

JOPLIN POLICE DEPARTMENT	3-05 STANDARD OPERATING GUIDELINE
SUBJECT: Specialized Assignments	REVIEW DATE: Annually – March
EFFECTIVE DATE: 06/27/2019	ACTION DATE:
AMENDS/SUPERSEDES: 10/15/2017	AMEND DATE: 04/28/2021
ACCREDITATION INDEX: 16.1.2, 16.2.1 a, b, c, 16.2.2, 16.2.3 a, b, c, d	APPROVED:  Chief of Police

I. POLICY

The Joplin Police Department selects personnel for specialized assignments based upon the characteristics essential to that specific duty post. It is the policy of the Department to select fully qualified personnel who volunteer for a post before selecting personnel who are not volunteers.

II. PURPOSE

There are specialized assignments within the Joplin Police Department that are often characterized by unique job responsibilities and training. The purpose of this Standard Operating Guideline is to specify such positions, as well as the process used to fill them.

III. DEFINITIONS

- A. Specialized Assignment: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification (not promotional). Such assignments are usually either full-time or constitute a significant change in the regular activity of the member. Candidates for positions identified, as “specialized assignments” must meet the criteria set forth for that position. These positions require a selection process.
- B. Rotational Assignments: A specialized assignment, which carries with it a set time frame or duration of assignment.
- C. Temporary Assignments: A temporary transfer of personnel for addressing immediate Departmental needs until regular policy guidelines for assignment can be effectively met. Temporary assignments are not subject to other procedures in this SOG and shall not exceed six months without approval from the Chief of Police.
- D. Collateral Duties: Collateral duties are secondary/additional responsibilities besides those of the member’s full-time assignment. Collateral duty assignments often require additional training; however, they do not require transfers or significant changes in the regular activity of the employee. They also do not require a formalized selection process; however, personnel responsible for selection of members for collateral duties may choose to utilize a set procedure.

IV. PROCEDURE: GENERAL

- A. Specialized Assignment Vacancy and Posting:

When a vacancy is anticipated or occurs, the Chief of Police shall cause an "available position" announcement to be published and disseminated throughout the Department.

- 1. Such posting shall be displayed 10 days prior to the end of the term, unless extenuating circumstances require that the position be filled more quickly.

2. Each specialized assignment announcement shall include a job description, the duration of assignment for rotational assignments, and any necessary training, knowledge, skills, qualifications, abilities, or length of service necessary to apply for the position and/or attain after appointment. (16.2.2)
3. Such announcement shall also provide a description of the selection procedures. (16.2.2, 16.2.3 D)
4. Officers rotating out of a rotational assignment are not prohibited from reapplying for the same position. Preference will be given for training, skill, knowledge and experience in the position applied for when certification is required. Personnel currently working in a specialized assignment may apply when other specialized assignments become available, however their current position, time in that position, and any conflicts created by a potential move may be considered. (16.2.3 D)
5. To ensure operational efficiency, Bureau Commanders may make position assignments/ changes within his or her bureau.

B. Specialized Assignment Controls/Review: (16.1.1, 16.1.2)

Positions designated in this SOG as “specialized/rotational” shall be reviewed annually in conjunction with the review of this order for the purpose of determining whether they should be continued (16.2.1 A): The documented review will include:

1. A review of the purpose for each listed assignment (16.2.1 B)
2. An evaluation of the condition/s that required the implementation of the specialized assignment. (16.2.1 C)
3. A determination as to whether the selection criteria, staffing and resources dedicated to the position are consistent with the needs of the Department.

C. Duration of Specialized Assignments: (16.2.3 A, B)

Because most specialized assignments require additional training and experience for the member to become proficient, transfers to these positions are normally for an extended time period. This must be balanced with the fact that through job rotation, both the Department and its members benefit from an expanded pool of employees with additional skills, knowledge, and abilities. The following positions are designated as specialized assignments (rotational assignments include the set duration).

