

**University of Chicago Police Department
GENERAL ORDER**

<i>Effective Date</i> July 2, 2018		<i>Number</i> GO 1013
<i>Subject:</i> Specialized Assignments		
<i>References:</i> CALEA 11.5.1		
<i>Reevaluation Date</i> Annually		<i>No. Pages</i> 2
<i>Amends</i> 20 FEB 2018 Version 09 OCT 2013 (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Kenton W. Rainey, Chief of Police	Signature: Original signed document of file in Accreditation Office	

1013.1 PURPOSE

The purpose of this order is to provide for announcing specialized assignment openings and provide selection criteria for specialized assignments.

1013.2 SPECIALIZED ASSIGNMENTS

- A. Detective.
- B. Community Relations Unit (CRU) Officer.
- C. Investigator.
- D. Ellis Corridor Officer.
- E. School Resource Officer for the Laboratory Schools.
- F. School Resource Officer for the Charter Schools
- G. Police Activities League Officer.

1013.3 SELECTION PROCESS

- A. Whenever an opening for a specialized assignment is anticipated, the opening shall be announced prior to filling the position.
- B. Specialized assignment openings will be announced via e-mail and/or PowerDMS.
- C. Requirements for the position will be included in the opening announcement. Requirements (selection criteria) may relate to:

1. Formal education.
 2. Length of time in service.
 3. Skills, knowledge, and abilities required for the assignment.
- D. Applicants are required to be Police Officer III, have no active discipline above verbal counseling within 6 months of the date of assignment, satisfactory performance appraisal for the most recent review period in which the individual was eligible for review, and satisfactory attendance record.
- E. Officers interested in a specialized assignment opening shall submit a letter of interest and resume through their chain of command.
- F. Appointment to a specialized assignment shall be based on the qualifications of the applicants. A selection process shall be used to fill specialized assignments. Under exceptional circumstances, the Chief, affected Deputy Chief, Commander or designee may interview applicants (and/or utilize a panel interview, with the composition at the discretion of the Chief) as part of the selection process. The selection process should include a review of personnel files and performance evaluations. The exact form of the selection process will be determined by the Chief.

1013.4 TEMPORARY NATURE

- A. All specialized assignments are temporary and the provisions of the Collective Bargaining Agreement with the Policemen's Benevolent & Protective Association will be followed (article 9).
- B. The duration of specialized assignments is at the discretion of the Department. Typically this assignment is for a period of 1 year, contingent upon budgetary support and the assigned officer meeting performance expectations.