

PERSONNEL ALTERNATIVES

6.2 SPECIALIZED ASSIGNMENT

PHILOSOPHY: Specialized assignments serve two important functions for the City of Lakewood Police Department and the community. First, specialized assignments enable the Police Department to provide specific services created to focus on particular enforcement, protection, or education initiatives. Second, special assignments allow members of the department to broaden their knowledge, skills, and perspectives. Accomplishing both of these functions is dependent on the effective management of specialized assignments. The principles and practices provided in this section assist in the fair and consistent administration of the below listed specialized assignments.

6.2.1 Selection for Specialized Assignment

Principle: The following practices shall apply in an effort to ensure that the selection for specialized assignments, team memberships, and department instructor positions eligible for credit toward the Master Patrol Officer Professional Development Pay as described in "MPO Specialty Assignments and Additional Duties" of the collective bargaining agreement, is fair and consistent.

Practices:

- A. Announcement: When a specialized assignment is available, a notice announcing the position opening shall be posted via department wide electronic mail. The announcement will be posted at least ten calendar days prior to the closing date and shall include the following information:
 - Minimum qualifications
 - Selection criteria (Refer to Standard 6.2.2 for minimum criteria)
 - Description of selection process (Refer to Standard 6.2.2 for general selection process)
 - Closing date for letters of interest and supervisor's recommendations to be received
- B. Selection: The supervisor in charge of the open specialized assignment shall coordinate the selection process. Upon completion of the selection process, an eligibility list of personnel available for assignment will be valid for a period of six months. The Assistant Chief shall recommend candidates for selection from the eligibility list. The Chief of Police shall make the final selection. The eligibility list will be maintained for a period of six months and may be extended for a period of an additional six months with approval from the Chief of Police or designee.
- C. Supervisory Personnel: Personnel holding the rank of sergeant or above may be assigned to specialized positions without a selection process at the direction of the Chief of Police.

6.2.2 Rotation of Assignments

Principle: The rotation of personnel in specialized assignments has a direct bearing upon the efficiency and effectiveness of the City of Lakewood Police Department as well as the personal and professional growth of its employees. It is the policy of the Lakewood Police Department to provide a fair and impartial system for the transfer and rotation of personnel that will advance personal career goals and interests consistent with the efficient and effective delivery of police services to the community.

Practices:

- A. Rotation Practices: See LPIG Contract.

- B. Selection Criteria: The minimum selection criteria for specialized assignments shall be as follows:
 - 1. Candidates must successfully complete probation in the appropriate classification with the Lakewood Police Department or meet that criterion prior to the start date of the assignment.
 - 2. Candidates must meet all minimum qualifications for the specialized assignment as described in the vacancy announcement.
 - 3. Candidates must agree to job responsibilities and working conditions as described in the vacancy announcement before being selected.

- C. Selection Process: The selection process shall reflect the specific skills required in the assignment that is being filled. Selection processes may include written or physical tests, oral boards, simulation of work requirements, or other procedures to demonstrate skills, knowledge, or abilities.
 - 1. Oral Board: Oral boards should be composed of a sufficient number of professionals who, by virtue of their background, experience, education, and training can provide a fair and knowledgeable assessment of a candidate's skills, knowledge, and abilities. The lieutenant of the unit filling the vacancy must approve the composition of the oral board. At the conclusion of the process, the Supervisor in charge of the selection process shall forward a memo listing the board members, the scores and ranking of all applicants who completed the selection process, as well as any score sheets for the process, to the Professional Standards Section.
 - 2. In instances with less candidates than vacant positions, those candidates which meet the minimum qualifications may be assigned without a selection process.

6.3 RESERVES

PHILOSOPHY: The Lakewood Police Department seeks citizens who have an interest in their community and wish to serve it as Reserve Police Officers. The City of Lakewood is highly supportive of a citizen police program to promote the concept of community policing and to supplement the regular personnel in policing duties. Reserve Officers may only be used to supplement full-time officers and never used to supplant full-time officers for staffing purposes.