1. ROTATIONAL ASSIGNMENTS (16.2.1 A) (16.3.2 B)
 - a. K-9 Officer Rotated after working life of the dog
 - b. Career Enhancement Detective Rotated every 12 months (when available)
 - c. Narcotics Detective Rotated every 4 years
2. SPECIALIZED ASSIGNMENTS (non-rotational) (16.2.1 A)
 - a. Detective
 - b. Field Training Officer (FTO)

- c. Firearms Range Officer
- d. Crime Free Officer
- e. S.W.A.T. Officer
- f. School Resource / RISE ABOVE Officer
- g. Canine Training Coordinator
- h. D.W.I. Officer
- i. Training Officer

Performance in any of these capacities is subject to supervisory review, and the Chief of Police will retain the fundamental management right to assign personnel. Members may be required to accept, continue, or be transferred from specialized, rotational, collateral or temporary assignments based on Departmental needs.

D. Specialized Assignment Qualifications: (16.2.2, 16.2.3 C)

Basic qualifications for each specialized assignment shall include the following: purpose of the position, minimum rank (if required), years of experience with the Department (if required), and any other pertinent skills, abilities, and/or knowledge deemed necessary for the position. All applicants for specialized positions should have received a satisfactory or above performance evaluation during their last rating period. Applicants may not have any substantiated Internal Affairs complaints of a serious nature, that rise to the level of suspension or demotion, in the year prior to the scheduled starting date for that position. Additional requirements may become necessary and will be added to the specialized assignment posting:

1. K-9 Officer

Purpose: To perform services unique to the trained police K-9, such as: locating illegal controlled substances and/or paraphernalia, tracking criminal suspects and/or missing persons, searching buildings and/or other large areas, assisting in officer protection, and assisting in the apprehension of dangerous subjects. The applicant must be willing to function as a K-9 Handler for the working life of the dog and shall be subject to "call-outs" on short notice and/or working weekends. The applicant may be required to work a variety of special events, including giving public presentations. The applicant must be in good physical condition and shall be required to pass a physical agility test.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

Upon a canine handler's promotion in rank, the canine handler will be replaced as soon as practical in accordance with recommendations of the Canine Unit Coordinator to the Special Enforcement Bureau Commander.

2. K9 Training Coordinator

An officer appointed by the Uniform Services Bureau Commander The canine training coordinator will be responsible for maintaining and assuring the accuracy and completeness of training records relating to the canine operation. The coordinator will research state of the art training procedures for the canine and handler, prepare a

scheduled re-training program to be provided at regular intervals, select an approved training site and submit recommendations for approval. (41.1.4 B) The Training Coordinator is directly responsible to the Special Enforcement Bureau Commander. The Unit Coordinator will be a non-rotational assignment. The Training Coordinator shall be responsible for, but not limited to, the following:

1. Liaison between the department and the vendor kennel;
2. Maintain accurate records to document canine unit training.
4. Recommend needed equipment and services for the unit.
5. Ensure the canine teams are scheduled for continuous training to maximize the capabilities of the teams.

3. Traffic Officer

Purpose: To provide focused enforcement in areas of the community with unique and/or persistent traffic problems. The applicant should have a basic knowledge of accident investigation and be willing to increase his/her knowledge by attending courses in Advanced Accident Investigation and Accident Reconstruction. The applicant must also be willing to work all assigned parades, alcohol related holidays and all "D.W.I.", "H.M.V.", and sobriety/seat belt checkpoint projects.

The applicant must be willing to interact directly with the community which may include public presentations and community action participation. This is a full-time position.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

4. DWI Officer

Purpose: To provide focused enforcement in areas of impaired driving. The applicant should have a basic knowledge of impaired driving investigation and be willing to increase his/her knowledge by attending courses in Field Sobriety and Drug Recognition Enforcement. The applicant must also be willing to work all assigned parades, alcohol related holidays and all "D.W.I.", "H.M.V.", and sobriety/seat belt checkpoint projects.

