

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 12/02/2020	Supersedes Policy Dated: 10/09/2020	Rescinds:	SOG Number:
Accreditation Index: 33.6.2, 41.1.5			201.3
Part Title: Personnel		Chapter Title: Recruitment and Selection	
Chief of Police:			

Selection and Training for Specialized Assignment

I Policy

The Springfield Police Department selects sworn personnel for specialized assignment based upon the characteristics essential to that specific duty post. It is the policy of the Department to select fully qualified personnel who volunteer for a post before selecting personnel who are not volunteers.

II Definitions

In-Service Training: Mandatory training to be undertaken while in-service in the specialized position. A qualification for remaining in the position.

In-Service Re-Training: Mandatory re-certification or other re-training following initial training received on a subject or course (e.g. CPR recertification).

Specialized Assignment: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.

Specialized Training: Training to enhance the skills, knowledge, and abilities of the employee. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation.

Temporary Duty: A temporary assignment made to the overall benefit of the bureau or department. Temporary assignments are not subject to other procedures in this policy and shall not exceed six months without approval of the Chief of Police.

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III Procedure

1 SPECIALIZED ASSIGNMENT SELECTION

- 1.1 The Police Department announces job openings in specialized assignments and selects personnel for those openings utilizing a selection process.

2 SPECIALIZED ASSIGNMENT VACANCY AND POSTING

- 2.1 When a vacancy is anticipated or occurs, the Bureau Commander shall cause a job opening announcement to be published and disseminated throughout the department.
 - 2.1.1 Each specialized assignment announcement shall include a description of the job duties and any necessary training, knowledge, skills, qualifications, abilities, or certifications necessary for performance.
 - 2.1.2 Such announcements shall be displayed for a minimum of 10 days unless unusual circumstances exist requiring action more quickly.
 - 2.1.3 Such announcement shall also provide a description of the process to be used to select a candidate(s).

3 SELECTION PROCESS FOR SPECIALIZED ASSIGNMENT

- 3.1 All selection processes shall include:
 - 3.1.1 Documentation review for compliance with basic qualifications and certification of Pre-Appointment Training;
 - 3.1.2 Evaluation of past work performance and employee job performance evaluation;
 - 3.1.3 Review of demeanor reports for each candidate;
 - 3.1.4 Formal or informal interview;
 - 3.1.5 Other processes as prescribed in the posting.
- 3.2 The Springfield Police Department is committed to selecting the best person for the position. If the selection process does not identify a suitable candidate, a qualified person will be assigned to the position.

4 RECORDS

- 4.1 Bureau commanders shall retain selection records for duty assignments for a minimum of 3 years following selection. Release of information shall be at the direction of the Chief of Police.

5 SPECIALIZED ASSIGNMENT CHANGES

- 5.1 Recommendations for additions or deletions to the Specialized Assignment list shall be sent through the chain of command. Each recommendation shall be accompanied by a statement of need and purpose for that assignment.

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6 DURATION OF ASSIGNMENT

- 6.1 It is reasonable for an officer to expect transfer out of a particular duty assignment prior to the conclusion of their career. No employee shall retain permanent title or expectation of permanency to any assignment for any predetermined, specified period.
- 6.2 Upon transfer from any specialized duty assignment, the officer will be provided adequate time to complete any open cases or tasks, or have such open cases or tasks reassigned, before taking on the responsibilities of their new assignment.
 - 6.2.1 Due to the timing of transfers, it is not always feasible for a transferring officer to complete all cases or tasks and at times it may be unreasonable to reassign them. If the situation dictates that the officer retain select cases or tasks, the transferring immediate supervisor will coordinate with the receiving immediate supervisor to outline a detailed plan of action for case/task completion. The plan of action will be documented via IDC to each of the affected Section Commanders. The receiving immediate supervisor will be responsible for ensuring the officer is allowed adequate time to complete any remaining cases or tasks in accordance with the documented plan of action.

7 TEMPORARY DUTY ASSIGNMENT

- 7.1 Temporary assignments may be made when it is beneficial for the goals of the department or bureau. Temporary assignments may be made in the following situations:
 - 7.1.1 When unanticipated resource needs develop causing a time critical situation.
 - 7.1.2 When normal assignment resources have been restricted for varying reasons and varying times.
 - 7.1.3 When a supervisor requests a temporary assignment be considered for career development (i.e. temporary assignment to a specific unit)
 - 7.1.4 When an employee has a performance deficiency and temporary exposure to another aspect of policing will benefit the employee and the department
 - 7.1.5 When eligibility lists do not exist, or have expired
 - 7.1.6 When specialized skills are found in a very limited number of officers
 - 7.1.7 When limited funding exists to train employees
 - 7.1.8 When time constraints for training demands immediate placement
 - 7.1.9 When department needs require the immediate assignment of personnel until policy guidelines can be met.

8 ACTING POSITIONS

- 8.1 Vacancies in positions of rank may occur for a number of reasons and officers of lower rank may be used to temporarily fill those positions. Filling of Acting Positions shall not be in conflict with Rule 8 of the City of Springfield Merit Rules.

