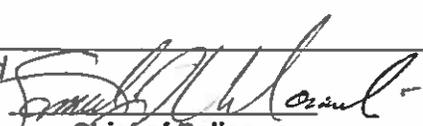


**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<b>Effective Date</b> August 19, 2015		<b>Amended Date</b> June 22, 2016		<b>Directive</b> 4.06.1	
<b>Subject</b> Selection Process for Specialized Personnel Assignments					
<b>Reference</b>			<b>Approved</b>  Chief of Police		
<b>Distribution</b> All Personnel City Manager City Attorney		<b>TPCA Best Practices Recognition</b> Program Reference  None		<b>Review Date</b>  December 12, 2017	
				<b>Pages</b>  2	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to establish the guidelines which govern the selection of personnel for specialized assignments within the department.

**SECTION 2 POLICY**

It is the policy of the department to establish and maintain a fair and impartial employee selection process for specialized assignments within the department. This process will involve a panel of employees from various facets of the department who are committed to fairness as they select the employee who is best suited for the specialized assignment.

**SECTION 3 PROCEDURES**

- A. When a vacancy occurs within a Specialized Division, a memorandum will be sent out by the Division Commander over the Specialized Division to all officers who have applied and been approved for the Specialized Division's Career Path Program to solicit a letter of interest from any eligible employee who is interested in the position. These letters of interest will be forwarded to the Division Commander over the specialized unit.
- B. The selection panel for specialized assignments will consist of the following members:
  - 1. The Division Commander who will serve as the commander over the Specialized Division. This Division Commander will serve as the chairman of the selection panel.
  - 2. The Operations or Support Division Assistant Chief of Police as determined by the Chief of Police.
  - 3. The supervisor who will supervise the Specialized Division.
  - 4. An employee who is a current practitioner within the Specialized Division.
  - 5. The Chief of Police may select a fifth person to serve on the panel. The fifth person may be a sworn employee or a civilian employee of the department.

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- C. The selection panel will interview each candidate. The panel may require written responses from the candidates, oral interviews, or both at the discretion of the panel chairman. The panel chairman will devise a numerical rating scale whereby each member of the panel will rate the candidates numerically. The scores will be averaged for each candidate and the scores will be presented to the Chief of Police along with the panel chairman's recommendation.
- D. The Chief of Police reserves the right to make the final decision regarding all personnel assignments.
- E. **SCOPE OF RESPONSIBILITY**
  - 1. All members of the department shall know and comply with all aspects of this directive.
  - 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.