The applicant must be willing to interact directly with the community which may include public presentations and community action participation. This is a full-time position.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

5. Detective

Purpose: To conduct follow-up criminal investigations, use reactive and proactive investigative strategies to apprehend criminal suspects, collect intelligence on criminal groups, conduct interviews, develop quality criminal investigation reports, and assist with criminal prosecutions. The position requires training in criminal investigation techniques, and applicants may be required to work weekends, overtime, and be subject to regular "call-outs". This position is considered a transfer from uniformed officer to plain-

clothes detective. This is a full-time position. A Career Enhancement Detective position may be available when the Department is fully staffed. The Career Enhancement Detective position will be a rotational position lasting up to 12 months.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

6. Narcotics Detective

Purpose: To assist the Jasper County Drug Task Force in multi-agency drug interdiction, conduct surveillance, conduct interviews, develop informants and collect intelligence on criminal groups, develop quality narcotic case investigation reports, and assist with prosecution. The position requires training in narcotic investigation techniques, and applicants may be required to work weekends, overtime, and be subject to regular “call-outs”. This is a full-time position.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

7. Field Training Officer (FTO)

Purpose: To directly train, supervise, and evaluate those recruits going through the FTO Program. The position requires the applicant to conduct daily evaluations of assigned recruit officers and prepare daily reports on the same. The FTO will also counsel recruits on their job performance, identify and communicate recruit problems to the FTO Coordinator, make recommendations for courses of action and document all such efforts. Applicants should expect to work overtime on a regular basis. The position of FTO requires applicants to remain fair and objective in the ratings of his/her recruit(s). Applicants must have excellent writing/communication skills and the ability to understand adult learning techniques. The applicant will receive additional compensation while he/she is training a recruit. The regularity of actively training new recruits will vary greatly depending on shift assignment, number of trainees, number of available FTO's, and other factors. This position is considered a collateral duty.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual evaluation

8. Firearms Range Officer

Purpose: To assist with the Department's Firearms Program. The position requires that the applicant become a Certified Firearms Instructor. Duties will include classroom instruction, training on all aspects of firearms use, and training concerning safety in handling firearms, maintenance of weapons training, and other topics deemed necessary by the Firearms Range Master. The position requires that the applicant provide outdoors training at night and/or in inclement weather. This position is a collateral duty assignment.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

9. S.W.A.T. Officer

Purpose: Specializes in high-risk warrant service, barricade, and hostage rescue operations. The position requires training in S.W.A.T. techniques and special equipment. Officers will be subject to regular “call-outs” and be required to respond in a timely manner. This position is a collateral duty assignment.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

10. Crime Free Officer

Purpose: To provide focused enforcement in areas of the community with unique and/or persistent crime problems. The applicant should have an aptitude for identifying underlying causes of crime, and developing and implementing innovative solutions while engaging the community’s involvement. The applicant must be positive, enthusiastic, and self-motivated. The position will require varied work schedules and/or overtime hours to accommodate all crime free programs/activities. This is a full-time position.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

11. School Resource Officer

Purpose: To respond to problems that arise in assigned schools, and/or assist the same concerning police activities in after-school programs. Instruct RISE ABOVE programs as prescribed by standards set by acceptable authority, and maintains liaison with school faculty, staff, students and parents. The applicant should have excellent interpersonal skills, interview skills, and can relate to adolescent and teen-age children. The applicant must be positive, enthusiastic, and self-motivated. The position will require varied work schedules and/or overtime hours to accommodate major school programs/activities. This is a full-time position.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

12. Training Officer

Purpose: To assist with the Department's training program. Applicant must be willing to undergo additional training as required to fill the position. This position requires the applicant to maintain all training records of department members, as well as locating and acquiring training that will benefit the department. The applicant must have the ability and willingness to be an instructor for classes as assigned by the Training Sergeant. The applicant must also be willing to maintain the Public Safety Training Center facilities as needed to maintain a clean and presentable facility. Applicant maintains contact with Missouri P.O.S.T. for the purpose of reporting officer training records, as well as officer departures. This is a full-time position.

- a. Completion of the Departments Field Training Program
- b. Satisfactory annual performance evaluation

- E. If a take home vehicle is assigned to any position, the assigned officer must live within 25 miles of the Joplin City Hall located at 602 S. Main Street. (Applies to assignments/promotions made after 06/14/2019).

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.