



Ocean City Police Department

General Order

Subject: Specialty Unit Assignment and Specialized Training Selection		No. G.O. 500 A-3	
Rescinds:	Amends: G.O. 500 A-3 Dated 07/03/2012	Related Directive: G.O. 300 A-1	
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I. Purpose:

The purpose of this Policy is to ensure that a selection process is established and maintained to fill vacancies in the Department's specialty units and/or to identify qualified personnel to attend specialized training. Training opportunities outside the parameters of this Policy will be addressed based on:

- A. The immediate needs within the operational functions of the Department,
- B. The past performance of the employee(s) desiring the available training, and
- C. The experience level of the employee(s) desiring the available training.

Such opportunities would include, but are not limited to, advanced associated law enforcement tactics that enhance an employee's ability in his/her current assignment.

II. Definitions:

- A. **Specialty Unit:** For the purpose of this Policy, the following assignments are considered "specialty units":

C.I.D. Sworn Assignments	Bike Maintenance Unit
Traffic Safety Unit	Evidence Technician
Quick Response Team	Crisis Negotiation Team
Mounted Unit	General Topic Instructor
Canine Unit	Breath Test Operator
Firearms Training Unit	Defensive Tactics Training Unit

- B. **Specialized Training:** Includes instruction unique to the above listed specialty units and/or areas requiring advanced training above and beyond that necessary to perform tasks associated with basic law enforcement.
- C. **Command Level / Leadership Training:** Advanced management instruction hosted by organizations such as the Federal Bureau of Investigation (FBI-NA), Southern Police Institute (SPI), Northwestern Institute - SPSC, Police Executive Development (POLEX) and the Police Executive Research Forum (PERF).

III. Policy:

- A. The distribution of employees within the Department is the responsibility of the Chief of Police assisted by his/her Division Commanders. The Department will continually evaluate manpower allocation and distribution to meet the changing needs of the community and those of the Department.
- B. The Department will allocate employees to each Division within the organization in accordance with workload assessments. Each Division Commander will be responsible for notifying the Chief of Police when individual Division workloads dictate additional staffing requirements. The final decision to increase personnel within a Division is the responsibility of the Chief of Police.

IV. Selection Protocol – Specialty Unit**A. Announcement:**

1. Whenever a vacancy in a specialty unit becomes available, the assignment will be advertised department-wide. Such advertisement will be published by means of a Special Order at the direction of the Division Commander of the affected unit. The Special Order announcing the vacancy shall include the following information:
 - a. A job description detailing the primary duties and responsibilities of the assignment
 - b. Personal characteristics of a desired candidate for the assignment
 - c. Minimum requirements to include but not be limited to:
 - i. Length of service
 - ii. Experience
 - iii. Education
 - iv. Special skills
 - v. Rank restrictions
 - d. Deadline for acceptance of the expression of interest for the specified assignment
2. Employees who desire an assignment to a specialty unit must meet the minimum service requirements as specified in policies related to Duties and Responsibilities of a designated rank.
3. Employees who meet the minimum requirements as set forth in this order and the advertised vacancy shall forward an intra-departmental memorandum (Form 95) detailing their interest in the position, via the Chain of Command, to the Division Commander of the affected unit. The Division Commander will acknowledge receipt of each expression of interest via e-mail to the author of the memorandum.
4. The original copy of the memorandum must be commented on by each supervisor in the Chain of Command until it reaches the Division Commander who initiated the advertisement for a specialty unit vacancy. Supervisors shall screen candidates for minimum requirements and note if a candidate is eligible for consideration.

B. Selection:

1. The Division Commander, assisted by the Training and Recruiting Section supervisor, shall screen all expressions of interest to ensure that they meet the stated criteria.
2. The Division Commander or his/her designee shall impanel and chair an Interview Board. The Interview Board shall consist of a minimum of three (3) employees of the department, one (1) of which must be from the Support Services Division and one (1) shall be a member of the affected specialty unit.
3. The Support Services Division representative is responsible for monitoring the interview process. The Support Services Division representative will rate each candidate's performance along with the other members of the panel.
4. At the conclusion of the interview process, the Interview Board Chairperson shall make a written recommendation to the Chief of Police, who shall make the final selection. In the event that fewer applications/expressions of interest are received than positions available, an interview panel will still convene to assure candidate suitability.
5. Employees selected for assignment to a specialty unit shall not be excluded from consideration for promotion, or for appointment to acting ranks, based solely upon individual membership in a specialty unit.
6. Employees selected to a specialty unit shall remain within the specialty unit/assignment for a minimum of three (3) years.
7. Employees selected to a specialty unit will automatically be allowed to attend specialized training that is considered core training to their specialty assignment. Selection to attend specialized training shall be administered at the direction of the Specialty Unit Coordinator with the approval of the affected Division Commander without regard to the provisions outlined in Section V of this Policy.
8. Division Commanders reserve the right to appoint, with the approval of the Chief of Police, supervisors to supervisory positions within each specialty unit. The appointment process is based solely on the needs of the Department at that given time.

