

Truro Police Department

JOB ASSIGNMENTS

Policy Number: ADM-3.08
REFERENCE:

Effective Date: June 1, 2000

Accreditation Standards: 16.2.2
Mass. Gen. Law
Other:

POLICY: It shall be the policy of the Truro Police Department to fill assignment on an as needed basis. This policy shall facilitate the process in which assignments are filled.

PROCEDURE: If an assignment is created or becomes vacant, the following procedure will be followed to fill the assignment.

1. Vacancies and Creations
 - a. A person holding an assignment requesting to terminate the assignment shall submit a memo indicating same to their respective supervisor in charge of the assignment.
 - b. The supervisor in charge of the assignment shall report this to the Chief of Police.
 - c. A person will continue in that assignment until the Chief of Police approves termination.
 - d. A posting will be authorized to fill that assignment.
 - e. When an assignment is created, the assignment will be posted for a reasonable period.
2. Postings
 - a. An assignment will be posted, indicating the job description, duties and responsibilities, level of authority, span of control, who the assignment answers to, and the closing date of the assignment.
3. Interview and Assignment
 - a. Those who wish to apply for a posted assignment shall submit a memo as instructed on the posting

- b. An interview process will be implemented. An applicants desire, experience and background will be gauged accordingly.

4. Notifications

- a. All applicants will be notified of the results of their application
- b. The current assignment holder, if not newly created, will be discharged in writing.

5. Training

- a. If specialized training is a requirement of the position, arrangement will be made concerning the training for the assignments.