

# St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO0123
SUBJECT: Specialized and Rotational Assignments		
EFFECTIVE DATE: September 21, 2001	REVISIONS: 7/21/06, 12/11/08, 11/3/10,	AMENDS/RESCINDS: GO# 26, April 1, 1997
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## I. PURPOSE:

There are specialized assignments within the Police Department that are often characterized by unique job responsibilities and training. The purpose of this General Order is to specify such positions, as well as the process used to fill them.

## II. DEFINITIONS:

- A. **Specialized Assignment:** An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification (not promotional). Such assignments are usually either full-time or constitute a significant change in the regular activity of the member. Candidates for positions identified as “specialized assignments” must meet the criteria set forth for that position. These positions require a selection process.
- B. **Rotational Assignments:** A specialized assignment which carries with it a set time frame or duration of assignment.
- C. **Temporary Assignments:** A temporary transfer of personnel for the purpose of addressing immediate Departmental needs until regular policy guidelines for assignment can be effectively met. Temporary assignments are not subject to other procedures in this Order, and shall not exceed six months without approval from the Chief of Police.
- D. **Collateral Duties:** Collateral duties are secondary/additional responsibilities besides those of the member’s full time assignment. Collateral duty assignments often require additional training; however they do not require transfers or significant changes in the regular activity of the employee. They also do not require a formalized selection process; however personnel responsible for selection of members for collateral duties may choose to utilize a set procedure.
- E. **Seniority:** Seniority is defined as continuous service and shall be determined by the date of hire for an employee or change of classification or an adjusted date of hire if the break in service is less than a year. Continuous service shall only be broken by a

break in service of more than one year. If more than one individual is hired on the same date, seniority shall be determined by the ranking on the hiring list. Seniority for the department will be from date of hire, or adjusted date, and seniority in rank shall be by date of promotion. If more than one individual is promoted on the same date their seniority shall be based on their ranking on the promotion list. Years of service at any Department other than the St. Joseph Police Department do not apply.

### **III. PROCEDURE:**

#### **A. Specialized Assignment Vacancy and Posting:**

When a vacancy is anticipated or occurs, the Chief of Police shall cause an "available position" announcement to be published and disseminated throughout the Department.

1. Such posting shall be displayed for 10 working days, unless extenuating circumstances require that the position be filled more quickly.
2. Each specialized assignment announcement shall include a job description, the duration of assignment for rotational assignments, and any necessary training, knowledge, skills, qualifications, abilities, or seniority necessary to apply for the position and/or attain after appointment.
3. Such announcement shall also provide a description of the selection procedures.
4. Officers rotating out of a rotational assignment are not prohibited from reapplying for the same position, however the purpose of rotational assignment (affording other employees varied job opportunities) will be given strong consideration in the selection process. Personnel currently working in a specialized assignment may apply when other specialized assignments become available, however their current position, time in that position, and any conflicts created by the potential move may be taken into account.

#### **B. Specialized Assignment Controls/Review:**

Positions designated in this Order as "specialized/rotational" shall be reviewed annually in conjunction with the review of this order for the purpose of determining whether they should be continued: This will include:

1. A review of the purpose for each listed assignment;
2. An evaluation of the condition/s that required the implementation of the specialized assignment;
3. A determination as to whether the selection criteria, staffing and resources dedicated to the position are consistent with the needs of the Department;
4. Any officer who remains in a specialized assignment for five (5) or more years will require a formal review of their assignment for a determination as to whether it is in the best interest of the Department and/or officer to remain in that assignment.

#### **C. Duration of Specialized Assignments:**

Because most specialized assignments require additional training and experience for the member to become proficient, transfers to these positions are normally for an extended time period. This must be balanced with the fact that through job rotation, both the Department and its members benefit from an expanded pool of employees with additional skills, knowledge, and abilities. The following positions are

designated as specialized assignments (rotational assignments include the set duration).

**1. ROTATIONAL ASSIGNMENTS**

- a. K-9 Officers: Rotated after working life of the dog

**2. SPECIALIZED ASSIGNMENTS (non-rotational)**

- a. School Resource Officers
- b. Training Sergeant
- c. Detectives/ Street Crimes Officers
- d. Crime Prevention Sergeant
- e. Traffic Officers
- f. Warrant Service Officer/s
- g. Municipal Court Marshall
- h. Department Armorer

Performance in any of these capacities is subject to supervisory review, and the Chief of Police will retain the fundamental management right to assign personnel. Members may be required to accept, continue, or be transferred from specialized, rotational, collateral or temporary assignments based on Departmental needs.

**D. Specialized Assignment Qualifications:**

All applicants for specialized positions should have received a satisfactory or above performance evaluation during their last rating period. Applicants may not have any substantiated Internal Affairs complaints of a serious nature in the year prior to the scheduled starting date for that position. Additional requirements may become necessary and will be added to the specialized assignment posting.

- 1. Basic qualifications for each specialized assignment shall include the following:
  - a. Purpose of the position;
  - b. Minimum rank (if required);
  - c. Years of experience with the Department (if required); and
  - d. Any other pertinent skills, abilities, and/or knowledge deemed necessary for the position.
- 2. Specific qualifications for each specialized assignment shall include the following:
  - a. **K-9 Officer:** Position's purpose is to perform services unique to the trained police K-9, such as locating illegal controlled substances and/or paraphernalia, tracking criminal suspects and/or missing persons, searching buildings and/or other large areas, assisting in officer protection, and assisting in the apprehension of dangerous subjects. Officers must have three (3) years seniority with the Department. The applicant must be willing to function as a K-9 Handler for the working life of the dog and shall be subject to "call-outs" on short notice and/or working weekends. The applicant may be required to work a variety of special events, including giving public presentations. The applicant must be in good physical condition and shall be required to pass a physical agility test. A new K-9 Handler shall be placed on a two-month probationary period.

