

GENERAL ORDER, ADMINISTRATION, NUMBER 6  
JUNE 23, 2005, APRIL 3, 2001  
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Personnel Assignments

B. PURPOSE:

To establish a systematic procedure for filling positions for sworn police personnel.

C. POLICY:

The ensuing procedures shall be followed in the assignment of sworn police personnel to positions other than the three uniformed patrol watches.

An assignment to any type of position does not create a property right to the permanent retention of that position.

If there are no applicants for an assignment or an insufficient number of applicants, the command staff will recommend a candidate/candidates to the Chief of Police, or designee, who will make the final decision on the assignment(s).

D. DEFINITIONS:

1. Core Assignments

- a. The Waterloo Police Department must ensure adequate staffing levels in order to safely respond to the public need in a professional and proficient manner. The Investigative Division, Crime Laboratory, and School Resource Officer must retain core levels.
- b. Core staffing levels are determined by the command staff, as need dictates. Persons working in temporary rotational positions will not be considered as replacements for core positions.
- c. When solicited by command staff, applicants applying for core assignments will follow the procedures in section E of this general order.

2. Additional Duty Assignments

- a. Additional duty assignments are auxiliary assignments performed by an employee as an addendum to their normal, regular, or permanent full-time duty assignment. Generally, additional duty assignments are of a voluntary nature, performed without additional compensation. Examples of additional duty assignments include, but are not limited to, Field Training Officer (FTO), Tactical Unit, Motorcycle Unit, Canine Unit, Bomb Squad, Mounted Horse Patrol and In-Service training instructors.
- b. Any other assignment so designated by the Chief of Police or designee.
- c. Officers holding additional duty assignments may, at the direction of the Chief of Police, or designated representative, be required to work overtime or directed to report for duty at times other than their regularly assigned work hours.
- d. When solicited, applicants applying for additional assignments will follow the procedures in section E of this general order.
- e. Crime Scene Investigators (CSI) will be selected by their watch commander.
- f. Horse patrol and bicycle patrol are voluntary additional duty assignments. Officers desiring horse patrol must furnish their own animal and saddles, etc. Officers desiring bicycle patrol will be approved by their watch commander.

### 3. Temporary Rotational Assignments

- a. Temporary Rotational Assignments are of a predetermined, specified duration to a full-time position. Such assignments may require officers assigned to a watch or division to transfer to another watch or division.
- b. Temporary Rotational Assignments may be used to train officers in various areas.
- c. Temporary Rotational Assignments will not be considered full-time permanent positions and the officer will be reassigned to the watch or division from where they were originally assigned upon completion of the assignment.
- d. When solicited by command staff, applicants will follow the procedures in section E of this general order.

### 4. Other Assignments

- a. Other assignments are assignments of specified or unspecified duration, to specialized areas of the Department. Examples of other assignments include, but are not limited to, Tri-County Drug Enforcement Task Force and the Citizen Response Unit.
- b. Any other assignment so designated by the Chief of Police, or designee.
- c. When solicited by command staff, applicants applying for these assignments will follow the procedures in section E of this general order.

5. Temporary Reassignments

- a. Temporary reassignments are special temporary duty not to exceed 90 days in duration as established in the current WPPA Collective Bargaining Agreement, 13.08, Temporary Assignment.
- b. Examples of temporary assignments include, but are not limited to, sting operations, undercover operations and/or assignment, and officer(s) on loan to other police agencies.
- c. Assignments in this category are exempt from section E of this general order.
- d. The Chief of Police, or designee, will designate officers to serve in temporary assignments.
- e. Upon completion of the temporary reassignment, the officer will be reassigned to the watch or division where they were originally assigned.

E. PROCEDURES:

1. Posting of Positions

- a. Position openings, which are subject to this General Order, shall be announced in writing and posted in the officer's briefing room by the Administrative Division, Personnel Unit.
- b. Memoranda announcing the position opening and the eligibility criteria shall be distributed to all department personnel through departmental email.
- c. The deadline for response will be 1200 Noon, two (2) weeks from the

initial posting date of the vacancy unless announced otherwise in the position opening memorandum.

## 2. Application Procedures

- a. Interested applicants, who meet the eligibility requirements of the position, shall submit a resume and letter of interest to the Administrative Division, Personnel Unit, prior to the announced deadline.
- b. The applicant's letter of interest shall express the officer's desire to work in the position.
- c. The applicant's resume shall include the following:
  1. Training
  2. Experience
  3. Tenure
- d. Eligibility requirements may vary according to the position and other pertinent factors, however, the requirements will be determined prior to posting of the opening and will be included on the position opening memorandum.

