

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 Greenwood Lake Police Department.

1002.2 POLICY

The Greenwood Lake Police Department determines assignments and promotions in a nondiscriminatory 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 positions are considered special assignments and not promotions:

- (a) Orange County Special Operations Group member
- (b) Motorcycle officer
- (c) Bicycle Patrol officer
- (d) Canine handler
- (e) Field Training Officer
- (f) Community Relations/Training Officer
- (g) School Resource and/or Drug Abuse Resistance Education (D.A.R.E.) officer
- (h) Court Officer

1002.3.1 GENERAL REQUIREMENTS

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

- (a) Three years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Municipal Police Training Council (MPTC) 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.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Expressed an interest in the assignment.

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- (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 department 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 - 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 Supervisor for whom the candidate will work.
- (b) Supervisor interview - The Supervisor will schedule interviews with each candidate.
 - 1. Based on supervisor recommendations and those of the Supervisor after the interview, the Supervisor 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 Greenwood Lake Village Business Office.

- (a) Notices shall be posted for upcoming competitive examinations for promotion via bulletin board or department email.
- (b) Discriminatory hiring practices are prohibited. The Greenwood Lake Police Department is an equal opportunity employer.
- (c) The Village Business Office manages and distributes detailed information pertaining to promotional examinations, including eligibility, rankings, weight of criteria, veteran's credits, seniority credit, duration of validity period of eligibility lists and certification of eligibility.