

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: MAY 17, 2016

GENERAL ORDER P-15

**SUBJECT: SPECIAL/TEMPORARY DUTY/SPECIALIZED DUTY ASSIGNMENTS,  
APPLICATION AND SELECTION PROCEDURES**

## PURPOSE

- 1 - The purpose of this General Order is to establish guidelines for the application, evaluation and appointment of sworn and designated non-sworn employees, based on professional performance, ability, merit, and Department need to staff specialized assignments or positions available to their job classification.

## POLICY

- 2 - It is the policy of this Department to fairly evaluate and select qualified personnel for Special, Temporary Duty, and Specialized Duty assignments, and effectively manage associated administrative processes.
- 3 - The provisions of this Order shall not apply to Captains and Lieutenants, and to Sergeants appointed to the Internal Affairs Bureau, who will be assigned by the Chief of Police based on Departmental needs.
- 4 - The provisions of this Order shall apply to **current** Special or Temporary Duty assignment appointments **and those** made on or after the above issuance date.
- 5 - Notwithstanding the procedures described in this Order, the Chief of Police shall have the authority to assign personnel in any manner deemed advisable for the best interest of the Department, including exception to eligibility criteria for, or the extension or reduction of term of an assignment. **Any aforementioned exceptions will be communicated to the members of the department and include the reason(s) when possible.**

## DEFINITIONS

- 6 - Extension of Assignment: The continuation of service in a Special or Temporary Duty Assignment beyond the prescribed primary service term for a period of up to one year **for Officers and Community Service Officers. Supervisors are eligible for two extensions of up to one year each**, or as otherwise authorized in this Order. **Decisions to extend an employee in a special assignment will be announced via Bulletin Notice.**
  - (a) The following Special Assignments are eligible for two extensions of up to one year each:
    - (1) Traffic Bureau Motorcycle Officers.
    - (2) Crime Scene Unit Community Service Officer Identification Technicians.

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- 7 - Special Assignment: A duty assignment other than Patrol Teams for Officers and Sergeants and the Jail for Community Service Officers and CSO Supervisors that has a primary service term of three years.
- 8 - Specialized Duty Assignment: Appointment to a specialized detail or team that provides "as needed" instructional, supervisory or operational services, and in which participation is additional to an employee's primary duty assignment.
- 9 - Temporary Duty Assignment: A duty assignment other than Patrol Teams for Officers and Sergeants and the Jail for Community Service Officers and CSO Supervisors that has a primary service term of one year.

### PROCEDURES

#### Eligibility Requirements

- 10 - Unless otherwise prescribed in the General Orders, employees must have successfully completed at least one year of service with this Department in their job classification to be eligible for appointment to a Special, Temporary Duty, or Specialized Duty assignment.
  - (a) Except for newly created Special Assignments, an employee who is in a Special Assignment, or who has completed a prior Special Assignment within the previous year, should not be considered for appointment to another Special Assignment.

#### Administrative Management / Selection Process

- 11 - Assignments shall be designated as Special, Temporary Duty, or Specialized Duty at the discretion of the Chief of Police.
- 12 - The **Personnel and Training Bureau** shall be responsible for the administration of Special, Temporary and Specialized Duty assignments and associated application processes.
- 13 - A Bulletin Notice announcing a Special, Temporary or Specialized Duty assignment will be issued not less than fifteen (15) calendar days prior to the closing date for application submission. **This Bulletin Notice will include information to help prospective candidates prepare for the interview. This information will be provided to the Personnel and Training Bureau by the Bureau Commander responsible for the open assignment.**
- 14 - To be considered a candidate for a particular position, employees shall submit a Special Assignment Application form to the **Personnel and Training Bureau** by the closing date indicated in the position announcement.

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- (a) Applicants shall complete the required sections of the Special Assignment Application form detailing relevant specialized training, prior assignments, and other pertinent background information.
  - (b) **Applicants may request to review their Special Assignment Application prior to their interview.**
  - (c) If less than three (3) applications are received for an assignment, the Chief of Police may reopen the application process by extending the form submission deadline.
- 15 - Subsequent to the application submission closing date, a Bulletin Notice shall be issued listing all persons applying for the announced opening(s).
- 16 - The **Personnel and Training** Bureau shall route completed Special Assignment Application form(s) to the Division Commander(s) of the various candidates for supervisor and commanding officer comments.
- (a) The candidate's present assignment supervisor and commanding officer shall provide input regarding the candidate's performance and qualification for the desired assignment, and then return the form without delay to the Division Commander.
  - (b) The Division Commander shall ensure Special Assignment Application forms containing supervisor and command officer comments are returned to the **Personnel and Training** Bureau in a timely manner.
- 17 - The **Personnel and Training** Bureau shall route Special Assignment Application form(s) bearing supervisor and command officer comments to the Division Commander where the vacancy exists.
- 18 - The Division Commander, or his/her designee, assisted by the Bureau Commander and Detail Supervisor where the vacancy exists, shall review the applications and interview all eligible candidates in a timely manner.
- (a) **Upon the completion of each interview**, the Bureau Commander or Detail Supervisor where a vacancy exists **shall** place career development comments and appropriate feedback on the individual application forms.
  - (b) **Applicants may also request a meeting with the Bureau Commander, or his/her designee, for personal feedback on their performance, including areas of strength and areas for improvement.**
- 19 - The Division Commander where the vacancy exists shall submit his/her recommendation(s) for the open assignment(s) to the Chief of Police as soon as practical following the conclusion of candidate interviews.

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- 20 - Following the candidate interview process, the Division Commander will ensure candidate Special Assignment Application forms are returned to the **Personnel and Training** Bureau.
- (a) The **Personnel and Training** Bureau will maintain application form originals in a **secure** file for one year. **Applicants will be able to view or request a copy of their application during this time period.**

### Extension of Assignment

- 21 - **An employee who desires an extension of his/her Special or Temporary Duty assignment shall request the extension via the Chain of Command to the Division Commander no less than four months prior to his/her scheduled rotation.**
- 22 - Approval consideration by the **Division Commander** of a request for Special and Temporary Duty assignment service extension shall be based on the employee's overall work performance and the recommendations offered by the employee's Chain of Command.

### Transitional Training

- 23 - In accordance with General Order T-7, it shall be the responsibility of the Division Commander(s) receiving the "new" employee to ensure transitional training appropriate for the Special, Temporary Duty, or Specialized Duty assignment.
- 24 - The Division Commander(s) shall evaluate those Officers and Sergeants returning to the Patrol Teams, or Community Service Officers and CSO Supervisors returning to the Jail, from Special or Temporary Duty assignments and arrange for any needed training to reacquaint the employee with current operational policies and procedures.

References: General Orders F-3, F-5, F-6, T-7 and X-1