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- 8.1.1 Generally, an officer of only one rank lower in seniority will fill an Acting Position, however, there may be exceptions based upon need and availability of qualified persons within the affected chain of command.
 - 8.1.2 Acting Positions for vacancies of short durations (less than four days) may be authorized by a Sergeant or above.
 - 8.1.3 A Bureau Commander shall approve all Acting Positions of durations lasting from 4 to 28 days.
 - 8.1.4 The Chief of Police shall approve all Acting Positions that are anticipated to last longer than 28 days and a Provisional Appointment shall be made.
 - 8.1.4(a) An Employee Change Form shall be completed.
 - 8.1.5 In the event an Acting Position was not expected to exceed 28 days, however, circumstances cause it to do so, the Chief of Police may:
 - 8.1.5(a) Fill the position with another employee; or
 - 8.1.5(b) grant a Provisional Appointment and cause an Employee Change Form to be completed for the duration of the appointment.
 - 8.1.6 Acting Positions shall not exceed 6 months in duration, without the approval from the Chief of Police.
- 9 SPECIALIZED ASSIGNMENTS INVOLVING CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES
- 9.1 Some specialized duty assignments may be in a unit(s) that provides law enforcement services under a contract agreement (example: MSU Substation).
 - 9.1.1 Participation in a contracted law enforcement service arrangement will not penalize the participating employees nor in any way threaten their employment rights, promotional opportunities, training opportunities, or fringe benefits.
- 10 SPECIALIZED IN-SERVICE TRAINING AND ON-THE-JOB TRAINING
- 10.1 The Police Department shall provide specialized training to personnel in preparation for selected job assignments and shall continue to provide such training subsequent to assignment. Some positions require specialized training prior to performing that function and other positions will require continued training during tenure in that assignment.
 - 10.2 Specialized training and certification required by law, other governmental regulations, and sound management practice shall have priority. The Bureau Commander responsible for that function shall determine other continued education and training.
 - 10.3 Supervisors of specialized positions shall insure that new employees and transfers receive documented on-the-job training necessary to provide proper orientation to the functions and officer requirements of the new job.
 - 10.3.1 The unit supervisor shall forward documentation of on-the-job training and orientation to the Training Unit to be included in the employees training record.

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11 SPECIALIZED ASSIGNMENTS AND QUALIFICATIONS - Basic qualifications for each specialized duty post are as follows. Additional requirements may become necessary and will be added to the specialized assignment posting:

11.1 Community Services Section Officer/MSU Police Officer/Drury Police Officer:

11.1.1 Purpose:

11.1.1(a) To work with the community to identify problems, develop solutions, and marshal government and community resources to implement those solutions, and to provide police services of a community-based nature to a specific geographic area.

11.1.2 Qualifications:

11.1.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
11.1.2(b) Non-probationary status;
11.1.2(c) Satisfactory rating on the most recent performance appraisal;
11.1.2(d) Excellent communication skills;
11.1.2(e) Demonstrated desire and ability to solve community problems.

11.1.3 Required In-Service Training and/or Re-Training:

11.1.3(a) Springfield Police Department Police Cyclist Course

11.2 Community Services Section Support Sergeant:

11.2.1 Purpose:

11.2.1(a) To coordinate and direct community policing services, problem solving, and resourcing to a pre-defined policing zone/area.
11.2.1(b) Provide oversight to Crime Prevention, Special Events, and K9 programs.

11.2.2 Qualifications:

11.2.2(a) Police Sergeant;
11.2.2(b) Prior community oriented policing experience preferred and demonstrated desire and ability to solve community problems;
11.2.2(c) Excellent interpersonal and communication skills;
11.2.2(d) Satisfactory prior performance appraisal.

11.2.3 Required In-Service Training and/or Re-Training:

11.2.3(a) Community Services Section Support Sergeant On-the- Job Training and Orientation.

11.3 Community Services Section Support Corporal:

11.3.1 Purpose:

11.3.1(a) Assists in the planning and coordination of all special events within the City of Springfield.
11.3.1(b) Coordinates with the City's Public Information Office on resolving service requests reported to their office.

