

**POLICY
1015**

**EFFECTIVE
DATE
7-28-17**

**Eugene
Police Department**



Special Team, Ad-Hoc & AIC Assignments

1015.1 PURPOSE AND SCOPE

This policy provides guidance on testing for, selection to, and standards for continued membership on special teams, ad-hoc assignments, and Acting in Capacity (AIC) assignments. The department seeks to have standardized criteria for the selection and de-selection of members serving on specialized teams and ad-hoc assignments as defined below.

1015.2 SPECIALIZED FUNCTIONS DEFINED

1015.2.1 SPECIAL TEAMS

Special teams are full-time assignments specializing in certain law enforcement functions:

- Investigations Units
- Traffic Enforcement Unit
- Patrol Canine Team
- Downtown Bicycle Team
- West University Foot Patrol
- School Resource Team
- Airport Unit

1015.2.2 SPECIAL TEAMS – AD HOC

Other Ad-hoc teams are not full time but do require initial and on-going team training and coordination. These include:

- Crisis Negotiation Team (CNT)
- Explosive Disposal Unit (EDU)
- Honor Guard
- Major Collision Investigations Unit (MCI)
- Special Weapons and Tactics Unit (SWAT)
- Defensive Tactics Instructors
- Emergency Vehicle Operations Instructors
- Firearms Instructors
- Recruitment Team
- Field Training Officers

1015.2.3 AD HOC ASSIGNMENTS

Ad-hoc assignments are specialized assignments that receive initial training in the particular specialty or skill, and may or may not receive on-going training. These assignments are less likely to be associated with a specific chain of command organic to the team, and if they are called into a scene are usually independent of the remainder of the team or others trained similarly. The following teams as ad-hoc assignments:

- Arson Investigations
- Background Investigators
- Bicycle Mechanics
- Critical Incident Response Team (CIRT)
- Drug Recognition Experts (DRE)
- Gang Recognition & Identification Team (GRIT)
- Law Enforcement Bicycle Instructors
- Police Officer Physical Abilities Test (POPAT) Team

1015.2.4 AIC ASSIGNMENTS

AIC assignments are instances where an employee of a certain rank is temporarily assigned to serve as a unit supervisor. Civilian employees may also receive AIC assignments and are governed by the general City of Eugene administrative policies or appropriate bargaining unit policies and contracts regarding such assignments.

AIC assignments are associated with pay incentive; however, unless a situation prevents the preparation of an administrative order, an AIC must be assigned through a signed Administrative order indicating the name of the AIC and nature of the assignment, the planned duration, and contact numbers where the AIC can be reached. AICs in special team assignments are only eligible for AIC incentive pay while they are performing the work specific to their particular special team.

1015.3 SELECTION

Opening for special teams, ad-hoc assignments or AIC appointments longer than 90 days duration will normally be posted unless there is an identified business reason for not doing so.

In the event the Department needs to fill a temporary assignment or position shorter than 90 days, the Department, via email, will provide an opportunity for employees to express their interest in the temporary position or assignment. Seniority will be a factor considered by the City in making its final selection. Other factors considered include, but are not limited to any adverse effects of the employee's temporary absence from his/her work unit in the normal business operations of the Department.

The normal 15 day posting requirement does not apply to situations where a temporary position or assignment needs to be filled immediately.

Employees who are on a waiting list and those who have applied for a position or an assignment to the aforementioned work unit in the past three years, when feasible, should be given preference over seniority.

The supervisor in charge of the selection process will prepare a memorandum to notify eligible and interested employees of a process to fill the special team, ad-hoc assignment, or AIC

assignment. The memo must list the basic minimum requirements needed for the position, the qualities listed below, and will provide an explanation of the selection process.

All required dates for each step in the process will be explained in the memo including an approximate date when the position will be filled. Finally, the memo will state that failure to meet any deadline will automatically disqualify an applicant from proceeding further in the selection process.

