


Special Assignments and Promotions

1002.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

1002.2 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Mt. Lebanon Police Department.

1002.3 POLICY

The Mt. Lebanon Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.4 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) Critical Incident Response Team member
- (b) Investigator
- (c) Drone/UAV pilot
- (d) Bicycle Patrol Officer
- (e) Canine handler
- (f) Accident investigator
- (g) Field Training Officer
- (h) Community Outreach Officer/Supervisor
- (i) School Resource Officer
- (j) Traffic Officer
- (k) Motor Carrier Safety Assistance Program (MCSAP) Officer
- (l) Honor Guard

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- (m) SHACOG Support Team Member
- (n) Firearms Instructor
- (o) Defensive Tactics Instructor
- (p) Drug Recognition Expert

1002.4.1 GENERAL REQUIREMENTS

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

- (a) Three years of relevant experience
- (b) Non-probationary officer
- (c) Possession of or ability to obtain any certification required by Municipal Police Officers' Education & Training Commission (MPOETC) or law
- (d) Exceptional skills, experience or abilities related to the special assignment

1002.4.2 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.
- (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

1002.4.3 SELECTION PROCESS

The selection process for special assignments shall 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 may submit a recommendation to the appropriate Deputy Chief of Police.

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- (b) Deputy Chief of Police review- The appropriate Deputy Chief of Police will review each candidate and 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.

1002.5 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Mt. Lebanon Human Resources Director.