

PALOS VERDES ESTATES POLICE DEPARTMENT

POLICY MANUAL

SECTION 47

SPECIAL ASSIGNMENTS

Revised 02/07

- 47.0 PURPOSE**
- 47.1 DEFINITION**
- 47.2 MINIMUM QUALIFICATIONS**
- 47.3 SELECTION PROCEDURES**
- 47.4 DURATION OF ASSIGNMENTS**

47.0 PURPOSE

To establish Department policy on qualifications and selection procedures for "Special assignment" positions.

47.1 DEFINITION

Employees may be assigned periodically to special assignments, including Detective Bureau, Motor officer, Canine officer and other special assignments as deemed necessary by the Chief of Police. Special assignments shall be made or revoked at the discretion of the Chief of Police.

47.2 MINIMUM QUALIFICATIONS

- A. Three years total sworn police experience.
An exception to this is when an applicant will meet this requirement within six months from the date of announcement, he will be allowed to apply, but he will not be appointed to the assignment until the basic three years requirement is met.
- B. Two years continuous service with the Department
- C. Applicant must not be in any form of probationary status or formal performance improvement plan.
- D. Qualifications and other selection criteria are subject to change as directed or required under Federal or State law, or other applicable regulatory laws or resolutions.

47.3 SELECTION PROCEDURES

- A. APPRAISAL CONFERENCE
All Sergeants and Commanders will complete an appraisal of each applicant.
- B. APPOINTMENT PROCESS
 - 1. The concerned Division Commander may conduct interviews with applicants being considered for the assignment.
 - 2. The Division Commander will then confer with the Chief of Police concerning the eligible applicants. The Chief of Police will make a special assignment selection following this conference.

47.4 DURATION OF ASSIGNMENTS

Employees appointed to special assignments will generally remain in that assignment for a period of four years. This duration is subject to change at the discretion of the Chief of Police.