
Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Oakley Police Department.

1002.2 POLICY AND SELECTION PROCESS

The Oakley Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

The following criteria apply to transfers:

- (a) Department memoranda shall be used to announce anticipated job vacancies. Department memoranda shall be initiated by the Chief of Police or the Division Commander's office in which the vacancy resides. Memoranda shall include information on opening and closing dates for submission of applications, minimum qualifications for applicants, responsibilities and working conditions, such as days off and shift hours. Applicant must agree to the job responsibilities and working conditions before being considered for filling a vacant position.
- (b) Administrative evaluation and/or testing process as determined by the Chief of Police which shall include a Memorandum of Interest to be submitted to the appropriate Division Commander by the applicant. The memorandum shall include a listing of qualifications.
- (c) This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate will submit these recommendations.
- (d) The supervisor recommendations will be submitted to the Division Commander for whom the candidate will work. The Division Commander may schedule interviews with each candidate.
- (e) Based on supervisor recommendations and those of the Division Commander after the interview, the Division Commander will submit his/her recommendation(s) to the Chief of Police.
- (f) Final appointment decision shall be made by the Chief of Police.
- (g) The use of eligibility lists to avoid the unnecessary repetition of lengthy selection processes may be considered by the Chief of Police on a case-by-case basis. Such lists shall be valid for no longer than one year.
- (h) Transfers between and to patrol shifts are exempt from this policy.

Nothing in this policy restricts the Chief of Police from assigning or transferring any employee, with or without a selection process, into or out of, a duty assignment where the assignment is deemed to be in the best interest of the agency and is done as a result of a demonstrated reason(s) as upheld by the Chief of Police. Examples of such reason(s) may include, but are not limited to,

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written documentation of unsatisfactory work performance; as a result of sustained disciplinary action; or as a result of budgetary necessities (i.e. the elimination of an assignment.) Should an employee be transferred against their will and before the end of their current assignment is expired, and wherein they suffer a reduction in salary, said employee will be entitled to an administrative appeal hearing in accordance with Government Code 3304(b).

1002.2.1 ASSIGNMENT SPECIFIC MINIMUM QUALIFICATIONS

The following is a list of minimum qualifications to be considered when making selections.

1. INVESTIGATIONS UNIT

- (a) Minimum of 3 years as a police officer and successful completion of probation with the Oakley Police Department at time of appointment.
- (b) Above average verbal and written communication skills.
- (c) Ability and willingness to respond after normal duty hours and work varying days and hours.
- (d) Demonstrated self-starter with ability to work with minimal supervision.
- (e) Above average effectiveness as a patrol officer.
- (f) Quality patrol investigations.
- (g) Evaluation of citizen complaint history. ("Not sustained" investigations may be considered in assessing applicants, inasmuch as "not sustained" means there was evidence of misconduct, albeit insufficient evidence by which to find misconduct by a preponderance of the evidence.)

2. CANINE HANDLER

- (a) Minimum of 3 years as a police officer and successful completion of probation with the Oakley Police Department at time of appointment.
- (b) Above average verbal and written communication skills.
- (c) Ability and willingness to work varying days and hours, respond after normal duty hours and within one-hour.
- (d) Possess suitable living arrangements for a police dog as determined by the Chief of Police or designee (i.e. K-9 supervisor).
- (e) Demonstrated self-starter with ability to work with minimal supervision.
- (f) Above average effectiveness as a patrol officer.
- (g) Evaluation of citizen complaint history. ("Not sustained" investigations may be considered in assessing applicants, inasmuch as "not sustained" means there was evidence of misconduct, albeit insufficient evidence by which to find misconduct by a preponderance of the evidence.)
- (h) Above average leadership qualities and or the ability and to guide and or direct resources.

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3. TRAFFIC ENFORCEMENT OFFICER

- (a) Minimum of 2 years as a police officer and successful completion of probation with the Oakley Police Department at time of appointment.
- (b) Above average verbal and written communication skills.
- (c) Ability and willingness to work varying days and hours and respond after normal duty hours.
- (d) Demonstrated self-starter with ability to work with minimal supervision.
- (e) Above average effectiveness as a patrol officer.
- (f) Evaluation of citizen complaint history. ("Not sustained" investigations may be considered in assessing applicants, inasmuch as "not sustained" means there was evidence of misconduct, albeit insufficient evidence by which to find misconduct by a preponderance of the evidence.)
- (g) Motor Officer position requires possession of a Class M1 license or motorcycle operating permit at time of appointment.

4. SCHOOL RESOURCE OFFICER

- (a) Minimum of 2 years as a police officer and successful completion of probation with Department at time of appointment.
- (b) Above average verbal and written communication skills.
- (c) Demonstrated self-starter with ability to work with minimal supervision.
- (d) Above average effectiveness as a patrol officer.
- (e) Desire and ability to work with middle school or high school age students.
- (f) Evaluation of citizen complaint history. ("Not sustained" investigations may be considered in assessing applicants, inasmuch as "not sustained" means there was evidence of misconduct, albeit insufficient evidence by which to find misconduct by a preponderance of the evidence.)

5. FIELD TRAINING OFFICER

- (a) Minimum of 3 years as a police officer and successful completion of probation with the Oakley Police Department at time of appointment.
- (b) Above average verbal and written communication skills.
- (c) Demonstrated self-starter with ability to work with minimal supervision.
- (d) Above average effectiveness as a patrol officer.
- (e) Evaluation of citizen complaint history. ("Not sustained" investigations may be considered in assessing applicants, inasmuch as "not sustained" means there was evidence of misconduct, albeit insufficient evidence by which to find misconduct by a preponderance of the evidence.)

