

	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: M1222
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			Distribution: All
Title: SPECIALIZED ASSIGNMENTS		Section: Personnel	
Issued: 10/30/2012	Effective: 11/07/2012	Revised:	
Rescinds: All Previous		Amends:	
CALEA References: 16.2.2, 33.4.3b			
Review: Annual	Authority: Chief Michael A. Keller <i>M.A.K.</i>		

I. Purpose

The purpose of this General Order is to define and identify specialized assignments in the Andover Police Department and outline procedures for advertisement and selection when openings exist.

II. Policy

The Andover Police Department acknowledges that advertising within the agency for persons interested in specialized assignments often provides a large base of candidates for consideration and gives members a greater choice of career opportunities. Therefore, the department will advertise to its members whenever a specialized assignment becomes available, establish minimum requirements for the assignment, establish criteria for selection to a specialized assignment, and fairly consider responses to the advertisement.

III. Definitions

A. Specialized Assignments: Those assignments often characterized by an increased level of responsibility and specialized training, but within the employee's position classification. In some cases, specialized assignments may carry with them higher pay or additional benefits.

IV. Regulations

(This Section Intentionally Left Blank).

V. Procedures

A. Specialized Assignments

1. Assignments within the Andover Police Department in which the responsibilities entailed deviate from the scope of basic traditional police duties, and usually require specific skills, knowledge, or advanced training, may be considered "specialized assignments." Such assignments are within a given position classification and are not identified as promotions nor require increased monetary compensation. Such assignments include, but are not limited to, the following:



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- a. CALEA Accreditation Manager
 - b. Range Master
 - c. Firearms Instructor
 - d. Armorer
 - e. Electronic Control Device Instructor
 - f. Defense Tactics Instructor
 - g. Expandable Baton Instructor
 - h. Radar Technician
 - i. Intoxilyzer/PBT Custodian
 - j. Canine Officer
 - k. Field Training Officer
 - l. Communications Training Officer
 - m. Drug Recognition Expert
 - n. School Resource Officer
 - o. Passenger Safety Seat Inspector
2. Whenever practical, openings for specialized assignments shall be advertised through a written announcement distributed to all members of the department. Minimum requirements for the position and the selection process for filling the position will be detailed in the announcement and should include, but is not limited to, the following:
 - a. Special skills, knowledge, or abilities required for the assignment.
 - b. Training requirements, if any.
 - c. Length of experience or service with the department.
 - d. Interest and attitude toward the assignment or position.
 - e. Level of performance as determined by a review of performance evaluations, attendance records, and comments from current supervisors.
 - f. Method of response (letter of interest, email, etc.) and a deadline for the response.
 - g. The steps the department will use to select the member for the advertised assignment.
 3. All appropriate responses to an announcement for a specialized assignment, which meet the minimum requirements, will be considered. The appropriate Division Commander, or designee, shall evaluate the qualifying candidates in a consistent and impartial manner and follow the selection process as detailed in the announcement.
 4. Upon conclusion of the described process, the Division Commander will make a recommendation to the Chief of Police. The Chief of Police will approve or deny the recommendation.
 5. Training that may be required in order to enhance skills, knowledge, and abilities required by members for specialized assignments shall be made available by the department as necessary and available.