A. Policy

The Police Department recognizes that its overall efficiency and effectiveness is impacted by experienced agents who have obtained a high level of expertise; both in specialized and patrol assignments.

With the exception of the rotating agent positions and the non-core positions in the Special Enforcement and Investigations Unit and the Narcotics Unit, agents assigned to the Investigation Division who continue to perform at or above a standard level shall remain in that assignment. Transfer from an Investigation Division assignment shall occur if the agent requests a transfer is promoted, or when it is in the best interest of the department or the individual.

"Specialized assignment" positions shall be both functional and provide career enrichment opportunities for sworn personnel. It is recognized that specialized assignments require a period of training and experience before an optimum level of efficiency and effectiveness is achieved; therefore, the length of assignments in these positions is established based on staff evaluation of the "best interest of the department." Extensions of assignments may be granted based on this criteria.

"Best interest of the department" is defined for the purpose of this procedure to be the balancing of the needs and objectives of the department with those of the individual employee. While good performance is certainly a major factor in judging the duration of a special assignment, other factors such as career development, job enrichment, and job burnout shall also be weighed on an individual basis.

The chief of police shall retain final approval for the selection of personnel to criminal investigation or special assignment positions. It shall be understood that position transfer for purposes of this policy shall not be construed as a promotion.

Although assignments may be designated as non-rotating, the chief of police or his designee may transfer personnel to other assignments whenever it is deemed to be in the best interest of the department.

B. Procedure

1. Non-rotating Criminal Investigative Assignment

   a. A non-rotating criminal investigative assignment shall be an assignment to a position in the Investigation Division, which has been, designated non-rotating by the Division. The Special Enforcement and Investigations Unit and the Narcotics Unit shall be limited to two non-rotating (core) positions on each team.

   b. When a non-rotating assignment is available, a notice of a position vacancy shall be posted on division bulletin boards at least 2 weeks in advance of the selection process. A short
profile of a desired candidate and a job description shall be included listing any specific characteristics the unit may require.

c. An interested agent(s) shall submit a memorandum to his primary supervisor indicating an interest and any qualifications he may have that would aid him in the non-rotating criminal investigative assignment. The primary supervisor shall then confer with his supervisor and other supervisory persons who would have pertinent information about the agent submitting the request.

d. The decision shall then be made by the employee's section commander to recommend or not recommend the submitting agent for non-rotating criminal investigative assignment consideration. Submitting agents shall be given the reasons by their current supervisor why they were or were not recommended for the non-rotating criminal investigative assignment. All memorandums shall then be sent to and reviewed by the affected division chiefs.

e. The Division Chief shall schedule oral boards to aid in the final selection. Oral board examinations shall be as objective in nature as possible. As a general rule, a list of at least 10 questions shall be asked of each candidate, and the correct answer researched and documented as to its accuracy. Each candidate shall be asked the same questions with the numerical weight to total 80 percent of the candidate's score. Each oral board member shall score his questions independently. Demeanor, appearance, special skills, interest, attitude, past performance, and seniority shall also be scored at the discretion of the board, to total 20 percent of the candidate's total possible score.

f. Once the highest scoring candidate has been determined and selected, an eligibility list of the next 3 highest scoring candidates shall be established by the division's board, but the time limit shall not exceed 6 months (from the date of establishment) in duration. All candidates shall be allowed to review their final test score, and shall be critiqued by the individual board members upon the request of the candidate.

g. In the event another opening occurs in the same team within 6 months of the conclusion of the process, the division chief shall have the option of selecting a candidate from the list (in numerical rank order), or to repeat the process should any candidate become unsatisfactory due to a serious act(s) of misconduct, unsatisfactory work performance, or any other conduct that would be considered contrary to the best interest of the department.

h. Occasionally, a short-term investigative assignment (less than 12 months) that requires special skills will become available and will have to be filled quickly. In these instances, the respective division commander may disregard the above procedure to fill the temporary position.
i. Agents with less than 2 years of Lakewood patrol experience shall not be considered.

j. Vacancies occurring in the non-rotating core positions of the Special Enforcement and Investigations Unit and the Narcotics Unit shall be filled as outlined in the procedure.

k. An agent in a non-rotating position must wait two years after leaving that assignment before re-applying for any non-rotating or rotating assignment in the Investigation Division.

2. Rotating Criminal Investigative Assignments

a. A rotating criminal investigative assignment shall be an assignment to a vacant position in the presently organized units of the Investigation Division for a period not normally exceeding 2 years or an assignment to the non-core positions in the Special Enforcement and Investigations Unit or the Narcotics Unit for a period not exceeding 5 years. Extensions may be granted which would be in the best interest of the department or individual. Vacancies in 2 year rotating positions shall normally be filled from personnel assigned to the Patrol Division. Rotating criminal investigative assignments shall normally end the first day of the first rotation of the new year. If a vacancy is filled before July 1, the assignment may be less than the normal rotation period. When a vacancy is filled after July 1, the assignment may be slightly more than the normal rotation period.

b. Division commanders shall have the discretion of determining which position within a team will be designated as the "rotating" position.

c. Notice of the rotating position(s) opening, memorandum of interest, supervisor recommendation (favorable or unfavorable), as well as the selection process for the opening shall be the same procedure as the one used to fill a non-rotating criminal investigative assignment.

d. While assigned to a rotating criminal investigative assignment, an agent(s) shall not be allowed to compete for another rotating assignment, but may apply for a non-rotating criminal investigative assignment, as it becomes open.

e. In order that rotating assignments in the Investigation Division be available to as many as possible, agents completing a rotating assignment may not reapply for a rotating position for a period of 2 years.

f. In the event an agent has previously had a rotator investigative assignment and transfers to a different division, the agent must wait five years before reapplying for another rotator assignment.
g. Agents with less than 2 years of Lakewood patrol experience shall not be considered for the rotating criminal investigative assignment.