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- 11.3.1(c) Maintains liaison with residential and business area community organizations and agencies.
- 11.3.1(d) Provides supervision of the Community Services-Support Unit in the absence of the Unit's Sergeant.
- 11.3.1(e) Works with the City's Planning Department to provide oversight of the Department's response for Community Development Block Grants.
- 11.3.1(f) Maintains and oversees the day-to-day operations of the MCRV.
- 11.3.2 **Qualifications:**
 - 11.3.2(a) Police Corporal;
 - 11.3.2(b) Satisfactory annual evaluation;
 - 11.3.2(c) Excellent oral and written communication skills;
 - 11.3.2(d) Demonstrated desire and ability to solve community problems;
 - 11.3.2(e) Possess excellent time management skills and be able to work without direct supervision.
- 11.3.3 **Required In-Service Training and/or Re-Training:**
 - 11.3.3(a) Special Events On-the-Job Training and Orientation.
- 11.4 **Crime Prevention Officer:**
 - 11.4.1 **Purpose:**
 - 11.4.1(a) To implement effective crime prevention, homeland security and traffic safety education strategies;
 - 11.4.1(b) Coordinate neighborhood watch groups and other community groups;
 - 11.4.1(c) Conduct security surveys.
 - 11.4.2 **Qualifications:**
 - 11.4.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
 - 11.4.2(b) Satisfactory annual evaluation;
 - 11.4.2(c) Ability to communicate effectively in public presentations.
 - 11.4.3 **Required In-Service Training and/or Re-Training:**
 - 11.4.3(a) Crime Prevention Officer On-the Job Training and Orientation.
- 11.5 **Crime Stoppers Coordinator:**
 - 11.5.1 **Purpose:**
 - 11.5.1(a) Coordinator for Springfield Area Crime Stoppers;
 - 11.5.1(a.1) Conducts tip research and analysis;
 - 11.5.1(b) Collects, analyzes, and disseminates crime information;
 - 11.5.1(c) Coordinator for community intelligence programs;
 - 11.5.1(d) Makes presentations and public appearances.
 - 11.5.2 **Qualifications:**
 - 11.5.2(a) Police Officer with at least 3 years SPD experience from date of last hire;

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- 11.5.2(b) Satisfactory annual evaluation;
- 11.5.2(c) Effective written and oral communication skills;
- 11.5.2(d) At least basic proficiency with computers, internet research and computer applications such as Word, Outlook, Excel and Access.

11.5.3 Required In-Service Training and/or Re-Training:

- 11.5.3(a) Basic intelligence training including federal regulations dealing with intelligence systems.

11.6 Criminal Investigator:

11.6.1 Purpose:

- 11.6.1(a) To conduct follow-up criminal investigations, conduct surveillance, reactive and proactive investigative strategies to apprehend criminal suspects,
- 11.6.1(b) Collect intelligence on criminal groups,
- 11.6.1(c) Conduct interviews, and
- 11.6.1(d) Develop quality criminal case investigation reports, assist with criminal prosecutions.

11.6.2 Qualifications:

- 11.6.2(a) Police Officer or Police Corporal with at least 3 years SPD experience from date of last hire;
- 11.6.2(b) Satisfactory annual evaluation.

11.6.3 Required In-Service Training and/or Re-Training:

- 11.6.3(a) Criminal Investigations Investigator On-the-Job Training and Orientation.

11.7 Criminal Investigations Sergeant:

11.7.1 Purpose:

- 11.7.1(a) Monitor and evaluate investigator performance;
- 11.7.1(b) Coordinate investigative resources on major investigations;
- 11.7.1(c) Review and monitor individual criminal case investigation quality;
- 11.7.1(d) Assign cases and direct investigative resources effectively;
- 11.7.1(e) Respond to investigative service complaints.

11.7.2 Qualifications:

- 11.7.2(a) Police Sergeant;
- 11.7.2(b) Investigative experience preferred;
- 11.7.2(c) Satisfactory annual evaluation.

11.7.3 Required In-Service Training and/or Re-Training:

- 11.7.3(a) Criminal Investigations Supervisory On-the-Job Training and Orientation.

11.8 DWI Officer:

11.8.1 Purpose:

- 11.8.1(a) Pro-actively enforce DWI laws;

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- 11.8.1(b) Participates in impaired driver prevention programs;
 - 11.8.1(c) Works with Municipal and State prosecutors to produce effective DWI cases;
 - 11.8.1(d) Works as part of a DWI enforcement TEAM dedicated to reducing the number of impaired drivers;
 - 11.8.1(e) Other police duties as required.
- 11.8.2 **Qualifications:**
- 11.8.2(a) Police officer with at least 3 years SPD experience from date of last hire and at least 2 years' experience in patrol;
 - 11.8.2(b) Satisfactory IIAU Demeanor Report;
 - 11.8.2(c) Satisfactory annual evaluation.
- 11.8.3 **Required In-Service Training and/or Re-Training:**
- 11.8.3(a) Drug Recognition Expert (DRE) training and certification;
 - 11.8.3(b) Missouri DHSS Type 2 Breath Instrument Supervisor certification;
 - 11.8.3(c) SFST Instructor training and certification.
- 11.9 **Field Training Officer:**
- 11.9.1 **Purpose:**
- 11.9.1(a) Act as the immediate supervisor for the assigned Probationary Officer.
 - 11.9.1(b) Responsible for documenting all aspects of the Probationary Officer's training.
 - 11.9.1(c) Evaluates the Probationary Officer on the various required job skills to be learned according to standardized evaluation guidelines.
 - 11.9.1(d) At the end of the final phase of the Field Training Program recommends extension, release, or termination of the Probationary Officer.
- 11.9.2 **Qualifications:**
- 11.9.2(a) Police Officer with at least 3 years SPD experience from date of last hire OR a Lateral Hire with at least 2 years SPD experience and a combined 5 years full-time sworn civilian law enforcement experience;
 - 11.9.2(b) An officer who has demonstrated superior performance;
 - 11.9.2(c) Has no history of excessive IA complaints;
 - 11.9.2(d) Must have the desire to train;
 - 11.9.2(e) Good written and verbal communication skills;
 - 11.9.2(f) Satisfactory annual evaluation.
- 11.9.3 **Required In Service Training and/or Re-Training:**
- 11.9.3(a) New FTOs must complete a 40-hour basic Field Training Officer course;
 - 11.9.3(b) Active FTOs must complete an annual 9-hour refresher/update course prior to being assigned a Probationary Officer.
- 11.10 **Inspections and Internal Affairs Investigator:**