The minimum requirements for any special team are as follows:

- A non-probationary employee
- An employee in good standing, who is performing satisfactorily in his or her current assignment and not under investigation for any criminal allegation or allegation of serious misconduct.

The process will consist of any or all of the following:

- Memorandum of interest by the applicant forwarded through the chain-of-command
- Oral interview
- Written exercise
- Scenario-based exercises

The process must, in addition to testing for ability and aptitude, demonstrate the degree to which candidates have for a sustained period, projected a positive image of themselves and the department and have exhibited the following qualities:

- A positive attitude
- Teamwork abilities that are respectful and supportive
- A healthy work ethic
- Integrity
- Selfless service
- An understanding of and commitment to the department's crime reduction strategy
- Sound judgment
- A professional appearance and demeanor

Process administrators may add other components to the testing process (i.e. a community panel) or add additional qualities for the performance review (such as the demonstrated or documented desire to perform in that assignment.) The performance review, in addition to the testing process, will discern the degree to which candidates have for a sustained period exhibited the qualities listed above. The performance review is limited to the following areas or methods of review:

QUALITY OF WORK	Last 5 years police reports
	Investigations input
	Input from DA's
	Radio traffic
	Search warrants
	Timeliness of reports and projects

PRODUCTIVITY	Self-initiated activity vs. calls for service
	Arrest and citation statistics
	Search warrant applications
	Other crime reduction efforts

POSITIVE WORK ETHIC	Interviews with peers, supervisors and other department members
	Previous 5 years of evaluations
	Internal affairs history (complaints, commendations, etc.)

Following the performance review, the process manager will prepare a memorandum to the respective division manager articulating his or her recommendation(s) from the selection process. The division manager will normally make the final decision on the selection assignment.

1015.3.1 ADDITIONAL AIC SPECIFIC SELECTION CRITERIA

When AIC appointments are made from the rank of officer or detective to sergeant the officer or detective seeking appointment must first complete an AIC Sergeant's Syllabus, which is available to officers or detectives electronically or through their individual chain of command.

If there are more qualified applicants for an AIC assignment than there are assignment vacancies, priority will be given to individuals interested in promotion.

AIC patrol sergeants may not be the only on-duty patrol sergeant, unless:

- He or she has completed 12 consecutive months of AIC sergeant assignment.
- He or she has completed 18 aggregate months of AIC sergeant assignment.

1015.4 REMOVAL FROM SPECIAL TEAMS OR AIC ASSIGNMENTS

In the same way officers, detectives, and supervisors were chosen over their peers for assignment to special teams based upon quality of work, productivity, and by projecting a positive image of themselves and the department, special team members, those in ad hoc assignments and AIC supervisors may be removed from their assignments for performance or behavior that is not in keeping with these qualities.

Team members may be removed (regardless of rank) for any of the following:

- Sustained allegations for integrity, truthfulness, insubordination and unbecoming conduct.
- Two or more documented instances of poor judgment.
- Inability to correct a pattern of disrespectful and unsupportive behavior to peers.
- Failure to maintain accountability of sensitive items of equipment or information.
- Inability to perform to the standards of the special team, assignment or AIC assignment. Removal for this will only occur after the employee has been given a written improvement plan, and a reasonable opportunity to improve performance. Notice must include the expectation that unless performance improves to the standard of the position, they will be removed.
- Other disciplinary action that may cause an objective reviewer to consider the individual incapable of conducting the specialized work. (For example, a CNT negotiator with sustained allegations of discourtesy.)

Special teams are authorized to develop more stringent or specific criteria for removal from special teams if they are approved by the Chief of Police or designee, but the rules may not be less restrictive than those above.

AIC patrol sergeants may be removed from their assignment if at any time the patrol captain believes, based on the totality of the circumstances, he or she is not functioning effectively as a department leader. Anyone removed from an AIC patrol sergeant assignment for ineffective leadership is ineligible to be appointed AIC patrol sergeant for a period of 12 months following the last date they worked in the AIC patrol sergeant assignment.

PETE KERNS
Chief of Police