- b. Municipal Court Marshall:** Position's primary purpose is to provide court security. Additional duties include responsibility for handling/transporting numerous court-related documents. The Court Marshall may dress in suitable civilian business attire (i.e. sport coat or suit, shirt, tie, slacks, etc.). The Court Marshall will also transport prisoners between the Law Enforcement Center and Municipal Court. Officers must have at least five (5) years seniority with the Department to apply.
- c. School Resource Officers:**  
The school resource officer program will consist of four officers. Three officers will be assigned to the middle/high schools and one officer will be assigned to the elementary schools. A Sergeant will be appointed to serve as the SRO coordinator. Officer applicants must have three (3) years seniority with the Department. The applicant should have excellent interpersonal skills, interview skills, and have the ability to relate to adolescent and teen-age children. The applicant must be positive, enthusiastic, and self-motivated. The position will require varied work schedules and/or overtime hours in order to accommodate major school programs/activities. The four positions will be interchangeable based upon department needs and program vacancies. These are full time positions.

  - 1) School Resource Officer (Middle & High Schools):** The position's purpose is to respond to problems that arise in specifically assigned Middle and High Schools, and/or assist the same concerning police activities in after-school programs. Each Officer will have specific expectations of time committed to his/her assigned school(s).
  - 2) School Resource Officer (Elementary Schools):** The position's purpose is to conduct the day-to-day Department activities in the Elementary School System and/or the "Safety Town" Program. The position requires regular interaction with youth, providing positive police contact. The position also creates/coordinates school programs, when requested.
- d. Warrant Service Officer:** Position's purpose is the apprehension of persons with active City warrants and/or other appropriate warrants. Applicants should have excellent communication skills, basic typing/computer skills, and organizational skills. The position requires some experience with the Department's computer system and to become MULES certified. Officers must have three (3) years seniority with the Department to apply. This position will be reviewed every five (5) years and each year thereafter.
- e. Training Sergeant:** Position's purpose is to track the law enforcement training requirements of P.O.S.T. and ensure that all Department members are acquiring their needed hours to meet the P.O.S.T. standards. The Training Officer also seeks out possible schools/seminars that Department members may be interested in

attending and keeps track of the funds available in the training budget. The Training Officer assists the Field Training Officers with remedial recruit training efforts, when required. The position is also responsible for the maintenance of the Department's firearms training records. The position will be staffed by a Sergeant and the applicant should be experienced in working with the Department's computer system.

- f. **Street Crimes Officer:** The position's purpose is to proactively address street-level drug and crime problems. Officers must have three (3) years seniority with the Department. The applicant will be expected to work nights and/or weekends, when applicable. The applicant will be required to testify in numerous court cases, and work varied overtime hours due to the nature of drug interdiction work. The applicant should have excellent written, interview, and/or interrogation skills and be able to work closely with officers from other agencies. This is currently a full-time position.
- g. **Detective:** Position's purpose is to conduct the necessary follow-up investigation pursuant to generated criminal incident reports. Officers must have three (3) years seniority with the Department in order to apply. This position is considered a lateral transfer from the status of uniformed officer to plain-clothes detective. The applicant should have a basic knowledge of the Department's computer system and excellent writing skills. The position requires training in criminal investigation techniques, and applicants may be required to work weekends, overtime, and be subject to regular "call-outs". This is a full-time position.
- h. **Crime Prevention Sergeant:** Position's purpose is to plan, coordinate, and implement community crime prevention programs and activities for the Department. The position will be staffed by a Sergeant and the applicant should be experienced in working with the Department's computers. The applicant must be willing to attend Crime Prevention seminars and present numerous public speeches and/or school presentations. This is a full-time position.
- i. **Department Armorer:** Position's purpose is to manage the Department's Firearms Program. The officer must have three (3) years seniority with the Department. The position requires that the applicant become a certified Firearms Armorer and Post-Certified Firearms Instructor. The Department Armorer will be responsible for firearms course certification and training. Additional duties will include classroom instruction, training on the moral and ethical aspects of firearms use, training concerning safety in handling firearms, maintenance of weapons training, and other topics deemed necessary by the Chief of Police. The Department Armorer is also responsible for the preparation of all firearms training records and performing the required inspection of the Department's weapons. The position requires that the applicant provide outdoors training at night and/or in

inclement weather. This position will be reviewed every five (5) years and each year thereafter.

- j. **Traffic Officer:** Position's purpose is to investigate serious traffic accidents and/or participate in the Department's proactive traffic enforcement project(s). Officers must have three (3) years seniority with the Department to apply. The applicant should have a basic knowledge of accident investigation, and be willing to increase his/her knowledge by attending courses in Advanced Accident Investigation and Accident Reconstruction. The applicant must also be willing to work all assigned parades, alcohol related holidays and all "D.W.I.", "H.M.V.", and sobriety/seat belt checkpoint projects. This is currently a full-time position.

**E. SUPERVISION /SPECIALIZED ASSIGNMENT DUTIES**

The St. Joseph Police Department recognizes the benefits of maintaining a reasonable amount of movement of personnel, including supervisory personnel. This often occurs through promotion, retirement, etc. When this is not the case, the Chief of Police will ensure that all non-bid assignments of ranking officers will be reviewed every five (5) years, and yearly thereafter if personnel remain in their designated positions. This shall not prevent the Command Staff from designating shorter assignments for individual positions held by supervisory personnel.

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Chris Connally, Chief of Police

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Date