

GENERAL ORDERS
CHAPTER 102
ORGANIZATION AND MANAGEMENT

Effective date: 04/25/19

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Rescinds: GO 102.12 (3/27/19)

New materials underscored

Accreditation Standards:

SPECIALIZED ASSIGNMENTS
G.O. 102.12

I. PURPOSE

To establish guidelines for the establishment of criteria, advertising, opening, and reviewing of specialized assignments.

II. POLICY

To select on an impartial basis the best available personnel for assignment to specialized assignments.

III. DEFINITIONS

SPECIALIZED ASSIGNMENT: An assignment for a finite period of time, to a section that is not the employees' permanently-assigned section, to fulfill an operational need. The duties required shall be within the employee's official position classification.

IV. SPECIALIZED ASSIGNMENTS

A. Specialized assignments are identified on a case by case basis.

B. An employee may be assigned temporarily with or without a selection process.

C. If a selection process is used, it will follow departmental procedures.

D. Final selection shall be announced to all personnel by means of a Personnel Order.

V. ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

A. All specialized assignments shall be evaluated annually to determine the need to continue the program. The purpose of the evaluation is to avoid overspecialization and to ensure the continued effective operation of the specialized assignment. The evaluation shall include the following.

1. The initial problem or condition that required the implementation of the

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specialized assignment, and

2. A cost-benefit analysis of continuing the specialized assignment,

Note: The evaluation may indicate the need for expansion, reduction, continuation, or elimination of the program initiated on a temporary basis.

3. A statement of purpose for each listed assignment.

- B. The element commander shall submit a written report summarizing the results of the annual evaluation of the specialized assignments within their respective elements. The report shall be forwarded to the office of the Chief of Police through the chain of command no later than the 15th of February of each year.


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Chief of Police