

Special Assignment Selection

1012.1 PURPOSE AND SCOPE

This policy outlines the process for selection of interested and qualified employees for designated temporary assignments in the various functional units of the Department, and reaffirms the position that special assignments are for predetermined periods of time and are regularly scheduled to ensure that sufficiently trained and experienced personnel are available to accomplish the goals, objectives, and priorities of the Department and the City.

The purpose of the policy is to: Establish a process for selecting employees to fill special assignment positions that are periodically rotated; Establish a Special Assignment Agreement, and; Establish an Administrative Appeal process after reassignment for purposes of discipline.

1012.2 QUALIFICATION CRITERIA

A notice of an open special assignment position that includes individual task and performance criteria will be established and posted by the Training Manager in consultation with the Commander of the Bureau that has an opening in a special assignment position. The notice of an open position will include the following qualifications:

- (a) In accordance with the agreement between the SLOPOA and the City, performance evaluations of "meets standards" or better for the year preceding by the person requesting a special assignment position.
- (b) Effective on the date the special assignment is scheduled to begin, either 24 months as a police officer with the Department acronym: or 12 months as a police officer with Department acronym: and 24 months of recognized law enforcement experience with another agency as a full time sworn officer. FTO applicants shall have at least 12 months of Patrol experience, per P.O.S.T. requirements.
- (c) Limited staffing considerations and the nature of special assignments require that members be present and that sick leave absences be kept to a minimum.
- (d) Demonstrated ability to work independently is required by the very nature of the special assignment. Evidence of this trait will be assessed by a review of the employee's productivity and performance standards contained in evaluations prepared by supervisors during the previous three year period.
- (e) Demonstrated ability to effectively relate to the public in critical interpersonal relationships is a desired quality for employees interested in special assignments. Internal affairs records and citizen complaints will be reviewed and evaluated carefully and a history of sustained dispositions may result in disqualification from this process.
- (f) Police officers will not be eligible for appointment to the same special assignment position previously held within a two year period after concluding such an assignment.

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- (g) Officers who do not meet the minimum requirements of section 1027.2(b) may apply, however, they will not be allowed to test for the position if two or more qualified, non-probationary employees have applied.
- (h) Employees who have made application for special assignment selection shall provide in writing 14 days notice to the Bureau Commander in the event they have elected to withdraw their application. Failure to provide such notice with good cause may be used by the department in future considerations for special assignment selections.

1012.3 PROCEDURE

- (a) When a vacancy is announced for a special assignment, interested and eligible employees will submit a memorandum through the Chain of Command to the designee of the Bureau Commander responsible for the unit wherein the opening exists.
- (b) The Commander or their designee will review all requests for consideration to ensure that each employee meets the basic qualifications outlined in policy section 1027.2.
- (c) All applicants accepted for consideration will then participate in the following process:
 1. An oral board evaluation will be conducted. The oral board panel may include a staff member, a department member with previous or current experience in or familiarity with the assignment under consideration, or other approved member of the department. The oral board panel may also include a law enforcement professional from outside the department. All participants shall be grouped into the following categories: Superior, Strong, Satisfactory, Would Not Recommend. Depending upon the assignment, a basic skills demonstration may also be part of the interview (i.e.: basic range qualification course for position as a Rangemaster). Such requirement will be listed in the announcement for the special assignment opening in advance of the testing.
 2. In the event only one applicant applies for the vacant position, that candidate shall receive a non-competitive qualification interview by the Bureau Commander or their designee and the immediate supervisor responsible for the vacant position. The employee shall receive a qualified or not qualified rating.
 3. Those participants who have been rated by the oral board as Superior, Strong, Satisfactory, or those employees rated qualified as the result of a non-competitive qualification interview shall be placed on a list. This list will be forwarded to the appropriate Bureau Commander.
 4. The Bureau Commander shall present the list at a staff meeting for review and input. The staff input shall then be forwarded to the Chief of Police for final selection. The Chief of Police may select any participant from this list with an oral board rating of Satisfactory or above.

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5. The list shall extend 60 days from the date of the first special assignment appointment. The date of the first special assignment appointment shall be the date the selected participant is scheduled to begin the special assignment.
- (d) For purposes of career development, the Bureau Commander or his designee will provide in written form positive suggestions for improvement to any participant requesting same.
- (e) This procedure shall be followed for each designated assignment whenever a position vacancy occurs. Lists for designated assignments will not be established.

1012.4 ASSIGNMENTS AND LENGTH OF ASSIGNMENTS

- (a) The following lateral assignments only shall be covered by this policy:
 1. Investigator - four year assignment
 2. Field Training Officer - four year assignment
 3. IT Officer ** - three year assignment** Non-mandatory rotational position
 4. Traffic Safety Officer - four year assignment
 5. Crime Scene Investigator - three year assignment
 6. Range Master - four year assignment (opt out with full MPO credit allowed after two years at employee's request)
 7. S.E.T. - four year assignment
 8. School Resource Officer -four year assignment
 9. Downtown Officer - three year assignment (opt out with full MPO credit allowed after two years at employee's request)
 10. Swat Team Operator** - three year assignment** Non-mandatory rotational position
 11. Bomb Technician** - three year assignment** Non-mandatory rotational position
 12. Defensive Tactics Instructor** - three year assignment** Non-mandatory rotational position
 13. Crisis Team Negotiator** - three year assignment** Non-mandatory rotational position
 14. Community Action Team - four year assignment two
 15. Traffic Callout- three year assignment ** Non-mandatory rotational position
- (b) The lengths of assignments shall be computed from the date of appointment; however, the Department may reduce or extend any individual in any assignment for a reasonable period of time to meet special departmental needs as a result of such things as shift rotations, training requirements, or short term needs to fill vacancies with qualified personnel. In an instance where an approved assignment is less than two years as a result of the above, the officer involved shall still be considered to have

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served two years for purposes of the Master Police Officer Program. However, if an officer is transferred prior to the end of his assignment for failure to meet standards and requirements, the assignment shall not qualify under the Master Police Officer Program.

1012.5 ADMINISTRATIVE APPEAL AFTER DISCIPLINARY REASSIGNMENT

- (a) Within 15 calendar days after notice of reassignment (by Special Order) an employee contesting reassignment must file a Notice of Appeal with the City Manager setting forth fully all of the reasons the officer feels the reassignment was unjustified or otherwise improper.
- (b) Within 15 calendar days after the Notice of Appeal is filed with the City Manager, the City Manager or his/her designee shall hold a hearing on the appeal.
- (c) At the outset, the City Manager must determine whether the action taken was disciplinary or was done for disciplinary reasons. The employee filing the appeal shall have the burden of proving that the action taken was disciplinary or was done for disciplinary reasons. If so determined, the hearing shall terminate and the matter shall proceed in accordance with the procedures set forth in SLO Municipal Code section 2.36 et seq. Both sides may present any relative evidence.
- (d) If the City Manager determines that the action taken was not disciplinary or taken for disciplinary reasons, he/she shall conduct a hearing to determine if the reassignment was in accordance with Department or City policy. Both sides may present relevant evidence. The Department shall have the burden of proving that the reassignment was in accordance with Department or City policy. If the City Manager so decides, he/she shall uphold the reassignment. The City Manager's decision shall be final. There shall be no appeal through the City Council.
- (e) If the City Manager decides that the reassignment was not in accordance with Department or City policy, he/she shall declare the reassignment null and void. The City Manager's decision shall be final. There shall be no appeal through the City Council.