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11.10.1 Purpose:

- 11.10.1(a) To receive complaints concerning police service and conduct;
- 11.10.1(b) Conduct follow-up administrative investigations;
- 11.10.1(c) Develop complete case report on disciplinary issues,
- 11.10.1(d) Testify in administrative or criminal hearings.

11.10.2 Qualifications:

- 11.10.2(a) Two years' experience as a Police Corporal;
- 11.10.2(b) Satisfactory annual evaluation;
- 11.10.2(c) Previous CID experience preferred.

11.10.3 Required In-Service Training and/or Re-Training:

- 11.10.3(a) Internal Affairs Unit On-the-Job Training and Orientation

11.11 Inspections and Internal Affairs Sergeant:

11.11.1 Purpose:

- 11.11.1(a) Coordinates disciplinary investigation system and professional licensing program.
- 11.11.1(b) Monitors and evaluates complaints, pursuits, and resistance response incidents.
- 11.11.1(c) Directs disciplinary investigations into officer misconduct.

11.11.2 Qualifications:

- 11.11.2(a) Police Sergeant;
- 11.11.2(b) Previous investigative supervision experience preferred;
- 11.11.2(c) Satisfactory annual evaluation.

11.11.3 Required In-Service Training and/or Re-Training:

- 11.11.3(a) Internal Affairs Supervisory On-the-Job Training and Orientation.

11.12 Motorcycle Officer:

11.12.1 Purpose:

- 11.12.1(a) Provides enforcement, escort, and other traffic services to public utilizing police motorcycle.

11.12.2 Qualifications:

- 11.12.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
- 11.12.2(b) Able to successfully complete Police Motorcycle Operator's Training Course;
- 11.12.2(c) Able to acquire Department of Revenue Motorcycle qualification;
- 11.12.2(d) Satisfactory annual evaluation.

11.12.3 Required In-Service Training and/or Re-Training:

- 11.12.3(a) Springfield Police Department Motorcycle Officer Certification Course;
- 11.12.3(b) Certified officers must participate in annual training dates to maintain

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certification.

11.13 MSU Police Corporal:

11.13.1 Purpose:

- 11.13.1(a) Provides police follow-up investigation services to the MSU Police Substation, and
- 11.13.1(b) Assists with coordination of community oriented policing resources within the quadrant.

11.13.2 Qualifications:

- 11.13.2(a) Police Corporal;
- 11.13.2(b) Prior investigative experience preferred;
- 11.13.2(c) Satisfactory annual evaluation.

11.13.3 Required In-Service Training and/or Re-Training:

- 11.13.3(a) Springfield Police Department Policy Cyclist Course

11.14 MSU Police Sergeant:

11.14.1 Purpose:

- 11.14.1(a) To coordinate and direct community policing services, problem solving, and resourcing to the defined MSU policing area.
- 11.14.1(b) Responsible for supervision of the MSU Police team and substation operation.
- 11.14.1(c) Responsible for administration of MSU police services agreement.

11.14.2 Qualifications:

- 11.14.2(a) Police Sergeant;
- 11.14.2(b) Prior community oriented policing experience preferred and demonstrated desire and ability to solve community problems;
- 11.14.2(c) Excellent interpersonal and communication skills;
- 11.14.2(d) Satisfactory prior performance appraisal.

11.14.3 Required In-Service Training and/or Re-Training:

- 11.14.3(a) Springfield Police Department Policy Cyclist Course

11.15 Narcotics Investigator:

11.15.1 Purpose:

- 11.15.1(a) Perform covert and/or overt investigations to include but not limited to:
 - 11.15.1(a.1) Drug buys,
 - 11.15.1(a.2) Search warrants,
 - 11.15.1(a.3) Interdictions,
 - 11.15.1(a.4) Meth labs,
 - 11.15.1(a.5) Knock and talks.
- 11.15.1(b) May work in an undercover capacity and will conduct follow-up

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investigations of patrol cases.

11.15.1(c) Will have regular interaction with other agencies and task forces.

11.15.1(d) May utilize technical surveillance equipment and be involved in high-risk operations.

