

## **DIRECTIVE 11.5 TEMPORARY/ROTATING ASSIGNMENTS**

<b>Issue Date: 03/03/2025</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 03/22/2023) Pages: 3</b>	<b>CALEA Standards Referenced: 11.5.1</b>
	<b>Review: October 2025</b>

**This directive consists of the following sections:**

### **11.5.1 Rotating Assignments**

#### **POLICY & PROCEDURE**

The delivery of efficient and effective services requires that the Miami Township Police Department have enough officers and/or employees trained and experienced in a variety of specialized duties to successfully accomplish our mission. A system of rotation shall be utilized for specialized assignments that are identified in 11.5.1.

### **11.5.1 Rotating Assignments**

This system shall apply to officers within the specialized assignment on a tenured basis according to assignment date. The following objectives may be met with the rotation system:

- Development of officers resulting in a broadened base of experience and skill;
- Career growth by providing opportunities to develop technical skills;
- Increase departmental understanding of various aspects of all divisions of police service;
- Creation of patrol officers with a wide breadth of experience.

Specialized assignments available and the duration of assignment from appointment date:

- Patrol Corporal – 5 to 8 Years
- Detective – 5 Years
- Crime Scene Technician – 8 Years
- DARE Officer – 8 Years
- Crime Prevention/Community Relations/Accreditation Officer – 5 to 8 Years
- DEA Task Force – 5 to 8 Years
- Narcotics Task Force Officer – 5 Years
- School Resource Officer – 5 Years

The following rules and exceptions apply to the rotation of specialized assignments.

- All rotations are to take place in January except for school related assignments, which will take place based on the annual school calendar.
- All assignments will be eligible for a full-term reassignment if no viable candidate exists.
- The duration of assignment may be extended in one-year increments to meet organizational exigencies.
- Officers requesting removal from an assignment must show enough reason through the chain of command to the Chief of Police for such removal. If removal from a position is granted and no viable candidate exists, a replacement shall be named by the Chief of Police or his/her designee.
- The Chief of Police or designee may determine that any promotions, retirements, required training, etc. which occurred during the year may obviate the need for an additional rotation to take place at the end of the year.
- Previous experience and training may be a consideration for reassignment to a rotational assignment.
- Officers who do not perform at an acceptable level in a specialized assignment may be removed prior to the duration stated in this policy. Replacement to the position shall be based on rank order previously established by the selection committee.
- Personnel whose assignment requires extensive training (Crime Scene Technician, DARE) are expected to remain in the assignment a minimum of 5 years.
- An officer may apply for a position in any other rotational assignment after rotating out of another.

### Specialized Assignment Review

Miami Township will conduct a documented annual review of all specialized assignments for the purpose of determining the value and overall cost versus benefit to the operation of the agency to continue the assignment. The review shall justify or negate the continued existence or addition of additional personnel to the assignments. The review shall consist of:

- A listing of all specialized assignments;
- A statement of purpose for each specialized assignment;
- The evaluation of the initial problem or condition that required the implementation of the specialized assignment.

### **Specialized Assignment Selection Process**

Anticipated specialized assignment openings for positions listed in 11.5.1 shall be advertised by written announcement by the Chief of Police or his/her designee. The announcement shall state the position available, the skills, knowledge and abilities necessary and indicate any other special requirements of the position. Any position requiring evaluation beyond the scope of an oral interview shall be explained in detail on the position announcement.

Interested personnel shall submit a letter of interest and a resume via their chain of command, expressing their interest and relevant qualifications to the supervisor responsible for the specialized assignment.

- A minimum of 14 calendar days shall be allotted for the submission of the letter of intent and resume after the initial publication of a position vacancy.
- These letters shall remain active until the next formal announcement publicizing an opening, at which time new letters of interest and resumes shall be solicited and reviewed.
- Upon the announcement of a new opening, all letters received from a prior announcement shall become obsolete.
- All qualified personnel applying shall be afforded an interview by a group of at least three persons designated by the Chief of Police or his/her designee.

The selection of personnel for a specialized assignment shall be based upon specific criteria:

- Skills, knowledge and abilities required for the specialty.
- Previous performance ratings and overall evaluation ratings.
- Formal education requirements, if any.
- Length of experience required, if any.
- Use of sick leave in excess of the department threshold may be used to evaluate a candidate's suitability for specialized assignments since such assignments are not subject to minimum staffing and excessive absenteeism can adversely impact operational effectiveness.

The Chief of Police shall make all appointments to specialized assignments, based on the posted criteria and the selection process established.