



Section 4/900 ♦ Criminal Investigation		
4 / 902	Specialized Assignments	06/01/96 Rev 8/27/07
Accreditation Standards	16.2.1 / 16.2.2/46.2.2	

4/902.5 POLICY

The appropriate Division Commander will review each specialized assignment in the Laurel Police Department on an annual basis, as part of the development of agency goals and objectives, for the purpose of determining whether the specialized assignment should be continued. This review shall be in the form of a written memo from the Division Commander to the Chief of Police through the chain of command. The memo shall:

- A. Identify the specialized assignment being reviewed.
- B. Contain an evaluation of the initial problem or condition, which required the implementation of the specialized assignment.
- C. Offer a recommendation for continuation, discontinuation or an alternative to the assignment.

The selective process will include at a minimum a review of the applicants’ transfer requests, past performance appraisals, the applicants’ KSAs and interviews of each applicant.

4/902.20 COMMUNITY LIAISON OFFICER

The position of Community Liaison Officer will be filled through the previous method. The chosen officer will serve as Community Liaison Officer for a period of six (6) months, at which time the Chief of Police will assess the performance of the individual in that position. Based on this assessment the chief will either announce the vacancy, returning that person to the Patrol Division, or extend the individual in that position for an additional six (6) month period.

END OF ORDER

4/902.10 SPECIALIZED ASSIGNMENTS

The specialized assignments to be annually reviewed include:

- A. Special Enforcement Unit
- B. Bicycle Patrol
- C. Emergency Response Team
- D. K-9
- E. D.A.R.E.
- F. Community Liaison Officer
- G. Motorcycle Unit
- H. Recruiter
- I. Assignments listed in attachment A.

Attachment A will contain assignments that newly identified needs of the agency by the Chief of Police.

4/902.15 VACANCIES IN SPECIALIZED ASSIGNMENTS

Whenever openings within specialized assignments occur, an announcement for filling the vacancy will be posted and transfer requests will be entertained. The announcement will include eligibility criteria for the position to minimally include knowledge, skills and ability needed for the assignment. Any specialized skills, requirements and experience will also be included in the announcement .