11.15.2 Qualifications:

11.15.2(a) Police Officer with at least 3 years SPD experience from date of last hire;

11.15.2(b) Satisfactory annual evaluation.

11.15.3 Required In-Service Training and/or Re-Training:

11.15.3(a) Special Narcotics Investigator On-the-Job Training and Orientation.

11.15.3(b) Must be able to pass OSHA physical and attend DEA lab certification training.

11.16 Narcotics Unit Corporal:

11.16.1 Purpose:

11.16.1(a) Perform duties of unit Sergeant when they are unavailable.

11.16.1(b) Act as the primary training officer for the Narcotics unit.

11.16.1(c) Provide investigative guidance and direction to narcotics investigators.

11.16.1(d) Interact with other agencies and organizations.

11.16.1(e) Assist in the planning and supervision of high-risk operations.

11.16.2 Qualifications:

11.16.2(a) Police Corporal;

11.16.2(b) Satisfactory annual evaluation.

11.16.3 Required In-Service Training and/or Re-Training:

11.16.3(a) Special Investigations Corporal On-the-Job Training and Orientation.

11.16.3(b) Must be able to pass OSHA physical and attend DEA lab certification training.

11.17 Narcotics Unit Sergeant:

11.17.1 Purpose:

11.17.1(a) Provide liaison with local, state and federal drug investigation forces;

11.17.1(b) Assigns narcotics cases to investigators;

11.17.1(c) Coordinates investigative response to narcotics investigations;

11.17.1(e) Plans high risk investigative operations such as decoy, undercover buys and surveillance.

11.17.2 Qualifications:

11.17.2(a) Police Sergeant;

11.17.2(b) Previous drug investigation experience preferred;

11.17.2(c) Satisfactory annual evaluation.

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11.17.3 Required In-Service Training and/or Re-Training:

11.17.3(a) Narcotics Supervisory On-the-Job Training and Orientation.

11.18 Police Service Dog Handler:

11.18.1 Purpose:

11.18.1(a) To utilize Police Service Dogs superior sense of smell, hearing and physical apprehension capabilities to assist law enforcement personnel in the performance of their duties.

11.18.2 Qualifications: (CALEA 41.1.5(b))

11.18.2(a) Police Officer with at least 3 years SPD experience from date of last hire;

11.18.2(b) Satisfactory annual evaluation;

11.18.2(c) Commitment to care for and house the canine at the officer's residence with a secure outdoor area that meets Department approval;

11.18.2(d) Commitment to remain in PSD unit throughout the service life of the canine;

11.18.2(e) Commitment to be available on 24-hour call-in status.

11.18.2(f) Upon selection, the Officer must:

11.18.2(f.1) Attend a minimum 10-week basic training program approved by the PSD Training Program Coordinator.

11.18.2(f.2) Pass the National Police Canine Association certification standards.

11.18.3 Required In-Service Training and/or Re-Training: (CALEA 41.1.5(b))

11.18.3(a) Participate or attend a minimum of 16 hours of PSD training each month

11.18.3(b) Complete annual recertification.

11.18.3(c) Maintain Patrol Rifle qualification

11.19 Policy Corporal

11.19.1 Purpose

11.19.1(a) Perform duties of Sergeant when they are unavailable;

11.19.1(b) Responsible for development and management of department policies;

11.19.1(c) Assist with the department's reaccreditation process.

11.19.2 Qualifications

11.19.2(a) Police Corporal;

11.19.2(b) Satisfactory annual evaluation;

11.19.2(c) Effective written and oral communication skills;

11.19.2(d) Basic proficiency with computers and computer applications.

11.19.3 Required In-Service Training and/or Re-Training:

11.19.3(a) Policy and Accreditation On-the-Job Training;

11.19.3(b) Specialized accreditation training within one year of being appointed.

11.20 Professional Standards and Crime Analysis Unit Supervisor

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11.20.1 Purpose:

11.20.1(a) Supervises the department policy and procedure system, accreditation process, research and development, crime analysis and the Crime Stoppers programs.

11.20.2 Qualifications:

11.20.2(a) Police Sergeant;

11.20.2(b) Satisfactory annual evaluation;

11.20.2(c) Effective written and oral communication skills;

11.20.2(d) At least basic proficiency with computers and computer applications such as Word, Outlook and Excel.

11.20.2(e) Ability to understand and interpret data in numerical, text, and graphic forms.

11.20.3 Required In-Service Training and/or Re-Training:

11.20.3(a) Professional Standards and Crime Analysis Supervisory On-the-Job Training and Orientation.

11.20.3(b) Specialized Accreditation Training within one year of being appointed.

11.21 Special Investigations Investigator:

11.21.1 Purpose:

11.21.1(a) Perform covert and overt investigations into narcotics, organized crime, gang crimes, extremism, as well as a wide range of other crimes. ¹

11.21.1(b) May work in an undercover capacity and will have to interact regularly with multiple other agencies and task forces.

11.21.1(c) Use of highly technical equipment and sophisticated prosecution strategies, as well as high-risk operations.

