

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> March 20, 2006	<b>NUMBER</b> 603
<b>SUBJECT</b> Distribution and Allocation of Personnel and Resources Related to Filling Specialized Positions		
<b>REVISED</b>		
<b>REFERENCE</b> SCLEA 6.1.3	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 2

**A. Purpose:**

To establish procedures related to the (1) announcement of openings for vacant positions and (2) selection criteria related to filling specialized positions.

**B. Policy:**

It is the policy of the City of Anderson Police Department to advertise agency-wide for personnel to fill specialized positions. For security reasons, the department may elect not to announce in writing, openings for undercover or similar assignments. A selection process will be used when filling vacant positions, and although the process may be informal, all responses to the announcement will be considered and the selection criteria will be followed.

**1. POSITION VACANCIES**

It is the policy of the City of Anderson Police Department to afford all personnel the opportunity to compete for selection to fill specialized vacancies. Whenever a vacancy occurs or the need exists to fill a new position, the following will apply:

- a. The Chief of Police will issue a memorandum which:

- (1) Announces the vacancy and invites employees the opportunity to apply.
  - (a) For security reasons, it is not necessary for the agency to announce, in writing, openings for undercover or similar assignments.
- (2) Identifies the eligibility requirements which may include (but not be limited to):
  - (a) Skills, knowledge and ability required for the assignment.
  - (b) Formal education and/or relevant training.
  - (c) Required length of experience.
  - (d) Required training.
- (3) Establishes a closing date.

b. Selection Process

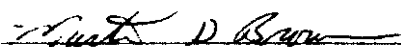
All candidates who are deemed eligible to compete for an announced vacancy will be given equal consideration by undergoing the same selection process. The process may vary depending upon the nature of the assignment. The selection process may consist of an interview, an interview board, a written test or assessment center, a combination of these, or other criteria. All candidates will be informed of the type of selection process to be employed and will be given the same amount of time to prepare for that process. (SCLEA 6.1.3)

- (1) The selection process may be informal.
  - (a) If an informal selection process is utilized, all eligible responses to the vacancy announcement will be considered and all responses will be equally subject to the established criteria.

2. CIVILIAN POSITIONS

Positions not requiring sworn personnel are specified as civilian positions and staffed accordingly. Civilian positions are depicted on the organizational chart in the Chief's Office. For a listing of civilian positions and the location of those positions refer to the city budget and the City of Anderson Police Department Organization Chart.

By order of:

  
Martin D. Brown, Chief of Police

3-13-2006  
Date