



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: INVESTIGATION AND LIAISON OFFICER ROTATIONS ASSIGNMENTS	GENERAL ORDER NUMBER: 304
REFERENCES: ATTACHMENTS:	EFFECTIVE DATE: 06/01/2016
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This policy is intended to clarify the job duties and rotations for sworn officers assigned to investigations, school liaisons, task force, and other assignments such as Community/Problem Oriented Policing.

It is the policy of this Department to offer sworn officers' job assignments that will serve to foster their career development and enhance their skills and abilities. As such, positions in investigations, school liaison, task forces, and Community/Problem Oriented Policing shall be rotated on a regular basis. Although this policy outlines suggested rotations for assignments, all decisions as to how long an officer actually stays in an assignment will be made by the Chief of Police.

304:01 Definitions/Responsibilities/Rotations

304:01:01 Liaison Officers

These police officers are assigned to investigations and responsible for juvenile oriented criminal investigations and will work to enhance the general safety of students and faculty staff in and around the public schools. The Liaison Officer shall be under the direction of the Investigations Sergeant. These officers will work with school administrators, counselors, teachers and students while conducting investigations and providing for a safe school environment. This position will also be responsible for instituting and administering police-related youth programs such as the DARE program.

Officers working in this position should be able to work with a minimum of supervision and should have the ability to effectively communicate with both school officials and youth. Officers working in this position shall be selected through an interview process that will have input from the school district, and shall serve a rotation of up to four years at the discretion of the Chief of Police.

When school is not in session, the officers who are assigned as school liaisons will be assigned responsibilities in the police department based on departmental need.

304:01:02 Investigators

This police officer is assigned to investigations and is responsible for working assigned criminal cases. The investigator shall be under the direction of the Investigations Sergeant. The investigator must be able to be flexible and will receive specialized training and should be able to work with a minimum of supervision.

- An investigator will be assigned up to five years with the option of reapplying at the end of the five year assignment. The assignment may be extended or shortened at the discretion of the Chief of Police based upon circumstances such as required training and interest of other candidates. The final selection of the investigator will be at the discretion of the Chief of Police.

Selection Process

Vacancies in the investigations division will be filled through a selection process of interested applicants and the final selection of officer(s) will be at the discretion of the Chief of Police.

304:01:03 Community Oriented Policing Coordinator

This police department may elect to have positions involved in Community and/or Problem Oriented Policing specialties. These officers will work with the community to include citizens, apartment managers, landlords, and the business community to address community crime concerns and to work on identified issues through crime prevention and/or enforcement. These positions may be temporary (less than 180 days) or serve up to a four -year term. Temporary positions will be filled on an “as needed” basis as designated by the Chief of Police or his designee. Terms that are expected to last longer than a year will be filled through a selection process of interested applicants. This assignment may be extended or shortened at the discretion of the Chief of Police.

two year term. Temporary positions will be filled on an “as needed” basis as designated by the Chief of Police or his designee. This assignment may be extended or shortened at the discretion of the Chief of Police.

The officers assigned as POP/Street Crimes Unit officers may be assigned other assignments, to include but not limited to, uniformed patrol, plain clothes details, investigations, and other areas of need. The POP/Street Crimes Unit officer shall be under the direction of an assigned sergeant.

BY ORDER OF:

Scott Nadeau, Chief of Police

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304:01:04 Task Force Positions

The police department may elect to participate in multi-agency task forces such as the Anoka-Hennepin Drug and Violent Crimes Task Force. If the police department elects to participate in a task force a selection process will take place involving interested Columbia Heights police officers, and this process may involve representatives of the task force. Columbia Heights police officers serving on task forces may be required to work off-site but will be subject to the rules, regulations, policies, and supervision of the police department. Officers working on multi-agency task forces shall normally work on a rotation of two years, which may be extended or shortened at the discretion of the Chief of Police based upon circumstances such as required training and interest of other interested candidates. The final selection of the officer(s) serving on a task force will be at the discretion of the Chief of Police.

304:01:05 POP/Street Crimes Unit

The police department may elect to have positions in a POP/Street Crimes Unit. These officers will work with the community to include citizens, business owners, apartment managers, landlords and other police agencies to address community crime concerns and quality of life issues. These positions may be temporary (less than 180 days) or serve up to a