

**335.00 SPECIALIZED ASSIGNMENTS, IN-SERVICE TRAINING AND CAREER DEVELOPMENT PROGRAM**

335.01 Specialized Assignment:

- It is the policy of the Greeley Police Department to further the education, training, in-depth experience and career development of its sworn employees by providing those interested and with sufficient aptitude the opportunity to work in an assignment other than uniformed patrol at some point during their career.
- DEFINITIONS
  - Specialized Assignment – an assignment for sworn personnel that involves duties other than responding to calls for service or supervising those who routinely respond to calls for service. Collateral assignments are not specialized assignments.
  - Core Assignment – a specialized assignment that, contingent upon satisfactory job performance and the needs of the organization, shall continue indefinitely. The involved employee may voluntarily request reassignment.
  - Rotating Assignment – a specialized assignment that, contingent upon satisfactory job performance and the needs of the organization, shall continue for five (5) years from the date of appointment unless the employee voluntarily requests reassignment.
- PROCEDURES: For the purposes of this policy, the following assignments shall be considered to be specialized assignments:
  - Traffic Team Officers and Sergeant
  - Neighborhood Action Team Officers and Sergeant
  - School Resource Unit Officers and Sergeant
  - K9 Officers
  - Investigations Sergeant
  - Investigations Commander
  - Investigators (detectives)
  - Sex Offender Investigator
  - Inspectional Services (professional standards)/PIO
  - Drug Task Force Investigators and Sergeant
  - Drug Task Force Commander
  - Crime scene/lab specialists
  - Training/Personnel Sergeant
  - Special Enforcement Team Officers and Sergeant

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- Special Enforcement Team Sergeant
- Training Unit Officers

At the discretion of the Chief of Police, other sworn positions may be added to or deleted from the designation of specialized assignment.

- Each Deputy Chief shall, with the approval of the Chief of Police:
  - Determine which positions reporting to him shall be designated as a core assignment (non-rotating) and which shall be designated a rotating assignment, within the guideline that no more than half of the positions in a given specialized assignment category may be designated as indefinite. In specialized assignment categories containing only one position, it shall be the discretion of the Deputy Chief whether to designate the position as core or rotating.
  - Length of service in a specialized assignment will be tracked by the issuance of personnel orders.
- Rotating specialized assignments normally shall be for a period of five years. The Chief of Police may authorize exceptions for the overall good of the organization. Placing an employee in a specialized assignment shall remain a prerogative of management.
- When an opening for an indefinite specialized (Core) assignment occurs, a candidate may be selected from those interested employees then serving in a rotating specialized assignment. Listed below are specialized assignment positions that may have designated core positions:
  - Traffic Investigators
  - Sex Offender Tracking
  - Gang Officers
  - Person's Crimes Investigators
  - Intelligence Investigator / Taskforce
  - Property Crimes Investigator
  - School Resource Officer
  - Neighborhood Action Team
  - Electronic Surveillance Spec./Inv.
  - Electronic Surveillance Spec./BWC
  - Electronic Surveillance Spec./ Taskforce
  - Investigators Assigned to NCFRL
  - K-9 Officer
- A sworn employee who has left a specialized assignment shall have a minimum one-year break from the rotating specialized assignment duty

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before again being considered for a rotating specialized assignment. The Chief of Police may approve exceptions.

- The following list of collateral assignments:
  - Hostage Negotiations Commander
  - Hostage Negotiations Sergeant
  - Hostage Negotiations Officers
  - SWAT Commander
  - SWAT Sergeants
  - SWAT Team Officers
  - Bomb Technicians
  - Bomb Sergeant
  - Bomb Commander
  - Field Evidence Sergeant
  - Field Evidence Technicians
  - Field Training Commander
  - Field Training Sergeants
  - Field Training Officers
  - Firearms Instructors
  - Intoxilyzer Instructors
  - Arrest Control Techniques Instructors
  - Polygraph Examiners
  - Major Crime Scene Investigators
  - K-9 Sergeant
  - K-9 Commander
  - Technology Unit Commander
  - Peer Support Commander
- Temporary Assignments: Temporary assignments to other positions by employees may be utilized for particular tasks and the development and growth of employees.
- Prerequisites for applying for specialized and collateral assignments:
  - A minimum of two years of law enforcement experience, at least one of which is with the Greeley Police Department, after successful completion of the field training officer program. Greeley Police Supervisors applying for a specialized or collateral assignment only need to have completed their probationary period after their promotion. Sworn supervisors are eligible for specialized or collateral assignments after completion of their promotion probationary period or upon approval from the affected Deputy Chief.
  - Meet all criteria listed under required knowledge, skills and abilities on the assignments job description.

