

**GENERAL ORDER 23.1.2**

**Career Development Positions**

**GENERAL ORDER CROSS-REFERENCE: 23.1.1**

**SUMMARY**

Describes the Department's policy regarding rotation for career development and position assignment.

**DISCUSSION**

The purpose of career-development rotation is to provide professional growth opportunities to the employees of the Springfield Police Department, while delivering professional service to the community of Springfield. This directive provides guidelines for eligibility to career-development assignments, positions, the selection process, and notification to competing candidates. It is the intent of this policy to offer a fair, equitable, and consistent method for the selection of personnel to fill positions in special units. This directive will be followed throughout each selection process.

**POLICY**

**I  
DEFINITIONS**

- A. Rotation is defined as the transfer/assignment of employees to or from special units, at pre-determined intervals.
- B. Special Units: Investigation Service Bureau, Canine Team, Traffic Team, School Resource Officers, and Crime Prevention.
- C. Short-Term Appointment is defined as a specialized appointment, normally less than one year, established to address a specific organizational issue. Appointments are made at the discretion of the Chief of Police.

- D. Career-Development Assignment is defined as a specialized assignment within special unit, normally of one – two years duration.
- E. Career-Development Position is defined as a specialized assignment within a special unit, normally of 3 to 5 year’s duration.
- F. Long-Term Position is defined as a four or five year assignment, unless otherwise specified. These positions are designed to provide expertise and utilize developed skills in specific units of the Springfield Police Department. An employee holding one of these positions is eligible to apply and compete for the same position when their designated assignment is completed without disadvantage.
- G. Designated Appointment Date is defined as the anticipated date of appointment as described in the position announcement.

## II ELIGIBILITY

- A. Career-development assignments, positions, and long-term positions are open to any officer with a minimum of two years’ full time police service, who meets the minimum position qualifications at the designated appointment date. Candidates who do not meet eligibility requirements by the designated appointment date may not apply.
- B. Candidates who have served in any career-development positions are permitted to apply and test for any open career-development assignment or position. They will not be considered equal to other candidates unless they have been out of the special unit for a period of one year or more at the time of the designated appointment date.
- C. Officers in career-development assignments will not be disadvantaged in applying for other career-development positions. However, they will be disadvantaged in applying for their current or other career-development assignments for a one-year period.
- D. Short-term appointments will not disadvantage candidates from making application to any other assignment or position.
- E. Candidates who have not been out of a special unit for the requisite one-year period, or those who reapply for the same position, may participate in the testing

process. They will be considered only if no other candidates qualify or are selected.

- F. All assignment processes may be subject to the following automatic disqualifiers upon application:
  - 1. The employee was subject to a Performance Improvement Plan within the past year;
  - 2. The employee has 1 or more sustained Internal Affairs complaints resulting in discipline greater than a written reprimand within the past year;
  - 3. The employee was suspended or demoted as the result of a disciplinary action within the past 2 years;
- G. Officers holding Long Term positions are eligible to re-apply for their position as long as they meet minimum qualifications without being disadvantaged.
- F. If no candidates pass the selection process or are selected, other appointments will be considered at the discretion of the Chief of Police.

### **III EXCEPTIONS TO ROTATION SCHEDULE**

- A. Exception to the rotation schedule may be granted by the Chief of Police whenever exigent circumstances exist or whenever critical organizational needs dictate. The timeline for rotations may be altered (shortened/lengthened) if determined to be in the best interest of the Department.
- B. The following department-wide service teams are exempt from normal rotation: SWAT Team, MAIT and Field Training Officers. Personnel applying for these service teams will be selected through a process outlined in Department policy. There may be times when service to these teams and assignments to special units may conflict. Conflicts will be resolved on a case-by-case basis. Personnel serving on the teams/positions mentioned in this section may be removed at the discretion of management.

- C. Appointees may be removed from their specialty position prior to the expiration of their term for the following reasons:
  - 1. Placed on a performance improvement plan
  - 2. Resignation
  - 3. At the discretion of the Chief of Police

#### IV SELECTION PROCESS

- A. The supervisor of the affected unit, or designee of the Division Commander, will conduct the selection process.
- B. Positions and assignments will be posted for not less than fourteen days. The announcement will include the opening date, closing date, designated appointment date, and any other information pertinent to the position. Closing deadlines will be at 1700 hours of the respective closing date.
- C. Applicants will submit a written statement of interest to their supervisor who will note the date and time received, and forward to the testing supervisor via the applicant's chain of command. The statement of interest is not scored.
- D. The selection process may include any of the following components depending on the position being filled, the job requirements and the skills needing to be evaluated:
  - 1. Written Exam
  - 2. Oral Board
  - 3. Specific skill testing
  - 4. Assessment Center
  - 5. Interview with Supervisor(s) and/or Chief of Police
  - 6. Police Service Dog (PSD) Handlers will be selected per G.O. 41.8.1
  - 7. Several positions will be selected by Seniority
  - 8. Other process as determined by Chief of Police

**V  
NOTIFICATION**

- A. The candidates will be contacted personally by the supervisor of the selection process as soon as possible following the selection decision. No announcement will be made of the selection until all candidates have been notified.
- B. The selection recommended by the supervisor in charge of the process will be reviewed by the division commander and approved by the Chief of Police.
- C. At the request of the candidate, the supervisor in charge of the process will discuss the candidate's performance.

**VI  
DURATION OF ASSIGNMENTS**

<u>Unit/Squad Team</u>	<u>Description</u>	<u># Positions</u>	<u># Years</u>
Crime Prevention	CSO	1	4
SRO	Officer	1	4
	Officer	1	4 (Long Term)
Traffic (DUII)	Officer	1	1
Traffic (Motors)	Officer	3	5
ISD	Officer	2	1 (Seniority Selection)
	Officer	5	4 (Long Term)
ISD/Drug	Officer	1	2
	Officer	2	4 (Long Term)
K9 Handler	Officer	5	PSD Working Life (Long Term)

## **VII DOG HANDLERS**

- A. The length of service for a Police Service Dog (PSD) cannot be accurately predicted or determined. The average working life of a PSD is estimated to be 6-8 years. Any amount of time less than 4 years will be considered an 'incomplete' service life for purpose of these guidelines.
- B. In the event that a police canine must be retired prior to completing 4 years of street service, the K-9 Officer may be eligible to receive another PSD without being required to re-test. However, each circumstance will be evaluated separately and approved by the Chief of Police.

## **VIII EXCEPTIONS TO POLICY**

There may be occasions when this policy does not cover unique circumstances. A decision on the proper method for handling the unique situation not covered by this policy will be made by the supervisor handling the selection process, and the decision must have the approval of the Chief of Police. Every effort will be made to follow past practice in similar situations. Personnel and Training will maintain a record of each circumstance encountered outside this policy and how it was handled. The supervisor handling the selection process will be responsible for providing documentation to the Office of Professional Standards.

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Richard L. Lewis  
Chief of Police