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SUBJECT: ROTATING POSITIONS AND SPECIALIZED ASSIGNMENTS

APPROVED: 

Chief's initials

06/08/15

Date

3.04.01 POLICY

The position of police officer and sergeant allows for officers and supervisors to gain experience in a variety of assignments. This directive provides guidelines for the assignment of personnel to rotating positions, additional duty assignments, specialized assignments and core positions. It further provides officers and supervisors with the requirements to be eligible for such assignments. Standards for appointment to an assignment are established to ensure consistent, responsible selection processes and to utilize the most qualified personnel for a particular position.

The needs of the department must be weighed in conjunction with the needs of the individual. The assignment of officers must be flexible to allow for meeting the needs of the department.

All assignments within the police department are at the discretion of the Chief of Police. Assignments to rotating positions, additional duty assignments and specialized assignments may require officers to work varied schedules; participation in rotating positions, additional duty assignments and specialized assignments may require officers to relinquish privileges normally associated with departmental customs and practices such as shift bidding and seniority. Command staff may consider special needs of the department that can change with time.

All assignments may be considered by the Chief of Police following consultation and recommendation by management and supervisory personnel.

This policy does not apply to the assignment of any management level officer. All assignments of management level officers are based solely on the discretion of the Chief of Police.

The Chief of Police may supersede this policy directive and make assignments as he deems appropriate when he feels it is in the best interest of the department.

If there are no acceptable candidate applications for a rotating position or specialized assignment, the department may choose to leave the assignment open or may order an individual to assume the duties of that assignment, depending on the needs of the department and the community.

3.04.02 DEFINITIONS

- A. ROTATING POSITIONS are opportunities for officers and sergeants to obtain experience in a particular area of law enforcement for a specified period of time as the primary duty of the individual. Rotating positions require the officer or sergeant to

be assigned to a particular position as their full time duty. Rotating positions include designated investigations assignments, rotating sergeant positions and **corporals**.

- B. **ADDITIONAL DUTY ASSIGNMENTS** are opportunities for officers and sergeants to serve and assist the department in particular areas that are generally for an unspecified period of time and are not the primary duty of the individual. Additional duty assignments require the officer or sergeant to schedule their time in the specialized area on a part time basis in addition to their regular full time duty assignment. Additional duty assignments include FTO and skills instructors. Additional criteria specific to specialized units may be listed under separate policies describing that function.
- C. **CORE POSITIONS** are assignments in the organization that require special training or expertise that necessitate a commitment of a minimum of five years in the position. There is generally not a maximum time limit, as long as the expectations of the organization are met and the employee wishes to stay in the core position. Core positions include designated assignments to the Special Investigations Unit, Crimes Against Persons Team and the Crimes Against Property Team.
- D. **SPECIALIZED ASSIGNMENTS** are positions or functions designed to meet the needs of the City of Wheat Ridge and surrounding communities. Each of these assignments requires advanced training and increased responsibility. By the nature of these assignments the community often takes special interest in their activities which requires transparency. These positions and their operations are assessed annually to insure that they reflect the needs of the ever evolving community.

The department has identified assignments to the Crime and Traffic Team, West Metro Drug Task Force, Metropolitan Auto Theft Task Force, Vice/Intelligence, Crime Prevention Team, School Resource Officer, and SWAT Team as specialized assignments. Additional criteria specific to specialized assignments may be listed under separate policies describing that function.

3.04.03 REQUIREMENTS AND CRITERIA FOR SELECTION

- A. Officers desiring a rotating position, specialized assignment or core position should be those career-oriented individuals that are seeking an in-depth professional assignment and technical expertise. They must demonstrate a strong level of maturity, sound judgment and have positive attitudes toward the department and its goals. Rotating positions, additional duty assignments and specialized assignments develop expertise through specialized training and experience. These assignments require officers that have shown an aptitude and interest in them.
- B. When a vacancy in a rotating position, specialized assignment or core position occurs, an assignment announcement shall be posted describing the assignment functions and all criteria for selection eligibility. Any interested member meeting each element of the criteria may submit a memorandum of interest in the manner described in Section 3.04.04.
- C. Many factors can influence the decision to choose an individual to a particular assignment or position. Persons who have previous experience in a rotating position or specialized assignment and wish to serve again in that capacity must follow the prescribed process.
- D. Rotating positions and specialized assignments serve at the pleasure of the Chief of Police. These assignments hold neither proprietary rights nor expectations and are considered temporary in nature. There is no right of appeal by an individual who is transferred or removed from a rotating position or specialized assignment; however,

