

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-115
Special Assignment / Special Duty Roster, Qualifications and Selection		
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References:	Reevaluation Date: Annually	Standards: 16.2.1

I. POLICY

It is the policy of this Office to select the most qualified candidates for special assignment and special duty positions within the department, and to have in place a standardized selection process that ensures efficiency and assignment for effectiveness. All special assignments and special duty positions are at the discretion of the Sheriff and are not considered promotions.

II. SPECIAL ASSIGNMENT ROSTER

This procedure is applicable to all special assignments which include but are not limited to the following:

- Joint Terrorism Task Force (JTTF) – Task force that leverages the collective resources of member agencies for the prevention, preemption, deterrence and investigation of terrorist acts that affect United States interests, and to disrupt and prevent terrorist acts and apprehend individuals who may commit or plan to commit such acts. Also facilitates information sharing among JTTF members.
- DEA – Responsible for the disruption of illicit drug traffic in the Denver Metro area by immobilizing targeted violators and trafficking organizations; gather and report intel relating to trafficking in narcotics and dangerous drugs; and conduct undercover operations that will result in effective prosecution.
- Rocky Mountain Safe Streets Task Force – The Rocky Mountain Safe Streets Task Force consists of local, state and federal personnel with the mission to jointly investigate, apprehend and prosecute the most violent criminal offenders/enterprises operating in the Denver metropolitan/Front Range area.
- Rock Mountain Innocence Lost Task Force (RMILTF) - An FBI task force targeting sex traffickers who put up children for sale in Colorado and Wyoming.
- Metro Gang Task Force – The Metro Gang Task Force was developed to coordinate local, state and federal resources to conduct long-term, complex investigations of violent, gang related drug trafficking organizations.
- Front Range Drug Task Force (FRTF) - The Front Range Task Force was developed to attempt to combat and control mid to high level drug trafficking organizations at the regional, state, and national level.
- Violent Offender Task Force (VOTF) - A multi-agency task force with the United States Marshals Service and local agencies which targets and apprehends federal and state fugitives with felony violent crime or drug warrants.
- Rocky Mountain Regional Computer Forensic Laboratory (RMRCFL) - Provide scientifically sound and legally reliable digital forensic services for law enforcement and prosecutorial agencies in Colorado & Wyoming. <16.2.1a, 16.2.1b>

All positions included in special assignments will be annually reviewed by the supervisor in charge of the assignment. This documented review will consist of an evaluation of the initial problem or condition that required the implementation of the special assignment. Additionally, the Sheriff retains the right to move employees from special assignments at any time for the best interests of the Office. <16.2.1c>

III. SPECIAL DUTY POSITION ROSTER

This procedure is applicable to all special duty positions which include but are not limited to the following:

- School Resource Officer (SRO)
- Accreditation Unit
- Youth Education Programs
- Traffic Team
- Civil
- Warrants
- Investigations
- Canine (K-9)
- Special Weapons and Tactics (SWAT)
- Special Operations Response Team (SORT)
- Field Training Officer (FTO)
- Bomb Team
- Hazmat
- Wildland Fire Handcrew
- Communication Training Officer (CTO)

IV. PROCEDURE

Agency wide announcements will be made regarding openings for special assignments and special duty positions. A minimum of five working days will be given from the time of the posting until the time of the closing of the position. The qualifications for the open position(s) will be outlined in the announcement and all candidates will go through the selection process as outlined.

A. Qualifications: While some of the special assignments will have position-specific requirements, each position opening must include a list of qualifications in the following areas:

1. Years of law enforcement experience required.
2. Basic experience prerequisites such as years with this Office or experience in a particular area or discipline (such as Patrol, etc.).
3. The applicant has a current satisfactory performance evaluation.
4. The applicant has no active 2-year letter(s) of reprimand.
5. The applicant is not currently on a work performance plan.
6. Other special qualifications (such as ability to pass a special test such as a medical examination, psychological examination or a physical fitness agility course, etc.).
7. The components of the selection process that will be utilized.

B. Process: The components of the selection process can include the following:

1. Submission of a letter of intent through the applicant's chain-of-command to the Professional Standards Commander. Recommendation by the member's chain of command must be obtained (this is implied by signing off on the candidate's letter of intent). A resume may be requested of the applicant as well (this will be specified in the job posting.)
 2. A complete review of all the candidate's Office files utilizing a standardized file review form identifying objective.
 3. An oral board conducted by a minimum 3 member panel. The same panel members will be used for all candidates, and the questions asked during the oral board will be documented in written form and maintained by Professional Standards. The panel may be comprised of the following individuals:
 - a. The captain, designee or functional equivalent of the division overseeing the special assignment.
 - b. A supervisor of the unit or team.
 - c. An individual having relations or experience with the special assignment.
 4. Any position-required special testing, such as psychological, physical fitness, etc.
 5. A written test may be required for efficiency at the discretion of the Professional Standards commander and the division captain, designee, or functional equivalent. If utilized, the written testing process will be overseen by Professional Standards.
 6. At the discretion of the Professional Standards commander and the division captain, designee, or functional equivalent a Command Interview may be conducted utilizing standardized questions for all applicants.
 7. Final selection will be made by the division captain, with the concurrence of the chief deputy, Undersheriff and Sheriff.
- C. Discipline: If an applicant is currently pending an investigation or possible disciplinary action they will be eligible to participate in a selection process. However, should disciplinary action be imposed prior to the physical transfer of the individual, they may be ineligible for transfer at the discretion of the receiving division commander.
- D. Review: An applicant may review the results of the testing process once the results have been posted by making an appointment with Professional Standards.
- E. Appeal: If an applicant feels that the results of the selection process were unfair or there was an unlawful practice that occurred, they can appeal the decision to the Professional Standards commander through within five days of the posting of the results.

V. TRANSFERS WITHIN DIVISIONS TO NON-SPECIALIZED ASSIGNMENTS

For purposes of efficiency Division captains will have the authority to assign members to like positions within their divisions. Like positions are those positions that do not require specialized training, skills, or certifications in order to satisfactorily perform the duties of that assignment. An example of specialized training would be Bomb school, K-9 deputy, SWAT or SORT schools, Hazmat, or FTO. The selection processed may be completed by the Division commander or his designee.

- A. Process: The components of the selection process may include the following:

1. The position will be announced by posting a memo to members within the affected division only. The memo will be posted a minimum of five business days prior to any deadlines for response.
2. Submission of a letter of intent through the applicant's chain-of-command to the Division Commander. Recommendation by the member's chain of command must be obtained (this is implied by signing off on the candidate's letter of intent). A resume may be requested of the applicant as well (this will be specified in the job posting.)
3. The division may review other office files and information available on each of the applicant members as desired.
4. The division may conduct a commander's interview with each applicant if desired.
5. All applicants will receive the same consideration.
6. The process results and selection criteria will be documented and filed with the Office of Professional Standards.

By Order of the Sheriff