

  
 PROVIDENCE POLICE DEPARTMENT  
 HEADQUARTERS  
 Colonel Dean M. Esserman  
 CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	210.03	08-05-07	08-19-07
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Specialized Assignments		Supersedes all previous orders	
REFERENCE		RE-EVALUATION DATE	
16.2.1,2		08-19-08	
SUBJECT AREA		DISTRIBUTION	
Human Resources		All Personnel	

I. PURPOSE

The purpose of this policy is to provide a method for the development and review of specialized assignments within the department and to establish a selection process for filling these positions.

II. POLICY

The Chief of Police may establish specialized assignments, components, or units to improve or address specific needs in the best interest of the City.

III. PROCEDURE

- A. The Unit Commanding Officer will be required to announce all upcoming vacancies through the Department E-mail system, as well as insuring that hard copies of all vacancy announcements have been delivered to all the Commanding Officers of all of the other units of the Department.
- B. It is the responsibility of the Commanding Officer of each unit to contact all members under their command, including those members who are working, furlough, IOD, sick, military leave, or any other leave situation.
- C. The notification period will be for five (5) working days.

- D. Members of the Department who wish to apply for any vacancy must fill out a Vacancy Program application and submit the application to the requesting Commanding Officer within five (5) days.
- E. No application will be accepted after the five (5) day deadline without documented cause.
- F. Upon completion of the five (5) day period, the Commanding Officer will review all applications and conduct interviews.
- G. Prior to deciding upon a final choice to fill the said vacancy, the Commanding Officer shall do the following:
  - 1. Consult with the current supervisor(s) of each applicant regarding the applicant's attitude, work ethic, appearance and overall performance.
  - 2. Review each candidate based on the following criteria:
    - a. Special Training or education
    - b. Types of Arrests
    - c. Seniority
    - d. Awards and Commendations
    - e. Sick Time used
    - f. IOD Time
    - g. Departmental Discipline
    - h. Internal Affairs Complaints
    - i. Detail Activities
  - 3. Notify and explain the final choice at the next weekly Command Staff meeting.
  - 4. Review the process with all of the applicants, explaining their weaknesses and strengths, prior to announcing the final choice.
  - 5. Repeat the entire process if no suitable candidate is found.
  - 6. The Chief of Police shall have the final decision when filling the vacancy.

#### IV. INDIVIDUAL RESPONSIBILITY:

- A. It shall be the responsibility of each Commanding Officer of the various Units of this Department to ensure that this policy is followed for all non-tested vacancies within their respective Commands. In addition it shall be their responsibility to ensure that all members of their command are notified of the vacancies that are posted in other Units of the Department.

- B. It shall be the responsibility of each individual officer to ensure that they fill out and return the "Application" before the five (5) day deadline to the Commanding Officer who has announced a vacancy.

## V. CATEGORIES OF SPECIALIZED ASSIGNMENTS

- A. Specialized assignments will include but not be limited to:

1. School Resource Officers
2. Internal Affairs
3. Peer Support Team
4. Special Response Unit
5. Traffic Division
6. Narcotics, Firearms and Organized Crime Officers
7. Court Officer
8. Mayor's Security Detail
9. Information Technology Officer
10. Gang Unit
11. Accreditation
12. Mounted Command
13. Weapons Bureau Officer
14. Supply/Evidence Room
15. Special Victims Unit
16. Marine Patrol
17. Homeland Security
18. K-9 Officer
19. Bicycle Unit
20. Detail Office
21. Boot/Tow Squad
22. License Enforcement Unit
23. Any additional position not covered under the collective bargaining agreement.

## VI. REVIEW

- A. The appropriate Bureau Commander will conduct an annual review of each specialized assignment.
- B. Each unit or division wherein a specialized assignment exists will submit a report and analysis to the Chief of Police or designee. The report will contain:
  1. A statement of purpose.
  2. An evaluation of the initial problem or condition that was the basis for creating the specialized position.

3. A recommendation on whether or not to continue the specialized assignment.
- C. The Chief of Police or designee will formalize the reports listing the department's specialized assignments, their effectiveness, and which should be continued.

APPROVED:

DEAN M. ESSERMAN  
COLONEL  
CHIEF OF POLICE

## VACANCY PROGRAM APPLICATION

VACANCY/OPENING: \_\_\_\_\_

UNIT: \_\_\_\_\_

UNIT OIC: \_\_\_\_\_

NOTIFICATION DATES: \_\_\_\_\_ to \_\_\_\_\_

### APPLICANT INFORMATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE OF APPOINTMENT: \_\_\_\_\_

CURRENT ASSIGNMENT: \_\_\_\_\_

CURRENT SUPERVISOR: \_\_\_\_\_

### SPECIAL TRAINING/EDUCATION

LIST ANY SPECIAL TRAINING OR EDUCATION WITH DATES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### COMMENTS

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**USE BACK OF THIS FORM FOR ANY ADDITIONAL COMMENTS OR INFORMATION**