

## Special Assignments and Promotions

### 1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Washington Suburban Sanitary Commission Police Department.

### 1001.2 POLICY

The Washington Suburban Sanitary Commission Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

### 1001.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) Investigator
- (b) Field Training Officer
- (c) Reservoir Boat Instructor
- (d) ATV Instructor
- (e) A.L.I.C.E. Instructor
- (f) Firearms and/or Departmental Armorer
- (g) Training Coordinator
- (h) Taser Instructor

#### 1001.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Three years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Maryland Police Training and Standards Commission (MPTSC) or law
- (d) Exceptional skills, experience, or abilities, related to the special assignment

#### 1001.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Expressed an interest in the assignment.
- (d) Demonstrates the following traits:
  - 1. Emotional stability and maturity

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## Policy Manual

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2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

#### **1001.3.3 SELECTION PROCESS**

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

- (a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.
  1. The supervisor recommendations will be submitted to the Commander for whom the candidate will work.
- (b) Commander interview - The Commander will schedule interviews with each candidate.
  1. Based on supervisor recommendations and those of the Commander after the interview, the Commander will submit his/her recommendations to the Chief of Police.
- (c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, for training, and at the discretion of the Chief of Police.

#### **1001.4 PROMOTIONAL REQUIREMENTS**

Requirements and information regarding any promotional process are available at the Human Resource Office.