

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 136-A

REFERENCE STANDARDS: 16.2.1 16.2.2 16.2.3

SUBJECT: Specialized Assignments

PURPOSE: The purpose of this order is to provide for the review of specialized assignments, to establish a procedure for advertising specialized openings, and to provide selection criteria for specialized assignments.

DEFINITIONS:

Specialized Assignment: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits. Specialized assignments include collateral assignments, rotational duty assignments, duty related specialties, and limited duty assignments.

Collateral Assignment: An assignment that is secondary or subordinate in nature to the officer's primary assignment. Specialized in-service training is generally required to improve the officer's proficiency in performing the duties and responsibilities of the assignment.

Rotational Duty Assignments: Assignments that are temporary, but commonly for an extended duration. (16.2.3b)

Duty Related Specialty: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification. (16.2.2)

Limited Duty Assignments: Job tasks that are assigned for a limited time; and fill-in for illnesses, vacancies, and leaves of absence.

I. ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS AND PROGRAMS (16.2.1)

A. Specialized assignments/programs shall be reviewed annually to determine the need to continue the specialized assignment and/or program. This review should be accomplished in conjunction with the budget preparation process. Deputy Chiefs shall submit a written report to the Chief of Police summarizing the results of the annual review of specialized assignments and programs within their respective division.

1. The annual review shall include a listing of specialized assignments such as Collateral Assignments, Rotational Duty Assignments, Duty Related Specialties, and Limited Duty Assignments listed above. (16.2.1a)

2. Specialized assignment review shall include a statement of purpose for each listed assignment. (16.2.1b)
3. This review shall include an evaluation of the initial problem or condition that required the implementation of the specialized assignment. (16.2.1c)
4. The evaluation may indicate the need for expansion, reduction, or elimination of a program, or continuation of a program that was initiated on a temporary basis. Temporary programs that are to be continued may be reviewed to determine whether a civilian rather than a sworn officer may fill the position.

II. SELECTION PROCESS – SPECIALIZED ASSIGNMENTS (16.2.2)

- A. Whenever an opening for a specialized assignment becomes available, announcements for the assignment shall be disseminated with ample time allowed for interested parties to submit their request for consideration. The announcements should include:
 1. A description of the selection process.
 2. Criteria for the position based on skills, knowledge, and abilities required, including formal education, experience, specialized skills, and length of experience.
- B. Positions should be filled through the selection process described in section IV. The process may be informal, but should consider all responses and follow the criteria established.

III. ROTATIONAL POSITIONS

- A. The Department recognizes that a variety of talents are required to meet different needs within the organization. The policy of the Department is to utilize the talents and expertise of personnel throughout the organization by making rotational and/or temporary assignments when special needs are identified. Officers may be assigned to rotational duty in the following operational components:
 1. Rotational Duty Assignments. (16.2.3a)
 - a. Investigations Unit
 - b. Special Operations Group
 - c. Strategic Enforcement and Prevention Unit
 - d. Crime Analysis/Intelligence Unit
 - e. Power Shift
 - f. Other areas as deemed appropriate by the Chief of Police
- B. The purpose and benefits of this type of program include:

1. Strengthening the investigative process.
 2. Enhancing career development for the individual officer.
 3. Improving crime investigation reporting.
 4. Improving and providing more complete preliminary investigations by patrol officers.
 5. Creating a pool of patrol officers with investigative experience.
 6. Improving understanding and communications between departmental components.
- C. Assignments will be designed to provide the officer with experience that can be applied to the patrol function.
1. The experience and performance of the officer in a rotational and/or temporary duty assignment may be considered during future selection processes for non-rotating core positions within the operational component. (16.2.3d)

IV. SELECTION PROCESS – COLLATERAL AND ROTATIONAL POSITIONS (16.2.3d)

- A. Whenever an opening for a collateral or rotational position becomes available, announcements for the assignment shall be disseminated with ample time allowed for interested parties to submit their request for consideration.
- B. The expected duration of assignment to the position will be included in the opening announcement. (16.2.3b)
- C. Requirements for the position will be included in the opening announcement. The requirements shall be applicable to the specific assignment. Requirements may relate to: (16.2.3c)
1. Level of formal education.
 2. Length of time in service.
 3. Skills, knowledge, and abilities necessary to perform the tasks of the job.
 4. Satisfactory job performance.
- D. Police officers are required to have successfully completed probation before being selected for a collateral or rotational assignment. (16.2.3c)
- E. Officers interested in an advertised collateral or rotational assignment opening shall apply in writing through their normal chain of command, as specified in the announcement or as specified in the annual shift bid process.

- F. Appointment to a collateral or rotational assignment shall be based on the qualifications of the applicants and the need of the department.
- G. Final selection shall be announced to all personnel in writing.