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## Promotional and Special Duty Assignment Policy

### 1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure to be used for promotions and special assignments, which facilitates fairness and equality, while establishing minimum standards and requirements for advancement within the Barstow Police Department.

#### 1004.1.1 GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion, transfer, and special duty assignments:

- (a) Present a professional, neat appearance.
- (b) Maintain a physical condition which aids in their performance.
- (c) Demonstrate 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
  6. Initiative
  7. Adaptability and Flexibility
  8. Ability to conform to organizational goals and objectives in a positive manner.

### 1004.2 SPECIAL DUTY ASSIGNMENTS

The following positions are considered Special Duty Assignments only and are not considered a promotion as defined in the Barstow Municipal Code, the Personnel Policies and Procedures of the City of Barstow, or the Policies and Procedures of the Barstow Police Department. These assignments also do not include any probationary period and there is no vested rights to any of the listed positions:

- Barstow Narcotic Interdiction team (B.N.I.T.)
- School Resource Officer (S.R.O.)
- Street Enforcement Team (S.E.T.)
- Investigation Officer
- Special Response Team (S.R.T.)
- Mall Officer

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- Canine Handler
- Field Training Officer (F.T.O.)
- Downtown Officer
- Administrative Officer
- Crisis Negotiations Team (C.N.T.)

Sworn members of the Barstow Police Department interested in applying for any of the Special Duty Assignments shall submit a memorandum of interest to the Chief of Police through their Chain-of-Command. The memorandum should include the officer's experience and qualifications for the position. The officer should also indicate why he/she should be selected for the position. The Chief of Police will make the final selection based on all information submitted, a review of the employee's personnel files, overall job performance, and recommendation of the Division Commander.

#### 1004.2.1 SPECIAL DUTY ASSIGNMENT DURATION

The following guidelines are established for the duration of each Special Duty Assignment:

- Barstow Narcotic Interdiction Team (B.N.I.T.) 2 years
- School Resource Officer (S.R.O.) 2 years
- Street Enforcement Team (S.E.T.) 2 years
- Investigations Officer 2 years
- Special Response Team (S.R.T.) Indefinite (Pending Continued Successful Completion of Mandatory Physical Fitness Testing)
- Mall Officer 2 years
- Canine Handler 2 years (Minimum)
- Field Training Officer (F.T.O.) Indefinite (As Needed Basis)
- Downtown Officer 2 years
- Administrative Officer 2 years
- Crisis Negotiations Team (C.N.T.) Indefinite

Officers selected for a Special Duty Assignment will remain in the assignment for the length of time indicated, unless otherwise removed by the Chief of Police or his/her designee. The Chief of Police reserves the right to modify or change the duration schedule, or add/delete Special Duty Assignments based upon department and community needs.

#### 1004.2.2 SPECIAL DUTY ASSIGNMENT QUALIFICATION

##### **Street Enforcement Team (SET)**

- Not Currently on a Probationary Status with the City of Barstow

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- Most Recent Annual Work Appraisal Rating of 3.0 or Higher

**Canine Handler (K-9)**

- Not Currently on a Probationary Status with the City of Barstow
- Most Recent Annual Work Appraisal Rating of 3.0 or Higher

**Mall Officer**

- Not Currently on a Probationary Status with the City of Barstow
- Knowledge and Application of Community Policing Philosophy
- Most Recent Annual Work Appraisal Rating of 3.0 or Higher

**Investigations Division**

- Not Currently on a Probationary Status with the City of Barstow
- Most Recent Annual Work Appraisal Rating of 3.0 or Higher

**Special Response Team (SRT)**

- Not Currently on a Probationary Status with the City of Barstow
- Successful Completion of the Most Current SRT Physical Fitness Test
- Successful Completion of Firearms Qualification Course with a Score of 90% or Above
- Most Recent Annual Work Appraisal Rating of 3.0 or Higher

**School Resource Officer (SRO)**

- Not Currently on a Probationary Status with the City of Barstow
- Most Recent Annual Work Appraisal Rating of 3.0 or Higher

**Field Training Officer (FTO)**

- Not Currently on a Probationary Status with the City of Barstow
- Most Recent Annual Work Appraisal Rating of 3.0 or Higher
- Successfully Completed a POST Certified Field Officer Training Course

**Downtown Officer**

- Not Currently on a Probationary Status with the City of Barstow
- Most Recent Annual Work Appraisal Rating of 3.0 or Higher

**Administrative Officer**

- Not Currently on a Probationary Status with the City of Barstow
- Most Recent Annual Work Appraisal Rating of 3.0 or Higher

**Crisis Negotiations Team**

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- Not Currently on a Probationary Status with the City of Barstow
- Most Recent Annual Work Appraisal Rating of 3.0 or Higher

**1004.3 PROMOTIONAL POLICY**

The purpose of this policy is to establish a procedure to be used for promotions, which facilitates fairness and equality, while establishing minimum standards and requirements for advancement within the Barstow Police Department.

