

BATON ROUGE POLICE DEPARTMENT

General Order
No.118

Effective Date
05-01-1996

Revised Date
11-01-2000

Subject: Job Posting

Reviewed 9/1/16

POLICY

It is the policy of this department to fill sworn positions, including patrol, specialized, rotating and temporary assignments through standard procedures as set forth herein. These procedures should be followed for each vacancy in order to promote fairness to all, reduce the incidence of discrimination and to provide as large a base of qualified candidates for the position as possible.

DEFINITION

I. Specialized Assignment

Specialized Assignments are positions that fall outside the normal response to calls for service characteristic of Uniform Patrol. These assignments may require increased levels of responsibility and specialized training. Examples of specialized assignments are: Criminal Investigations, Traffic Division, Crime Scene, Pistol Range, etc.

II. Temporary/Rotating Assignment

Assignments which remove the officer from his or her regular duties for a specified duration.

PROCEDURES

I. Posting/Selection

- A. Whenever an opening for assignment becomes available, the opening shall first be posted throughout the department for a minimum of three (3) working days between Monday and Friday prior to filling the position. Employees will have the opportunity to notify the Chief in writing of their interest in the position with copies to appropriate commanders.
- B. When posting the opening(s), the commander of the division/section shall list any requirements specific to the assignment. The requirements shall apply to formal education, length of time in service, special skills, knowledge and abilities necessary to perform the tasks of the job. The Chief of Police must approve these requirements prior to posting the notice.
- C. When listing the requirements of the position, commanders should be aware of certain characteristics that cannot be included in the selection process. This will exclude race, sex, disclosure of finances, family matters, health, or other criteria not relative to the specific position.

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D. Appointment to specialized assignments shall be based on the qualification of the applicants. Prior to selection, the commander of the division/section shall hold an interview with each applicant. During the selection process, the commander should consider such attributes as applicable to the position. These may include, but are not limited to:

1. previous job performance
2. attendance
3. interactive skills
4. communication skills (both oral and written)
5. specialized training or knowledge
6. specific qualities that may be necessary to the performance of duties of the position.