

## Revisions

Effective Date	Revision No.	Summary	Affected Section(s)
July 1, 2010	1.0	New	N/A

## Standards

Source	Reference
N/A	

## Forms

N/A

## Job Aids

N/A

## Related Directives

N/A

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## 1 Purpose

This policy establishes a competitive, impartial and practical process for the application and selection of law enforcement deputy sheriffs to special positions. Its purpose is to ensure a balance between professional growth opportunities for employees, including additional training and experience, and the ability of the Sheriff's Office to effectively perform its missions.

### 1.1 Directives Affected

This policy cancels the following directives:

- Rules and Regulations Manual – Sections 12.1.1, 12.2 (entire section)
- Operations Manual (BLEIS) – AP-021-R1 (Special Assignment Appointments)

## 2 Persons Affected

Law enforcement deputies applying for and occupying the following special positions or units:

- Canine Unit
- Civil Deputy
- Crime Prevention Deputy
- Criminal Interdiction Team
- Detective units (Major Crimes and Drug Task Force)
- Forest Patrol Deputy
- Marine Patrol Program Coordinator
- Neighborhood Deputy
- Patrol Investigator
- Resident Deputy
- Road Use Deputy
- Search and Rescue Unit
- Traffic Unit
- Crisis Intervention Deputy

The selection process for the following positions will be the same as for those positions listed above. However, these positions are not subject to defined term limits as long as deputies occupying them fulfill the position requirements.

- Crime Scene Investigator
- Explosives Expert
- Field Training Officer (including program coordinator)
- Marine Unit (except coordinator)
- Master Deputy
- Polygraph Examiner
- Firearms Instructor
- Special Weapons and Tactics Team
- Crisis Negotiations Unit
- Other unspecified special assignments

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This policy does not apply to specialty assignments traditionally filled by corrections deputies but will be modified to include such assignments in the future.

## 3 Definitions

None.

## 4 Policy

### 4.1 Position Openings

A special assignment position will normally become open for applications under any of the following conditions:

- (a) The incumbent completes the initial or renewal assignment period.
- (b) The incumbent reaches the term limit for an assignment.
- (c) The incumbent is **voluntarily reassigned** to other duties.
- (d) The Sheriff **involuntarily transfers** the incumbent.

### 4.2 Selection

Depending upon the special assignment, the selection process may include the following elements:

- Oral board and/or interview<sup>1</sup>
- Case presentation and/or case review<sup>1</sup>
- Supervisory input
- Specialty unit input
- Other job-specific assessments as deemed necessary

Recommendations made to the Sheriff by supervisors, specialty unit members, oral boards or via other processes shall be in the form of ranked lists established using published selection criteria, with each being independent of the others. Such ranking shall not be construed to limit the ability of the Sheriff to appoint whom he or she deems to be the most qualified candidate for the position as described in Sections 4.3 and 4.7.

### 4.3 Appointment

In order to satisfy Section 1 of this policy, the Sheriff will consider the following when making special assignment appointments:

- Length of service
- Seniority
- General knowledge and skills
- Job-specific abilities

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<sup>1</sup> Minimum elements for Detectives

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## 4.3.1 Duration

Initial assignment and renewal periods, and the term limits (where applicable) for each special assignment, are listed in the [appendix](#).

When an employee reaches the term limit for his or her current special assignment, the rotation of the employee out of that position is considered mandatory. However, this does not limit the Sheriff from appointing qualified personnel to that position when no other employee applies for the position.

## 4.3.2 Renewals

The Sheriff will consider an employee's performance in the current special assignment and the needs of the Sheriff's Office when making renewal decisions.

Prior to any announcement of an impending special assignment vacancy, the incumbent's special assignment supervisor will schedule a meeting with the incumbent to discuss issues related to renewal or rotation. If an incumbent is to be renewed, the position will not be considered open.

## 4.3.3 Time between Appointments

Deputies who vacate a special assignment may not be considered for reassignment to the same position for a minimum of two years, in order to allow others to gain experience in that position and to encourage vacating members to seek other career development opportunities.

## 4.4 Voluntary Reassignment

Deputies who wish to vacate a special assignment must submit a memorandum to the Chief Criminal Deputy requesting reassignment and describing why the request is being made.

## 4.5 Involuntary Transfer

The involuntary transfer of an incumbent out of a special assignment position by the Sheriff before the current appointment expires is considered a disciplinary action.

