



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 136D

Effective Date 05/02/2023

Policy Name Specialty Assignments

Approved Date 05/02/2023

Approved by *Wendell Franklin, Chief of Police*

Previous Date 05/28/2009

PURPOSE OF CHANGE:

Issuing policy update reflecting the agreement made with Fraternal Order of Police, Black Officers Coalition and City of Tulsa.

POLICY:

All specialty assignments shall be made based on merit. Specialty assignment vacancies will be posted on the Intranet and distributed to all sworn personnel via email. Each posting will include, but not be limited to, the specific assignment, the job description, and each and every minimum and preferred qualification required for the assignment. The vacancy posting will remain active/posted for a minimum of ten (10) days.

The Department has established a one-day training session in basic investigations, which includes report writing, search warrants, and case management. This training is a prerequisite to applying for a position as a detective or an investigator in the Special Investigations Division, the Detective Division, and the Uniform Divisions. This class counts toward meeting annual CLEET in-service requirements.

The Department reserves the right to transfer personnel from specialty units at the annual shift change, or as necessary, in accordance with State law and the current *Collective Bargaining Agreement*. Transfers from specialty units shall be made based upon the effectiveness and efficiency of the Department and/or the employee.

APPLIES TO: All sworn police personnel

SUMMARY: Procedures for filling specialty assignment vacancies.

DEFINITIONS:

SPECIALTY ASSIGNMENTS – all assignments other than those bid under the current bid process, except assignments of the rank of captain and above, and the FOP positions.

PROCEDURES:

1. The established minimum requirements and the additional preferred requirement for all positions shall be reviewed by the Chief of Police, or designee, to assure that those requirements directly relate to the requirements of the position. The established minimum requirement for time on the Department will begin on the officer's first day of the academy.
2. Vacant positions will be opened/posted for a minimum of ten (10) days. Part-Time Specialty Units may post a vacancy more than ten (10) days to meet the needs of that unit. The unit supervisor should work with their division commander on what is needed and what would be an appropriate time frame for posting. The division commander will then forward their recommendation to their Deputy Chief. The Deputy Chief will forward the recommendation along with the Deputy Chief's own recommendation to the Chief of Police for approval.

3. The established minimum qualifications and the additional preferred requirements for positions shall not be waived unless there are no applicants who meet the minimum qualifications. The position will then be opened for ten (10) days to all that apply and the most qualified person for the position will be selected.
4. At the time an employee is assigned to a position intended to be a permanent position, the Department will announce the permanent assignment as open as if it were a permanent position.
5. Division Commanders shall accept all applications and forward recommendations to their Deputy Chief. The Deputy Chief shall forward the Major's recommendation to the Chief of Police, with the Deputy Chief's own recommendation to approve or reject the Major's recommendation. All applicants shall be notified of the final decision.
6. All applications for a position will be considered. If there are more than fifteen (15) applicants for any position, the pool of applications considered may be narrowed to 15 or less applicants. Applicants' skills and qualifications will be compared to the minimum preferred qualifications for the position to which they are applying, to include the applicants' qualifications as outlined in their written application. Division Commanders will ensure interviews are conducted for all specialty assignments within their division by sworn personnel of the rank of Lieutenant or above.
7. Personnel within the chain of command for the vacancy are prohibited from recruiting officers for specialty assignments other than through the posted announcement. If no qualified personnel apply for an assignment, steps may be taken to secure a qualified person to serve in the open position.
8. Supervisor's may submit Internal Vacancy Applications on behalf of employee on approved leave who will not return prior to the closing of the vacancy posting.

REGULATIONS:

1. Officers shall not be recruited to fill specialty assignment vacancies other than as outlined in Procedure 7.

REFERENCES:

None