6.3.1 Reserve Program

Principles:

- A. Duties and Authority: Volunteer reserve officers generally assist full-time sworn personnel in the day-to-day delivery of law enforcement services and for emergencies, consistent with applicable law. To accomplish these tasks, reserve officers are granted limited commissions giving them full power and authority to act in the name of the Chief of Police while on official duty as part of an assigned shift or detail. Reserve officers shall be deemed to be agents or employees of the City of Lakewood while on official duty and shall have the right to use the Lakewood Police Department's equipment, vehicles, and uniforms as deemed necessary and authorized by the Chief.

- B. Supervision: In order to work in their reserve capacity, all reserve officers must check in with the on duty supervisor, and will be responsible to the chain of command of the section or unit for which they are working at all times while on duty. Reserve Officers are held to the same standard of care as other police officers. In addition, reserve officers are subject to the same chain of command as other police officers.

6.3.2 Selection Criteria

Principles: Each reserve officer candidate must undergo a selection process which is equal to the same intensity as the regular officer process. These processes include oral boards, background, medical, fitness, psychological, and polygraph examinations. See MOS Chapter 12.

6.3.3 Initial Training

Principles:

- A. Reserve Academy: Potential reserve officers must successfully complete a Reserve Academy as set forth by the Washington State Criminal Justice Training Commission. Those candidates successfully completing the CJTC approved Academy may be commissioned by the Chief of Police and certified by the WSCJTC.
- B. PTO: Those reserve officer candidates that successfully complete the Reserve Academy will be assigned to a Police Training Officer (PTO), on a probationary basis, who will provide further instruction in the field on how to apply those skills learned at the academy.
- C. Assignment: The Lakewood Police Department Reserve Officer program has an established procedure and protocol addressing the responsibilities and dispatching of reserve officers. Reserve officers who are operating on their own as a single or two officer unit can be dispatched to any call of any priority. 'Solo' approved reserve officers have undergone the PTO program and have been cleared to operate in the capacity equal to that of any full-time officer. Reserve officers still operating in the partnership with any full-time officer may respond to any call that the full-time officer deems appropriate. The reserve officer is under the care and control of the full-time officer while still undergoing PTO or riding as a second officer with a full-time officer.

6.3.4 Liability Protection

Principle: While serving on duty during a scheduled shift with the Lakewood Police Department, reserve officers are provided with the same liability protection afforded to regular full-time police officers.

6.4 VOLUNTEERS

PHILOSOPHY: The achievement of the City of Lakewood Police Department's goals is best accomplished with the active participation of citizens in the community. Volunteers are an important part of the department and have proven to be a valuable asset. Volunteers help increase police responsiveness, service delivery, and information input, and they provide new program opportunities. In addition, volunteers bring new skills and expertise to the job and prompt new enthusiasm. It is the policy of the Lakewood Police Department to use qualified volunteers for specified tasks and duties that can create efficiencies for the department and improve services to the community. Volunteers are intended to supplement, rather than supplant, sworn officers and civilian personnel. Volunteers are not sworn law enforcement officers. Some volunteers do carry a special limited commission to enforce disabled parking violations. The Police Department provides several opportunities for citizen participation, including the auxiliary programs described in the following standards

6.4.1 Auxiliary (Volunteer) Program

- A. General Services Volunteers: See LPD Volunteers' Handbook
- B. Disabled Parking Enforcement (DPE) Volunteers: See DPE Handbook
- C. Police Explorer Program: The Lakewood Police Department participates in the Public Safety Cadets program for Police Explorers. The Lakewood post is coordinated by the Assistant Chief and department personnel are encouraged to participate in this program. Explorers are not sworn police officers. Explorers provide assistance to the department by performing tasks that may also be performed by a volunteer.

6.4.2 Auxiliary (Volunteer) Training

Principle: The supervisor in charge of a volunteer coordinates all the training for the volunteer. All volunteers shall receive a general orientation on the nature and purpose of the City of Lakewood Police Department. Additional orientation will be provided to introduce members to the personnel, policies, procedures, and nature and operations of the specific program or activity in which they will be participating. Specific training will be provided to give members the information and skills necessary to perform any task assigned to them. Volunteers shall receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator. Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission imply, that they are sworn officers or other full-time members of the department. They shall always represent themselves as volunteers.