

## **DEPARTMENT GENERAL ORDER 09-13**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 06-23/06-23A  
                  06-23B/06-23C  
SOP 300.51.00

DATE: June 01, 2009

---

### **SPECIALIZED/TEMPORARY ASSIGNMENTS**

#### **I. PURPOSE.**

To identify specialized and temporary assignments within the organizational structure of the department, the criteria used for the selection of personnel to fill such assignments, and the various job-related parameters associated with specific positions.

#### **II. DEFINITIONS.**

Specialized Assignment - An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification. A Specialized assignment may also involve higher pay and/or additional benefits.

Temporary Assignment - An assignment of limited duration, which may or may not require specialized training and/or the assumption of additional responsibility. A temporary assignment may require tenure of limited duration within a higher position classification, and also involve higher pay and/or additional benefits.

#### **III. GENERAL.**

The technical and operational demands placed on finite personnel resources require that departmental staff members assume specialized or temporary assignment positions as circumstances require. This will provide the officers involved with an opportunity to increase their job satisfaction, improve their level of skill development, and increase their personal knowledge, while fulfilling existing departmental needs. Specialized and/or temporary assignments may require the full time commitment of an employee or serve as

a supplement and/or adjunct to the employee's normal duties. In either event, the Chief of Police, upon consultation with one or more bureau commanders, shall be responsible to identify existing departmental needs, establish the criteria (skills, experience, education, etc.) necessary to satisfy those particular needs, announce the assignment opening, and select a candidate suitable to fulfill the assignment.

#### A. Annual Review of Specialized Assignments

Each bureau commander shall be responsible to evaluate those specialized functions and/or assignments which operate under their direct span of control on an annual basis. This shall generally be accomplished in conjunction with budgetary planning to determine if a need for the assignment continues to exist, and that same remains the most cost-effective method to satisfy departmental objectives.

Should a determination be made that a specialized assignment is no longer needed or in the best interests of the department, the bureau commander shall submit a written recommendation to the Chief of Police to terminate the assignment. Following an evaluation, the final decision to retain or eliminate a specialized assignment shall rest solely with the Chief of Police.

#### IV. TYPES OF SPECIALIZED ASSIGNMENTS.

The department has incorporated a variety of specialized assignments into its routine operations. The type and purpose of each specialized assignment, along with the underlying conditions which brought about its implementation, are identified as follows:

##### A. Detectives

Under the authority granted by state statute and local City Charter, the Police Department is responsible to provide general police services within the jurisdictional limits of the City of Clayton. As detailed and often lengthy criminal investigations fall within the scope of the department's overall responsibility, it was deemed essential that the department develop and maintain a unit of investigators with the experience, skills, and technical expertise necessary to conduct such investigations. The Criminal Investigations Division, staffed with detectives, and operating under the direction of a supervisory and command rank officer, are therefore responsible to conduct follow-up and in-depth criminal investigations.

## B. Community Services Officers

In recognition of the affect unrestrained drug usage has had on national crime rates, and of the importance to educate young people to the dangers of such usage, the department determined that the Drug Abuse Resistance Program provided a useful vehicle to alter student perceptions and ultimately reduce the degree of drug usage among teenagers and young adults. As such, a Community Services Unit was established, wherein officers were trained to present DARE and other types of educational programs, provide security information to businesses and residents, and to disseminate crime information to City residents as necessary.

## C. School Resource Officers

In recognition of the latent hostility and distrust that often characterized student attitudes toward law enforcement officers, and of the need to establish a closer working relationship with local school district officials, the department determined that entering into a partnership with the school district to assign a uniformed officer directly to the schools provided an effective method to dispel misconceived perceptions and to serve as an informational liaison with a sector of the community where communication has often been tenuous and strained. In keeping with this strategy, School Resource Officers are responsible to instruct students in safety and security issues, develop positive working relationships with faculty and students, and serve as an authoritative presence within school district facilities.

## D. Field Investigators

Presented with the necessity to have officers with the technical expertise and skills needed to process crime scenes, while at the same time reducing the number of instances where detectives were recalled to duty, the department trained a cadre of uniformed Field Investigators to satisfy the need for readily available personnel. As such, uniformed Field Investigators are responsible to photograph and process crime scenes for latent fingerprints, process prisoners, collect evidence, and assist the Criminal Investigations Division as necessary.