11.21.2 Qualifications:

11.21.2(a) Police officer with at least 3 years SPD experience from date of last hire.

11.21.2(b) Satisfactory annual evaluation.

11.21.3 Required In-Service Training and/or Re-Training:

11.21.3(a) Special Investigations Investigator On-the-Job Training and Orientation.

11.22 Special Investigations Corporal:

11.22.1 Purpose:

11.22.1(a) Assist in oversight of a wide range of special investigations.

11.22.1(b) Provides input into operational strategies for covert operations.

11.22.1(c) Provides guidance and supervisory assistance to undercover officers.

11.22.1(d) Facilitation, supervisory review and authorization of use of confidential funds, covert narcotics purchases and surveillance operations.

¹ Section 11.21.1(a), removed references to vice crimes per Policy Change Order 20-018.

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- 11.22.1(e) Interaction with other agencies and organizations.
- 11.22.1(f) Leadership role in unit on-the-job training of other officers.
- 11.22.1(g) Public education involvement.
- 11.22.1(h) Generally, an operational focus with supervisory or administrative functions on occasion.

11.22.2 Qualifications:

- 11.22.2(a) Police Corporal;
- 11.22.2(b) Satisfactory annual evaluation.

11.22.3 Required In-Service Training and/or Re-Training:

- 11.22.3(a) Special Investigations Corporal On-the-Job Training and Orientation.

11.23 Special Investigations Sergeant:

11.23.1 Purpose:

- 11.23.1(a) Monitors/evaluates investigator performance,
- 11.23.1(b) Coordinates resources for street level investigations.
- 11.23.1(c) Monitors criminal case assignments, direction of proactive investigations.
- 11.23.1(d) Prepares statistical, trend, and criminal activity reports.
- 11.23.1(e) Liaison with numerous investigative agencies and task forces.
- 11.23.1(f) Coordinates investigation and operations in narcotics, gang and intelligence activities.
- 11.23.1(g) Maintains asset forfeiture records, expense records, grant applications, and grant administration.
- 11.23.1(h) Department representative in numerous organizations.

11.23.2 Qualifications:

- 11.23.2(a) Police Sergeant;
- 11.23.2(b) Satisfactory annual evaluation.

11.23.3 Required In-Service Training and/or Re-Training:

- 11.23.3(a) Special Investigations Supervisory On-the-Job Training and Orientation.

11.24 Special Response Team Officer:

11.24.1 Purpose:

- 11.24.1(a) Specializes in high risk warrant service, barricade, and hostage rescue operations.
- 11.24.1(b) May perform other routine policing duties as required.

11.24.2 Qualifications:

- 11.24.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
- 11.24.2(b) Satisfactory annual evaluation.

11.24.3 Required In-Service Training and/or Re-Training: (CALEA 33.6.2)

- 11.24.3(a) SRT School, Springfield Police Department (80 hours);

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11.24.3(b) Additional specialized training requirements for Marksmen Observers, NFDD, Less Lethal or Chemical munitions.

11.24.3(c) The Special Response Team Officers are required to have continued specialized training, conditioning, and practice to develop and enhance their specialized knowledge, skills, and abilities as well as to function as a team.

11.25 Special Response Team Corporal:

11.25.1 Purpose:

11.25.1(a) Specializes in high risk warrant service, barricade resolution, and hostage rescue operations.

11.25.1(b) May perform other routine policing duties as required.

11.25.1(c) Provides supervisory/operational oversight in the absence of the SRT Sergeant.

11.25.2 Qualifications:

11.25.2(a) Police Corporal;

11.25.2(b) Prior Special Response Team experience preferred;

11.25.2(c) Satisfactory annual evaluation.

11.25.3 Required In-Service Training and/or Re-Training: (CALEA 33.6.2)

11.25.3(a) National Tactical Officers Association – recognized SWAT Supervisor School.

11.25.3(b) The Special Response Team Corporal is required to have continued specialized training, conditioning, and practice to develop and enhance their specialized knowledge, skills, and abilities as well as to function as a team.

11.26 Special Response Team Sergeant:

11.26.1 Purpose:

11.26.1(a) Provides direct supervision to the Red Team and Police Service Dog Units and operational supervision to the Blue Team.

11.26.1(b) Provides supervisory/operational oversight and coordination of activities for those officers tasked with serving high/unknown risk warrants, and resolving barricaded suspect/hostage-taking incidents.

11.26.1(c) Also supervises and coordinates other routine police duties as required.

11.26.2 Qualifications:

11.26.2(a) Police Sergeant;

11.26.2(b) Satisfactory annual evaluation;

11.26.2(c) Prior Special Response Team experience preferred.

11.26.3 Required In-Service Training and/or Re-Training: (CALEA 33.6.2)

11.26.3(a) National Tactical Officers Association – recognized SWAT Supervisor School.

11.26.3(b) The Special Response Team Sergeant is required to have continued specialized training, conditioning, and practice to develop and enhance their

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specialized knowledge, skills, and abilities as well as to function as a team.

