



# GENERAL ORDER



SERIES

201

NUMBER

4

EFFECTIVE DATE

November 21, 1980

SUBJECT:

Special Assignment Positions

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to designate special assignment positions within the department and to establish the procedures to be followed in selecting personnel for those assignments. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Policy.
- B. Qualifications.
- C. Positions.
- D. Applications.

PART II Responsibilities and Procedures for the Selection of Desk Sergeants

- A. General.
- B. Qualifications.
- C. Selection Process.

PART III Responsibilities and Procedures for Supervisory and Command Personnel

- A. Personnel Liaison Officer, Public Safety Cluster, D.C. Office of Personnel.
- B. Commanding Officers.

PART I

A. Policy.

It is the policy of this department to ensure that all members will be apprised of vacancies in special assignment positions and the proper procedures for qualifying and applying for these vacancies.

B. Qualifications.

1. The establishment of minimum qualifications for special assignment position vacancies shall be uniform for similiar positions throughout the department.

2. Qualifications shall not be established to favor a particular individual.

3. A member must have satisfactorily completed his/her probationary period to be eligible to apply for any such position.

C. Positions.

1. All positions below the grade of sergeant in the following organizational elements are classified as special assignment positions:

- a. Office of the Chief of Police.
- b. Office of the General Counsel.
- c. Office of Financial Management and Data Processing.
- d. Equal Employment Opportunity Office.
- e. Office of the Administrative Services Officer and the divisions under his/her command.
- f. Office of the Technical Services Officer and the divisions under his/her command.
- g. Office of the Inspectional Services Officer and the divisions under his/her command, with the exception of undercover officers.
- h. Office of the Field Operations Officer, positions in the Criminal Investigations Division, Special Operations and Youth Divisions, all technician, non-uniformed, and Master Patrol Officer positions within the Field Operations Bureau.
- i. All Desk Sergeants positions.

2. Existing or anticipated vacancies in these positions shall be announced to the entire force in accordance with the provisions of this general order.

3. Vacancies in non-uniformed positions shall be filled in accordance with the provisions of General Order 201.1 (Non-Uniformed Assignments).

4. Vacancies in Master Patrol Officer positions shall be filled in accordance with the provisions of General Order 201.27 (The Master Patrol Officer Program).

5. Vacancy announcements for Non-Uniformed and Master Patrol Officer positions shall be published in accordance with the provisions cited in this order.

D. Applications.

1. Each applicant, when applying for a special assignment position vacancy that has been announced on a department-wide basis, shall submit a PD Form 681 (Application for Special Assignment, Transfer, or Change in Assignment), in duplicate, through his/her commanding officer to the Personnel Liaison Officer prior to the closing date of the announcement.

2. When an applicant is applying for a position vacancy announced only within his/her own organizational element, he/she shall apply by submitting a PD Form 681 as directed by his/her commanding officer prior to the closing date of the notice.

PART II

A. General.

1. Desk Sergeants are responsible for the general operation of the district or division stations or substations including the supervision of station personnel and general supervision of the entire station house in the absence of superiors.

2. Incumbents serve under the general supervision of the commanding officer. Some assignments are received from the administrative uniform personnel, but the majority are derived from the ongoing operations of the organization.

B. Qualifications.

Members who wish to apply and be considered for the position of Desk Sergeant must meet the following qualifications:

- a. Have completed their probationary year.
- b. Have completed at least 3 years with the department, with a minimum of one year experience working in the station force.
- c. Have a good sick leave record as evidenced by having their optional sick leave privilege in effect at the time of application and no past record of sick leave abuse.
- d. Have demonstrated the ability to effectively perform station related duties such as, but not limited to the following:
  - (1) Maintaining the Patrol Signal System Book;
  - (2) Maintaining the required station log books;
  - (3) Operating the Breathalyzer;
  - (4) Operating the teletype system;
  - (5) Completing the morning report; and the
  - (6) Ability to complete all necessary processes to register bicycles.

