

Oakland County Sheriff's Office
GENERAL ORDERS # 2.5



SUBJECT: Specialized Assignment Selection		NUMBER: 2.5
EFFECTIVE DATE: 5/24/2023 REVIEW DATE: Annually	MACP Standard Impact: 2.3.2	
REPLACES AND RESCINDS: N/A	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 2

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. PURPOSE

The purpose of this order is to establish the procedures that will be used to select personnel for temporary placement in specialized assignments within the Oakland County Sheriff's Office.

II. POLICY

It is the policy of this Sheriff's Office to have an equitable selection system that has as its objective the selection of qualified employees for advancement and assignment, informs its employees of the selection process and utilizes procedures that are job-related and non-discriminatory.

- A. It is the policy of this Sheriff's Office to fill these vacancies using a selection system based on letters of interest and interviews.
- B. The selection process will be consistent and unbiased.
- C. Applicants will be notified at the completion of the selection process.

III. DEFINITIONS

- A. Specialized Assignments: Specialized assignments are those lasting a fixed duration of time. Examples include: School Resource Officer, Narcotics Enforcement Team, Special Investigations Unit, Fugitive Apprehension Team, Auto Theft Unit, Friend of the Court and Patrol Investigator. These positions will have a fixed duration; upon completion, a re-evaluation of staffing will take place, with any extension of assignment at the sole discretion of the Sheriff or designee. All specialized assignments are governed by this General Order and are subject to applicable Collective Bargaining Agreements. This assignment does not require a testing process but does require an interview process.

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IV. PROCEDURES

A. Specialized Assignments

1. Specialized assignments are governed by the needs of the Sheriff's Office. Any personnel interested in any specialized assignment must submit a letter of interest to the Administrative Services Division either electronically or in hard copy. It is recommended that this letter of interest be submitted immediately following the start of each new calendar year. A copy may also be submitted to the Secretary of the applicable union.
2. Selection/eligibility criteria for specialized assignments shall be based upon Collective Bargaining Agreements where applicable. Candidates who meet the minimum qualifications will be eligible to submit a letter of interest for possible future vacancies. **(MACP Standard 2.3.2 a)**
 - a. Candidates shall have at least two (2) years of service with the Oakland County Sheriff's Office to be considered for a specialized assignment. This requirement may be waived if no other personnel with greater than two years of service express interest in the position, or at the discretion of the Sheriff. **(MACP Standard 2.3.2 b)**
 - b. The selection process for specialized assignments will consist of an oral interview with all qualified candidates. **(MACP Standard 2.3.2 c)** This component may be waived if only one eligible employee submits a letter of interest for the position.
 - c. At the discretion of the Sheriff, the selection process may include a written assignment or examination.
 - d. Past work experience, performance evaluations and seniority may be considered in the selection process.
3. The length of assignments will be governed by applicable Collective Bargaining Agreements and department needs. Generally, the length of the special assignment should be one to five years. Removal or extension of a specialized assignment will be at the discretion of the Sheriff or designee. **(MACP Standard 2.3.2 d)**



ISSUED BY: Sheriff Michael J. Bouchard