



Lexington-Fayette Urban County Division of Police
Lexington, Kentucky

Special Order

BY THE AUTHORITY OF THE CHIEF OF POLICE

SO 11-05

Temporary Assignment Programs

Rescinds: SO 09-01

References: CALEA 16.2.3

Effective Date: 12/23/11

Distribution Code: | A- All Sworn Personnel

Originally Issued: 2009

I. PURPOSE

The purpose of this order is to outline the Division's Temporary Assignment Programs, which involves two options. The internal program allows Division officers to participate in a career development program designed to give an orientation and experience with tasks performed by detectives in the Bureau of Investigation. The external program provides opportunities for officers to observe, learn from and exchange ideas with members of other law enforcement agencies.

II. POLICY

It shall be the policy of the Division of Police to facilitate the familiarization of sworn officers with the Bureau of Investigation (BOI) by permitting temporary assignment as a career development tool. It shall also be the policy of the Division of Police to allow Division officers to travel to another agency and observe individuals in their daily activities; and to permit members of that agency to do the same with employees of the Division of Police.

III. PROCEDURE

A. Internal Program Eligibility and Selection (CALEA 16.2.3cd)

1. Officers assigned to any Bureau, other than BOI, are eligible to apply for the internal and voluntary Temporary Assignment program. Only officers who meet the following criteria will be able to make application and receive approval to participate:
 - a. the officer has completed his/her probationary status; and
 - b. the officer is not currently on suspension.
2. Application to the program is made by an officer notifying their respective chain of command of their interest. All BOI detective assignments represent positions that are available for temporary assignment. (CALEA 16.2.3a)
3. Each Bureau will select officers that meet the criteria for participation (see Section III, A, 1). Additional criteria for selection include, but are not limited to, Bureau staffing levels and the officer's seniority.
4. Applicants who permanently transfer into BOI will be removed from the process.
5. Personnel on the waiting list that are unable to participate when called due to military, light duty, disability, maternity, active FTO, etc. will be deferred until they return to normal duty without loss of status on the waiting list. Bureaus may choose to have the next available

officer on the list complete the temporary transfer and offer the officer with a conflict an alternative assignment at a later time.

6. Personnel transferred to BOI to assist with a specific investigation will continue to be eligible for this program, regardless of the duration and proximity of the special temporary transfer. (CALEA 16.2.3c)

B. Internal Program Guidelines

1. Personnel selected for the program will be temporarily transferred to the Bureau of Investigation for a period not to exceed 60 calendar days, unless exceptional circumstances exist and the Chief of the Bureau the officer came from and the BOI Chief concur. (CALEA 16.2.3b)
2. During the course of the transfer, the following conditions apply:
 - a. Business professional attire shall be worn in accordance with General Order *Personal Appearance of Sworn and Uniformed Personnel*, which includes belt badge holder, holster, magazine/cuff carrier, etc. Certain assignments in the Special Investigation Section, Property Crimes Section/Major Violator Unit, and Investigative Support Section may have different appearance requirements.
 - b. Participants will not receive additional compensation;
 - c. Vehicle assignment will not change;
 - d. Section assignment is based on officer preference and availability of a section assignment opening within the Bureau.
 - e. A detective badge will not be issued to a program participant; and
 - f. Officers attending training or taking leave during the temporary assignment will not receive extended temporary transfers under normal circumstances.
3. Program Assignment Utilization
 - a. Officers will receive orientation to the unit to which they are assigned, and may also receive orientation to other investigative units when unique cases arise. Each participant will be given guidance on case management and investigative techniques. The officer's BOI sergeant or coordinator may assign a case load when deemed appropriate, but the case load will transfer back to a detective once the assignment concludes. Participants will not be placed on the permanent BOI on-call roster during the assignment; however, an officer may be requested to assist the on-call detective serving as their coordinator.
 - b. Circumstances that may warrant involuntary removal from the program include, but are not limited to, unwillingness to accept guidance from a BOI supervisor, failure to demonstrate appropriate initiative, violation of BOI procedures or an allegation of a serious disciplinary infraction. The decision to remove a participant will be made by the BOI Bureau Chief and the officer's Bureau Chief.
4. The Bureau of Investigation is responsible for:
 - a. Developing a curriculum customized for each section and maintaining a list of detectives who will work directly with each officer as coordinators and mentors.

b. Making modifications to the program based upon feedback from the participants.

C. External Program Eligibility and Selection (CALEA 16.2.3c)

1. Officers assigned to any Bureau are eligible for the external Temporary Assignment Program. Only officers who meet the following criteria will be able to receive approval to participate: (CALEA 16.2.3a)
 - a. the officer has completed his/her probationary status; and
 - b. the officer is not currently on suspension.
2. Officers will be selected to participate in the program by their Bureau Chiefs and will be approved by the Chief of Police.

D. External Program Guidelines- Division of Police Officers

1. The Chief of Police may initiate an External Temporary Assignment exchange program with another agency at his/her discretion.
2. The number of officers involved in any exchange will be decided by the Chief of Police.
3. The beginning and ending dates of an exchange, usually 2-3 days, will be determined by the Chief of Police. (CALEA 16.2.3b)
4. Officers selected for the exchange will conduct themselves in a professional manner which reflects favorably upon the Division of Police.
5. Officers involved in the exchange will be permitted (with the approval of the exchange agency) to wear a Division approved concealed weapon.
6. To prevent any unnecessary confusion or jurisdiction issues, officers involved in the exchange may not wear any article of uniform, clothing, insignia or visible badge that could suggest to citizens that they are sworn law enforcement officers.
7. The Division of Police will provide transportation to and from the exchange agency, provide hotel accommodations and a per diem for Division officers involved in the exchange.

E. External Program Guidelines- Officers from Other Agencies

1. Officer involved in the exchange program from other agencies can be removed from the program at the discretion of a Bureau Chief.
2. Officer involved in the exchange program from other agencies will be authorized by the Division of Police to carry a concealed weapon that is approved by their respective agency.
3. To prevent any unnecessary confusion or jurisdiction issues, officers involved in the exchange program from other agencies may not wear any article of uniform, clothing, insignia or visible badge that could suggest to citizens that they are sworn law enforcement officers.