C. Selection Process.

1. A Desk Sergeant Selection Committee shall be established within each unit on an as needed basis, to include the following:

- a. One member of the rank of Captain or above;
- b. One member of the rank of Lieutenant;
- c. One member of the rank of Sergeant.

2. This committee will meet as directed by the commanding officer for the purpose of evaluating and selecting those applicants to be assigned as Desk Sergeants, subject to the approval of the Chief of Police. Changes in the makeup of the committee may be made with the approval of the Administrative Services Officer.

3. The following factors shall be utilized by the committee to evaluate and select candidates for appointment to Desk Sergeant positions:

- a. Sick leave record;
- b. Past and current performance ratings;
- c. Demonstrated ability to perform in the station;
- d. Ability to interact cohesively with co-workers and the public;
- e. Punctuality;
- f. Report writing;
- g. Demonstrated ability to perform his/her duties with little or no supervision; and
- h. Structured oral interview to rate ability to communicate, ability to respond to reasonable questions intelligently; bearing and dress.

PART III

A. Personnel Liaison Officer, Public Safety Cluster,  
D.C. Office of Personnel.

1. The Personnel Liaison Officer shall:
  - a. Publish announcements of vacancies in special assignment positions which require department-wide notification.

- b. Review each application submitted to insure that the applicant possesses the minimum prerequisites which have been established for the position.
- c. Forward the applications of all members meeting the minimum requirements to the commanding officer of the element in which the vacancy exists.
- d. Forward one copy of the PD Form 682 (Notification of Position Assignment) to the Departmental Equal Employment Opportunity Officer.

2. In the event that no applications are received for an announced vacancy, or that those members applying do not possess the minimum qualifications, the Personnel Liaison Officer shall:

- a. Request, in writing, that the Chief of Police grant the appropriate authority to the concerned commanding officer so that he/she may fill the vacancy without regard to the provisions of this order, or
- b. Republish the vacancy announcement, upon approval.

B. Commanding Officers.

1. When a commanding officer has or anticipates a vacancy in one of the special assignment positions which require formal announcement, he/she shall notify the Personnel Liaison Officer, in writing, providing the minimum job qualifications, and requesting that an announcement of the vacancy be published.

2. Commanding officers may fill positions, other than special assignment positions, from the personnel assigned to their district.

- a. Formal announcement of vacancies within a district is permissible, but not necessary.
- b. Commanding officers may have vacancies formally announced whenever they are unable to fill the vacancy from within their district.

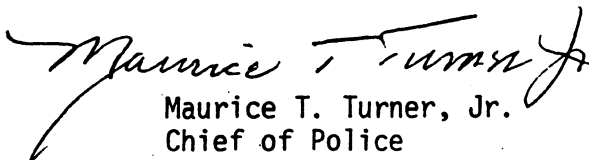
3. Commanding officers are authorized to detail an individual to a special assignment position for a period not exceeding 30 days and only during the time that the selection of that individual for the position on a permanent basis is pending.

4. A commanding officer who has a vacancy in a position, other than a special assignment position, and who has a specific individual, not assigned to his/her command to recommend for the position, should make such a recommendation in writing, through channels, to the Personnel Liaison Officer.

5. Commanding Officers shall have officers selected as Desk Sergeants processed according to the administrative requirements for technician positions.

6. Each commanding officer shall be responsible for:

- a. Erecting one or more bulletin boards within his/her command area, insuring that the locations are sufficient in number and accessible to every member of the command.
- b. Posting on the bulletin board(s) in a timely manner, all vacancy announcements for special assignment positions.
- c. Forwarding to the Personnel Liaison Officer, without delay, all applications for special assignment positions announced on a department-wide basis.
- d. Contacting qualified applicants to arrange for an interview to fill positions within his/her command.
- e. Interviewing the interested applicants and selecting an individual to occupy the position.
- f. Completing, and forwarding to the Personnel Liaison Officer, without delay, a PD Form 682 (an original and one copy) which includes a brief statement setting forth the basis for the selection of the individual chosen.

  
Maurice T. Turner, Jr.  
Chief of Police

MTT:BAJ:jtr