## E. Firearms Instructors/Armorers

As a result of the potential liabilities attached to the use of firearms and/or deadly force by department personnel, the department has developed and trained a group of officers to provide periodic and realistic firearms instruction to all sworn personnel. Additional responsibilities of this assignment include the oversight of the department armory and range, the purchase and care of department weapons and related equipment, the development of firearms training courses, and the evaluation of new firearms and products.

#### F. Field Training Officers

Extensive and comprehensive training are essential for officers to function effectively in the increasingly complex field of law enforcement. The potential liabilities arising out of perceived failures or weaknesses in the extent and depth of officer training have not only dictated longer courses of instruction at certified police training academies, but required the department to develop a cadre of uniformed officers specifically trained to advance and document the instructional process, particularly as it pertains to the ability of an individual to function independently and correctly in an operational setting. Additional responsibilities of Field Investigators include educating newly hired officers in City geography, department policies and procedures, and local ordinances, monitoring their progress in various job-related skills, and periodically documenting their assessment of the officer's performance.

#### G. Mobile Response Team Officers

With ninety-seven separate, small to medium-sized, municipalities in St. Louis County, the majority of which operated their own police departments, the need to address the potential shortage of available manpower in an emergency situation was a priority issue. As such, local departments, acting in concert with St. Louis County developed a reaction force composed of officers from different jurisdictions which could be deployed in those situations which may exceed and/or strain the resources of a given community. A participatory agency in this endeavor, the department has provided one or more officers to serve in the Mobile Response Team. Member responsibilities include undergoing required tactical training, and being on-call to respond to requests for assistance by individual Chiefs of Police.

#### H. WMD Response Team Members

The terrorist threat to the St. Louis Metropolitan Area, coupled with a basic lack of trained manpower and equipment, led to the adoption of a quartet of twenty (20) man WMD response teams available to respond to WMD threats and/or incidents within eastern Missouri. Clayton was selected to provide one of those twenty man WMD units, and equipment procurement and training has proceeded since a multi-agency cooperative agreement was signed. Task force members shall be responsible to respond to WMD incidents and fulfill security and law enforcement roles commensurate with the level C protection afforded participating officers.

Volunteers were initially sought to fill open positions, but other officers were drafted to fill vacant positions. Once candidates pass a Spirometer test and

are fit-tested for their breathing apparatus, they are incorporated into the unit. Officers are then trained in WMD identification and operations, and as the assignment is open ended, will receive periodic training until such time as circumstances dictate they be dropped from the unit.

#### I. Corporals

In an effort to ensure an adequate level of supervision, during the absence of regularly assigned sergeants within the Patrol Division, the department executive created the rank of corporal to fill such absences. The adoption of this specialized assignment eliminated the use of multiple patrol officers serving in a temporary supervisory capacity, thereby providing a greater level of consistency and experience.

The selection criteria used in such instances shall be that the candidates must be assigned to the Field Operations Bureau and possess a minimum of three (3) years total police experience. One year of that experience is required to be with Clayton.

An assessment of potential candidates will be performed by the Chief of Police following consultation with the commander of the Field Operations Bureau. Suitable officers will then be appointed to the rank of corporal and will serve as squad supervisor during the regular sergeant's absence. Corporal's will perform all routine supervisory duties during such periods and will answer to the platoon commanders.

Corporals will serve strictly at the pleasure of the Chief of Police.

#### V. TYPES OF TEMPORARY ASSIGNMENTS.

Contingent upon the needs of the department and its commitments in regard to interagency cooperative efforts, sworn personnel will be allocated to serve in temporary and/or rotating assignments as necessary. The types of potential temporary assignments are listed as follows:

##### A. Drug Enforcement Administration Task Force

In an effort to address the ongoing drug problem, while at the same time fulfilling its commitment to promote interagency cooperation, the department has allotted one non-supervisory sworn officer to participate in the DEA task force. Following a department-wide announcement of a position opening, volunteer candidates are requested to sign their names on a roster in the Office of the Chief of Police within a given period of time. Candidates are required to have a minimum of three (3) years police experience. Upon expiration of the application period, the Chief of Police and various departmental commanders will review the candidate's past performance records, their strengths and

weaknesses, and select the individual who would best represent the department.

The duration of the assignment will be for a three (3) year period; however, the assignment may be extended with the consent of both agencies. Conversely, upon the request of the officer involved, and with due cause, the assignment may be terminated prior to its official completion date.

