



Approved:  
*Chief Marcia Harnden*

Subject:

# 816. Rotation and Special Duty Assignments

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## 816.1: PURPOSE AND SCOPE

This policy provides guidelines for eligibility, assignment, and duration of special duty assignments in the Albany Police Department.

### 816.1.1: DEFINITIONS

**Rotation** – The transfer/assignment of employees to or from the job assignments and specialty assignments for pre-determined intervals. Those rotations or special duty assignments not filled by application will be filled by appointment by the Chief of Police.

**Exception** – Variance from the rotation schedule which may be made by the Chief of Police.

**Extension** – The time an individual serves past the duration of their initial rotation or special duty assignment. The Chief of Police or designee may modify or temporarily extend the duration of any assignment based on operation needs.

**Special Duty Assignments** – Assignments within the organization which may be an increase in responsibility, skills, and/or experience within the same job classification. Such assignments may be in the form of additional collateral duties or may require performance of new skills and abilities. Training is usually required to address supervisory, management, or executive level development training, or may include technical and job-specific training. Special duty or rotational assignments may involve incentive pay or additional benefits. Although there are duration expectations for special duty assignments or rotational assignments, personnel serve in the assignments at the discretion of the Chief of Police.

**Duration of Special Duty Assignments** – Members who receive special duty and/or rotation assignments are expected to complete the minimum numbers of years in the assignment; however, members serve at the discretion of the Chief of Police.

**Long Term Assignments** – Long term assignments provide continuity, consistency, and to develop institutional knowledge, which also aids in the development and fostering of relationships with partner agencies. Long term assignments do not have maximum years in assignment and are listed as open. Employees in long-term assignments will continue to serve based on department needs and/or at the discretion of the Chief of Police.

**816.2: POLICY**

**It is the policy of the Albany Police Department to provide opportunities for professional growth for the members of the Albany Police Department, while delivering professional service to the citizens of Albany.**

**816.3: ELIGIBILITY**

- a. Special Duty Officer/Detective assignments are open to any sworn police officer not on probation with a minimum of three years of law enforcement experience on the date of **appointment** for the request for interest for the assignment.
  - 1) Candidates who do not meet eligibility requirements by the designated assignment date may not apply.
  - 2) The selection process will generally be conducted at least six months prior to the designated rotation time, to allow for the new employee to attend training before the assignment.
- b. Members in special duty assignments are allowed to apply for other positions as long as they have met the minimum required number of years in the assignment.
  - 1) Members will not be selected for the same specialty assignment without a one-year lapse in service with the exception of Field Training Officers. Specialty assignments are defined as Position/Assignment in section 816.4 of this policy.
- c. If no candidate passes the special duty selection assignment process or apply for the position, the position will first be offered to the employee vacating the position due to term limit, unless performance is below standards, and if accepted, given a two-year extension.
  - 1) Other appointments will be considered at the discretion of the Chief of Police, such as moving the junior person off of probation into the vacant position.
- d. Candidates in special duty assignments are expected to fulfill their duration of service unless the member is promoted, or operational needs require reassignment at the discretion of the Chief.
  - 1) Some assignments may be extended for the betterment of the department. (An example of this would be both undercover detectives leaving their assignment at the same time. One position may be extended for six months to train the new detective.)

**816.4: ASSIGNMENT COMMITMENTS**

Position/Assignment	Number of Positions	Minimum Years in Assignment	Maximum Years in Assignment
Investigations Lieutenant	1	2	4
Detective Sergeant	1	2	4
CRU Sergeant	1	2	4
Traffic/SRO Sergeant	1	2	4
Admin. Lieutenant	1	2	4
Detective (Short Term)	3	2	4
Detective (Long Term)	1	3	Open
Computer Forensic Det.	1	3 (After Certification)	Open
Sex Crimes Detective (Short Term)	2	3	6
School Resource Officer	2	3	4
Traffic Officer	2	2	4
Patrol K-9	2	5	Open
Narcotics K-9	1	5	Open
Field Training Officer	Dependent on need	None	4
LINE Task Force Lieutenant	1	5	Open
LINE Task Force Det	1	2	5

**816.5: TRAINING REQUIREMENTS**

Employees in the following special assignments shall receive additional training to include:

- a. Detective.
  - 1) Basic Detective Course.
  - 2) Interview and Interrogation Course.
- b. Certified Forensic Computer Examiner.
  - 1) Certification as a Certified Forensic Computer Examiner through IACIS.
  - 2) Other vendor training as needed to operate the software and testify in court.
- c. Field Training Officer.
  - 1) Field Training Officer's Course.
- d. Canine Officer.
  - 1) Training in accordance with [Police Canines: Policy 250.11](#).
- e. School Resource Officer.
  - 1) Basic School Resource Officer Training.