

Specialty Assignments

1006.1 PURPOSE AND SCOPE

The purpose of this directive is to define Department policy and procedure for determining the service obligation of members chosen for and assigned to specialty assignments.

1006.2 POLICY

It is policy of the San Leandro Police Department to periodically assign personnel internally to various specialty assignments within the Police Department. The intent of this policy is to utilize (where practical) particular talents and abilities, develop individual skills, and perform the Department's tasks in as effective and efficient a manner as possible.

1006.3 DEFINITION

The term "specialty assignment" commonly refers to additional duty assignment(s) a member may incur. Other than disciplinary removal, members selected to specialty assignment(s) shall remain a member of the specialty assignment(s) for the specified period of time.

1006.4 LENGTH OF SPECIALTY ASSIGNMENTS

1006.4.1 SWORN

- (a) Bicycle Officer (3 years plus up to two one year extensions upon performance review)
- (b) Color Guard (3 years with annual extensions upon performance review)
- (c) Critical Incident Stress Management Team (exception)
- (d) Evidence Response Team (5 years with annual extensions upon performance review)
- (e) Explorer Advisor (3 years plus up to two one year extensions upon performance review)
- (f) Field Technician (3 years with annual extensions upon performance review)
- (g) Field Training Officer (3 years with annual extensions upon performance review)
- (h) Hostage Negotiations Team (exception)
- (i) K-9 Handler (3 year minimum and 7 year maximum, reference K9 Operations Directive)
- (j) Range Master (5 years with annual extensions upon performance review)
- (k) School Resource Officer (3 years plus up to two one year extensions upon performance review)
- (l) Special Weapons and Tactics (exception)

San Leandro Police Department

San Leandro PD Policy Manual

Specialty Assignments

- (m) Tactical Team Officer (3 years plus up to two one year extensions upon performance review)
- (n) Crime Prevention Officer (3 years plus up to two one year extensions upon performance review)
- (o) Planning & Training Officer (3 years plus up to two one year extensions upon performance review)

1006.4.2 CIVILIAN

- (a) CLETS Trainer (5 years plus a one year extension upon performance review)
- (b) Communications Training Dispatcher (3 years with annual extensions upon performance review)
- (c) Critical Incident Stress Management Team (exception)
- (d) Police Service Technician (PST) Jail Trainer (3 years with annual extensions upon performance review)
- (e) Records Training Technician (3 years plus a one year extension with annual extensions upon performance review)
- (f) Tactical (SWAT & HNT) Dispatcher (exception)
- (g) Planning & Training Police Service Aide (PSA) (3 years plus up to two one year extensions upon performance review)
- (h) Crime Prevention PST (3 years plus up to two one year extensions upon performance review)
- (i) Animal Control PST (3 years plus up to two one year extensions upon performance review)

1006.5 EXCEPTIONS

- (a) K-9 Handlers shall work within the guidelines of Canine Policy. SWAT and HNT members may perform their specialty assignment indefinitely. Annually, the unit commander will make an ongoing assessment of member proficiency and team needs. Any SWAT or HNT member may be removed from the team upon acceptance of a promotion in order to maintain balanced staffing of the unit. The selection process and term of the CISM members is at the discretion of the Chief of Police and/or the Program Manager.
- (b) Remaining in a specialty assignment will be dependent on the employee's performance, and the needs of the organization. Any member wishing to relinquish a specialty assignment position shall give notice in writing to the supervisor of the specialty assignment.

San Leandro Police Department

San Leandro PD Policy Manual

Specialty Assignments

- (c) Members who complete their initial service obligation may be extended upon the recommendation of the specialty assignment supervisor and the review of the extension by the Division Commander. The Division Commander shall confer with the Bureau Commander regarding the recommendation(s) for extension.
- (d) Members who complete the initial service obligation and extension can apply for reinstatement to the specialty assignment only if no other individuals apply. Members seeking reinstatement must submit a memorandum of interest to the Bureau Commander through the Chain of Command specifying their reasons, training and experience as it relates to the extension.
- (e) The Chief of Police has the authority to remove or extend/reinstate any member from a specialty assignment based on the needs and in the best interest of the Department.