3. Special Assignment

a. A special assignment is an assignment to the K-9 Team, Special Weapons and Tactics Team (SWAT), Professional Standards Section, Sector Liaison Unit (SLU), Special Enforcement Team (SET) or the Traffic Teams. Special assignments are not considered to be criminal investigative assignments as described in Sections 1 and 2.

The notice of a special assignment vacancy, memorandum of interest, supervisor recommendation (favorable or unfavorable), as well as the selection process for the special assignment shall be the same procedure as used to fill the non-rotating criminal investigative position. For purposes of this section, there shall be no minimum length of service requirement (SWAT and K-9 excepted) to be considered for a special assignment. Probationary employees shall be barred from competing unless the effective date of assignment is after they have completed their probationary period.

b. The Traffic Teams shall normally consist only of non-rotating positions. Rotating assignments may be assigned to the Traffic Teams with the length of assignment determined by patrol staff.

c. The K-9 Team shall consist of only non-rotating positions. Two years of Lakewood Police experience are required for this position. Agents selected for the K-9 Team assignment must formally agree:

1) To forego promotional consideration or transfer for at least two years after completing basic K-9 training.

2) To board their animals under conditions, and at a compensation rate, specified by the City.

d. Assignment to the Sector Liaison Unit, School Resource Officer Team, the Training agent’s position shall be for a minimum period of three years, but shall not normally exceed five years in length. Agents must agree to remain in those assignments for a period of three years except that agents in these positions may seek promotion during their assignments.

e. Assignment to the Special Enforcement Team shall normally be for a period of three years.

f. Assignment to the detective’s position in the Internal Affairs Unit of the Professional Standards Section shall be for a period of up to three years.
g. Personnel assigned to the SWAT Team assume the assignment as a secondary assignment to their regular assigned police duty. The assignment is non-rotating based on each agent's continued fulfillment of specific requirements.

C. Rule

1. To be considered for a special, rotating, or non-rotating criminal investigative assignment, agents shall be judged on the following:
   a. Length of service with the department.
   b. When 2 or more agents possess equal qualifications, seniority shall be considered as an advantage to the employee.
   c. Special skills, general knowledge, and experience in the area of the special assignment.
   d. Interest and attitude toward current assignment.
   e. Level of performance as determined by the review of performance evaluations, discipline records, employee logs, and other material deemed appropriate.

4401 REVIEW OF SPECIALIZED ASSIGNMENTS

B. Procedure

1. A review of specialized assignments within the police department shall be completed annually to determine whether or not the assignment should be continued. For purposes of this section, specialized assignment includes the following:
   a. K-9 team
   b. Special Weapons and Tactics Team (SWAT)
   c. Training Sergeant and Agents
   d. Internal Affairs Sergeant & Detective
   e. Sector Liaison Unit
   f. Special Enforcement Team (SET)

2. Section Commanders or Sergeants responsible for the specialized assignments will complete a written review, during the first quarter of each year, which will include:
   a. A statement of purpose for each listed assignment.
   b. An evaluation of the initial problem or condition that required the implementation of the specialized assignment.
   c. An analysis of each assignment for the purpose of determining whether the assignment is effective and should be continued.

3. The written review will be forwarded through the chain of command to the Division Chief. Following his review, the report will be forwarded to the Planning and Analysis Unit Commander for inclusion in accreditation files.
A. Policy

The Police Department shall recognize the need to assign police sergeants to specialized positions throughout the department to meet specific needs and achieve maximum organizational effectiveness. Police sergeants shall be members of the department's supervisory staff and, as such, may be expected to serve in various assignments throughout the department.

B. Procedure

1. When a position becomes vacant in a specialized assignment, a notice of position vacancy shall be published at least 2 weeks prior to commencement of the selection process.

2. Interested sergeants shall submit a memorandum of interest for the position via chain of command to the affected commander.

3. The sergeant's immediate supervisor and commander shall comments as to the sergeant's suitability for the assignment and make any recommendations they feel are appropriate in making the selection.

4. The commander may, at his option, conduct interviews with one or all of the candidates to assist in making the selection.

5. The affected commander shall select a sergeant from among the interested candidates and shall consider experience, interest, attitude, seniority, performance, and needs of the department in making his selection.

6. Those sergeants not selected may request a meeting with the affected commanders in order to receive information and suggestions regarding their prospects for future vacancies in specialized positions.

7. Transfer from specialized assignments shall occur if the sergeant requests a transfer is promoted, or when it is in the best interest of the department or the individual.

C. Rule

1. Police sergeants shall be assigned to the Investigation Division for a period of time not to exceed 5 years, except where an ongoing complex investigation or project may be compromised by the sergeant's transfer.

2. Sergeants assigned to the Professional Standards Section, Internal Affairs Unit, shall be assigned for no more than five years. If a vacancy is filled before July 1, the assignment may be less than the normal rotation period. When a vacancy is filled after July 1, the assignment may be slightly more than the normal rotation period.
2. The chief of police shall retain final approval for the selection of personnel to criminal investigation or special assignment positions.

3. The chief of police or his designee may transfer personnel to other assignments whenever it is deemed to be in the best interest of the department.