

MISSOULA POLICE DEPARTMENT POLICY MANUAL



<i>Subject:</i> SPECIALIZED DUTY ASSIGNMENTS		
<i>Effective Date:</i> 4/20/2014	<i>Original Date:</i> 11/01/2005	<i>Next Review:</i> 4/20/2017
<i>Chapter</i> 13	<i>Policy #</i> 13.50	<i>Distribution:</i>
<i>References:</i>		

I. Purpose

The purpose of this policy is to provide guidelines for the selection of qualified persons for assignment to any specialized duty position. Specialized duty positions include but are not limited to; school resource officers, K9 handlers, motors or other traffic unit positions, field training officers, detectives, narcotics, drug recognition experts, special teams positions, target enforcement unit, and other non call-for-service first responder positions.

II. Policy

Officers will be selected in a manner consistent with the specific duty assignment needs and the minimum eligibility standards established by this policy. Temporary or short term project assignments are exempt from this policy.

III. Authority

The Chief of Police has the authority to waive any portion of this policy. Any portion waived will be stated in the written announcement of the transfer process.

IV. Eligibility

- A. Confirmed police officer with the Missoula Police Department.
- B. Depending on the specific duty assignment additional mandatory years of continuous service may be required.
- C. No level two or level three disciplinary proceedings within the last twelve- (12) months, as defined in the City of Missoula Personnel Policy Manual.

Exception: In the event there is a selection pool created any officer who is not eligible but will meet the eligibility requirements within the specified duration of the pool may apply and if selected to the pool may be considered for selection when eligible.

V. Application and Administration

- A. The Chief of Police will determine when an opening in any unit or division exists.

- B. The appropriate Division Captain will, by posted memo, announce the start of the assignment selection process. The announcement will contain the eligibility requirements, job description, applicant eligibility pool conditions, commitment conditions if any exist and process elements involved.
- C. To be considered for assignment, officers wishing to participate in the assignment selection process who meet the eligibility criteria set forth in this policy and in the announcement memo must:
 - 1. Apply in writing and in further accordance with the terms of the announcement no later than 30 days after the date posted.
- D. The process will consist of one or more of the following:
 - 1. An evaluation of a select number of reports prepared by each candidate in the past year.
 - 2. Performance appraisal review of past two (2) years annual performance appraisals.
 - 3. Supervisor assessment and comments.
 - 4. Applicant resume
 - 5. Oral interview
 - 6. Practical exercises
 - 7. Physical agility
 - 8. Peer review
- E. A selection board will be appointed by the Division Captain and approved by the Chief of Police.
- F. At the conclusion of the selection process the Division Captain will provide the Chief of Police with a list of eligible candidates determined by the selection board along with recommendations for his / her approval.
- G. Depending on the position a pool of candidates may be created for future selections. If a pool of candidates is created, it will remain active and in effect for a length of time specified in the announcement memo.
- H. Upon completion of the process all applicants will receive notice of their eligibility status and inclusion in a pool if applicable

VI. Selection Process

These guidelines will be used when the selection process includes any of the following

A. Report evaluation:

1. A select number of reports prepared by the candidate during the past year will be reviewed by the selection board for content, composition and thoroughness of the investigation.

B. Performance Appraisals:

Two annual performance appraisals will be reviewed and evaluated.

C. Applicant Resume:

1. The candidates will be asked to prepare a brief resume / personal assessment including:
 - a. Experience
 - b. Past training
 - c. Professional goals and aspirations
 - d. Training and skills needed to fulfill the assignment

D. Interview:

1. The interview may include:
 - a. Oral questions that pertain generally to the candidates:
 - Adaptability and suitability to function in the assignment
 - Personal motivation for assignment to the position.
 - b. All candidates will be asked the same set of questions.

E. Practical Exercises

1. Exercises as part of the selection process may include one or more of the following:
 - a. Video simulation exercise
 - b. Report writing exercise
 - c. Written essay exercise
 - d. Preparation of an investigative plan, lesson plan etc.
 - e. Problem solving exercise

F. Physical Agility

1. A physical fitness / agility assessment will include job related physical performance standards appropriate to the position.