



General Order 16.3 - Personnel Allocation

PURPOSE: Define the review of specialized assignments; describe the posting of specialized assignments; and describe the selection of criteria for specialized assignments

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REVIEWED BY: Standard Review Committee

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16.3.1 REVIEW OF SPECIALIZED ASSIGNMENTS

- A. **(R)** Specialized assignments shall undergo a periodic review to determine if they should be continued.
- B. The review should include:
 - 1. Evaluation of the initial problem or condition that required the implementation of the specialized assignment;
 - 2. A cost-benefit analysis of continuing the specialized assignment; and
 - 3. A recommendation as to whether the assignment should be terminated, continued, personnel changed, etc.
- C. A specialized assignment may include any program, activity, or organizational component. Examples can include: K-9, D.A.R.E., S.C.A.T., etc.

- D. Specialized assignments will be discontinued if they prove to be cost prohibitive, not achieving intended results, or the need no longer exists for the assignment.

16.3.2 POSTING OF SPECIALIZED ASSIGNMENTS

- A. Anticipated openings of specialized assignments shall be announced agency wide by publication in the Interwatch.
 - 1. Supervisors will announce the openings during squad meetings.
 - 2. Specialized assignments inherent within a specific division need only be announced within that specific division.
- B. For security reasons, openings for undercover, wiretap, or similar assignments will not be announced.
- C. The announcement will include the selection criteria for assignment to the position.

16.3.3 SELECTION CRITERIA FOR SPECIALIZED ASSIGNMENTS

- A. Selection criteria for a specialized assignment within a given position classification will be based on the skills, knowledge, and abilities required for the specialized assignment and may include minimum qualifications such as:
 - 1. Formal education;
 - 2. Length of experience; and
 - 3. Rank.