**1003.1  PURPOSE AND SCOPE**

Discretionary

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

**1003.2  POLICY**

Discretionary

The Greenfield 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.

**1003.3  SPECIAL ASSIGNMENT POSITIONS**

Discretionary

  MODIFIED

...The following positions are considered special assignments and not promotions:

1. Special Weapons and Tactics Team member
2. Investigator
3. Evidence Technician
4. Bicycle Patrol officer
5. Canine handler
6. Accident investigator
7. Field Training Officer
8. Community Relations/Drug Abuse Resistance Education (D.A.R.E.) Officer
9. School Resource Officer
10. Instructor

1003.3.1  GENERAL REQUIREMENTS

Discretionary

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

1. Three years of relevant experience
2. Off probation
3. Possession of or ability to obtain any certification required by the Indiana Law Enforcement Training Board or law
4. Exceptional skills, experience or abilities related to the special assignment

1003.3.2  EVALUATION CRITERIA

Discretionary

  MODIFIED

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

1. Presents a professional, neat appearance.
2. Maintains a physical condition that aids in their performance.
3. Expressed an interest in the assignment.
4. 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 department goals and objectives in a positive manner

1003.3.3  SELECTION PROCESS

Discretionary

  MODIFIED

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

1. Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.
	1. The supervisor recommendations will be submitted to the Captain for whom the candidate will work.
2. 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 their recommendations to the Chief of Police.
3. 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.

**1003.4  PROMOTIONAL REQUIREMENTS**

Discretionary

Requirements and information regarding any promotional process are available at the ﻿﻿﻿Greenfield﻿ Department of Human Resources.

1003.4.1  PROMOTIONAL PROCESS

Discretionary

The ﻿Administration ﻿Captain should coordinate with the ﻿Department of Human Resources to develop a written promotional process for both sworn and non-sworn positions which may include:

* A written announcement of vacant positions.
* A description of the qualifications for a vacant position.
* A description of any testing procedures that will be used for a vacant position and the grading process for such tests.
* An appeal process for adverse decisions.

1003.4.2  ELIGIBILITY LISTS

Discretionary

  MODIFIED

If eligibility lists are used, the Deputy Chief should develop criteria and procedures for developing each list which should specify the duration of each list.

**1003.5  PROBATIONARY PERIODS**

Discretionary

In the absence of a collective bargaining agreement stating otherwise, members who are promoted to supervisory or managerial positions should be required to serve a probationary period of at least six months, which should include periodic performance reviews and documentation upon successful completion of the probationary period.

1003.6 Command Staff

All ranks (Captain, Deputy Chief, & Chief) are to be considered appointed positions.

1. Chief of Police is appointed by the Mayor.
2. Deputy Chief is appointed by the Chief of Police
3. Captain is appointed by the Chief of Police.

Anyone holding one of these positions can be removed for any reason including, but not limited to, disciplinary action by the appointee. If a person who has served less than 4 consecutive years on the command staff who is removed from the command staff for any reason other than a disciplinary action, will return to the rank they previously held. If the person has more than 4 consecutive years of command staff service and the person is removed for any reason other than a disciplinary action, they will return to the rank they previously held, but will not be paid less than the then current pay rate of a Lieutenant in recognition of the individual’s forbearance to seek promotion in rank while serving upon the command staff.