

CAMBRIDGE POLICE DEPARTMENT

Title: *SPECIALIZED ASSIGNMENTS*

Procedure: 3.004

Date Issued:

Revised:

PURPOSE:

To establish within the Police Department certain assignments that require specialized skills, knowledge and abilities above that of a Patrol Officer.

POLICY:

The Police Department is committed to providing the most effective, efficient and professional services available. The Department recognizes that certain skills and abilities are necessary to provide that level of service. Specialized assignments will be utilized to accomplish that goal.

PROCEDURE:

1. The Department has identified certain assignments requiring special skills, knowledge and abilities to perform various job related duties and responsibilities.

2. These specialty assignments are:
- Field Training Officer
 - Range Officer
 - Motorcycle Officer
 - Criminal Investigator
 - Traffic Accident Investigator
 - Evidence Technician
 - DARE Officer
 - Canine Officer
 - Emergency Response Team Officer
 - Bicycle Officer
 - Intoximeter Operator
 - NET Team Member
 - Crime Prevention Officer
 - Community Policing Specialist

3. The needs of the Department determine which specialty assignments are required and the number of officers necessary to fill that assignment. The Chief of Police will have the final determination as to which specialty assignments are

necessary, the number of officers assigned and which officers will be selected.

4. The Department Training Officer maintains a training matrix for each specialty assignment. Officers selected for a specialty assignment will be provided the appropriate training, when available and manpower permitting.

5. Anticipated openings for a specialized assignment will be advertised by written announcement throughout the Department. Notices will include a description of:

- the assignment, its duties, requirements, and responsibilities; and

- the procedures necessary to apply.

6. Consideration for selection to a specialized assignment will be based on the following:

- Department needs in the development of personnel.

- Education, training and qualifications.

- Previous experience.

- Performance evaluations.

- Supervisory recommendation.

- Performance in current work assignment.

7. The Chief of Police will annually, in October, review each specialized assignment for the purpose of determining whether it should be continued. This review will include:

the evaluation of the initial problem or condition that required the implementation of the specialized assignment; and,

a cost-benefit analysis of continuing the specialized assignment.

8. Temporary or rotating assignments of personnel to specialty assignments may be made on a periodic basis.

Any specialty assignment is available for temporary or rotating assignment provided that an opening exists and the pre-requisite training requirement has been met.

The duration of the specialty assignment will vary depending on the needs of the Department.

The criteria and selection process for a specialty assignment is outlined in section six (6) of this procedure.