



OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

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SIGNATURE: /s/ Frank Donchez /s/ Simon Happer
Chief of Police Bureau Commander

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CALEA references: none

I. PURPOSE

The purpose of this written directive is to establish a procedure to review, advertise and provide selection criteria for specialized rotational and collateral duty assignments.

II. DEFINITIONS

Job is the position of employment with the City and Department, is differentiated by rank, and defined in the *City Job Descriptions*. Those positions, which may also be referred as rank, within the Department are:

- Colonel/Chief of Police
- Lt. Colonel/Bureau Commander
- Major
- Captain
- Sergeant
- Officer

Assignment is the responsibility or task given to a member within their job position. Some assignments may include an additional title such as Detective, Traffic Officer, etc.

Promotion is vertical advancement in the organizational structure from one rank or position to another, usually accompanied by an increase in responsibility and salary. As an example: The Chief of Police promotes a Member from the rank of officer to the rank of sergeant after that Member successfully passes the promotional process.

Lateral Transfer is to move from one assignment to another within a job position. As an example: An officer is moved from the Patrol Officer assignment to an assignment as a Detective in the Investigations Division. The move involves the same pay grade. Lateral transfers within one's job position will not be considered a promotion.

Collateral Assignment: an assignment which is secondary or subordinate in nature to the Member's primary assignment. Specialized training is generally required to improve the Member's proficiency in performing the duties and responsibilities of the assignment.

Specialized Assignment: an assignment outside of the traditional Patrol Division within a given rank. Terms for these positions are generally five to seven years unless otherwise noted.

Temporary assignment: generally 30-days or less, may be made at the discretion of the Bureau Commanders. The Chief of Police can make long-term, special assignments based on the needs of the organization.

III. PROCEDURE

The Overland Park Police Department (OPPD) will provide a structured process for lateral transfers within the Department for those Members below the rank of Captain.

Recommendations below the rank of Sergeant will be made by a Career Board comprised of no less than three (3) members of the Chain of Command from where the open position exists, and one Commander from outside the Bureau. Recommendations at the sergeant level will be made by a Career Board using the above guidelines, to include both Bureau Commanders, or their designee.

Any lateral transfers for the ranks of Lt. Colonel, Major and Captain will be the sole discretion of the Chief of Police and may be for the purpose of furthering the career development of the Member involved, or it may be necessitated by the evolving needs and requirements of the Department.

Positions for which the Career Board will be convened include but are not limited to:

- Detective
- Traffic Safety Officer
- Emergency Services Officer
- COPPS Officer
- Field Training Officer (FTO)
- Crime Scene Investigator
- Background Investigator
- Crime Prevention Officer
- School Resource Officer
- All Federal Task Force Positions

A. SELECTION PROCESS (SPECIALIZED ASSIGNMENTS)

When an opening for a specialized assignment becomes available, the opening will be posted in writing no less than two (2) weeks prior to filling the position.

Notice of specialized assignment opening will be posted via e-mail notification Department-wide. Applicable minimum requirements for the assignment will be listed in the e-mail notification. Minimum requirements may include but are not limited to:

- Level of formal education.
- Length of time in service.
- Skills, knowledge, and abilities necessary to perform the tasks of the job.
- Response time to call-out requirements.

Members interested in an advertised opening will complete and submit an *Internal Transfer Request (ITR)* form as directed by the opening announcement. The ITR will include a listing of the applicant's qualifications, and comments from the applicant's immediate supervisor and his/her supervisor. Comments should include a review of the applicant's past performance and a recommendation as to the applicant's ability to perform in the advertised position. Supervisors will complete the ITR as soon as possible and submit as requested and copied through the normal chain of command.

Once the position opening has been announced, the commander of the Division in which the opening exists will convene a Career Board. The Career Board will consider the applicants past performance and previous two years disciplinary history (from date of the position announcement). Information provided on the ITR and interviews (if conducted), will be used to fill the position opening.

Applicants selected to fill open positions will generally be notified via their chain of command. Applicants not selected may be placed in a pool of candidates for that particular assignment. If a candidate pool is established, it will be valid for one year from the date of the first assignment. The Chief of Police may remove any Member from consideration for a specialty assignment at any time in the Career Board process based on performance or disciplinary issues.

