

GENERAL ORDER

NUMBER:

16.1



SUBJECT: **APPOINTMENT OF PERSONNEL TO SPECIALTY ASSIGNMENTS AND ANCILLARY DUTIES**

ISSUE DATE: JUN 19, 1992

RESCINDS:

DISTRIBUTION:
'A'

EFFECTIVE DATE: JUN 19, 1992

REFERENCES:

CALEA - 3.1.2

TERMINATION DATE: INDEFINITE

Also See Page 6

AMENDED DATE: JUL 13, 2015

PURPOSE:

To provide a procedure for the selection and appointment of sworn personnel to specialty assignments and ancillary duties, which provide equitable opportunities for career enhancement and meet the needs of the Department.

PROCEDURE:

I. Sworn Personnel Below the Rank of Sergeant

A. Selection Process

1. Whenever an opening in a specialty assignment or ancillary duty becomes available, notice of the vacancy will be posted for a ten-day period.
2. All interested personnel may submit written correspondence to their immediate supervisor requesting consideration for the specialty assignment or ancillary duty.
3. Supervisors will review requests and send a list of those applicants that they have recommended to the respective Commander, along with written documentation as to why each applicant has been recommended.

Supervisors will then meet with the officers that they have not recommended to discuss what those officers could do to improve their chances for future reassignment.

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4. The Commander will review supervisor recommendations. If he concurs, the recommendation will be forwarded to the Division Deputy Chief. If he does not concur, the Commander shall return the recommendation to the supervisor and shall inform him of the reasons for denial. The supervisor shall then inform the officer.
5. The Deputy Chief will review approved recommendations from within his Division and shall forward a copy to the Deputy Chief of the Division for which the appointment is to be made, if different. In instances where a particular specialized unit (ie. Forensics, Use of Force/Firearms, Field Training, Crisis Intervention Team) is commanded by other supervisory personnel, input on candidate suitability and selection shall be gathered from that unit commander and considered before a final list of candidates is established. Oral interviews may be scheduled for some, but not necessarily all specialty assignment and ancillary duty appointments.
6. In those cases where oral interviews are conducted, the Chief of Police and the Deputy Chief of the Division to which the reassignment is to be made will review the results. The final selection to fill existing vacancies will be made based upon the results of the interview and the applicants' performance and specialized skills.
7. All appointments will be made based on the needs of the Department and at the discretion and approval of the Chief of Police.

B. Terms of Assignment

Duration of all specialty assignments and ancillary duties will be subject to continual performance review and may be adjusted by the Chief of Police as necessary to meet Department needs.

C. Specialty Assignments and Ancillary Duties Identified

Specialty assignments and ancillary duties include, but are not necessarily limited to the following:

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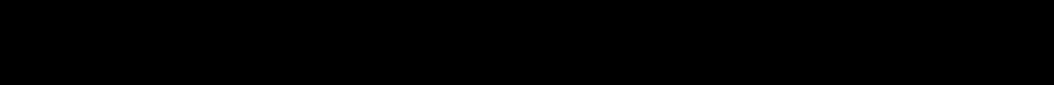
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1. Specialty Assignments
 - a. Criminal/Juvenile Investigators
 - b. Crime Prevention Officers
 - 
 - d. High School Police Counselors
 - e. Problem Oriented Policing Unit Officers
 - f. Traffic Enforcement Officers
 - g. School Resource Officers
2. Ancillary Duties
 - a. Arson Investigators
 - b. Bicycle Patrol Officers
 - c. Canine Handlers
 - d. Computer Voice Stress Analyzer (CSVA) Operators
 - e. Department Honor Guard Personnel
 - f. Field Training Officers
 - g. Forensic Technicians
 - h. Less Lethal Officers
 - i. MCAT (Major Case Assistance Team) Officers
 - j. NIPAS (Northern Illinois Police Alarm System) Officers
 - k. Patrol Juvenile Officers
 - l. Patrol Rifle Officers
 - m. Police Motorcycle Operators
 - n. Traffic Crash Investigators/Reconstructionists

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- o. Use of Force/Firearms Instructor
- p. Crisis Intervention Team
- q. Hostage/Crisis Negotiator

II. Sworn Personnel with the Rank of Sergeant**A. Selection Process**

1. Whenever an opening in a specialty assignment becomes available, notice of the vacancy will be posted for a ten-day period.
2. Any interested supervisor may submit written correspondence up the chain of command by requesting consideration for the specialty assignment.
3. The Deputy Chief of each Division will review requests from within their Division and forward them to the Deputy Chief of the Division to which the appointment is to be made, if different. Oral interviews may be scheduled for some, but not necessarily all specialty assignment appointments.
4. All appointments will be made based on the needs of the Department and at the discretion and approval of the Chief of Police.

B. Terms of Assignment

Duration of all specialty assignments will be subject to continual performance review and may be adjusted by the Chief of Police as necessary to meet Department needs.

C. Specialty Assignments Identified

Specialty assignments include the following areas:

1. Administrative Support Bureau
2. Community Services Bureau
3. Criminal Investigation Bureau

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4. Traffic Bureau

(For Ancillary Staff Responsibilities, refer to General Order #215 - *Ancillary Staff Responsibilities.*)

III. Employment Rights

The employment rights of Department personnel assigned under a contract or written agreement to provide law enforcement services to an outside organization (e.g., a school district) shall not be abridged. Such employees shall maintain all employment rights, promotional opportunities, training opportunities, and fringe benefits with the Department while serving in such capacity.

IV. Annual Review of Specialized Assignments

All specialty assignments will be reviewed annually to determine the need to continue the assignment. The review shall be accomplished at the direction of the Chief of Police.

A. Bureau Commanders shall submit a written report through the Chain of Command to the Chief of Police summarizing the results of the annual review of specialty assignments under their span of control. **Each written report must include the following:**

1. A listing of all applicable specialty assignments under the Commander's span of control that were reviewed (Refer to Section I.C.1 and Section II.C).
2. A statement of purpose for **each** specialty assignment.
3. An evaluation of the initial problem or condition that required the implementation of **each** specialty assignment.
4. A recommendation as to whether or not **each** specialty assignment should be continued.

B. Each specialty assignment shall have a "position description" on file with the Deputy Chief of the Administrative Services Division. The "position description" shall identify the duties and

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responsibilities of each specialty assignment, as well as any specific educational and/or training requirements.

It shall be the responsibility of each respective Bureau Commander to provide the necessary information to the Deputy Chief of their respective Division, who shall forward the information to the Deputy Chief of the Administrative Services Division, if different, for inclusion in Department files.

REFERENCES:

Arlington Heights Police Department Operations Manual -

- General Order #215 - Ancillary Staff Responsibilities