11.27 Traffic Officer:

11.27.1 Purpose:

- 11.27.1(a) Provides diverse traffic enforcement, parking enforcement, training and education activities as needed.
- 11.27.1(b) Conducts routine and major crash investigation services.
- 11.27.1(c) Provides parade and dignitary escort, traffic control at special events.
- 11.27.1(d) Performs other police related duties as required.

11.27.2 Qualifications:

- 11.27.2(a) Police Officer with at least 3 years SPD experience from date of last hire;
- 11.27.2(b) Satisfactory annual evaluation.

11.27.3 Required In-Service Training and/or Re-Training:

- 11.27.3(a) Basic Crash Investigation Course (40 hours);
- 11.27.3(b) Advanced Crash Investigation (80 hours);
- 11.27.3(c) Reconstruction Course (80 hours).

11.28 Traffic Corporal:

11.28.1 Purpose:

- 11.28.1(a) Conducts routine and major crash investigations.
- 11.28.1(b) Develops traffic operations plans and provides traffic control for special events.
- 11.28.1(c) Reviews traffic records and reports, and monitors traffic officers' performance in the absence of the traffic supervisor.

11.28.2 Qualifications:

- 11.28.2(a) Police Corporal;
- 11.28.2(b) Prior Traffic Services Section experience preferred;
- 11.28.2(c) Specialized traffic related training preferred;
- 11.28.2(d) Satisfactory annual evaluation.

11.28.3 Required In-Service Training and/or Re-Training:

- 11.28.3(a) Basic Crash Investigation Course (40 hours);
- 11.28.3(b) Advanced Crash Investigation (80 hours);
- 11.28.3(c) Reconstruction Course (80 hours).

11.29 Traffic Sergeant:

11.29.1 Purpose:

- 11.29.1(a) Monitors and evaluates traffic crash data and coordinates effective Police Department response,
- 11.29.1(b) Schedules personnel, develops traffic operations plans for special events, reviews traffic records and reports,

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11.29.1(c) Monitors and evaluates traffic officer performance.

11.29.2 Qualifications:

11.29.2(a) Police Sergeant;

11.29.2(b) Prior Traffic Section experience preferred;

11.29.2(c) Satisfactory annual evaluation.

11.29.2(d) Specialized traffic related training preferred;

11.29.3 Required In-Service Training and/or Re-Training:

11.29.3(a) Basic Crash Investigation Course (40 hours);

11.29.3(b) Advanced Crash Investigation (80 hours).

11.30 Training Officer:

11.30.1 Purpose:

11.30.1(a) Coordinates academy or continuing education services to Police Department employees in compliance with DPSPOST and CALEA standards.

11.30.1(b) Provides instruction, develops lesson plans, evaluates student performance.

11.30.1(c) Purchases supplies, maintains equipment and training facilities.

11.30.1(d) Performs other training related duties as required.

11.30.2 Qualifications:

11.30.2(a) Police Officer with at least 5 years SPD experience from date of last hire OR a Lateral Hire with at least 3 years SPD experience and a combined 8 years full-time sworn civilian law enforcement experience;

11.30.2(b) Prior Field Training Officer experience required;

11.30.2(c) POST Certified Instructor or able to qualify for same;

11.30.2(d) Satisfactory annual evaluation;

11.30.2(e) Able to pass the academy exit physical fitness standard within six months of appointment and maintain that standard, to be assessed yearly;

11.30.2(f) Present a positive professional image and be an effective oral communicator.

11.30.3 Required In-Service Training and/or Re-Training:

11.30.3(a) Instructor Development Training, approved by Missouri Department of Public Safety, Peace Officer Standards and Training Program;

11.30.3(b) Depending upon Training Unit assignment:

11.30.3(b.1) 3rd Party licensing as determined by the Chief of Police.

11.31 Training Corporal:

11.31.1 Purpose:

11.31.1(a) Coordinates the specialty schools hosted by the Police Department.

11.31.1(b) Coordinates the Police Department professional development computer-based training program.

11.31.1(c) Acts as an instructor for both the Academy and professional development

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training programs.

11.31.1(d) Develops programs and evaluates student performance.

11.31.1(e) Supervises the range and is responsible for the maintenance of range supplies, ammunition and department owned firearms.

11.31.1(f) Coordinates all range scheduling and is responsible for firearms training programs and the evaluation and direction of other firearms instructors.

11.31.1(g) Performs other training-related functions as required.

11.31.2 Qualifications:

11.31.2(a) Police Corporal;

11.31.2(b) POST Certified Instructor or able to qualify for same;

11.31.2(c) Satisfactory annual evaluation;

11.31.2(d) Able to pass the academy exit physical fitness standard within six months of appointment and maintain that standard, to be assessed yearly;

11.31.2(e) Present a positive professional image and be an effective oral communicator.

