



SPECIALIZED ASSIGNMENTS AND TRAINING

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I. Purpose

The purpose of this Written Directive is to set forth guidelines for specialized assignments and specialized training within the Agency.

II. Policy

It shall be the policy of the University of Maryland, Baltimore Police Force (UMBPF) to create, staff, review, and maintain specialized assignments where warranted and to provide associated training both initially and periodically.

III. Specialized Assignments

A. Specialized Positions

Currently the specialized positions that have been designated by the UMBPF include:

1. Criminal Investigator;
2. Victim/Witness Coordinator; and
3. Safety Awareness Officer/Crime Prevention Officer.

B. Needs Determination

Once a specialized program, activity, or Agency component has been established, the Director of Public Safety and the Support Services Commander, in coordination with the Education and Training Lieutenant, shall:

1. Determine the training needs of the personnel assigned to the specialized assignment.
2. Establish training requirements of the personnel assigned to specialized assignments.

C. Job Announcements

All openings for specialized assignments shall be advertised by written job announcement. Written job announcements will be advertised to all personnel through memorandum. An explanation of the position and the procedures for applying for a specialized assignment will be specified in the job announcement.

D. Requesting a Position

Members who desire to be considered for a specialized assignment or who desire specialized training, shall submit an written request for consideration as described by the Job Announcement. The request shall be submitted through the member's chain of command.

E. Selection

Procedures for selecting personnel for specialized assignment or training will be determined by management's prerogative, seniority and job experience, work performance (including sick leave and dependability), and specialized needs of a particular functions. Submission of a written request expressing a desire for specialized training will be required.

IV. Specialized Training

A. Skills, Knowledge and Abilities

1. Specialized training programs provide necessary skills, knowledge and abilities in addition to those received through basic recruit and in-service training.
2. Specialized training includes:
 - a. A review of performance standards for the specialized position through Written Directives and memorandum;
 - b. Technical development, training and education relating to the specialization;
 - c. Supervised on-the-job training; and
 - d. Refresher education designed to maintain skill level in a dynamic environment.

B. Specialized Training Positions

1. Specialized training will be provided to members assigned to duties to include:
 - a. Criminal Investigator;
 - b. Victim/Witness Coordinator;
 - c. Safety Awareness/Crime Prevention Officer; and
 - d. Any other position required by Maryland Police Training and Standards Commission (MPTSC) and UMBPF Written Directives.

2. Efforts will be made to initiate specialized training within thirty (30) days but not longer than one (1) year of personnel being assigned to certain specialized functions.

C. Developing Specialty Components

1. All Agency members are encouraged to develop specialty skill areas as components of their individual career development efforts.
2. Unit commanders are encouraged to allow the development of the skills, knowledge, and abilities of personnel under their command.
3. Employees developing specialized skills are expected to utilize their knowledge of specialized skills to teach others when authorized to do so.
4. Opportunities for specialized skill training should be filled on the basis of both unit and the individual member's needs and preferences.
5. Subsequent opportunities for advanced skill development should be sought for employees having achieved basic skill performance levels.

D. Specialized Re-Training

UMBPF members will be provided with periodic specialized retraining that is consistent with their specialized position and authorized by the Chief of Police.

E. Specialized Training Descriptions

The description of required Agency training and retraining requirements for those assignments that have been designated as specialized are located in **Appendix 12.6.1, Specialized Assignment Training Matrix.**

V. Job Advertisement and Selection Criteria

C. Job Announcements

1. All openings for specialized assignments shall be advertised by written job announcement.
2. Written job announcements will be advertised to all personnel through an electronically distributed memorandum. Copies of the announcement memorandum shall also be posted in key location in Agency buildings, such as the roll call room and break rooms.
3. The procedures for applying for a specialized assignment will be specified in the job announcement.

B. Criteria for Selection

1. The procedures for selecting personnel for specialized assignments will be determined by the following factors:
 - a. Seniority and job experience;
 - b. Work performance and annual evaluations;
 - c. Member's skills, knowledge, abilities, and education;
 - d. Specialized needs of a particular function;
 - e. Dependability as measured by sick leave usage and tardy occasions; and
 - f. Management prerogative.
2. Request for specialized training shall be submitted in the same manner as a specialized job request.

VI. Annual Review

A. Purpose of the Review

Annually, the Chief of Police or designee will review each specialized assignment to determine whether it should be continued.

B. Included in the Review

The review shall include the following:

1. A listing of all specialized assignments.
2. A statement of the purpose of each listed assignment.
3. The evaluation of the initial condition that required the implementation of the specialized assignment (does the condition still exist).

C. Review Statement

Based on the above review, the Chief of Police shall issue a statement, reaffirming the specialized assignment or discontinuing the assignment.

Written Directive System Impact

Upon approval and publication, this edition of WD 12.6 supersedes all previous editions. Additionally, WD 12.6 will incorporate SOM 10.2, Specialized Training and CSM 6.2. Specialized Assignments and Training. SOM 10.2 and CSM 6.2 will be deactivated.

Antonio Williams, MS
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CALEA Standard (s): 16.2.1; 33.6.1;