


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date May 31, 2019		APD.SOP.2101 Specialized and Temporary Assignments
Applicable To: All Sworn Employees		Review Due: 2023
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1. PURPOSE

The purpose of each specialized assignment is to support the Atlanta Police Department and its efforts to control crime within the City of Atlanta.

2. POLICY

The Atlanta Police Department will provide a fair, uniform, consistent application and selection process for specialized and temporary assignments. Specialized assignments will be reviewed annually to determine whether they should be continued.

3. RESPONSIBILITIES

3.1 Division commanders, their designee, will conduct an annual review of specialized assignments under their command, maintain a written record of the report and oversee the selection process for specialized assignments. The review shall be completed for the previous calendar year and submitted by April 1st of the current year.

3.2 Section commanders will announce all openings for specialized assignments within their command and implement a fair, uniform, and consistent selection process.

4. ACTION

4.1 Specialized Units and Assignments

4.1.1 A specialized assignment is any assignment or position characterized by increased levels of responsibility and/or specialized training, but within a given position classification.

4.1.2 Specialized assignments are not promotions and include, but are not limited to, the following units, squads or teams:

1. Accident Investigation Unit.



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2. APEX Unit.
3. Auto Crimes Enforcement (ACE) Unit.
4. Bicycle Response Team (BRT).
5. Explosive Ordinance Disposal (EOD) Unit.
6. Civil Disturbance Unit (CDU).
7. Field Force Extrication Team (FFE).
8. Asset Forfeiture Unit.
9. Fraud Squad.
10. Fugitive Unit.
11. Helicopter Squad.
12. High Intensity Traffic Team (HITT).
13. Homeland Security Unit.
14. Hostage Negotiation Team.
15. K-9 Units (EOD, Narcotics, and Tracking).
16. Motors Unit.
17. Mounted Patrol.
18. Narcotics Unit.
19. Path Force Unit.
20. Planning, Research, and Accreditation Unit (PRAU).
21. Staff Inspections Unit (SIU).
22. SWAT Team.
23. Tactical Crime Analysis Unit (TCAU)
25. Training Academy.

4.2 Announcing Openings for Specialized Assignments
(CALEA 6th ed. Standard 16.2.2)



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- 4.2.1 Section commanders are responsible for announcing openings for specialized assignments within the department. Zone commanders may limit announcement for discretionary units to officers in the zone.
- 4.2.2 The announcement should include the position to be filled, the minimum criteria required for that position, the knowledge, skills, and abilities required for that position. In addition, the formal education (if required), experience, training, length of service requirement, and the method and deadline for applying for that position shall be included.
- 4.2.3 Section and watch commanders will notify employees under their command of specialized assignments openings throughout the Department by announcing openings at roll call, by posting the announcement at departmental work sites, and through departmental e-mail.
- 4.3 Eligibility and Selection Process for Specialized Assignments
 - 4.3.1 The minimum requirements for eligibility are:
 - 1. An applicant must have two years of continuous experience as a police officer with the Atlanta Police Department and must have the required specialized skills, knowledge and abilities required for the specialized position.
 - 2. Effective or better performance evaluations for the previous two years; and
 - 3. No adverse disciplinary action within the previous 12 months.
 - 4.3.2 The minimum requirements for the selection process are:
 - 1. Written application;
 - 2. Review board; or
 - 3. Interview.
 - 4.3.3 Division, section, or unit commanders will be responsible for implementing a fair, uniform, and consistent selection process based on the particular specialized assignment.
(CALEA 6th ed. Standard 16.2.2)
- 4.4 Annual Review of Specialized Assignments (CALEA 6th ed. Standard 16.2.1)
 - 4.4.1 At the end of each calendar year, Division commanders, their designee, will conduct a review of each specialized assignment within their chain of command, giving consideration for an opportunity for individual growth, as well as improved job satisfaction and performance.
 - 4.4.2 The annual review will include a listing of each specialized assignment, a statement of purpose for each listed assignment, the evaluation of the initial problem or condition that required implementation of the specialized assignment and whether or not the specialized assignment should be continued the following year. The review shall be completed for the previous calendar year and submitted by April 1st of the current year.
 - 4.4.3 Copies of the annual review will be submitted to the Chief Administrative Officer, or their designee, and to the Planning, Research, and Accreditation Unit (PRAU). Reviews will be kept on file for three (3) years by PRAU.



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- 4.5 Temporary assignments
 - 4.5.1 Temporary assignments are assignments that are not permanent in nature and designed to perform a specific task or meet a specific need for a limited and specified period of time.
 - 4.5.2 An employee assigned to a temporary assignment will have his or her work hours recorded on a Borrowed Personnel Form (Form APD 210) and remain on his or her permanent assignment's timekeeper's Kronos account.
 - 4.5.4 Employees being placed in temporary assignments will be given as much advance notice of that assignment as possible and practical.
 - 4.5.5 In a Division-to-Division temporary assignment, the two Division commanders will document their agreement in a memorandum (Form APD 677), signed by both. The memorandum (Form APD 677), will state the length of time for the assignment, no more than 90 days. If the requesting commander is ready to send the employee back prior to the end of the time period, he or she may do so at any time. If the lending commander needs to have the employee returned prior to the end of the temporary assignment period, he or she will state that need in a memorandum (Form APD 677) and route it through the same approval process.
 - 4.5.6 If a proposed section-to-section temporary assignment is within a Division, the two section commanders will document their agreement in a memorandum (Form APD 677), signed by both of them and by the Division commander. The section commanders will follow the procedure in 4.5.5.
 - 4.5.7 After the temporary assignment ends, employees must return to their permanent assignment for at least 90 days before being reassigned to the same, or another temporary assignment. Commanders who desire an extension of the temporary assignment, due to the particular skills and abilities of the employee or the needs of the department, may make a written request to the affected division commander for a time extension which shall not exceed more than 90 days at a time, or a permanent transfer of the employee. No temporary assignment, with extensions, will last longer than a year.
 - 4.5.8 Division, section, and unit commanders will be responsible for selecting employees for temporary assignments. Criteria that should be considered include: the skills, knowledge, abilities, formal education, experience, training, and/or length of service of the employee. (CALEA 6th ed. Standard 16.2.3)
- 5. DEFINITIONS
 - 5.1 Knowledge, Skills, and Abilities (KSA): Knowledge is a body of information or the understanding gained through learning, education, experience or associations. Abilities are processes required to perform the various job responsibilities and the proficiency with which an individual/employee performs a specialized or temporary assignment.
 - 5.2 Specialized Assignment: An assignment or position characterized by increased levels of responsibility and/or specialized training, but within a given position classification typically characterized by a transfer by personnel order.
 - 5.3 Temporary Assignment: Any assignment that is not permanent, to perform a specific task for a specific period of time typically characterized by a use of a borrowed personnel form.



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6. CANCELLATIONS

APD.SOP.2101 Specialized and Temporary Assignments, effective May 1, 2014

7. REFERENCES

APD.SOP.2080, "Training"
Commission on Accreditation for Law Enforcement Agencies (CALEA), 5th Edition, Standards
16.2.1; 16.2.2; 16.2.3

8. SIGNIFICANT CHANGES

List of Section 4.2 revised

Section 4.2.3 revised