



Sheridan Police Department
Policies and Procedures
4.3 Replaces 201.2
Chapter 4 – Department Organization
Section 3 – Specialty Assignments

Date: January 1, 2013
Updated: 9/9/2021

Signature:

The Sheridan Police Department will establish, maintain and evaluate specialty assignments and duties to provide the community with responsive and professional law enforcement services.

4.3.1 Special Assignments

- A. Special assignments are characterized by a change in a sworn officer's primary job functions. Assignments are not promotional. The department has two special assignments: Detective and School Resource Officer. These assignments are made following a selection process.
- B. Length of assignment to specialty positions and timing of transfers will be made with the proper functioning of the department as the primary objective. In general, the duration of specialty assignments will be three years.
- C. All applicants for specialty positions should have earned 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 the position.
- D. Personnel currently working in a specialty assignment may apply when other specialty assignments become available, however their current position, time in that position, and any conflicts created by a potential move may be taken into account. Officers rotating out of a rotational assignment are not prohibited from reapplying for the same position.
- E. Detective Selection
 - 1. Detectives are assigned to support the patrol division and provide excellent law enforcement service to the community by managing investigations of an involved or serious nature and being a resource.
 - 2. When a need to assign an officer occurs an announcement will be made through a department memo. The memo will announce the assignment and list the date that applications must be submitted. That date will be at least 30 calendar days after the announcement memo.
 - 3. To be selected to serve in this assignment an officer will complete the following:
 - a. Not be a probationary employee and have satisfactory ratings on most recent annual employee appraisal
 - b. Have two years of experience as a certified peace officer
 - c. Submit to the Special Operations Lieutenant a packet that includes: a letter of interest, three case reports showing applicant's abilities and a letter of support from a supervisory officer.
 - d. A selection committee will be formed to complete a review of past performance, employee appraisals, review of the applicant's packet, conduct an interview,

administer a written test, and any other steps the committee feels is important to make a proper selection.

- e. Criteria for selection will be based on the skills, knowledge and abilities required for the specialty assignment as well as interest and attitude toward the assignment. The selection committee will make their recommendation and the Chief of Police will make the final approval of the specialty assignment.

F. School Resource Officer (SRO)

1. SROs are assigned to serve the school community by promoting safety, providing law enforcement services, and building relationships with students and staff. Further, School Resources Officers work to support the overall mission and objectives of the Police Department and City.
2. When a need to assign an officer occurs an announcement will be made through a department memo. The memo will announce the assignment and list the date that letters of interest must be submitted. That date will be at least 30 calendar days after the announcement memo.
3. To be selected to serve in this assignment an officer will complete the following:
 - a. Not be a probationary employee and have satisfactory ratings on most recent annual employee appraisal
 - b. Have one year of experience as a certified peace officer
 - c. Submit through the chain of command a letter of interest and a letter of support from a supervisory officer.
 - d. A selection committee will be formed to complete a review of past performance, employee appraisals, review of the applicant's packet, conduct an interview, and any other steps the committee feels is important to make a proper selection.
 - e. Criteria for selection will be based on the skills, knowledge and abilities required for the specialty assignment as well as interest and attitude toward the assignment. The selection committee will make their recommendation and the Chief of Police will make the final approval of the specialty assignment.

4.3.2 Special Duties

- A. Special duties are characterized by additional tasks that are assigned in addition to a department member's primary job functions.
- B. The Patrol Operations Lieutenant will maintain a list of currently established special duties and the employees responsible for each duty. Individuals will be selected to be responsible for a duty. In turn those duties will be grouped into programs overseen by a supervisor as assigned by the Patrol Operations Lieutenant.
- C. Length of responsibility for special duties will be made with the proper functioning of the department as the primary objective. In general, these assignments are ongoing with no set termination. If an employee no longer wishes to complete a special duty they shall submit that request in writing through the chain of command. That request will be considered and appropriate action taken considering the needs of both the department and the employee.
- D. Selection
 1. At least annually, all eligible employees, not on probation, will fill out a special duty application. The application has two parts, one to be completed by the employee and one to be completed by their current supervisor.

2. When a need for a special duty arises, as determined by the chief of police. A selection committee will be formed to complete a file review, review of the applications, and any other steps the committee feels is important to make a proper selection, which may include an interview or a written test or other assessments
3. Criteria for selection will be based on the skills, knowledge and abilities required for the special duty, as well as interest and attitude toward the duty. The selection committee will make their recommendation and the Chief of Police will make the final approval of the specialty assignment.