**NOTIFICATION**

Notification shall be made, in writing, to the head of each employee bargaining unit representing employees eligible for promotion to the vacant position within the Barstow Police Department. Such notice shall also be posted in a conspicuous place within the Barstow Police Department and may also be posted on the City of Barstow website. The notification shall also include a closing date, which will be the last day available for applicants to submit their intent for the posted position. The closing date for any promotional position will be no less than 15 calendar days after the posting of the position.

**APPLICATION**

Applicants meeting the minimum qualifications and interested in the promotional position shall submit a memorandum of interest and a resume to the Chief of Police prior to the closing date/time in the promotion announcement.

**REQUIREMENTS FOR PROMOTION**

The minimum requirements for each sworn rank are as follows:

**CORPORAL/DETECTIVE**

- A Minimum of Three (3) Years of Law Enforcement Experience in California, as Defined by California Penal Code § 830.1
- A Minimum of Two (2) Years, as a Sworn Officer with the Barstow Police Department
- Possess or be Eligible to Possess a POST Intermediate Certificate

**SERGEANT**

- A Minimum of Six (6) Years of Law Enforcement Experience in California, as Defined by California Penal Code § 830.1
- A Minimum of Four (4) Years, as a Sworn Officer with the Barstow Police Department
- Possess or be Eligible to Possess a POST Advanced Certificate
- Completion of a Minimum of 30 College Semester Units from an Accredited University or College

**LIEUTENANT**

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- A Minimum of Eight (8) Years of Law Enforcement Experience in California, as Defined by California Penal Code § 830.1
- Held the Position of Police Sergeant for a Minimum of Two (2) Consecutive Years with the Barstow Police Department
- Possess or be Eligible to Possess a POST Supervisory Certificate
- Have Attended the POST Supervisor Course
- Possess an Associates Degree or have Completed a Minimum of 60 College Semester Units from an Accredited University or College

#### CAPTAIN

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the qualifications would be:

- A Minimum of Eight (8) Years of Law Enforcement Experience in California, as Defined by California Penal Code § 830.1, including (3) years of supervisory experience
- Held the Position of Police Lieutenant for a Minimum of Two (2) Consecutive Years
- Have Attended the POST Management Course
- Possess a Bachelors Degree or have Completed a Minimum 120 College Semester Units from an Accredited University or College

#### TESTING PROCESS

##### ORAL BOARD ASSESSMENT

All qualified promotional applicants shall submit to an oral board interview. The oral board panel shall consist of a minimum of three individuals of at least the rank superior to that being promoted. Panel members shall be selected and/or approved by the Chief of Police or his/her designee .

The applicants shall be ranked according to their overall performance during the oral board assessment and a list of those applicants shall be submitted to the Chief of Police or his/her designee by the City of Barstow Human Resources Department.

The criteria used to evaluate each candidate during the oral board interview shall include the following:

Job Knowledge

Tactical Knowledge

Situational Reasoning

Leadership Skills

Problem Solving

Ability

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Initiative

Communication Skills

#### PERSONNEL PACKAGE ASSESSMENT

The Chief of Police, or his/her designee, shall complete an assessment of the applicants past employment history/work performance. This assessment shall include review of training files, work performance evaluation reports, disciplinary actions, peer and/or supervisor interviews, and personnel file inspection.

The Chief of Police, or his/her designee, shall rank each applicant as to most qualified based on the following Personnel Package Assessment criteria:

Education

Dedication

Training

Work Performance

Leadership Skills

Special Assignments

Loyalty

Work History

Productivity

Integrity

#### PROMOTIONS LIST

The rankings of the oral board assessment and the personnel package assessment shall be combined to establish a final eligibility list. Applicants receiving the highest ranking from both assessments shall be placed highest on the list and the next highest applicant shall be listed next, and so forth until all applicants are placed on the final eligibility list.

The Chief of Police, or his/her designee, shall make his/her selection for promotion from the applicants on the final eligibility list. The Chief of Police, or his/her designee, shall strive to promote fairness and equality by promoting the candidate ranked number one from the final eligibility list. The Chief of Police, or his/her designee, in selecting the best and most qualified applicant for promotion, is in no way restricted from promoting an individual in any position on the final eligibility list. The Chief of Police, or his/her designee, also retains the right to re-interview any applicant from the final eligibility list in order to clarify information or to obtain additional information that may be necessary to select the most qualified applicant.