



Novi Police Department

Director of Public Safety
Chief of Police

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Subject		Directive	Number of Pages
Specialized Assignments		280	4
<i>*This Directive Supersedes All Previously Issued Correspondence Relative To This Topic*</i>			
Accreditation Standards:	CALEA 11.5.1, 46.2.4 CALEA COMM 1.3.3 MACP 2.3.2	Effective Date	Revised Date
		02/04/2015	12/05/2022

I. Purpose

This directive establishes guidelines for the identification, review, and selection of qualified personnel for specialized assignments, limited temporary assignments and unlimited assignments.

II. Policy

The ability of the agency to meet many of its objectives is dependent upon the availability of personnel with wide ranges of expertise developed through specialized training. Specialized assignments, limited temporary assignments, and unlimited assignments are established to address problems or conditions that cannot be effectively addressed by personnel with standard training and equipment. When the need for a specialized assignment, limited temporary assignment or unlimited temporary assignments are identified, it must be filled with a qualified employee. As employees acquire additional knowledge, skills and abilities, the agency benefits from an expanded pool of employees prepared to assume responsibilities of a number of positions. Therefore, all eligible employees must have an equal opportunity to compete for the available assignments.

III. Definitions [C 11.5.1 b; M 2.3.2 d; C COMM 1.3.3]

- A. Specialized Assignment- Duties which require specialized knowledge, skills, and abilities to perform a required task. Specialized assignments are duties which are performed in addition to an officer's current assignment.
- B. Limited Temporary Assignment- Duties which require specialized knowledge, skills, and abilities to perform a required position and is a full-time assignment lasting less than four (4) years with a possibility of extending for a fifth year at the discretion of the Director of Public Safety / Chief of Police and the agreement of the officer involved.
- C. Unlimited Temporary Assignment – Duties which require specialized knowledge, skills, and abilities to perform as a detective which carry out the duties of a general assignment. The length of this assignment is for as long as the Director of Public Safety / Chief of Police desires.

IV. Authorization of Specialized Assignments

- A. Specialized assignments are either assignments to a special unit or specialized positions.
1. Special units are activated when the situations they were formed to handle occur or their services are needed in response to an incident in support of the assigned personnel. Personnel assigned to these units require specialized skills, abilities, training, and access to equipment beyond that available to other personnel. Examples of special units are the Special Response Team members and Crisis Negotiation Team Negotiator. [C 46.2.4]
 2. Specialized positions are jobs that require specialized training and equipment. Personnel are assigned to specialized positions on a full or part time basis. Examples of specialized positions are detectives, traffic enforcement officer, and K-9 handler.
- B. The Director of Public Safety/Chief of Police must authorize any new specialized assignments and changes in the number of personnel assigned to specialized assignments. Authorization requests must clearly indicate the problem or condition the assignment(s) are intended to address. [C 11.5.1 a]
1. Authorized specialized assignments include: [C 11.5.1 a; C COMM 1.3.3]
 - a. Southwest Oakland Special Response Team (SRT)
 - b. K-9 Handler
 - c. Field Training Officer (FTO)/Communications Training Officer (CTO)
 - d. Crisis Negotiation Team (CNT)
 - e. Response to Resistance Instructor
 - f. Mountain Bike Patrol
 - g. Motor Officer
 - h. Evidence Technician
 - i. Crisis Intervention Instructor
 - j. Unmanned Aircraft Systems (Drone) Pilot
 2. Limited temporary assignments include:
 - a. Drug Enforcement Administration (DEA) Task Force Detective
 - b. South Oakland Narcotics Intelligence Consortium (SONIC) Detective
 - c. Federal Bureau of Investigations (FBI) Gang and Violent Crime Task Force Detective
 3. Unlimited temporary assignments include:
 - a. Traffic Officer
 - b. Investigator
 - c. School Resource Officer (SRO)

d. Southeast Michigan Financial Crimes Task Force Detective

- C. Annually, on or about January 1, each specialized assignment will be reviewed by the Commander – Support Services to determine if it should be continued. The review will include:
1. A listing of all specialized assignments.
 2. A statement of purpose for each specialized assignment.
 3. An evaluation of the initial problem or condition that resulted in the authorization of the specialized position.

V. Selection Process [C 11.5.1 c, 46.2.4; M 2.3.2 a]

- A. A selection process will be used to fill openings in specialized positions. Since the requirements to be successful in specialized positions varies with the demands of the specific position, the qualifications to apply and the assessment components used to evaluate the candidates will vary accordingly. Selection processes will seek the most qualified candidate(s) and provide equal opportunities to compete for the available positions. [C 11.5.1 c]
- B. The Police Officer's Labor Council Collective Bargaining Agreement includes language specific to posting for limited and unlimited temporary assignments. The Director of Public Safety / Chief of Police or his/her designee will refer to this language prior to posting one of these specialized assignments. [C 11.5.1 c]
- C. Posting for specialized assignments not specifically addressed in a C.B.A. will be announced via e-mail agency-wide, and will generally include the required qualifications to apply, documentation to be submitted as part of the application process, application deadline, the person administering the process, and a listing of necessary knowledge, skills, and abilities. Undercover positions and other positions where agency-wide announcements might be a security risk will be announced by alternate means as the situation warrants. [C 11.5.1 c; M 2.3.2 b]
- D. Specialized assignments are selected by the Director of Public Safety / Chief of Police without regard to the promotional process. The Director of Public Safety / Chief of Police may, upon his / her discretion designate a process administrator to conduct a selection process. The process administrator will review the applications and determine if application criteria have been met. Those applicants who have met the application criteria will be informed of the assessment components of the process. Those applicants who did not meet the application criteria or who were otherwise not qualified to apply will be so informed. [C 11.5.1 c]
- E. Based on the requirements of the specialized position to be filled, assessment components may include but are not limited to: [C 11.5.1 d; M 2.3.2 c]
1. Interview
 2. Physical/psychological exams (Special Response Team / Crisis Negotiation Team)

3. Practical exercises
 4. Review of the applicant's current and past performance in their current assignment
 5. Disciplinary history
- F. All candidates will be notified prior to publication of the results of selection processes. Within 10 days of the conclusion of the selection process candidates may meet with the process administrator to review the results of the process and discuss possible areas for improvement. Appointments to certain specialized assignments may be contingent upon successfully completing required training courses and/or achieving certification. [C 11.5.1 d]
- G. Process administrators will retain all documentation pertaining to all aspects of the process and submit same to the Administrative Assistant for filing after the results have been announced and reviewed with the candidates desiring to do so. [C 11.5.1 d]
- H. The Director of Public Safety / Chief of Police has the final authority to appoint personnel to specialized assignments. The Director of Public Safety / Chief of Police may alter qualification requirements, selection process components, or appoint personnel to specialized assignments without conducting a selection process when it is in the best interest of the agency to do so. [C 11.5.1 d]