

# THURMONT POLICE DEPARTMENT

<b>GENERAL ORDER</b>	<i>Date Issued:</i> May 4, 2007	<i>Effective Date:</i> May 4, 2007	<i>Order No:</i> <b>Chapter 18.1</b>
<i>Authority: Chief of Police</i> <p style="text-align: center;"><i>Gregory L. Eyer</i></p>		<i>Manual Page No:</i>	
<i>Subject:</i> Specialized Assignments		<i>Replaces Page No:</i>	
<i>CALEA Standard:</i> 16.2	<i>Distribution:</i> <b>ALL</b>	<i>Amends:</i>	<i>Number of Pages:</i> 6
<i>Related Documents:</i>		<i>Rescinds:</i>	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

## I. PURPOSE:

To identify specialized positions and ensure procedures are in place for annual review of each position.

## II. POLICY:

The Thurmont Police Department may utilize specialized assignments to complete specific tasks and fulfill certain objectives and/or additional skills, knowledge, and abilities. Specialized assignments will be reviewed annually to avoid over-specialization and ensure the continued effective operation of agency specialization.

## III. DEFINITIONS:

**SPECIALIZED ASSIGNMENT:** an assignment other than the position to which an employee is originally assigned after completion of entry-level training and which is often characterized by increased levels of responsibility and training, but within a given position classification. For example, sworn personnel are hired and assigned as patrol officers upon graduation from the police academy. Once they are reassigned to an area other than patrol, they become specialized. Changes in assignment due to promotion are not considered specialized assignments. In addition, allocation of additional duties without a transfer in assignment does not constitute a specialized assignment. Temporary assignments are not considered specialized assignments.

## IV. PROCEDURE:

A. Identification of Specialized Assignments:

1. Personnel recognizing a need for a specialized assignment will submit a recommendation for such via chain of command to the Chief of Police. The Chief of Police will consider, but is not limited to, the following criteria when authorizing the establishment or continuation of a specialized assignment:
  - a. Goals and objectives of the Department,
  - b. Community service needs,
  - c. Manpower availability,
  - d. Budget constraints/cost-benefit analysis,
  - e. Anticipated duration of the special assignment,
  - f. Evaluation of the initial problem/concern suggesting an implementation of a special event, and
  - g. Mandates of the Mayor and Board of Commissioners for the Town of Thurmont.
2. Full-time Specialized Assignments may include the following:
  - a. Canine officer,
  - b. Detective,
  - c. Community Services Officer,
  - d. Drug Enforcement Officer,
  - e. Community Relations Officer,
  - f. Crime Analyst, and
  - g. Polygraph operator.
3. Part-time specialized assignments are duties that are performed in addition to the employee's regular full-time position. These assignments are not necessarily

delineated separately on the organizational chart, but are functions of the different organizational components. These specialized assignments include, but are not limited to, the following:

- a. Armorer,
  - b. Collision Reconstructionist,
  - c. Drug Recognition Expert,
  - d. Traffic Officer,
  - e. Background Investigator,
  - f. Property/Evidence Custodian,
  - g. Evidence Technician,
  - h. Field Training Officer,
  - i. Firearms/Range Instructor,
  - j. Hostage Negotiator,
  - k. Tactical Officer,
  - l. Intoximeter Officer, and
  - m. Motorcycle Officer.
4. On an annual basis in December, the Deputy Chief of Police will review each specialized assignment, and make a recommendation as to whether it should be continued. The review and recommendation will be forwarded to the Chief of Police for final action. This review will include:
- a. A listing of specialized assignments,
  - b. A statement of purpose for each assignment, and
  - c. An evaluation of the initial problem or condition that required the implementation of the specialized assignment and a determination of whether a need for the specialized assignment continues to exist.

**B. Advertising Specialized Assignments:**

1. Specialized assignments will be posted within the Office with a job description (if applicable), required qualifications, the date the position will be open, any ranks which are required or excluded, and the method and deadline for application.
2. Selection criteria may vary, according to the notice of the position to be filled, and will be noted on any specific posting. Any officer who meets the minimum qualifications stated in the posted announcement, and who is interested in being considered for the assignment must submit a written request to the Chief of Police via the chain of command. Recommendations will be made at each level of command.

**C. Eligibility to Apply:**

1. To be eligible to apply for assignment to a specialized position, an officer must generally have completed his/her probationary period. The Chief of Police may waive this requirement when the assignment is in the best interest of the Department.

**D. Selection Process:**

1. Selection will include the review of the candidate's request and the recommendation(s) of the supervisor(s), and may also include a review of the candidate's personnel file, other records such as Internal Investigations, and interview with the candidate, and any other appropriate procedures. Officers selected for an interview will be notified of the date, time, and location of the interview.
2. Selection will be based on the skills, knowledge, and abilities required for the specialization, including formal education, experience, specialized skills, length of experience, and any other pertinent considerations.

Once the selection process is completed, the Chief of Police or his designee will issue a Personnel Order, indicating the name(s) of the person(s) selected to fill the position(s), and the effective date of the assignment. A copy of the personnel order will be retained in the employee's personnel file and in the Specialized Assignment file, which are maintained and secured in the Office of the Administrative Assistant.

3. When requests are denied, the requesting member will be notified in writing reflecting denial. A copy will be filed in the employee's personnel file and the Specialized Assignment file.

E. Exceptions:

1. Nothing in this order precludes the Chief of Police from making assignments in order to meet the needs of the Department and fulfill the Mission of the Department.

**ATTACHMENTS:**

**DOCUMENT DATES:**

*Amended Date:*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written by: Chief of Police*

*Order Edited and Approved by: Chief of Police*

*CALEA Standards included in this Order  
Chapter 16.2.1-16.2.3*