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## Special Assignments and Promotions

### 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Columbia Heights Police Department.

### 1002.2 POLICY

The Columbia Heights Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

### 1002.3 SPECIAL ASSIGNMENT POSITIONS

The following conditions are considered special assignments and not promotions:

- (a) Community Policing Coordinator
- (b) Investigator
- (c) Youth Outreach Officer
- (d) Drug Task Force Detective
- (e) Street Crimes Unit
- (f) Field Training Officer
- (g) School Resource Officer
- (h) UAV Operator
- (i) Range Master
- (j) Use of Force/Less Lethal/Firearms Instructors
- (k) SWAT Team Member

#### 1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Relevant experience
- (b) Off probation, unless a lateral hire with one or more years of experience.
- (c) Possession of or ability to obtain any certification required by the Minnesota Board of Peace Officer Standards and Training or law
- (d) Exceptional skills, experience, or abilities related to the special assignment

#### 1002.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.

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- (b) Maintains a physical condition that aids in his/her performance.
- (c) Expressed an interest in the assignment.
- (d) Demonstrates the following traits:
  - 1. Emotional stability and maturity
  - 2. Stress tolerance
  - 3. Sound judgment and decision-making
  - 4. Personal integrity and ethical conduct
  - 5. Leadership skills
  - 6. Initiative
  - 7. Adaptability and flexibility
  - 8. Ability to conform to [departmentoffice] goals and objectives in a positive manner

#### 1002.3.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

- (a) Supervisor recommendations - The current supervisor of the candidate will submit a recommendation verbally or by email.
  - 1. The supervisor recommendation will be submitted to the Captain for whom the candidate will work.
- (b) Captain interview - The Captain will schedule interviews with each candidate.
  - 1. Based on supervisor recommendations and those of the Captain after the interview, the Captain will submit his/her recommendations to the Chief of Police.
- (c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Chief of Police.

#### 1002.4 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Columbia Heights Human Resources.