



# CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

## SWORN SPECIAL ASSIGNMENTS

**GENERAL ORDER:** 10.01

**CREATED:** November 11, 2020

**ISSUE DATE:** October 1, 2022

**CALEA STANDARD:**

**EFFECTIVE DATE:** October 1, 2022

**ACTION:** Re-numbers general order dated November 20, 2020.

### **10.01.0**    **PURPOSE**

The purpose of this General Order is to establish a standard method by which special assignments are advertised; the method by which coworkers apply and compete for special assignments; and the length of time a coworker may serve in such assignments.

### **10.01.1**    **POLICY**

It shall be the policy of Concord Police Department to use special assignments as a means to provide coworkers with professional development opportunities consistent with the strategic objective of making coworkers as well-rounded and highly trained as practicable. Further, it shall be the policy of the department to ensure a fair, consistent, transparent, and equitable process for assigning coworkers to special assignments.

### **10.01.2**    **DEFINITIONS**

#### A. SPECIAL ASSIGNMENT

A full-time assignment that is advertised via a posting, and for which a coworker must apply and go through a competitive selection process. Special assignments, and the policy set forth herein, apply to sworn coworkers up to and including the rank of Police Sergeant.

#### B. TEMPORARY DUTY ASSIGNMENT

An assignment for a limited period of time that may or may not be advertised via a posting, and for which an application and/or competitive selection process may or may not be held.

### **10.01.3**    **SPECIAL ASSIGNMENTS**

#### A. EXAMPLES

The following list is not all-inclusive, and based upon changes to the department's organizational structure new special assignments may be created and existing special assignments may be eliminated:

1. School Resource Officer/Sergeant
2. Airport Unit

3. Motorcycle Patrol
4. K-9 Handler
5. Criminal Investigations Division
6. Special Operations Division
7. Accreditation Unit
8. Training Unit
9. Planning and Logistics Unit
10. Recruiting Unit

#### B. POSTING

The chief of police shall publish a posting for any special assignment vacancy or anticipated vacancy. Such posting shall generally include eligibility requirements, assignment duties and responsibilities, preferred characteristics, application deadline, and directions to provide supporting documentation (i.e., resume, letter of interest, etc.), if applicable.

#### C. SELECTION PROCESS

Bureau commanders shall determine an appropriate selection process for the special assignments under their command. All processes shall be reviewed and approved by the chief of police. Generally and at minimum, candidates shall participate in a structured interview.

#### D. SERVICE TIME LIMITS

1. Except as outlined below, coworkers shall generally serve in a special assignment for up to three (3) years.
2. Police K-9's have an expected service life of 7-9 years depending upon the age at which the K-9 began police service and other factors. A police K-9's service life may be reduced because of an unexpected illness or injury. When partnered with a K-9, handlers are expected to commit to the service life of their K-9, regardless of whether that commitment lasts 6 months or 10 or more years. Therefore, the service time limit for a K-9 handler shall be limited to the service life of the K-9 to which the handler is assigned. In the event of an early K-9 retirement or death, the chief of police may consider whether the affected handler receives another K-9 or competes for a K-9 through a future competitive posting process.
3. Criminal Investigations Division assignments shall generally be for up to five (5) years, subject to a mutually agreed upon extension(s) between the affected coworker and his/her chain of command. This extended service time limit is based upon the length of time needed to develop interview and interrogation skills, and learning investigative processes for a broad range of major crime types that may or may not occur within a shorter service time limit.

4. Special assignment extensions may be approved for a total of up to two (2) additional years, totaling five (5) years or seven (7) years respectively in any one special assignment.
5. Certain factors such as specialized training or certifications (i.e., polygraph, computer forensics, crime scene forensics, etc.); contractual obligations (i.e., school resource officer); or a lack of interest in a special assignment may require an extension beyond the two (2) additional years cited above.
6. Any extension beyond the initial three (3) years or five (5) years of service shall be based upon a recommendation from the coworker's chain of command subject to the sole discretion of the chief of police.

**NOTE: Service time limits exist for a single special assignment. Coworkers who serve a complete term in a particular special assignment may be eligible to return to that same special assignment later on in one's career so long as a reasonable reassignment period – as outlined below – has passed.**

#### E. REASSIGNMENT

1. Aside from annual performance evaluations, overall coworker performance and development shall be evaluated reasonably in advance of the point in which the special assignment reaches three-years, at which time a determination shall be made as to an extension recommendation to the chief of police. This performance evaluation shall be an interactive process between the coworker and his/her chain of command.
2. Coworkers shall generally transfer from a special assignment to the Patrol Bureau. However, a coworker in a special assignment may apply to a posting and compete for a different special assignment provided they otherwise qualify for said special assignment.

#### **10.01.4 TEMPORARY DUTY ASSIGNMENTS**

1. Coworkers may temporarily transfer to a special assignment, outside of the competitive posting process and time limits outlined above, as directed by the chief of police.
2. Such transfer may occur as a result of a coworker requiring an accommodation (i.e., illness, injury, pregnancy, etc.).
3. Such transfer may also occur based upon special needs of the department, such as a Vice and Narcotics operation where the temporary use of a specific coworker is needed; or, a temporary school resource officer vacancy that must be filled by someone who did not apply to a SRO posting or otherwise request that assignment.

**10.01.5**    **MANAGEMENT RIGHTS**

1. While bureau commanders may transfer their own staff from one team or shift to another within the same work location, only the chief of police has the authority to transfer a coworker from one work location to another.
2. The chief of police reserves the management right to transfer or reassign coworkers outside of this general order based upon exigent or unique circumstances, or based upon departmental needs as deemed necessary.



GARY J. GACEK  
CHIEF OF POLICE