

## Specialty Assignments

### 106.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for making special assignments within the Marysville Jail.

### 106.2 REQUIREMENTS

Requirements and information regarding any specialty assignment process are available through the Division Commander.

### 106.3 POLICY

The Marysville Jail determines assignments in a nondiscriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

### 106.4 ASSIGNED POSITIONS

The Chief of Police will establish a list of specialty assignments based on the needs of the department. An officer, corporal, or sergeant selected for a specialty assignment shall only serve in that specialty assignment when their performance is at a level that meets or exceeds expectations.

The length of time an employee may serve in a specialty position is generally a minimum of three (3) years. There is an option for extension, by mutual agreement of the employee and the Chief of Police or his/her designee, for three (3) additional one-year periods.

At or near the anniversary date to their assigned specialty an employee will be notified whether they are to be extended an additional one year period or rotate out at the end of that term. The Chief of Police may reduce or extend the length of time that a person is assigned to specialty assignments based on the needs of the department.

At the conclusion of their minimum assignment or rotation period, an employee may reapply with the understanding they will receive no special preference in the selection process.

### 106.5 SPECIAL ASSIGNMENT POSITIONS

The Chief of Police may add or remove assignments from this list based on the needs of the department. The following positions are considered specialty assignments and not promotions:

Court Protection Unit

Nothing in this section shall prevent an employee from seeking to promote or applying for a different assignment within the department during the term of appointment. The department, when making a promotion decision, shall not consider the employee's current assignment rotation.

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#### 106.5.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Three years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Washington State Criminal Justice Training Commission or law
- (d) Exceptional skills, experience, or abilities related to the special assignment

#### 106.5.2 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

- (a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.
  - 1. The supervisor recommendations will be submitted to the Division Commander for whom the candidate will work.
- (b) Division Commander interview - The Division Commander will schedule interviews with each candidate.
  - 1. Based on supervisor recommendations and those of the Division Commander after the interview, the Division Commander will submit his/her recommendations to the Chief of Police.
- (c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Chief of Police.

#### 106.5.3 INELIGIBILITY AND REMOVAL

An employee may be ineligible to apply for, or remain in, a specialty assignment if:

- (a) The employee has received a "needs improvement" in any category of their performance evaluation for the current review period. This shall remain in effect until a subsequent performance evaluation indicates the employee meets or exceeds expectations in all categories.
- (b) The employee has received a sustained Internal Affairs Complaint. Generally, this shall remain in effect for a period of one year, or until such time as all identified disciplinary sanctions, if applicable, have been met and the employee has been so notified.
- (c) The Chief of Police or designee may review requests for exemptions.

The Marysville Police Department shall not assign, or transfer any member to a position that may allow contact with inmates if the member has (28 CFR 115.17):

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- (a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution as defined in 42 USC § 1997.
- (b) Been convicted of engaging in or attempting to engage in sexual activity facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent or was unable to consent or refuse.
- (c) Been civilly or administratively adjudicated to have engaged in the activity described in paragraph (b) of this section.

Employees who may have contact with inmates shall disclose any conduct described above in written applications or interviews for special assignment.

#### **106.6 ANCILLARY DUTIES**

The Chief of Police will establish a list of Ancillary Duties based on the needs of the department. An officer or Corporal selected for an ancillary duty shall only serve in that capacity when their performance is at a level that meets or exceeds expectations. An ancillary duty does not constitute a specialty assignment except for Field Training Officers when performing FTO duties or as delineated in the current Bargaining Unit Agreement.

##### **106.6.1 ANCILLARY DUTY ASSIGNMENTS**

The Chief of Police may add to remove duties from this list based on the needs of the department. Employees selected for ancillary duty will generally serve in the following, but not limited to, capacities:

- Firearms / Range Instructor
- Crisis Negotiations
- Investigator (PREA, backgrounds)
- EVOC Instructor
- Defensive Tactics Instructor
- Taser Instructor
- Field Training Officer Coordinator
- High Risk Transport Team

##### **106.6.2 ANCILLARY ASSIGNMENT REVIEW**

Either the corporal, sergeant overseeing the duty, or the Division Commander shall review employees selected to perform ancillary duties annually. Solely, the Chief of Police or his/her designee will determine the time an employee may serve in an ancillary duty.