

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-115
Special Assignment / Special Duty Roster, Qualifications and Selection		
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References:	Reevaluation Date: Annually	Standards: LE 11.4.1, 11.6.1, 15.1.1, 15.1.3, 46 COM 1.2.5, 1.2.7, 5.2.11

I. POLICY

It is the policy of this Office to select the most qualified candidates for special assignment and special duty positions within the Office and to have in place a standardized selection process that ensures efficiency and assignment for effectiveness. All special assignments and special duty positions are at the discretion of the Sheriff and are not considered promotions.

II. SPECIAL ASSIGNMENT ROSTER

This procedure is applicable to all special assignments, which include but are not limited to the following:

- Joint Terrorism Task Force (JTTF)—This task force leverages the collective resources of member agencies to prevent, preempt, deter, and investigate terrorist acts that affect United States interests. It also disrupts and prevents terrorist acts and apprehends individuals who may commit or plan to commit such acts. The JTTF also facilitates information sharing among its members.
- DEA – Responsible for the disruption of illicit drug traffic in the Denver Metro area by immobilizing targeted violators and trafficking organizations; gathering and reporting intel relating to trafficking in narcotics and dangerous drugs; and conducting undercover operations that will result in effective prosecution.
- Rocky Mountain Safe Streets Task Force (RMSSTF)—The Rocky Mountain Safe Streets Task Force consists of local, state, and federal personnel with the mission to jointly investigate, apprehend, and prosecute the most violent criminal offenders and enterprises operating in the Denver metropolitan/Front Range area.
- Rocky Mountain Innocence Lost Task Force (RMILTF) - An FBI task force targeting sex traffickers who put up children for sale in Colorado and Wyoming.
- Regional Anti-Violence Enforcement Network (RAVEN) – This Task Force was developed to coordinate local, state, and federal resources to conduct long-term, complex investigations of violent, gang-related drug trafficking organizations.
- Front Range Drug Task Force (FRTF)—The Front Range Task Force was developed to combat and control mid- to high-level drug trafficking organizations at the regional, state, and national levels.
- Rocky Mountain Regional Computer Forensic Laboratory (RMRCFL)—Provide scientifically sound and legally reliable digital forensic services for law enforcement and prosecutorial agencies in Colorado and Wyoming.
- Financial Investigative Regional Strike Team (FIRST) – A task force that seeks out and eliminates criminal enterprises whose organized criminal activity undermines the state's economy, harms innocent civilians and victimizes local businesses.

- Violent Criminal Enterprise Task Force—A federal task force of multi-jurisdictional local and federal agencies formed to combat organized violent crime. Its principal mission is to identify, disrupt, and dismantle organized violent criminal conspiracies operating in Colorado (FBI—Denver).

All positions included in special assignments will be reviewed annually by the supervisor in charge of the assignment <LE 15.1.1, 15.1.3, COM 12.5, 12.7>. This documented review will consist of an evaluation of the initial problem or condition that required the implementation of the special assignment. Additionally, the Sheriff retains the right to move employees from special assignments at any time in the best interests of the Office.

III. SPECIAL DUTY POSITION ROSTER

This procedure is applicable to all special duty positions, which include but are not limited to the following:

- School Resource Officer (SRO)
- Accreditation Unit
- Youth Education Programs
- Traffic Team
- Civil
- Warrants
- Investigations
- Canine (K-9)
- Special Weapons and Tactics (SWAT)
- Special Operations Response Team (SORT)
- Field Training Officer (FTO)
- Bomb Team
- Hazmat
- Wildland Fire Handcrew
- Communication Training Officer (CTO)
- IMPACT Unit

IV. PROCEDURE<LE 11.6.1.c>

Agency wide announcements will be made regarding openings for special assignments and special duty positions. A minimum of five days will be given from the time of the posting until the time of the closing of the position. The qualifications for the open position(s) will be outlined in the announcement and all candidates will go through the selection process as outlined.

- A. Qualifications: While some of the special assignments will have position-specific requirements, each position opening must include a list of qualifications in the following areas <LE 46.2.4, COM 5.2.11>:
 1. Years of law enforcement experience required.
 2. Basic experience prerequisites such as years with this Office or experience in a particular area or discipline (such as Patrol, etc.).
 3. The applicant has a current satisfactory performance evaluation.
 4. The applicant has no active 2-year letter(s) of reprimand.