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- Endorsement from the direct supervisor and Chain of Command.

### 335.02 In-Service Training:

- The Department realizes that in-service training is an essential portion in the development of both professionalism and skill in the various areas of law enforcement service.
  - Sources of input – Annually the Training Unit will survey all agency personnel requesting input about needed training. The result of such a survey will be provided to all supervisors for review and recommendation. Sergeants, lieutenants and command staff will identify training needs to address officer safety and organizational risk management topics.
  - Documentation – All training documentation including testing information, when appropriate, shall be documented fully in the training files kept in the Training Unit.
- As the reasons and opportunities for training vary, so do the types of training. This program recognizes the following types of training:
  - Roll Call Training: Ongoing training for officers and supervisors held during roll call briefing on a variety of law enforcement topics.
  - Platoon Training: Sworn personnel training conducted on a monthly basis. Training shall provide proficiency training on the duties and responsibilities of the position in which the officer or supervisor is serving.
  - Specialized Training: Training seminars or schools approved and generally funded by the Department, for increasing knowledge in areas of specialization.
  - Developmental Training: Training seminars or schools which may or may not be funded by the Department to increase the personal skills and developmental abilities of the employee for mutual benefit of the employee and the Department.
  - Post-Promotional Training: Supervisor training provided to each employee following their promotion to a supervisory rank in order to specifically instruct that employee on issues, methods, and requirements of the new position. Training will vary with the needs and requirements of the new position.

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- Management Training: Training provided to supervisory and administrative personnel to increase management skills and abilities.

335.03 Educational Program: The Greeley Police Department and the City of Greeley support the concept of professionalism through higher education of its employees.

335.04 Program Components:

- The Career Development Program shall utilize the following components on an ongoing basis, dependent upon the individual and departmental needs and available resources.
  - Career Counseling – individual counseling of an employee by a supervisor, in order to create a plan to meet goals and needs of the individual and the Department.
  - In-service Training – training provided to employees through a variety of sources during their work hours.
  - Specialized Assignments – any of a number of assignments throughout the Department providing various areas of expertise as a primary, collateral, or temporary function within an individual job classification.
  - Higher Education – education from institutions of higher learning ultimately resulting in a college degree.
  - Promotion – an increase in position or rank requiring greater skills and responsibilities.
  - Records and Documentation – comprehensive training and personnel records supplemented by documentation of all career counseling.
- Authority and Responsibility: Although ultimate authority and responsibility for career development decisions rests with the Chief of Police, the authority and responsibility is delegated to the Deputy Chiefs and their designees, in keeping with all policies and departmental goals and objectives.

335.05 Career Counseling:

- All participants in the program should be provided with assessment and counseling. For administrative control, certain employees are designated counselors. In the event the counselor is not the employee's supervisor, the employee's immediate supervisor shall be present during counseling. The following are designated counselors:

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- Deputy Chiefs,
  - Commanders,
  - Records Section Supervisor, and
  - Police Sergeants.
- Career counseling may occur on a voluntary basis. The counseling will include results of the performance evaluation just completed, the level of performance expected, rating criteria and goals for the new evaluation period, and career counseling relative to such topics as advancement, specialization, or training appropriate to the employee's position.
  - Counseling will consist of a review of the employee's long and short-term goals, past experience, training, and education; and departmental needs and goals as they apply to the employee. Future targeted goals and objectives, along with a plan and time line, will then be established.

**General Order 335.00**

**Reviewed: 03/19**

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DEVELOPMENT PROGRAM**

**Authorized by Mark Jones, Police Chief**

**Effective Date: March 21, 2019**

*Mark Jones*

**Date: March 21, 2019**

**Signature**