

Special, Temporary Duty or Specialized Duty Assignments - Application and Selection

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the application, evaluation and appointment of sworn and designated non-sworn employees to specialized assignments. The appointment shall be based on professional performance, ability, merit and departmental needs.

1002.2 POLICY

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.

The provisions of this policy shall not apply to captains and lieutenants, or to sergeants appointed to the Internal Affairs Bureau, who shall be assigned by the Chief of Police based on departmental needs.

Notwithstanding the procedures described in this policy, 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 the term of an assignment. Any aforementioned exceptions shall be communicated to the members of the Department and include the reason(s) when possible.

1002.3 DEFINITIONS

Extension of Assignment: The continuation of service in a special or temporary duty assignment, beyond the prescribed primary service term. Generally the extension shall be for a period of up to one year for officers and community service officers. However, the Traffic Bureau Motorcycle Officer and Crime Scene Unit Community Service Officer Identification Technician special assignments are eligible for two extensions of up to one year each. Supervisors are eligible for two extensions of up to one year each, or as otherwise authorized in this policy.

Decisions to extend an employee in a special or temporary duty assignment shall be announced via bulletin notice.

Special Assignment: A duty assignment other than Patrol (for officers and sergeants) or the Jail (for community service officers and supervisors) that has a primary service term of three years.

Specialized Duty Assignment: An 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.

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Temporary Duty Assignment: A duty assignment other than Patrol (for officers and sergeants) or the Jail (for community service officers and supervisors) that has a primary service term of one year.

1002.4 ELIGIBILITY REQUIREMENTS

Unless otherwise prescribed within BPD policies, employees must have successfully completed at least one year of service with the 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.

1002.5 ADMINISTRATIVE MANAGEMENT / SELECTION

1002.5.1 DESIGNATION

Assignments shall be designated as special, temporary duty or specialized duty at the discretion of the Chief of Police.

1002.5.2 RESPONSIBILITY

The Personnel and Training Bureau shall be responsible for the administration of special, temporary duty and specialized duty assignments and the associated application processes.

1002.5.3 BULLETIN NOTICE

A bulletin notice announcing the opening of a special, temporary duty or specialized duty assignment shall be issued not less than fifteen calendar days prior to the closing date for application submission. The bulletin notice shall include information to help prospective candidates prepare for the interview. The information shall be provided to the Personnel and Training Bureau by the bureau lieutenant responsible for the open assignment.

1002.5.4 APPLICATION

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 bulletin notice.

- (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 form prior to their interview.
- (c) If less than three applications are received for an assignment, the Chief of Police may reopen the application process by extending the form submission deadline.

After the closing date, a bulletin notice shall be issued listing all persons applying for the announced opening(s).

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1002.5.5 APPLICATION ROUTING / RECOMMENDATIONS

The Personnel and Training Bureau shall route completed Special Assignment Application form(s) to the division captain(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 captain.
- (b) The division captain shall ensure Special Assignment Application forms containing supervisor and command officer comments are returned to the Personnel and Training Bureau in a timely manner.

1002.5.6 APPLICATION REVIEW / INTERVIEW / FEEDBACK

The Personnel and Training Bureau shall route Special Assignment Application form(s) bearing supervisor and command officer comments to the division captain where the vacancy exists.

The division captain, or his/her designee, assisted by the bureau lieutenant and unit/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 lieutenant or unit/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 lieutenant, or unit/detail supervisor, for personal feedback on their performance, including areas of strength and areas for improvement.

1002.5.7 RECOMMENDATION / APPLICATION RETENTION

The division captain 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.

The division captain shall ensure the candidate's application is returned to the Personnel and Training Bureau.

- (a) The Personnel and Training Bureau shall maintain original applications in a secure file for one year. Applicants shall be able to view or request a copy of their application during this time period.

1002.6 EXTENSION OF ASSIGNMENT

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 captain no less than four months prior to his/her scheduled rotation.

Approval consideration by the division captain for the request shall be based on the employee's overall work performance and the recommendations offered by the employee's chain of command.

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1002.7 TRANSITIONAL TRAINING

It shall be the responsibility of the division captain(s) receiving the “new” employee to ensure appropriate transitional training is provided.

Division captain(s) shall evaluate employees returning to Patrol or the Jail from special or temporary duty assignments, and arrange for any needed training to reacquaint the employee with current operational policies and procedures.