## 3. Interview Process

- a. An interview panel shall be established by the Administrative Division, Personnel Unit and shall consist of the following:
  1. One supervisor who works in the Division, Unit, or Section in which the assignment is located.
  2. One supervisor or police command officer, ranked Lieutenant or above from the Administrative Division, Personnel Unit.
  3. One supervisor from any area of the Department outside the Division, Unit, or Section in which the assignment is located.
  4. If circumstances prevent panel participation by 1. or 2., a suitable replacement will be selected by the Administrative Division, Personnel Unit, prior to the interviews.
- b. The interview panel for the position of School Resource Officer shall consist of:
  1. A police command officer, ranked Lieutenant or above.
  2. The supervisor of the School Resource Officer Unit.
  3. At least one representative from the Waterloo Community School District. The principal of the building where a vacancy

exists should be offered the opportunity to participate.

4. Personnel Unit Responsibilities

- a. Maintaining records on assignments.
- b. Posting announcements and distributing memoranda.
- c. Assembling interview materials and determining panel members.
- d. Developing interview questions in conjunction with other panel members.
- e. Ensuring interview questions comply with affirmative action guidelines.
- f. Determining the time, place, and order for the interviews and notifying all eligible applicants and panel members.
- g. Tabulating interview scores and posting a list of applicants listed alphabetically by last name.

5. Interview Procedures

- a. Interview panel members shall be assigned specific questions to ask during the interviews.
- b. The questions shall remain consistent throughout all interviews.
- c. The members of the interview panel shall remain the same for all interviews for a position being selected.

6. Scoring Procedures

- a. An applicant shall receive evaluations from two (2) current supervisors prior to his or her interview.
  1. The evaluations shall be reviewed by the applicant prior to the interview.
  2. Each evaluation will be signed by both the applicant and the evaluator prior to the interview.
  3. The applicant's signature on the evaluation indicates only that the applicant has seen the evaluation, not that he or she necessarily agrees with it.
  4. The applicant may include personal comments on the evaluation form, if desired.

- b. The applicant's evaluation scores (100 points possible) shall be averaged and 40% of the average score will count toward the applicant's final score.
- c. During the interview the applicant will be scored by three (3) interviewers. The interviewer's scores (100 points possible) shall be averaged and 60% of the average score will count toward the applicant's final score
- d. The applicant's final score shall be the sum total of 40% of the applicant's averaged evaluation scores and 60% of the applicant's averaged interview scores.

7. Minimum Passing Score

- a. Maximum points possible are one hundred (100).
- b. An applicant must score at least sixty (60) points to qualify for the eligibility list.

8. Confidentiality of Process

- a. All interview materials, including the applicant's resumes, letters of interest, evaluations, and interview scores shall be kept confidential.
- b. Access to the interview materials, evaluations, and scores shall be limited to interview panel members, Administrative Division, Personnel Unit members, and the Chief of Police or designee.
- c. Applicants may review their interview scores by contacting the Administrative Division, Personnel Unit.
- d. The Chief of Police, or designee, will be provided the individual scores.
- e. The list will be posted in alphabetical order, by last name, for those passing the selection process.

9. Selection from the List

- a. The Chief of Police, or designee, may select any applicant from the list regardless of the applicant's position on the list.
- b. The length of time the list is valid will be stated in writing at the time of posting for applications.

10. Removal from List

- a. An applicant's name shall be removed from a list when any of the following occur:
  - 1. The applicant is selected for the position.
  - 2. The applicant refuses to accept the position.
  - 3. The applicant removes his or her name from consideration.
  - 4. The applicant is promoted to a higher rank.
  - 5. By the Chief of Police, or designee, for cause.

11. Completing or Leaving Assignments

- a. In accordance with the Collective Bargaining Agreement between the City and the WPPA, Article III, the City reserves the right to determine the personnel by which governmental operations are to be conducted. The Chief of Police or designee may request a transfer of an officer at any time.
- b. Upon completion of, or leaving a core or "other" assignment (either voluntarily or involuntarily), an officer will normally be assigned to a Watch in the Patrol Division unless the Chief of Police or designee determine that the officer would be better assigned elsewhere.
- c. Officers leaving an assignment may exercise their seniority for Watch preference on January 1st., following their departure from the assignment, in accordance with Article XIII (Seniority) of the Collective Bargaining Agreement between the City of Waterloo and the Waterloo Police Protective Association.
- d. Attempts shall be made to honor previously selected vacation choices, however alterations may have to be made to ensure the efficient operation of the Department.

12. Command/Management/Supervisory/Administrative Assignments

- a. Includes officers of the rank of Sergeant, Lieutenant, and Captain.
- b. Supervisory/Administrative officers may be assigned by the Chief of Police or designee, based upon department need, with consideration given to the officer's interests whenever possible.
- c. On January 1st, Sergeants assigned to the Patrol and Investigation Divisions may exercise their seniority for Watch preference in their assigned Division in accordance with Article XIII (Seniority) of the

Collective Bargaining Agreement between the City of Waterloo and  
the Waterloo Police Protective Association.

By order of:

Thomas J. Jennings  
Chief of Police