5. The applicant is not currently on a work performance plan.
6. The applicant is not on any current discipline for unsatisfactory performance.
7. Other special qualifications (such as ability to pass a special test such as a medical examination, psychological examination, or a physical fitness agility course, etc.).
8. The components of the selection process that will be utilized.
9. If the applicant does not meet the qualifications outlined but has comparable education/experience, they can submit a waiver memo for consideration to the Professional Standards Division Chief.

B. Process: The components of the selection process can include the following:

1. Submission of a letter of intent through the applicant's chain-of-command to the Professional Standards Division Chief. Recommendation by the member's chain of command must be obtained (this is implied by signing off on the candidate's letter of intent or with a response email to Professional Standards). A resume may also be requested of the applicant (this will be specified in the job posting.)
2. A complete review of all the candidate's Office files utilizing a standardized file review form identifying objective.
3. A minimum of a 3-member panel will conduct an interview panel. The same panel members will be used for all candidates, and the questions asked during the interview will be documented in written form and maintained by Professional Standards. The panel may be comprised of the following individuals:
 - a. The Division Chief, designee, or functional equivalent of the division overseeing the special assignment.
 - b. A supervisor of the unit or team.
 - c. An individual with experience with a special assignment but not currently assigned to the division/special team.
4. Any position requiring special testing, such as psychological and physical fitness.
5. Required background checks, security clearances, and questionnaires.
6. At the discretion of the Professional Standards Division Chief and the division designee, or functional equivalent, a written test may be required for efficiency. If utilized, the written testing process will be overseen by Professional Standards.
7. At the discretion of the Professional Standards Division Chief and the, designee, or functional equivalent, a Command Interview may be conducted utilizing standardized questions for all applicants.
8. The division chief will make the final selection, with the concurrence of the Undersheriff, and Sheriff.

C. Discipline: If an applicant is currently pending an investigation or possible disciplinary action, they will be eligible to participate in a selection process. However, should disciplinary action be imposed prior to the individual's physical transfer, they may be ineligible for transfer at the discretion of the receiving division commander.

D. Review: Once the testing results have been posted, applicants may review them by making an appointment with Professional Standards.

E. Appeal: If an applicant feels that the selection process results were unfair or that an unlawful practice occurred, they can appeal the decision to the Professional Standards Division Chief within five days of the results being posted.

V. TRANSFERS WITHIN DIVISIONS TO NON-SPECIALIZED ASSIGNMENTS

Professional Standards will conduct the selection process, which may include all or portions of the process outlined in Section C.

The Professional Standards Division Chief oversees promotional processes, and the Professional Standards Commander has the authority to administer them.

A. Job Postings. Agency-wide job postings via an intranet platform to ensure access regardless of work location. An announcement will be made regarding the upcoming promotion process. A minimum of five (5) working days will be given from the time of the posting until the time of the position's closing. Fourteen (14) days is the typical time for internal postings. The job posting must include at least the job title, compensation, benefits, and means by which employees may apply for the position. An employer makes "reasonable efforts" with any method(s) by which all covered employees can access within their regular workplace, either online or in hard copy, and are told where to find required postings or announcements. These job postings occur in the Talent Center, and the notification is typically emailed to the employee base. Employers must notify all employees of all promotional opportunities and may not limit notice to those they deem qualified for the position. However, they may state that applications are open only to those with certain qualifications and may screen or reject candidates based on such qualifications. Employees may complete a memo requesting a waiver for consideration to participate in the process. The qualifications for the position, selection process, and numerical weight, if any, assigned to the components will be outlined in the announcement.

B. Application Process. Prospective candidates will complete the online application and submit a memo of intent outlining their background and eligibility through their chain of command to the Professional Standards Division Chief. This memo will be submitted by email to ensure that all member's chain of command and Professional Standards know their intent to participate. This includes memos requesting a waiver for consideration for participation in the process. Once received, the Professional Standards Division Chief and Professional Standards personnel will evaluate the candidates' promotional eligibility.

C. Testing will be any combination of the following: 1. Written exam 2. Background evaluation (to include an objective, standardized file review) 3. Interview panel P&P D-109 – Promotions / Demotions 3 of 3 4. Assessment center (or another center that can assess a candidate's suitability for the tested position) 5. Appraisal of promotability (to include an interview with the command staff and/or Sheriff and an Advisory Memo for supervisory positions) 6. Other testing as deemed appropriate for the job description/position. A minimum score of 70% on each testing phase may be required before a candidate is eligible to progress to the next phase. The components utilized for the testing process will be job-related and non-discriminatory.

By Order of the Sheriff