

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entities and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Michael Poehlman /s/		
Legal Advisor: Karen Fraley /s/		
Approving Deputy Chief: Jim Johns /s/		
General Order No: E-280-05	Issued: November 22, 2005	Supersedes: 4/760.000
	Reissued: July 3, 2007	Revised: May 16, 2007
General Order Title: SPECIAL ASSIGNMENTS		

POLICY

The Reno Police Department places police officers in special job assignments to effectively utilize employee skills, allow personal development, and ensure high quality service to the community *consistent with our departments Core Values of Respect, Integrity, Fairness and Service.*

PROCEDURES

Applicability of Directive

The procedures in this directive apply to *non-supervisory positions only*. Any assignment at the rank of *first line supervisor*, sergeant, *manager*, lieutenant, or deputy chief is made based on the needs of the Department.

Special Assignment Positions

Special assignment positions, for the purposes of this directive, are determined by the Chief of Police. They may include, but are not limited to, full time assignment to the following sections and units:

1. Operations Division:

Detective Section: Burglary Unit, Misdemeanor Complaint Unit, Drug Enforcement Agency, Extradition Unit, Fraud Unit, Repeat Offender Program, Auto Theft Unit, Child Abuse/Sexual Assault Unit, Special Investigations Unit, Robbery/Homicide Unit, and Homeland Security Unit.

Patrol Section: Canine Unit, Horse Mounted Unit, Special Events Unit, Downtown

Enforcement Team, Homeless Evaluation and Liaison Program (HELP) Unit, Kids To Seniors Unit, PTO Coordinator, and River Patrol.

Special Operations Section: Regional Gang Unit, Selected Enforcement Team.

Traffic Section: Motor Unit, Accident Investigation Unit, Traffic Detective Unit.

2. *Administrative Division:*

Professional Standards Section: Internal Affairs Unit, Training Unit, Backgrounds Unit.

Community Affairs Unit, Recruiting Unit, DARE, GREAT.

Special Assignment Selection Process

Applicants will be selected for assignments based on the needs of the Department as determined by the division deputy chief. The following guidelines will apply:

1. Special assignment vacancies will be announced by the division deputy chief. The announcement will provide a description of the assignment, desired qualifications, minimum specifications, the selection process, and method of application. Announcements will normally be posted for a minimum of 14 calendar days.
2. *The written selection factors measuring applicants' abilities or potential to perform successfully in the special assignment will be applied equally to all applicants. These selection panels are designed to maintain the integrity of the interview process. The process will include, but is not limited to:*

PANELS

- *Consistent personnel to conduct the interviews for a given position.*
- *A member from the RPPA may monitor the process – they will not have input regarding the outcome of the interviews.*

WRITTEN SELECTION FACTORS

- *Technical questions will be used to measure the applicant's knowledge for the given position. The questions should be framed around policy, legal aspects and organizational directives.*
- *Adaptive questions should be structured to allow the applicant to discuss their work history, professional training and any other information applicable to the position.*

3. A minimum of two years as a uniformed patrol officer with the Reno Police Department is mandatory to be eligible for *an officer* special assignment. Time spent in the Academy and PTO program do not count towards the two years. Officers not meeting this requirement

will only be considered if there are no other qualified applicants.

4. Seniority may be considered during the selection process as long as the applicant demonstrates the ability and competency to perform the job. When, in the judgment of the selection board, applicants have equal or substantially equal qualifications, seniority will be a determining factor in ranking and assignments.
5. The division deputy chief will be responsible for notifying *members* not selected for a position. Notification should include information about any areas of performance or qualifications that could be improved to increase the potential for future selection.
6. Officers transferring from a special assignment will not be eligible for another special assignment for a period of two shift bids unless there are no other qualified applicants for the assignment. Officers within 90 calendar days of completing two shift bids in patrol may apply for special assignments which are effective after the officer's two shift bids have been completed.

Intra-Division Transfers

Intra-divisional transfers within the Traffic Section, CAT Unit, Detective Division, and Planning, Training, and Research Division may occur at the discretion of a division deputy chief. The term of assignment shall be cumulative time spent in all assigned sections.

Special Assignment Shift Bidding

Bidding for a special shift and days off within a special assignment shall be based upon the officer's date of hire in the Department and not by the length of time in the special assignment.

Ranking Order

A list of qualified applicants will be established by the selection board at the conclusion of the selection process. Applicants will be ranked on a list that will expire one year from the date that the list is compiled.

Term of Assignment

Officers will remain in a special assignment for four years unless they request a voluntary transfer out of the assignment prior to the completion of the four-year term or they are transferred early due to unsatisfactory performance or needs of the Department. At the end of the four-year term, rotation back to the Patrol Division is automatic unless the officer's *commander or lieutenant makes a presentation to the department management team and receives approval* for a one-year holdover. Holdovers are at the discretion of the Chief of Police or designee and will be authorized on a year-to-year basis. The division deputy chief may approve or deny a voluntary transfer request based on the needs of the Department.

Professional members of the department will follow the same term of assignment guidelines except that they will rotate back to their original department section.

The term of assignment for Canine Unit officers, other than those officers governed by a written agreement between the City and those employees, will be identical to the four-year term that applies to special assignments.

Disputes

Disputes over qualifications, procedures, *term of assignment*, or final selections will be resolved by the Chief of Police or his/her designee without further appeal unless it is determined that a labor agreement grievance procedure is applicable.

Special Assignment Training

The division deputy chief is responsible for ensuring adequate formal, as well as on-the-job, training for officers assigned to special assignments.

Temporary Duty (TDY) Assignments

The Chief of Police may authorize temporary special assignments to meet the needs of the Department. If an officer is TDY to a special assignment from another special assignment, the time in the TDY position counts toward total tenure in the regularly-assigned special assignment.

Work Schedules and Special Assignment Pay

Officers working special assignments may be assigned to work a modified 5/9 work schedule. When they do they will receive special pay rates as governed by the applicable labor agreements.

Special Assignment Holiday Pay

Paid holidays falling on a regularly-scheduled day off will be observed (for payroll purposes) on the regularly-scheduled work day prior to or just after the days off. Generally, officers may take the holiday off or take premium holiday pay as governed by their labor agreement. Officers who have a recognized holiday fall on their regularly-scheduled work day will take the holiday off unless directed by the division deputy chief to work that day. Supervisors are responsible for ensuring that weekly work schedules/days off are not altered solely to increase the numbers of holidays an employee is eligible to work.