

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 20, 2006	NUMBER 603.3
SUBJECT Distribution and Allocation of Personnel and Resources Related to Filling Specialized Positions		
REVISED May 30, 2018		
REFERENCE SCLEA 6.1.3	AMENDS/SUPERSEDES 603.1	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 3

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 or his designee will issue a memorandum which:

- (1) Announces the vacancy and invites employees the opportunity to apply.
 - (a) All newly hired, certified and uncertified officers must have a minimum 2 years of (unbroken service) from certification date in the patrol division before they can transfer to another division.
 - (b) If a certified officer comes from another agency with (5) or more years of service, he/she will spend a minimum of (1) year in the patrol division before being considered for transfer to another division. Note: GO 1002.3 Lateral Entry page 3 of 3. **Lateral Entry** - At the discretion of the Chief of Police, when deemed in the best interest of the City of Anderson Police Department, lateral entry may be utilized to fill any job vacancy.
 - (c) Personnel in a specialized position in a division must remain in position one year prior for eligibility for application in another specialized position in another division. If the specialized position is within the same division the Captain has authority to reassign an officer under his/her command or the officer may apply for the opening.
- (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 or service.
 - (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:



Jim Stewart, Chief of Police

5.30-18
Date