

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

SELECTION PROCESS FOR SPECIALIZED DIVISIONS OR SPECIALIZED DUTY

Reviewed by: Asst. Chief Gregory Scott	Effective Date: June 4, 1996
Authorized by: Asst. Chief Gregory Scott	Revision Date: June 5, 2017

PURPOSE

The purpose of this SOP is to present a guideline to be followed when there is a need to fill a specialized position within the department. The purpose of this guideline is to prevent recruiting, thus making the process fair for all candidates.

PROCEDURE

When there is a vacancy in a specialized division, assignment, or team these guidelines will ordinarily be followed unless the Chief of Police elects to proceed otherwise:

1. An email will be sent to supervisors indicating the need in a specialized division such as Criminal Investigations Division or Public Information Officer or for specialized duty such as a Range Officer or Special Weapons.
 - a. Officer will then approach their supervisors stating their interest in the position.
 - b. It is suggested that a supervisor with a potentially good candidate approach the officer to encourage but not pressure the officer into applying for the position. It is recommended that no supervisor or other employee of a specialized division or team approach another officer to recommend submitting his name for consideration. However, this does not preclude communication with a prospective candidate's supervisor to see if that officer would be interested.
 - c. Each shift or division will then compile a list of Officers under their command who wish to be considered and submit that list to the Assistant Chief of Operations or their designee.
2. All submitted lists will be compiled by the Administration and retained by the Police Human Resources Associate for future consideration for specialized areas.
3. The Division, Team or Unit with the opening will determine the best method for choosing a candidate to fill the vacancy with the approval of the Chief of Operations or their designee. Methods used may be, but are not limited to, interviews, physical fitness tests, or other assessments.
4. Final Selection: the Chief of Police will review recommendations prior to making an appointment.
5. The Assistant Chief of Operations or their designee will inform each candidate by e-mail of the selection prior to making a department notification.