

MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 008-A		TITLE: Specialized Assignments
EFFECTIVE DATE: August 19, 2009	NO. PAGES: 2	AMENDED:
REFERENCE: CFA 14.11		RESCINDS:
 Sheriff of Monroe County		

- I. **PURPOSE:** To standardize the criteria and application for specialized assignments and provide for an annual review of each specialty position to determine its continuance.
- II. **POLICY:** It is the Sheriff's policy to make the application and criteria for specialized assignments a standardized process therefore creating an equitable and uniform procedure.
- III. **DISCUSSION:** Specialized Assignments are characterized by increased levels of responsibility and specialized training. Specialized assignments may be created to serve an immediate need of the Office. Annually these assignments should be reviewed to determine if they are still serving the original purpose or should they be discontinued. Specialized Assignments typically are additional duties to a deputy's primary assignment.
- IV. **PROCEDURE:**
 - A. **Specialized Assignments Identified:**
 1. EOD Technician
 2. SWAT Team Member
 3. Dive Team Member
 4. Marine Patrol Deputy
 5. Canine Deputy
 6. Emergency Response Team
 - B. **Selection for Specialized Assignments:**
 1. Notice of vacancies within specialized assignments and the requisite position qualifications shall be published throughout the agency via Outlook.
 2. The Notice requirements for these positions are the same as with all other vacancies within the agency.
 3. The chosen candidate will be recommended for the assignment following an oral board.

4. The Sheriff or his/her designee shall make the ultimate selection of the candidate for the specialized assignment.

C. Annual Review: In order to avoid overspecialization and to ensure the continued effective operation of the Office, the Chief of the Bureau of Law Enforcement will conduct an annual review of specialty assignments, sent to the Undersheriff via chain-of-command. The review will include:

1. A list of the agency's specialized assignments
2. A statement of purpose for each of the specialty assignments
3. An evaluation of the initial problem or condition that required the implementation of each specialty and if the Office still has a need for the specialized assignment

A decision on whether to continue a specialized assignment will be made by the Sheriff after the review has been completed.