

GENERAL ORDER

August 2017

Immediately

II-32

Distribution: All Employees

Subject: **SPECIALIZED ASSIGNMENTS**

Index as:	Assignments	Request for Transfer	Specialized Assignments	Transfers
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Accreditation Standards: 33.4.3, 33.6.1

Cross Reference: I.O. V.6:2, Allocation and Distribution of Personnel

Replaces: G.O. II-32, Specialized Assignments (March 12, 2019)

This Order consists of the following Sections:

- I. Purpose
- II. Policy
- III. Definitions
- IV. Announcement & Request for Transfer
- V. Selection Process
- VI. Knowledge, Skills, and Abilities

I. PURPOSE

This order establishes a selection process that enables the St. Petersburg Police Department to fill vacancies in specialized Units in an expeditious manner so as to better serve the community. It also provides a means by which officers and sergeants may plan a career path, by offering them the opportunity to gain experience and become proficient in various capacities throughout the Department.

II. POLICY

A. Selection of personnel to fill specialized assignments shall be made on the basis that each assignment is the best utilization of personnel and is without personal bias. The goal is to enhance the effectiveness and efficiency of the Department so as to provide a more professional service to the community.

B. Vacancies will be filled by utilizing the process defined in this General Order, unless the Chief of Police determines that an operational need requires a deviation from these procedures.

C. A listing of specialized assignments, including requirements and desired skills and abilities, are depicted in <J:\Research\GeneralOrders\II Administrative General Orders\II-32 Specialized Assignments Attachment A.pdf>.

D. Employees wishing to apply for a transfer should not be deterred from applying based on a lack of desired training.

III. DEFINITIONS

- A. Specialized Assignment - Any sworn assignment other than to a patrol squad.

IV. ANNOUNCEMENT AND REQUEST FOR TRANSFER

A. Announcement – A job announcement will be posted on a bulletin board located on the second floor of Police Headquarters in the area occupied by the Uniform Services Bureau, on the patrol read-off board, and on CARS.

1. The announcement will include a description of the position, the requirements for the position and any special needs of the Department, Division, Section or Unit.

2. The format for the job announcement shall be a memorandum from any Assistant Chief, Major, Division Manager or Section or Unit Commander. The memorandum will be addressed to “Sworn”, “Civilian”, or “All Personnel”.

B. Request for Transfer to a Specialized Assignment

1. An employee may submit a memorandum requesting a transfer to any Division, Section or Unit in response to a specific job announcement or at any time expressing an interest in a transfer.

a. Announced Openings – A request for transfer to a specialized assignment will be in the form of a memorandum addressed to the Commander posting the job announcement.

1) The *Request for Transfer* will be accepted for ten (10) business days after a specific job announcement is posted, unless specifically extended by the posting Commander.

b. Request for Transfer –

1) Any employee may submit a Request for Transfer at any time to a Division, Section or Unit in which they have an interest.

2) The Request for Transfer shall be directed to the Bureau Assistant Chief, requesting consideration for a specialized assignment.

3) The request may be retained by the Assistant Chief and may be considered when filling a vacancy.

2. The Request for Transfer should include, in summary form, the employee’s skills, knowledge, abilities and reasons for wanting the transfer.

3. The Request for Transfer memorandum will be routed via the employee’s Chain of Command to the respective Division, Section or Unit Commander.

a. The employee’s Request for Transfer memorandum may be stopped at any point, based on performance deficiencies, only if there is a concurrence of two or more members of the Chain of Command.

b. If the Chain of Command stops a Request for Transfer, the employee shall be informed and afforded an opportunity to meet with those members who stopped the memorandum, in order to identify disqualifying activities or behaviors so as to allow corrective action by the employee.

V. SELECTION PROCESS

A. The selection process for a specialized assignment is based on a determination that the employee has the knowledge, skills, and abilities necessary for the position.

B. The Commander, to which the specialized Unit reports, will consider the following information resources during the selection process:

1. Applicant's personnel file;
2. Applicant's performance evaluations;
3. Written reports/investigations prepared by the applicant;
4. Applicant's training records;
5. Office of Professional Standards records;

6. Interviews with Supervisors;
7. An interview with the candidate; and
8. Interviews with peers.

C. If a practical exercise is warranted, one will be scheduled as part of the application process.

D. If necessary, the two (2) assistant chiefs, from the bureaus that are not filling the position, will review all practical exercises and oral interview questions prior to their administration to ensure objectivity.

E. The oral interview will be facilitated by the chain of command where the vacancy exists.

F. Selection

1. The final selection for filling a vacancy will be made by the Chain of Command where the vacancy exists.

2. Those employees not selected, and who have submitted a standing or specific Request for Transfer, should contact the respective Commander to schedule a feedback session if desired.

VI. KNOWLEDGE, SKILLS, AND ABILITIES

A. Employees wishing to be considered for a specialized assignment should have an effective working knowledge of:

1. Criminal Statutes.
2. City Ordinances.
3. Departmental General Orders.
4. Basic investigative techniques.
5. Basic report writing skills.

B. Employees should also demonstrate these desired skills and abilities:

1. Time management skills.
2. Good written and verbal communication skills.
3. Effective organizational skills.
4. Good interpersonal skills.
5. Good Interview skills.
6. Strong self-motivation.
7. Good judgment and maturity.
8. Ability to work with limited supervision.
9. Ability to work as a team player.
10. Ability to accept constructive criticism.
11. Understanding of the problem-solving process and the ability to apply it.

C. All specialized assignments will receive supervised on-the-job training as required.

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Chief of Police