discretionary **MODIFIED**

The purpose of this policy is to establish required and desirable qualifications for special assignment selection within the ranks of the Alameda Police Department.

It is the policy of the Department to select personnel to fill vacancies in specialized assignments according to Department goals, objectives, and career development.

1004.1.1 SELECTION CRITERIA

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The selection of personnel to fill vacancies in special assignments shall be based upon candidate's qualifications and job performance.

1004.2 SPECIAL ASSIGNMENT DURATION

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The following specialized assignments ~~will have the tenure and duration thereof as follows:~~ [are subject to this policy:](#)

~~Traffic/Motors – A basic assignment of three years, with the Chief having the discretion to extend that assignment by additional periods of one year each, not to exceed a total assignment of six years;~~

~~Violent Crimes – A basic assignment of two years, with the Chief having the discretion to extend that assignment by additional periods of one year each, not to exceed a total of four years;~~

~~Special Investigations Unit – A basic assignment of two years, with the Chief having the discretion to extend that assignment by additional periods of one year each, not to exceed a total of four years;~~

~~School Resources Officers – A basic assignment of two years, with the Chief having the discretion to extend that assignment by additional periods of one year each, not to exceed a total of four years;~~

~~Personnel and Training – A basic assignment of two years, with the Chief having the discretion to extend that assignment by additional periods of one year each, not to exceed a total of four years;~~

~~Property Crimes Unit – A basic assignment of two years, with the Chief having the discretion to extend that assignment by additional periods of one year each, not to exceed a total of four years;~~

~~Community Oriented Policing and Preventative Services – A basic assignment of two years, with the Chief having the discretion to extend that assignment by additional periods of one year each, not to exceed a total of four years;~~

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~~Computer Forensics Investigator -- A basic assignment of three years, with the Chief having the discretion to extend that assignment by additional periods of one year each, not to exceed a total of six years;~~

~~Specialized positions in the rank of Police Sergeant are generally considered those in which the assignment is for a two-year period. However, the following guidelines apply to extensions:~~

~~Any Sergeant working at an acceptable level in his/her specialized position, in the opinion of the staff, may request an extension (as outlined in 1004.2.1) to continue in that assignment for an additional year.~~

~~After the third year if conditions remain the same, he/she may request a fourth year extension for consideration.~~

~~After the fourth year, if he/she wishes to stay and is still doing acceptable work, and if no other Sergeant wishes to apply for the position, he/she may be considered for a fifth year.~~

~~- Canine~~

~~- Community Resource Unit~~

~~- Investigations~~

~~- Personnel & Recruiting~~

~~- Traffic/Motors~~

~~- Training~~

~~Barring an operational need, assignments will typically be assigned at every watch change. The basic assignment is two years, with the Captain having the discretion to recommend extending the assignment by one year, and the Chief having the discretion to extend the assignment by an additional year. In the event an assignment is filled after the start of a watch period, the partial year will not count against the basic assignment of two years.~~

~~Officers who rotate out of a special assignment may reapply for an **specialized** assignment after returning to Patrol for **two watch periods** 12 months.~~

~~Sergeants who rotate out of a **specialized** assignment may reapply for an **specialized** assignment after returning to Patrol for **one watch period**; however, if no Patrol Sergeant applies for a **specialized** assignment, any Sergeant already in a specialized position may apply for the position six months.~~

~~If no Officer or Sergeant applies for a special assignment, the Chief has the discretion to appoint any member deemed qualified, including any member already in an assignment or otherwise not eligible due to recently rotating out of an assignment.~~

1004.2.1 EXTENSION REQUEST PROCESS

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In order to be considered for an extension, any Officer or Sergeant in a special assignment must apply for the extension by submitting a memorandum of interest to ~~his/ her~~ their Division Commander ~~(or Bureau Commander if the employee reports directly to a Captain)~~. The memo should be submitted six months prior to the normal rotation date ~~for the affected assignment~~.

Once the memo requesting an extension is received, ~~an informal interview will be conducted by the employee's immediate supervisor, Division Commander, and Bureau Commander (for Sergeants, the interview will be conducted by the affected Division Commander, another Lieutenant, and the Bureau Commander). At the conclusion of the interview, the Bureau Commander will make a recommendation to the Chief of Police regarding whether or not the employee should be extended.~~ The Chief of Police will make the final determination.

1004.2.2 RIGHT OF REMOVAL OR EXTENSION

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The Chief ~~of Police~~ retains authority to remove personnel who are not working at acceptable levels of performance ~~in specialized assignments~~. The Chief ~~of Police~~ also retains the right to extend an individual over and above the maximum time allowed ~~under exigent circumstances due to~~ operational needs, only if it is deemed in the best interest of the Department to do so.

1004.2.3 TEMPORARY RELIEF FOR STAFFING SHORTAGES

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In the event ~~that patrol division~~ staffing strength shortages requires an ~~o~~ Officer or Sergeant in their first two years of a ~~specialized~~ assignment to return to the patrol division on a temporary basis, the ~~individual affected shall upon completion of such assignment return to this special position and the~~ time served in the patrol division shall be added to the duration of service in the ~~specialized~~ position up to the next watch change.

1004.3 APPLICATION PROCESS

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Whenever practical, announcements of vacancies in specialized assignments will be posted six months prior to the anticipated opening and will include deadline filing dates. Personnel shall submit a memorandum of interest indicating their qualifications and skills relative to the position. The memorandum will be considered in much the same way as a resume for a job opening or promotion. Memorandum should also include the candidate's previous ~~specialized~~ assignments (regardless of rank) and collateral duties they have actively participated in the last three rating periods.

The Chief ~~of Police~~ , or their designee, ~~may~~ will interview the ~~all~~ candidates. ~~The format and questions will be at the discretion of the Chief of Police. The interview will not be deferred to a designee. Upon conclusion of the interviews, the Chief of Police and~~ retains the latitude of selection. The policy and procedures for all positions, including completion of probation, may be waived for temporary assignments, emergency situations, or for training, at the discretion of the Chief ~~of Police~~.

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If the specialized assignment ~~position~~ cannot be filled upon its vacancy, the eligibility list will remain in effect for the watch period in which the vacancy was to be filled.

1004.4 PROMOTIONAL REQUIREMENTS

Discretionary

Requirements and information regarding any promotional process are available at the Alameda Department of Human Resources.