

## **LCS Unit Order 84**

### **LANCASTER STATION**

#### **UNIT ORDER # 84**

### **SWORN AND NON-SWORN SPECIALIZED STATION POSITIONS**

#### **PURPOSE:**

The purpose of this unit order is to establish protocol when offering specialized positions to sworn and non-sworn personnel.

#### **DEFINITION:**

For the purpose of this order, a specialized position is defined as a permanent or temporary position in which the selected personnel are not performing regular shiftwork and/or their shiftwork and schedule would be altered outside of the station's normal shift schedules. Examples of these positions include but are not limited to: station clerks assigned to the station detective bureau or warrant validations, LANCAP Team deputies, Law Enforcement Technicians assigned to station maintenance or fleet management, and/or any position, either sworn or non-sworn, which permits an employee to work a flexible work schedule. Specialized positions do not include coveted positions or any positions in which the Department and/or the County require testing, of any sort, to obtain.

#### **ORDER:**

When a position fitting the aforementioned definition becomes available, the supervisor selecting the position shall disseminate the availability of the position via email. The email, at minimum, shall include the following:

- The date the position is available
- What personnel classification the position is available to (i.e. deputy sheriff generalist, station clerk, law

enforcement technician etcetera)

- The duties of the position
- The qualifications desired for the position
- The work schedule for the position
- Any pertinent information that would make the position desirable to obtain
- The deadline for applying for the position

Personnel interested in an offered specialized position shall respond via email directly to the supervisor selecting the position. The supervisor selecting the position shall wait a reasonable amount of time for the applicable personnel to apply for the position. The “reasonableness” of the application timeframe will be dependent upon the urgency in filling a position. If there is an urgency it shall be stated in the email.

The goal is to fill these positions with the most qualified, motivated personnel. Seniority may be a consideration, but need not be a factor in determining the most qualified person for a specialized position. Personnel who are IOD, ROD, off on extended leave, FMLA, light duty, or on any other type of leave, bear the sole responsibility for applying for the position.

These positions are not coveted nor are they guaranteed to be permanent. Nothing in this order shall be, in any way, misconstrued as a means of guaranteeing someone an appointment to a position, or a right to maintain a position.

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