an individual may request to meet with the various levels of the chain of command up to the Chief of Police to discuss concerns and issues regarding departmental decisions. This also applies to individuals who are ordered to perform rotating positions or specialized assignments.

E. Selection criteria will be based on a review of the last two years evaluations, review of Professional Standards files, review of Performance Records files, recommendation by the officer's current chain of command and the skills, knowledge, and ability required for the assignment.

1. The officer must not be on Trial Service Period.
2. Three years of law enforcement experience with the Wheat Ridge Police Department is preferred.
3. The officer should demonstrate above standard report writing skills and be detail-oriented.
4. The officer should be able to speak clearly and make presentations to various audiences.
5. In addition to being a team-oriented individual, the officer should be self-motivated and an independent worker requiring little supervision.
6. The officer must be willing to work varied assignments, be flexible and willing to work anywhere within a 24-hour day.
7. The officer may be requested to meet other assignment specific requirements.
8. Officers may serve in more than one specialized assignment as long as these duties do not interfere with their primary job performance.
9. While serving in a rotating position, officers may not be considered for other rotating positions unless they have completed the expected duration of their current assignment. Promotional transfers and core position selection shall not be considered as rotational positions. All persons eligible for promotion or core positions may participate in those processes regardless of their current assignment.
10. Assignment to rotating positions, additional duty assignments or specialized assignments may be delayed or denied, pending the outcome of ongoing Professional Standards investigations.

F. Training

1. Once an officer has been assigned to a particular assignment or position, they shall be provided the earliest practical opportunity to complete recognized, approved schools or courses of instruction in their specific assignment.

G. Duration

1. Rotating positions shall be four years in length unless otherwise indicated in the assignment posting. Core positions shall be at least five years in length.
2. Additional duty assignments are generally not time limited, but are not to be considered permanent.

3. Officers failing to meet the expectations of a rotating position or specialized assignment may be removed from that assignment by the appropriate Division Chief.
4. It is the expectation of the department that persons selected to rotating positions and specialized assignments will complete the length of time in the assignment as stated in the position announcement. Promotional opportunities, Corporal assignments and core position selection and assignment are the only exceptions.

H. Removal

1. Officers may be removed from rotating positions or specialized assignments for a variety of reasons including retirement, discipline, failure to perform duties at an acceptable level, time limits, request of officer, need for the department to provide opportunities for others and other considerations.
2. The Division Chief in charge of the rotating position or specialized assignment shall hold a meeting with the individual and the special unit supervisor, if appropriate, to discuss the reasons for removal from the rotating position or the specialized assignment and to establish a time table for the transition to other duties.

3.04.04 SELECTION PROCESS FOR ROTATING POSITIONS, CORE POSITIONS, ADDITIONAL DUTY ASSIGNMENTS AND SPECIALIZED ASSIGNMENTS

A. Consistency in Selection

1. While each position or assignment may have different specific criteria, the selection process should be consistent among the various rotating positions and specialized assignments offered by the department.

B. Eligibility List

1. Upon completion of the selection process, officers will be classified as "acceptable" or "not acceptable" for the particular position or assignment offered.
2. Those officers determined to be "acceptable" will be placed on an eligibility list in the order in which they were ranked in the process. This list will be maintained by the Professional Standards Unit and may be used for up to six months to fill any vacancies in that particular position or assignment. After the eligibility list has expired, a new process shall be conducted when a position or assignment becomes available. Position or assignment availability is based on the needs of the community and the department. Sometimes circumstances require that priorities must be set and some positions or assignments may go unfilled or delayed. These determinations are ultimately made by the Chief of Police. Regardless of position or assignment availability, eligibility lists expire after six months.
3. Eligibility lists are specific for each position or assignment. Being on one eligibility list does not qualify an individual as eligible for another position or assignment.
4. Officers may be removed from the eligibility list by the decision of the Chief of Police.

