



GENERAL ORDER

DURHAM POLICE DEPARTMENT
DURHAM, NC

NUMBER:

1020 R-6

SPECIALIZED ASSIGNMENTS

Effective Date: 12/15/1995

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04/13/2007; R-5 05/16/2016; **R-6 04/24/2023**

INTRODUCTION

The Durham Police Department (DPD) has established various units and assignments to support department administrative and operational functions. Specialized assignments are characterized by an increased level of either participation, training, or skills to perform specific activities. This general order defines specialized assignments and units, as well as general guidelines related to these units, if such guidelines are not addressed in other policies or procedures.

SPECIALIZED UNITS

Specialized units require officers to have knowledge and skills beyond the standard training requirements for all officers of the same job classification. Assignments to these units are on a full-time basis and may require:

- advanced training and may also require members to obtain and maintain certifications in various specialties,
- residency requirements,
- variable work schedules, including on-call responsibilities, to meet operational objectives, and
- physical tasks at a higher level of frequency than a patrol assignment.

Specialized units include:

- Traffic and Crash Team,
- Canine unit,
- Motorcycle unit,
- Mobile Substation officer,
- Federal Taskforce officers,
- Selective Enforcement Team, and
- Biological and Chemical Response Team leader.

Specialized units maintain the same command structure as other, non-specialized units, per General Order (G.O.) 1001 *Department Organization* and G.O. 1007 *Command Authority*.

ANCILLARY SPECIALIZED ASSIGNMENTS

Members in ancillary specialized assignments provide operational support functions in addition to their full-time assignments and responsibilities and must complete all required activities, which may include:

- topic-specific training and/or regular re-training activities,
- participation in an on-call rotation, or the need to be placed on standby,
- physical tasks at a higher level of frequency than a patrol assignment, and
- responsibility for maintaining additional issued equipment.

Each specialized ancillary assignment will report to a division commander, based on the most appropriate operational function they support. From the current list of members, the division commander will select a coordinator for the specialized assignment, who is responsible for administrative and executive functions.

Ancillary specialized assignments include:

- Selective Enforcement Team Reserves (Organized Crime Division),
- Biological and Chemical Response Team Reserves (Organized Crime Division),
- Hostage Negotiation Team (Organized Crime Division),
- Patrol Rifle Operator (Training Division),
- Peer Support Program (Training Division),
- Mobile Field Force (Organized Crime Division),
- Mobile Substation Driver (Community Services Division),
- Police Training Officers (Training Division),
- Specialized Instructors (Training Division), and
- Less-than-Lethal Munitions Operator (Training Division).

VOLUNTARY ACTIVITIES

Voluntary activities are organized groups or teams of members who represent the department in non-operational activities outside the scope of their regular duties. These activities may require attendance at various practice sessions, training, and travel.

Voluntary activities include:

- Honor guard,
- Sports teams,
- Pistol team,
- Police explorer advisors, and

All voluntary activities will report to the appropriate Division Commander. The commander will select coordinators to manage membership and activities.

SELECTION AND ASSIGNMENT

Eligibility for Specialized Units, Specialized Ancillary Assignments, and Voluntary Activities

The following eligibility requirements apply to all specialized units, specialized ancillary assignments, and voluntary activities. General orders specific to each unit, assignment, or activity may modify the eligibility requirements. To be eligible for transfer/assignment members must:

- Have a minimum of twenty-four (24) months of continuous service as a sworn officer with DPD, calculated from their date of release from the PTO program.
- Have received at a minimum rating of “effective” on their last two annual performance appraisals.
- Have no disciplinary suspensions for one year, calculated from the date of the disciplinary action to the application deadline.
- Have completed a minimum of eighteen (18) months in their current assignment, if that assignment was a result of administrative action.

Residency Requirements

Officers requesting a transfer to the following units/assignments must live within a thirty-five (35) mile radius to effectively support the operational needs of the unit/assignment.

- Selective Enforcement Team
- BCERT team leader
- Canine unit
- Traffic and Crash Team

All members transferred after November 30, 2011, must meet the residency requirement. Current officers in the above assignment who were assigned into those positions as of November 30, 2011, are not required to meet the residency requirement. Officers will be subject to periodic audits by The Personnel Services Division of their primary residence to ensure compliance with this policy.

Due to the training requirements of specialized units and specialized ancillary assignments, members are expected to commit to those assignments for a minimum of eighteen (18) months. Transfer requests or resignations submitted before this time commitment will only be granted when extenuating circumstances exist. They must be approved by the member’s chain of command and the Chief of Police.

Resignations and Removals

A member may resign from a specialized ancillary assignment (except for Mobile Field Force) or voluntary activity by submitting a written letter of resignation to the appropriate division commander, through the coordinator. The member’s chain of command should be copied on the letter. If the resignation does not negatively impact operational functions, the resignation should be granted.

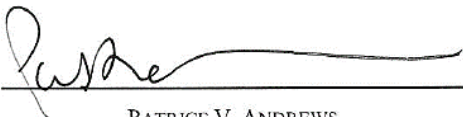
Once the resignation has been approved, the member’s chain of command and The Personnel Services Division will be notified of the effective date of resignation. If a member receives any pay incentives or supplements as part of their participation, then the Personnel Services Division will update the appropriate payroll system.

Members may be removed from any specialized unit, specialized ancillary assignment, or voluntary activity at the discretion of the Chief of Police or under any of the following circumstances:

- As an administrative action in response to disciplinary action, when a member has accumulated sixteen (16) or more hours of suspension and/or four (4) or more written reprimands during the previous two (2) years.
- If they fail to attain a minimum overall performance appraisal rating of “effective” on their annual performance appraisal.
- If they fail to complete all aspects of a performance or disciplinary action plan within the prescribed timeframe.
- If they fail to comply with residency requirements.
- If they are physically unable to perform mandatory duties and responsibilities.

ANNUAL REVIEW

At the end of each calendar year, all specialized unit supervisors and coordinators will conduct a yearly review of their assigned members to include disciplinary histories for that calendar year. The review will identify all assigned members, document any members who have been removed or who are being considered for removal from their assignment, along with the reason for their removal. This review will be documented in memo format to the Chief of Police through the chain of command.



PATRICE V. ANDREWS
CHIEF OF POLICE