

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 18: Personnel Functions **Order Number:** 1852
Topic: SPECIALIZED ASSIGNMENTS **Issued By:** Chief of Police
Approved: 02/12/18
Review: Annually in February by Operational Services Commander
Supersedes: G.O. 1852 approved 02/02/16

.01 PURPOSE:

To identify specialized positions and ensure procedures are in place for annual review of each position.

.02 CROSS-REF:

G.O. 1850, "Sworn Personnel Assignments"

.03 DISCUSSION:

.04 POLICY:

The Frederick Police Department will utilize specialized assignments to complete specific tasks and fulfill certain objectives requiring specialized and/or additional skills, knowledge, and abilities. Specialized assignments will be reviewed as needed to avoid overspecialization and ensure the continued effective operation of agency specialization.

.05 DEFINITIONS:

SPECIALIZED ASSIGNMENT – An assignment other than the position to which an employee is originally assigned after completion of entry-level training and which is often characterized by increased levels of responsibility and training, but within a given position classification. For example, sworn personnel are hired and assigned as patrol officers upon graduation from the police academy. Once they are reassigned to an area other than patrol, they become specialized. Changes in assignment due to promotion are not considered specialized assignments. In addition, allocation of additional duties without a transfer in assignment does not constitute a specialized assignment. Finally, temporary assignments or details are not considered specialized assignments.

.10 IDENTIFICATION OF SPECIALIZED ASSIGNMENTS:

1. Personnel recognizing a need for a specialized assignment will submit a recommendation for such via chain of command to the Chief of Police. The Chief of Police will consider, but not be limited to, the following criteria when authorizing the establishment or continuation of a specialized assignment:
 - A. Goals and objectives of the agency,
 - B. Community service needs,
 - C. Manpower availability,
 - D. Budget constraints/cost-benefit analysis,
 - E. Anticipated duration of the special assignment,
 - F. Evaluation of the initial problem/concern suggesting an implementation of a special assignment, and

- G. Mandates of the Mayor and Board of Aldermen for the City of Frederick.
2. Specialized assignments currently include the following:
- A. Canine Officer,
 - B. Detective,
 - C. Street Crimes Officer,
 - D. Officers assigned to the Training Unit,
 - E. Drug Enforcement Officer,
 - F. Directed Patrol Officer,
 - G. Officer(s) assigned to the Outreach Team,
 - H. Community Relations Officer,
 - I. Officer(s) assigned to the Personnel Unit
 - J. Officer(s) assigned to the Planning Unit, and
 - K. Officer(s) assigned to the Technical Services Division.
3. Specialized assignments will be made for an unspecified duration.

.15 PROCEDURES:

1. When the need exists to fill a specialized assignment, the selection process described in G.O. 1850 will be followed.
2. When directed by the Chief of Police, the commander responsible for each specialized assignment will review the position and make a recommendation as to whether it should be continued. The review and recommendation will be forwarded via chain of command to the Chief of Police for final action. This review will include:
 - A. A listing of the specialized assignments,
 - B. A statement of purpose for each listed assignment, and
 - C. An evaluation of the initial problem or condition that required the implementation of the specialized assignment and a determination of whether a need for the specialized assignment continues to exist.