6. CRIME IMPACT TEAM/P.O.P. TEAM

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- (a) Minimum of 3 years as a police officer and successful completion of probation with the Oakley Police Department at time of appointment.
- (b) Above average verbal and written communication skills.
- (c) Ability and willingness to work varying days and hours.
- (d) Demonstrated self-starter with ability to work with minimal supervision.
- (e) Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions, and training obligations.
- (f) Quality patrol investigations.
- (g) Evaluation of citizen complaint history. ("Not sustained" investigations may be considered in assessing applicants, inasmuch as "not sustained" means there was evidence of misconduct, albeit insufficient evidence by which to find misconduct by a preponderance of the evidence.)

7. POLICE CORPORAL

- (a) Minimum of 5 years as a police officer and successful completion of probation with the Oakley Police Department at time of appointment.
- (b) Above average verbal and written communication skills.
- (c) Ability and willingness to work varying days and hours.
- (d) Demonstrated self-starter with ability to work with minimal supervision.
- (e) Quality patrol investigations.
- (f) Evaluation of citizen complaint history. ("Not sustained" investigations may be considered in assessing applicants, inasmuch as "not sustained" means there was evidence of misconduct, albeit insufficient evidence by which to find misconduct by a preponderance of the evidence.)

8. INVESTIGATIONS SUPERVISOR

- (a) Minimum of 2 years as a police sergeant and successful completion of probation with the Oakley Police Department at time of appointment.
- (b) Above average verbal and written communication skills.
- (c) Ability and willingness to work varying days and hours.
- (d) Demonstrated self-starter with ability to work with minimal supervision.
- (e) Evaluation of citizen complaint history. ("Not sustained" investigations may be considered in assessing applicants, inasmuch as "not sustained" means there was evidence of misconduct, albeit insufficient evidence by which to find misconduct by a preponderance of the evidence.)

1002.2.2 ROTATION POLICY FOR SPECIAL ASSIGNMENTS

Selected job assignments in this agency require mandatory minimum assignment periods (subject to Chief of Police initiated removal proceedings) in order that the agency may sufficiently benefit from investments of specialized training and/or education for key personnel. All positions requiring

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minimum periods of assignment shall be designated in job announcements. In all cases, the Chief of Police reserves the right to establish minimum and maximum terms of service for selected duty assignments that may serve the best interest of the agency.

As a general rule, sworn duty assignments outside of patrol shifts shall be for a period of two (2) years based on satisfactory performance. Additional one (1) year extensions will be granted up to a maximum annual extension resulting in no more than four (4) total consecutive years of assignment, based on satisfactory performance and at the request of the employee. At the discretion of the Chief of Police, an employee may stay in the assignment past the four (4) year maximum period provided no memorandums of interest are received for the position. Any such extensions to the assignment will be for a period of not greater than one (1) year and with approval of the Chief of Police. All employees selected for special assignments shall maintain annual employment performance evaluations with an overall rating of at least "3" or higher. Failure to maintain an annual evaluation rating of "3" or higher or other written forms of discipline related to sustained allegations of misconduct following internal affairs investigations or Plan for Improvements (PIP), may result in the removal of the employee from the assignment.

After completion of the special assignment, sworn officers shall be ineligible for future assignment to a special assignment until one (1) year of active duty in a patrol assignment, has been completed. Exceptions will be made on a case-by case basis and subject to the approval of the Chief of Police.

The Police Corporal is a one (1) year assignment based on satisfactory performance. After completion of this special assignment, sworn officers shall be eligible for other special assignments without the one (1) year ineligible requirement.

1002.3 SPECIAL ASSIGNMENT POSITIONS

- (a) The following positions are considered special assignments and not promotions:
 - Investigations Detective
 - Canine Handler
 - Traffic Enforcement Officer
 - School Resource Officer
 - CIT/POP Team
 - Police Corporal
 - Investigations Supervisor
- (b) The following positions are considered Collateral Duties:
 - Field Training Officer
 - Field Training Officer Supervisor
 - Crisis Negotiation Team (CNT) Member
 - Crisis Negotiation Team (CNT) Leader

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- Instructor (EVOC, ACT, Firearms, etc.)
 - Armorer
 - Volunteer Coordinator
 - Standing Committee Member
 - Explorer Post Advisor
 - Drug Recognition Evaluator (DRE)
 - Peer Support Team Member
 - Task Force Member (Marshal's Service, ICAC, MAMFF, etc.)
 - Homeless Liaison Officer
 - Terrorist Liaison Officer
 - Victim Compensation Coordinator
 - Traffic Coordinator
 - Crime Scene Technician
 - Bicycle Patrol
 - CERT Team Coordinator
- (c) Members may be in a Specialty Assignment and simultaneously hold a Collateral Duty as well. Members may hold multiple Collateral Duties.

1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Required years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by POST or law
- (d) Exceptional skills, experience, or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Expressed an interest in the assignment.
- (d) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making

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4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

1002.4 PROMOTIONAL REQUIREMENTS AND TESTING PROCESS

Requirements and information regarding any active promotional process are available at the City of Oakley's Human Resources Department.