

GENERAL ORDER 16.3.1

Specialized Assignment

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes a procedure for reviewing the need for specialized assignments and the process for selection of personnel to receive special assignments.

DISCUSSION

The Department must assess its personnel needs to fulfill the goals and objectives established for providing service to the community. Special programs, activities or components may be developed to fulfill these requirements.

POLICY

I

The Department shall conduct an annual review as a part of the goals assessment and development process for the purpose of determining whether existing specialized assignments should be continued.

The issues to be considered in this process are an examination of the initial problem or condition that required the implementation of the specialized assignment and a cost-benefit analysis of continuing the assignment.

II

When personnel openings occur for specialized assignments, the opening shall be published within the organization. The announcement shall identify the selection criteria for the special assignment. The criteria shall specifically denote the required skills, knowledge and abilities necessary for consideration to such assignment. The announcement shall also contain information concerning application procedures. Nothing in this General Order precludes assignment of an employee without a selection process, based upon an immediate need.

Richard L. Lewis
Chief of Police