

JANUARY 31, 2003

**GENERAL ORDER #4
SERIES OF 2003**

TO ALL DEPARTMENT PERSONNEL:

I. PURPOSE: The purpose of this policy is to establish a program for the announcement of vacancies in the non-tested positions within the Department. In addition it will establish the content of the application of interest for a specific position within the Department and establish the requirements for each vacancy.

II. DEFINITIONS:

- Non-Tested Position: Those assignments within the various units of the Department that are not covered by the Collective Bargaining Agreement requiring a promotional examination.
- Vacancy: A position to be filled within a unit as requested by the Commanding Officer of said unit and approved by the Chief of Police.
- Application: The application to be filled out by the officer interested in a vacant position.
- E-Mail: The E-mail system currently in use utilizing the Mobile Data Corporation (MDC) messaging that is available in the Department's vehicles and desktop computers.

III. POLICY and PROCEDURE: The following shall establish the policy and procedure by which a vacancy in a unit in the Department shall be announced, applied for and filled.

- 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
 - 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 UNIT COMMANDING OFFICER 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. DISSEMINATION:

It shall be the responsibility of the CHIEF OF THE DEPARTMENT to ensure that each member of the Department receives a copy of this General Order and is completely knowledgeable about every provision of this General Order.

THIS GENERAL ORDER SHALL BE READ AT ALL ROLL CALLS FOR FIVE (5) DAYS.

APPROVED:

MAYOR DAVID N. CICILLINE
Commissioner of Public Safety

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

USE BACK OF THIS FORM FOR ANY ADDITIONAL COMMENTS OR INFORMATION