
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Specialized Assignments</b>		
	<b>GENERAL ORDER</b> <b>106.2</b>	<b>Related CALEA Standards:</b>	
<b>Effective Date</b> <b>11/02/2021</b>	<b>16.2.1, 16.2.2, 16.2.3</b>		
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE <b>11/02/2021</b>

**1. PURPOSE**

The Department utilizes specialized assignments to meet specific needs relating to the delivery of police service to the City and as a development tool for personnel. This directive is intended to outline the selection process and general provisions for these assignments.

**2. POLICY**

It is the policy of the Department to create specialized assignments to better address specific needs in the interests of the City of Gaithersburg. In such cases, personnel must be assigned or detailed to a specialized assignment in order to accomplish a specific mission or task. Specialized assignments also allow personnel to enhance their skills, knowledge and abilities, and to facilitate career development. These assignments may be temporary or long term in nature.

**3. DEFINITIONS**

**3.1. Employee** - Within the context of this directive, the term “employee” refers to all personnel employed by the Department, unless otherwise specified. Occurrences may arise when assignment changes of both sworn and civilian personnel may be appropriate.

**3.2. Position Vacancy Announcement** - Within the context of this directive, the term “position vacancy announcement” refers to an announcement that is published internally, which advertises temporary and full time position vacancies, the requisite qualifications for the position and the selection process used to fill the vacancy.

**3.3. Specialized Assignment** - Within the context of this directive, the term “specialized assignment” refers to assignments within the Department, or in cooperation with other allied agencies, that require the routine performance of tasks and duties that are beyond the basic requirements of an assigned job description. These duties require that a candidate for the position possess the requisite skills, or that the candidate has demonstrated the aptitude to effectively achieve such skills, to accomplish the duties described.

## **4. PROCEDURE**

### **4.1. Posting of Announcements**

- 4.1.1. When specialized assignment vacancies are anticipated, they will be announced in writing through a position vacancy announcement, and distributed via Department wide email and posted in the roll call area. These announcements will also be posted in conspicuous locations within the police facility for a minimum of ten days.
- 4.1.2. Announcements will indicate the requisite skills, knowledge and abilities required, along with any other eligibility requirements, and specify the length of assignment if it is anticipated to be temporary in nature. The length of any temporary assignment will be determined by the Police Managers based upon needs of the department.
- 4.1.3. Interested personnel are required to submit a written statement of interest, outlining their qualifications as related to the announcement. This memorandum will be sent, as an email attachment, to all supervisory personnel in the employee's chain of command and copied to the Training Coordinator.
- 4.1.4. Candidates may be scheduled for an oral interview at the discretion of the Chief of Police. Vacancies will be filled by the Chief of Police after receiving recommendations, from command and supervisory personnel, based upon the qualifications of each candidate.

### **4.2. Selection Criteria and Procedures**

- 4.2.1. Personnel interested in a specialized assignment must meet the eligibility requirements indicated in the position vacancy announcement. Positions that may become available for specialized assignments may include:
  - 4.2.1.1. Investigator;
  - 4.2.1.2. Street Crimes Officer;
  - 4.2.1.3. Traffic Officer;
  - 4.2.1.4. Community Services Officer;
  - 4.2.1.5. Canine Handler; and
  - 4.2.1.6. Community Engagement Officer.

- 4.2.2. Selections will be based on employees':
  - 4.2.2.1. Training;
  - 4.2.2.2. Abilities as evidenced by performance;
  - 4.2.2.3. Skills and knowledge;
  - 4.2.2.4. Length of service;
  - 4.2.2.5. Work performance; and
  - 4.2.2.6. Prior expressed interest.
- 4.2.3. When a selection is made, all applicants will be notified of the selection. Personnel not selected will be given feedback concerning how to improve their chances of being selected for future opportunities.
- 4.2.4. Within two weeks of an employee's return from a temporary assignment, the unit supervisor to whom the employee was assigned will meet with, debrief and provide feedback to the member. The unit supervisor will prepare a written evaluation of the member's performance during the period of the assignment. This evaluation will be provided to the employee for his or her comments, if any, and filed as a permanent part of the employee's personnel file.

**4.3. Annual Review of Positions**

- 4.3.1. At least annually, the Chief of Police (or designee) reviews each specialized assignment to determine whether it should be continued.
- 4.3.2. The review includes:
  - 4.3.2.1. A list of the Department's specialized assignments;
  - 4.3.2.2. A statement of the purpose for each specialized assignment; and
  - 4.3.2.3. An evaluation of the initial problem or condition that required the implementation of the specialized assignment.