5. Officers who accept a rotating position may not remain on an eligibility list for other rotating positions unless they have completed the expected duration of their current assignment.
6. Officers who are not in a rotating position may remain on more than one eligibility list. If an officer is on more than one eligibility list and a position is offered, the officer may either:
 - a. Accept the position and be removed from all other eligibility lists until they have completed the expected duration of their accepted assignment; or
 - b. Decline the position and remain on all other eligibility lists.

C. Application

1. Notice of openings, in particular rotating positions or specialized assignments, may be posted on department bulletin boards, through the e-mail system or both, allowing a two-week period of time for the submission of a memorandum of interest. If a resume, shooting scores or other special items are required for the process, the additional requirements shall be stated in the posted notice.
2. Officers may apply for a rotating position or specialized assignment by submitting a memorandum of interest. This memorandum should express the officer's interest in such an assignment, as well as their experience and training that would be of benefit to the police department and to the assignment. Other documents or submissions may be required as part of the application process. These items shall be specified in the posting for the particular assignment.
3. Upon receipt of the memorandum of interest, the immediate supervisor shall make written comments and recommendations regarding the suitability of the officer for the rotating position or specialized assignment. The immediate supervisor shall address how the officer meets each of the specific criteria for the posting. The immediate supervisor shall create a packet consisting of the memorandum of interest, written comments, recommendations and the last two years of the officer's evaluations and forward the packet through the chain of command. Each member within the chain of command shall make comments and recommendations regarding the suitability of the officer for the position or assignment. The entire packet shall then be submitted to the departmental member in charge of the particular specialized unit or rotating position.
4. The Division Chief in charge of the particular specialized unit shall review applicants for eligibility. Applicants found to be ineligible shall be provided with a written response from the Division Chief as to why they are not eligible to continue through the process.

D. Selection Process

1. An interview board shall consist of the following members:
 - a. One management level officer (Commander or Division Chief)
 - b. Special unit supervisor (past or present supervisor of the unit)
 - c. Peer officer (past or present member of the special unit)
 - d. The interview board for assignment to the West Metro Drug Task Force shall include the Investigations Commander and selected members of the West Metro Drug Task Force.

- e. When selecting certain other positions that require some expertise in a particular field, the department may request members of outside agencies to assist in evaluating candidates for these positions.
- 2. The interview board may use any resources or processes to assist in the selection process. Resources and processes may include, but are not limited to:
 - a. Written testing
 - b. Oral interviews
 - c. Practical exercises
 - d. Assessment centers
 - e. Interviews with past or current supervisors
 - f. Review of performance evaluations or other department records
 - g. Physical agility tests
 - h. Any other criteria as outlined in the notice of the assignment.
- 3. The interview board, by means of consensus, shall submit recommendations to the Chief of Police as to whether an officer is "acceptable" or "not acceptable" for the position and the order of the eligibility list.
- 4. All candidates will be notified of the process outcome and their individual standing. The Division Chief shall have the option to provide notification in written, oral or electronic form.
- 5. The department shall conduct debriefing counseling with any officer who requests it following the completion of the selection. Candidates will be informed of their strengths and areas of improvement will be discussed. The candidates shall not be compared to other candidates or be shown notes from the interview panel.

E. Final Selection

The final choice of the officer selected for the rotating position or specialized assignment, as well as the validation of the eligibility list, rests with the Chief of Police. The Chief of Police may use any resources available to assist with the choice, including the recommendation of the interview board. The selection by the Chief of Police is not bound by any recommendation or testing results.

3.04.05 SERGEANT SELECTION

The process to select a sergeant to a rotating position or specialized assignment shall be the same as that of an officer, except that the interview board shall consist of members of the management team and a past or present supervisor of the special unit.

3.04.06 ANNUAL REVIEW

A written annual review and evaluation of each specialized assignment will be conducted by the Bureau Commander in charge of that specialized assignment, for the purpose of determining if the assignment should be continued or changed.