## 4.6 Reorientation

Each member assigned to a specialty position must remain able to perform the basic duties of a law enforcement officer. Deputies may be temporarily reassigned to complete periods of re-familiarization or training to ensure they remain capable of performing these duties, consistent with any applicable collective bargaining agreements.

## 4.7 Appointing Authority

The Sheriff retains the administrative authority of his office when making appointments to special assignment positions. This includes the right to appoint the most qualified and appropriate Sheriff's Office member to any special assignment. Only issues specifically identified in effective collective bargaining agreements, letters of understanding, civil service rules, the County Charter or any applicable statute or ordinance may limit this authority and related management rights.

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## 4.8 Appeals and Grievances

Members who wish to contest special assignment decisions made in accordance with this policy must do so in writing to the Sheriff within ten days of the appointment announcement. The member must explain the reason(s) for his or her objection. If the issue is covered by a collective bargaining agreement, the member is encouraged to work with his or her collective bargaining unit to determine if the issue is suitable for a formal grievance.

## 4.9 Conformance to the Collective Bargaining Agreement

This policy shall be consistent and in conformance with the current executed labor agreement and subsequent letters of agreement. Conflicts with this policy and the aforementioned documents will either be cooperatively resolved and addressed in a subsequent letter of agreement, or resolved in favor of specifically-addressed and relevant sections of the labor agreement and related documents.

## 5 Procedure

### 5.1 Responsibilities

#### 5.1.1 Chief Criminal Deputy (Process Owner)

The Chief Criminal Deputy is responsible for the administration of this procedure.

#### 5.1.2 Supervisors

Special assignment supervisors will meet with employees who are due to rotate out of special assignments in accordance with Section 4.3.2.

### 5.2 Posting of Openings

On or before June 1<sup>st</sup> of each year, the Chief Criminal Deputy will post a list of special assignment openings that are anticipated for the following year. This posting will invite deputies to submit memorandums of interest for the positions by a specified deadline.

Invitations for memorandums of interest may also be posted at any time in the event of unanticipated openings or according to operational need.

#### 5.2.1 Memorandums of Interest

Deputies interested in assignment to anticipated openings will submit memorandums of interest and any other required documentation to the Chief Criminal Deputy. Each memorandum should describe the reasons the deputy is interested in the position, the deputy's relevant work experience, and a summary of the deputy's qualifications for the position.

### 5.3 Selection

The selection process for each specialty assignment will be described in the announcement for the position. Recommendations in the form of ranked lists will be made based on one or more of the selection processes indicated in Section 4.2. These recommendations will proceed up the

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chain of command to the Chief Criminal Deputy, who will prepare a recommended slate of appointments for the Sheriff's consideration. Any recommendations (to include rankings and written comments) presented to the Sheriff for consideration shall be made available, upon request, to an individual candidate involved in the process.

## 5.4 Appointment

The Sheriff will make and announce regular special assignment appointments for January 1<sup>st</sup> of the following year by August 1<sup>st</sup> of the current year in order to allow for orderly shift and vacation bidding processes.

# Special Assignments

Revision 1.0

Appendix

## Special Assignment Matrix

Position-Specific Special Assignments				NON Position-Specific Special Assignments			
Assignment	Term	1st Renewal	2nd Renewal	Assignment	Term	1st Renewal	2nd Renewal
Canine	1 Dog Life*	2nd Dog Life		CNT			
CIT	3	2		Crime Scene			
Civil Deputy	2	1	1	DRE			
Crime Prev.	3	2		DT			
Detectives	4	2	2	EVOC			
Drug T.F.	4	2	2	Firearms			
Forest Patrol	2	2		First Aid/CPR			
Marine Coord.	3	2		FTO			
Neighbhd Deputy	2	2	2	Marine Patrol			
Newhalem	2	2	1	Master Deputy			
Patrol Inv.	2			Polygraph			
Pt. Roberts	2	2	1	SWAT			
SAR	4	2	2	CNT			
Traffic	4	2	2				
Crisis Intervention	2	2					

Sergeant Positions - Special Assignments		
	Initial	Renewal
Drug T. F.	2 years	2 years
Detectives	2 Years	2 years
Administrative	2 years	2 years
Traffic	2 years	2 years

Consult curremt CBA for maximum term limits.

\* The initial appointment period for canine shall be one "dog life". It is expected that a single dog will have a useful life of three to six years . If a specific dog has a shorter working life span than three years, the handler may apply for consideration of a renewal period of another dog. Continuation of this assignment beyond one dog will be at the discretion of the Sheriff. The Sheriff will decide whether a handler has met the single life expectancy of the dog and whether a renewal will be granted for another dog.