



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
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1789

SPECIALIZED ASSIGNMENTS
GENERAL ORDER NO: 1.2.15

Issue Date: February 21, 2016	Effective Date: January 13, 2014
Revision Date: N/A	CALEA: 3.1.2
Volume 1: Organizational Structure	Chapter 2: Law Enforcement Role and Authority
Distribution: All Personnel	NYSLEAP: N/A
Issuing Authority: Chief Eric Hawkins	Page: 1 of 2

PURPOSE: The purpose of this policy is to set forth procedures for announcing permanent and temporary specialized positions within the department.

POLICY: It is the policy of the Albany Police Department to provide personnel with career opportunities by providing positions for specialized assignments. The department will give notice of these job openings, as well as provide personnel with a means for applying for available positions.

DEFINITIONS: **Specialized Assignment** – Specialized assignment means an assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.

Specialized Training – Specialized training means training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects.

I. ANNOUNCING OPENINGS

A. The department shall announce anticipated openings for specialized assignments, which occur in the bargaining unit of any department job assignment, in accordance with the applicable Agreement.

1. The department shall fill those positions through a selection process, in accordance with applicable Agreements.

B. When a position becomes available, the Chief of Police shall issue an Intra-Departmental Correspondence (IDC) to all Unit/Station Commanders, notifying personnel of the job opening.

1. The IDC shall contain a “Subject” title, which shall provide the following information:

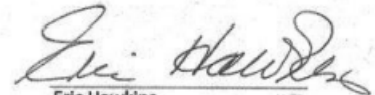
- a. The designated position/title opening;
- b. How many positions are available; and
- c. Whether the position is a temporary assignment.

II. TEMPORARY ASSIGNMENTS

- A. When available, and if needed, the department may fill positions on a temporary basis, in accordance with applicable Agreement(s).
- B. Personnel shall refer to their current applicable Agreement for further information on the following:
 1. The duration of the assignment;
 2. The criteria for selection of personnel; and
 3. A description of the selection procedures.

III. EMPLOYMENT RIGHTS

- A. Department employees assigned under a contract to provide law enforcement services shall not have their employee rights abridged by the department for participating in said services.



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