



Newport News Police Department - Administrative Manual

ADM-345 - TEMPORARY ASSIGNMENT OF SWORN PERSONNEL

Amends/Supersedes: ADM-345 (11/14/2018)

Date of Issue: 02/01/2021

I. DEFINITIONS

Temporary Positions – May be either:

- A. Positions, as defined within a bureau into which non-probationary officers may request assignment as a means of career and/or skill development; or
- B. *Ad hoc* positions, as defined by the Chief of Police, into which employees may be placed to serve on a temporary basis to fill an immediate and/or continuing need within the agency.

NOTE: The Chief of Police reserves the right to transfer any employee to any position within the agency at any time based on operational necessity and the best interests of the agency.
[11.5.1(a)]

II. PROCEDURE

A. Defined Temporary Positions

1. Establishment

[11.5.1(a)]

- a. Division commanders may establish temporary positions to be staffed by personnel within their respective divisions.
 - b. Temporary positions that require personnel transfer between divisions will be submitted to the Chief of Police for approval prior to creating them.
 - c. The anticipated duration of the assignment will be set out at the time it is established, not to exceed six months.
2. Available temporary assignment positions are reserved for officers who have successfully completed their probation and have been released for independent patrol for at least eighteen months. The following are recurring temporary positions:
- a. Street-Level Narcotics Enforcement Investigator – Special Investigations Division;
 - b. Precinct Investigator – Patrol Bureau, Investigations Units; and
 - c. Public Information "Intern" – Public Information Office

NOTE: The Chief of Police reserves the right to authorize, or not authorize, the selection and appointment of officers to fill all temporary positions.

B. Selection Procedures

[11.5.1(d)]

- 1. Available temporary position openings will be advertised to all applicable employees either division-wide or department-wide (as determined by the position). A position is advertised for a period of at least one week from the date of announcement, or as established by the Chief of Police. [11.5.1(d)]

2. Officers selected to serve in one of the temporary positions will be limited to one tour of not more than six consecutive months. Additionally, selected officers may only fill a temporary position for one tour every three years in any area. [11.5.1(b)]
3. In order to be eligible for a temporary assignment, interested officers shall submit a memorandum of interest to the bureau commander of the bureau in which the position opening occurs. The memorandum must contain the following information: [11.5.1(c)]
 - a. The officer's name, the name of their immediate supervisor, and their current assignment;
 - b. The type of temporary assignment they are interested in filling;
 - c. A brief explanation as to why they wish to participate in the process; and
 - d. A brief description of the knowledge, skills, and abilities they will bring to the position.
4. The office of the bureau commander shall forward all submitted memoranda of interest to the applicable division commander.
5. The division commander for the available temporary position's area shall:
 - a. Meet with the chain of command in charge of the available position to review all received memoranda of interest and develop a consensus decision as to whom should serve in that assignment;
 - b. Forward a memorandum to their bureau commander indicating the position selection; and
 - c. With the concurrence of the Chief of Police, or their designee, offer the selected applicant the position.
6. If applicable, upon acceptance of the position offer, the affected division commander will contact the applicant's division commander to decide on a starting date for the officer to report to the temporary assignment.
7. The affected division commander will prepare a memorandum for the signature of the Chief of Police that announces the assignment of the selected officer to the temporary position. The memorandum will specify the job location, title, work hours, functions and expected duration. It will also provide a contact name and telephone number for the position supervisor, and reporting date. The memorandum, when approved by the Chief of Police, will be forwarded to selected officer, with a copy to all personnel.

C. Temporary/*Ad Hoc* Positions

1. Should the need arise to temporarily re-assign an employee to an existing position or to create an ad hoc position within a specific command within the agency for a temporary period of time to address a special need or function, division or bureau commanders, with the concurrence of the Chief of Police, may select and appoint an employee of their choosing to the position. [11.5.1(c)]

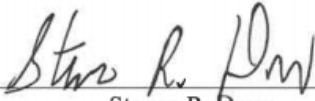
NOTE: Due to the nature of temporary/ad hoc positions, openings of this nature will not be announced prior to the selection of the individual(s) needed to fill the identified need(s). [11.5.1(d)]

2. Employees selected to serve in a temporary/ad hoc position will normally serve no longer than six-months in the position. However, should circumstances warrant, the employee may serve longer with the approval of the Chief of Police. [11.5.1(b)]

3. Prior to the selected employee beginning work in the temporary/ad hoc position, the appointing commander, will prepare a memorandum that announces the assignment of the selected employee to the position. The memorandum will specify the job location, work hours, title, functions and expected duration. It will also provide a contact name and telephone number for the position supervisor, and reporting date. This memorandum will be forwarded to the selected officer, with a copy to all personnel. [11.5.1(d)]

D. Administrative Records

1. The division commander for a temporary position will:
 - a. Forward the documents and memorandum of interest for any temporary position's completed selection process to the Training Section.
 - b. Develop a report detailing the employee's service in the temporary position during the position's term.
 - 1) The completed report will be forwarded to the Training Section for the employee's training record; and
 - 2) Copies of the report will be forwarded to the employee's immediate supervisor for the officer's career development file, and to the applicable Bureau Commander.
 - c. All documents will be retained according to the record and disposition schedules of the Records Management and Imaging Services Division of the Library of Virginia.



Steven R. Drew
Chief of Police