



SOUTH MIAMI POLICE DEPARTMENT

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| GENERAL ORDER NUMBER: 6.2 | DATE OF ISSUE: July 31, 2011 | EFFECTIVE DATE: May 1, 2014 | NUMBER OF PAGES: 03 |
| CFA STANDARD: NONE SUBJECT: <i>Personnel Allocation & Distribution- SPECIALIZED ASSIGNMENT</i> | NEW (X) RESCINDS () AMENDS () OTHER () | By Order Of:  Rene Landa, CHIEF OF POLICE | |

CFA STANDARD: NONE
SECTIONS:

- 6.2.1 Annual Review of Specialized Assignments**
- 6.2.2 Advertising Specialized Assignments**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental guidelines and criteria for the annual review of special assignments; to provide guidelines and criteria for the appointment of personnel to special assignments within the department; to provide guidelines for temporary or rotating assignments of sworn personnel.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department that the Chief of Police retains the right to grant or deny assignments when, in the Chief's judgment upon the review of all relevant information, such action is necessary for the efficient operation and is in the best interest of the Department.

DEFINITIONS:

Specialized Assignment: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may or may not involve higher pay or additional benefits.

A list of specialized assignments includes:

- Investigator..... CID, SIU, GIU, IA, etc.
- Field Training Officer (F.T.O.)..... PATROL
- Bike Patrol.....PATROL/BIKE PATROL UNIT

- Canine (K-9) Officer.....PATROL
- D.U.I. BTO Officer.....PATROL
- D.R.E. Officer.....PATROL
- C.I.T.....PATROL
- Honor Guard.....PATROL
- Departmental Instructor.....PATROL
- Motorcycle Officer..... PATROL
- DARE Officer..... PATROL
- Community Patrol Officer..... PATROL

PROCEDURE:

6.2.1 Annual Review of Specialized Assignments

- A. Supervisors of specialized assignments will conduct an annual review of the specialized assignment in their command to ensure the continued effective operation of departmental specialization. The annual review will be conducted in the month of July. This review will include, but not be limited to the following:
1. The name of the specific specialized assignment or unit under review;
 2. A statement of purpose for the specialized assignment or unit; and
 3. Evaluation of the initial problem or condition that required the specialized assignment.
- B. Upon completion of this review, the supervisors will submit recommendations through the chain of command to the Chief of Police for changes and improvements, if needed.

6.2.2 Advertising Specialized Assignments

- A. Anticipated specialized assignment openings will be advertised by written announcement department-wide. A Position Announcement to all personnel will announce the anticipated opening, list criteria for selection, if applicable, job requirements and other pertinent information concerning the assignment.
- B. Criteria for the selection of personnel for specialized assignments within a given position classification will be based upon the following:
1. Skills, knowledge and abilities required for the specialized assignment;
 2. Formal education requirements (if any);
 3. Specialized skills and training;
 4. Length of experience required; and

5. A complete review of the applicant's personnel file.
- C. The Office of the Chief of Police will:
1. Assist unit supervisors in the development of job-related selection and resource questions to be used in the selection process;
 2. Oversee the application of job-related selection criteria to the selection process;
 3. Maintain the results on file for use when making transfers as vacancies occur;
 4. Notify all applicants of the results of the selection process.
- D. When a position vacancy is announced, the position will be filled using the following selection procedure:
1. Interested officers will prepare and submit a detailed written memorandum requesting transfer, detailing their qualifications and interest to their immediate supervisor. The written request must be submitted by the deadline date noted on the Position Announcement, normally thirty (30) days following the posted date.
 2. The written memorandum requesting transfer will follow the normal chain of command, with each supervisory level making a recommendation.
 3. The detailed memorandum will be submitted to the Chief of Police for final review. The Chief of Police will have formal and/or informal interviews with the position applicants and make the final determination on who is to be selected for the announced position.