V. Selection Protocol – Specialized Training:**A. Announcement:**

1. Whenever specialized training not associated with active membership in a Specialty Unit becomes available, the training will be advertised department-wide. Such advertisement will be published by means of a Special Order through the Training and Recruiting Section. The Special Order announcing the vacancy shall include the following information:
 - a. A detailed description of the training offered.
 - b. The duties and responsibilities of the personnel who successfully complete the training, if applicable.
 - c. Personal characteristics of a desired candidate for the assignment
 - d. Minimum requirements to include but not be limited to:
 - i. Length of service
 - ii. Experience
 - iii. Education
 - iv. Special skills
 - v. Rank restrictions
 - e. Deadline for acceptance of application for the specified assignment.
2. Employees who meet the minimum requirements as set forth in this order and the advertised training shall forward an intra-departmental memorandum (Form 95) detailing their qualifications for the training, through the Chain of Command, to the Training and Recruiting Section (pdtrain@oceancitymd.gov). The Training and Recruiting Section will acknowledge receipt of each expression of interest via e-mail to the author of the memorandum.
3. The original copy of the memo must be commented on by each supervisor in the Chain of Command until it reaches the Training and Recruiting Section. Supervisors shall screen candidates for minimum requirements and note if a candidate is eligible for consideration.

B. Selection:

1. Once the deadline for submission of an expression of interest has passed, the Department shall conduct a selection process to determine the specialized training attendees.

2. When fewer expressions of interest are received than specialized training availability, the Department may approve all applicants' attendance to the training without a formal selection process.
3. The selection process for specialized training may include interviews and/or written exercises administered in-person or via Department software programs.
4. The Training and Recruiting Section supervisor shall oversee the selection process and is responsible for:
 - a. Screening all expressions of interest to ensure that the candidate meets the stated criteria.
 - b. Developing, coordinating and monitoring the selection process to include impaneling a selection board.
 - c. At the conclusion of the selection process, making a written recommendation regarding acceptable candidate(s) to attend the training to the Chief of Police, who shall make the final selection.
5. Selection boards shall:
 - a. Consist of a minimum of three (3) employees from a cross-section of the Department. At least one member shall hold a supervisory rank.
 - b. Conduct an interview with applicants, and/or evaluate written exercises completed and submitted by applicants and;
 - c. Evaluate each applicant and submit final ratings to the Training and Recruiting Section supervisor.

VI. Command Level / Leadership Training:

- A. Periodically, the Department is invited to select employees to attend command level / leadership training. This type of training will routinely be reserved for personnel who have achieved the rank of Lieutenant.
- B. Selection to attend command level / leadership training will be conducted by the Chief of Police with the input from his/her senior command staff. Employees considered for selection must also meet all minimum requirements set by the host academy / training provider.

- C. Factors that will be considered during the selection process include:
 - 1. Previous attendance of command level / leadership training
 - 2. Current assignment and responsibilities
 - 3. Needs of the Department.
- D. In the event personnel below the rank of Lieutenant are offered the opportunity to attend Command Level/Leadership training, the guidelines set forth in Section IV, Sub-Section "B" of this policy shall be followed.

VII. Training Agreement

- A. Due to the expenses associated with specialized training, the Department reserves the right to recoup all, or a portion thereof, expenses incurred in the training of an employee if a specific length of time in service is not met.
- B. The Training and Recruiting Section shall assure employees attending specialized training read and sign the required "Training Agreement" prior to the issuance of a Special Order detailing their attendance.
- C. The terms of the agreement are outlined in the OCPD Training and Recruiting Form 226

VIII. Appendix:

OCPD Training and Recruiting Form 226: Training Agreement