B. ROTATION FOR SPECIALIZED ASSIGNMENTS

It is recognize that a variety of talents are required to meet the varying needs of the organization. With that in mind, the talents and expertise of personnel throughout organization may be employed by rotational and/or temporary assignments when special needs are identified. Following are positions that officers may be assigned to with related rotation times:

- Investigations Division- five positions, each with a five years rotation
- Task Force assignments- rotation every five years except the FBI/ RCFL
 - DEA
 - FBI/ JTTF and Innocent Images
 - Social Security Administration

- FBI/ RCFL seven to ten years (maximum).

Up to a one year extension may be given for case completion.

- Emergency Services Unit- four positions, each with a five years rotation with no more than one occurring in the same calendar year.
- School Resource Officers- four positions, each with a five year rotation. Two High School level and two Middle School level, every five years with no more than one occurring per year.
- Community Oriented Policing and Problem Solving Unit- two positions will rotate every five years
- Professional Standards Unit-
 - Internal Affairs- one of the two detectives assigned to five year rotation.
 - Training Unit- one position assigned to a five year rotation.
- K-9 Unit- Officers will serve the duty life of one canine, unless their first canine has to be replaced within the first twenty-four months of assignment start date.
- Traffic Safety Unit- three Traffic officers will be assigned to a staggered five year rotation.

The Chief of Police will maintain authority to adjust any rotational requirements based on the needs of the organization.

C. SERGEANT ROTATION SPECIALTY ASSIGNMENTS

Sergeant assigned to a rotational position will rotate every five years unless noted below. Rotation will usually occur during Patrol Division changeover. Promotions, retirements and other unforeseen circumstances may dictate otherwise. Transfers occurring outside normal changeover, and are for a period of less than six months, within the calendar year, will not count towards the five year total.

- Investigations Division- five sergeant positions, one rotating every year. If two sergeants are assigned the same calendar year, then they will both serve five years. Based on performance, one may be extended one additional year. If more than two sergeants are assigned to CID in the same year, assignments may be extended up to seven years with approval of the Chief of Police.
- Support services Division-
 - Traffic Safety Unit- two sergeant positions, with staggered five year assignments. If two sergeants are assigned to TSU in the same

year, the first assigned to TSU will serve five years and second six years.

- Emergency Services Unit- two sergeant positions with staggered five year assignments. If two sergeants are assigned to ESU in the same year, the first assigned to ESU will serve five years and second six years.
- Community Oriented Policing and Problem Solving Unit- three sergeant positions with staggered five year assignments. If two sergeants are assigned in the same year, one will serve five years and the second six. If all three are assigned in the same year, the first two will serve five years and the third six years.
- Professional Standards Unit-
 - Training Unit- one sergeant is assigned and the position will rotate every five years.

D. ADDITIONAL RULES

Sergeants may not serve more than 10 consecutive years as a specialist supervisor. At the end of serving in their specialty assignment, sergeants must rotate back to Patrol for a minimum of 12 months before they can apply for another specialty assignment.

All SRO positions will be eligible for a full term reassignment if no viable candidate exists.

The duration of rotational and temporary specialized assignments may be extended in one-year increments to meet organizational exigencies.

The goals of this program are to:

- Enhance career development for officers and supervisors
- Improve crime investigation reporting
- Strengthen the investigative process
- Improve and provide more complete preliminary investigations by Patrol Officers
- Improve the Community Oriented Policing and Problem Solving capabilities of all personnel.
- Improve communications between the various Department components
- Improve the knowledge base and understanding of the inner workings of the Department.

E. COLLATERAL ASSIGNMENTS

Collateral assignments include, but are not limited to, the following:

- Defensive Tactics Instructor
- Firearms Instructor

- Recruitment Team
- Bicycle Patrol
- Hostage Negotiation Team
- Honor Guard
- SCVA
- Precision Rifle Operator

Selection criteria of officers for collateral assignments will be based on section commander recommendation, review of resume, and acceptance by the Division Commanders, unless otherwise specified above.

The Chief of Police may change this policy or the assignment for any Member, Unit, Section or Team at any time, based on the needs of the Department. No specialty assignment should be considered a permanent assignment.

F. ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

All specialized assignments/programs will be evaluated annually to determine the need to continue the program. This review should be accomplished in conjunction with the budget preparation process. Division Commanders will submit a written report to the Chief of Police summarizing the results of the annual evaluation of specialized assignments within their respective Division.

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