#### B. St. Louis County and Municipal Police Academy Instructor

In the interests of fulfilling its obligations to the law enforcement community, the department may, in response to a request of the St. Louis County and Municipal Police Academy, elect to assign an officer to serve as an academy instructor. Following a department-wide announcement of the position opening, non-supervisory volunteer candidates are requested to sign their names to a roster in the Office of the Chief of Police within a given period of time. Candidates are required to have a minimum of three (3) years police experience, be in good physical condition, and have a high interest in serving as an instructor. Upon expiration of the application period, the Chief of Police and various departmental commanders will review the candidate's past performance records, their strengths and weaknesses, and select the individual who would best represent the department.

The duration of the assignment will generally be for three (3) years, but may be extended in one year increments based upon mutual agreement between the officer, the department, and the police academy.

It should also be noted that department personnel may be assigned to assist the academy training staff as temporary instructors in their areas of expertise (e.g. bicycle patrol, firearms, role-playing, defensive driving, etc.). In such instances, the officer(s) involved may only be assigned to the academy for a single shift of duty, or in unusual circumstances, for a lengthier, yet relatively short, period of time.

#### C. Acting Commander/Supervisor

- 1). In those instances where a position opening exists due to retirement, resignation, termination, illness, injury, or other absence, the Chief of Police, may, with full authority, appoint a subordinate commander or supervisor to temporarily fulfill the duties of a higher rank until such time as the command slot is permanently filled.

The selection criteria utilized in such instances shall be an assessment of potential candidates by the Chief of Police and appropriate command staff. However, the Chief of Police reserves the right to appoint the candidate of his choice.

The duration of such assignments may vary from one or more days to months.

- 2). Temporary absences at the supervisory level within those elements of the police department outside of the Field Operations Bureau shall be filled by one or more senior officers/employees selected to serve as acting supervisor.

The selection criteria used in such instances shall be the candidates must be assigned to the division where the need exists and possess the same level of police experience as required for appointment to corporal. An assessment of potential candidates will be performed by the appropriate division and bureau commander. The acting supervisor will then be appointed to fill the position during the regular supervisor's absence.

The duration of such assignments may vary from days to weeks.

#### D. Acting Detective

In response to either a vacancy within the Criminal Investigations Division or a pronounced increase in caseload, a uniformed officer may be appointed to serve as an acting detective. The selection process in such instances shall be generally informal, with the Chief of Police, following consultations with the appropriate command staff, appointing an individual with adequate experience and technical skills to fill the position.

The duration of such assignments may vary from days to weeks to months.

#### E. CUFF Team Members

St. Louis County PD has initiated a fugitive apprehension team comprised of both county and municipal officers. The primary focus of the unit will be the apprehension of felons wanted on outstanding warrants.

Officers detached from their regular duties to serve on the unit will wear plain casual clothes, and will also be required to wear their body armor and carry their department-issued weapon. To ease the transition to the team, the department will provide additional safety and uniformed items as needed.

The sign-up sheet of volunteer candidates will be considered by the Chief of Police and bureau commanders and a selection made after discussion and a review of manpower considerations.

The duration of such assignments has been limited to two calendar weeks.

#### VI. ANNOUNCEMENT/SELECTION PROCESS.

Unless exigent circumstances dictate otherwise, position openings in regard to specialized and applicable temporary assignments shall generally be communicated in writing to all eligible department personnel. Such announcements will contain a brief synopsis of the duties associated with the position, describe the selection criteria and necessary personal qualifications (Ex. technical skills, specialized knowledge, formal education, years of experience, etc.), and provide a cut-off date for personnel to enter their name into consideration.

Eligible candidates for those specialized and temporary assignments, which have been deemed to be best served by a formal selection process, shall place their name on a roster sheet located in the Office of the Chief of Police. Upon expiration of the application period, the Chief of Police will review the list of potential candidates, conduct interviews as necessary, and following consultations with the appropriate command staff, select a candidate to fill the position.

In those instances where a specialized or temporary assignment does not readily lend itself to a formal application/selection process, the Chief of Police or bureau commanders may, to avoid unnecessary disruption within the department, adopt an informal assessment process and simply appoint one or more interested officers to fill specific assignments.

Finally, contingent upon the judgment of the Chief of Police, certain assignments may be declared to be exempt from the provisions of this order. In such circumstances, the Chief of Police reserves full authority to make personnel appointments as are deemed necessary to address specific departmental needs.



VII. CONTRACT SERVICES.

In the event department personnel are temporarily assigned to an outside organization, task group, or other collaborative effort to provide contractual law enforcement services, the employment rights granted them by the City of Clayton shall not be abridged by the provider agency. This will include but not be limited to employment rights, promotional opportunities, training opportunities, and/or fringe benefits.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld