A. Policy

The department recognizes the fact that a variety of talents are required to meet the administrative needs of the department. As such, the department may elect to utilize, from time to time, such existing talents and expertise by assigning, on a temporary basis, a departmental employee to the Office of the Chief.

The need for such an assignment, as well as the selection process to fill the temporary position shall rest with the Office of the Chief.

B. Procedure

1. When the Office of the Chief of Police is made aware of the need to fill a revolving administrative support position, the Office of Chief of Police shall prepare and distribute a memorandum notifying all personnel of the upcoming temporary vacancy.

   a. The memorandum shall be distributed at least 2 weeks in advance of the selection process.

   b. The memorandum shall include a short profile of the desired candidate, as well as a description of the duties and requirements of the position.

   c. The memorandum shall also include an estimate of the time periods in which the revolving administrative support position shall be filled.

2. Interested personnel shall submit a memorandum to their primary supervisor indicating their interest and qualifications for the revolving administrative support position (RASP).

3. A decision shall be made by the employee's immediate supervisor(s) to recommend, or not recommend the submitting employee for the revolving administrative support position. The reason(s) why an employee was recommended, or not recommended, shall be provided to each submitting employee.

4. If an employee is recommended for the revolving administrative support position, the affected division Commander shall notify, in writing, the office of Chief of Police of the employee's interest in the publicized position.

5. The selection process for the revolving administrative support position may vary depending upon the number of employees vying for the position.

C. Rule

There shall be no length of service requirement to be considered for a revolving administrative support position.