11.31.3 Required In-Service Training and/or Re-Training:

11.31.3(a) Instructor Development Training, approved by Missouri Department of Public Safety, Peace Officer Standards and Training Program;

11.31.3(b) Depending upon Training Unit assignment:

11.31.3(b.1) 3rd Party licensing as determined by the Chief of Police.

11.32 Training Unit Supervisor:

11.32.1 Purpose:

11.32.1(a) Supervises all Police Department academy and continuing education programs in compliance with DPSPOST regulations and CALEA standards.

11.32.1(b) Monitors employee training records.

11.32.1(c) Conducts instruction.

11.32.1(d) Reviews and approves lesson plans.

11.32.1(e) Evaluates instructor performance.

11.32.1(f) Purchases supplies and equipment.

11.32.1(g) Evaluates student performance.

11.32.1(h) Schedules training programs.

11.32.1(i) Directs the Field Training Officer Program.

11.32.2 Qualifications:

11.32.2(a) Police Sergeant;

11.32.2(b) Possess POST Generalist Instructor certification or be able to obtain same;

11.32.2(c) Satisfactory annual evaluation;

11.32.2(d) Able to pass the academy exit physical fitness standard within six months of appointment and maintain that standard, to be assessed yearly;

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11.32.2(e) Present a positive professional image and be an effective oral communicator.

11.32.3 Required In-Service Training and/or Re-Training:

11.32.3(a) Instructor Development Training, approved by Missouri Department of Public Safety, Peace Officer Standards and Training Program.

11.33 Volunteer Coordinator:

11.33.1 Purpose:

11.33.1(a) Coordinates all volunteer-related activities:

11.33.1(a.1) Oversees Cadet program and Cadet Academy;

11.33.1(a.2) Coordinates the Citizen's Police Academy;

11.33.1(a.3) Coordinates HEAT and Chaplain program;

11.33.1(a.4) Manages the Volunteers in Police Service (VIPS).

11.33.1(b) Assists with police officer recruitment as needed.

11.33.1(c) Other duties as assigned.

11.33.2 Qualifications:

11.33.2(a) Police Officer with at least 3 years SPD experience from date of last hire;

11.33.2(b) POST Certified Instructor or able to qualify for same;

11.33.2(c) Satisfactory annual evaluation;

11.33.2(d) Able to pass the academy exit physical fitness standard within six months of appointment and maintain that standard, to be assessed yearly;

11.33.2(e) Present a positive professional image and be an effective oral communicator.

11.33.3 Required In-Service Training and/or Re-Training:

11.33.3(a) Volunteer Coordinator On-the-Job Training and Orientation.

11.34 Resource Manager:

11.34.1 Purpose:

11.34.1(a) Conducts/coordinates pre-employment and other background investigations as well as recruiting and hiring processes.

11.34.2 Qualifications:

11.34.2(a) Police Officer with at least 3 years of SPD experience since date of last hire;

11.34.2(b) POST Certified Instructor or able to qualify for same;

11.34.2(c) Satisfactory evaluation for last 2 years;

11.34.2(d) Able to pass the academy exit physical fitness standard within six months of appointment and maintain that standard, to be assessed yearly;

11.34.2(e) Present a positive professional image and be an effective oral communicator.

11.34.3 Required In-Service Training and/or Re-Training:

11.34.3(a) Resource Management On-the-Job Training and Orientation.

11.35 Organized Crime and Vice Sergeant

11.35.1 Purpose:

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- 11.35.1(a) Monitor and evaluate investigator performance;
- 11.35.1(b) Coordinate resources for street level investigations;
- 11.35.1(c) Assign cases and monitor proactive investigations;
- 11.35.1(d) Prepare statistical, trend and criminal activity reports;
- 11.35.1(e) Act as departmental liaison with investigative agencies, task forces and partner organizations;
- 11.35.1(f) Coordinate investigations and operations in organized crime, vice and intelligence activities.
- 11.35.1(g) Maintain asset forfeiture records, expense records, grant applications and grant administration.

11.35.2 Qualifications:

- 11.35.2(a) Police Sergeant;
- 11.35.2(b) Satisfactory annual evaluation;
- 11.35.2(c) Previous investigative experience preferred.

11.35.3 Required In-Service Training and/or Re-Training:

- 11.35.3(a) Organized Crime and Vice Supervisory On-The-Job Training and Orientation.

11.36 Organized Crime and Vice Investigator: ²

11.36.1 Purpose:

- 11.36.1(a) Perform covert and overt investigations into narcotics, organized crime, adult entertainment, prostitution, pornography, human trafficking, as well as a wide range of other crime.
- 11.36.1(b) May work in an undercover capacity and will have to interact regularly with multiple other agencies and task forces.
- 11.36.1(c) Use of highly technical equipment and sophisticated prosecution strategies, as well as high-risk operations.

1.36.2 Qualifications:

- 11.36.2(a) Police officer with at least 3 years SPD experience from date of last hire.
- 11.36.2(b) Satisfactory annual evaluation.

IV Attachments

² Section 11.36, new section to add the position of Organized Crime and Vice Investigator, per Policy Change Order 20-018