



DEPARTMENT SPECIAL ORDER

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SUBJECT PATROL SPECIALISTS	DISTRIBUTION E*	AMENDS
RELATED DIRECTIVES Department Special Order 75-32, Probationary Police Officer Performance Evaluation. PAX 501, Vol. 75 No. 7		RESCINDS

I. PURPOSE

This order:

- A. announces the position of Patrol Specialist.
- B. describes additional duties of Patrol Specialists.
- C. prescribes a distinctive badge to be worn by Patrol Specialists.
- D. establishes responsibilities related to the selection, training, certification, and evaluation of patrol specialists.

II. PATROL SPECIALISTS

- A. Police officers selected by unit commanders, upon successful completion of a specialized training program, will be appointed patrol specialists and be assigned to the Patrol Division. In addition to their normal police duty, patrol specialists will be assigned to work with probationary police officers during the probationer's advanced field training.
- B. Each district will be allocated a number of patrol specialist positions as determined by the Chief of Patrol with the approval of the First Deputy Superintendent.
- C. An officer's appointment as a patrol specialist applies only as long as he remains assigned to the district in which he was appointed a patrol specialist. Transfer to another district will cause the officer to forfeit his position of patrol specialist, unless the commander of the district to which the officer is transferred recommends the officer for appointment as a patrol specialist, and a vacancy exists in his district.
- D. Patrol specialists are required to have the following qualifications:
 - 1. be an exemplary officer with a minimum of three years proficient beat experience.
 - 2. possess the technical knowledge and skills needed for the successful performance of police duties.
 - 3. be proficient in preliminary investigations and report writing.
 - 4. be familiar with the law and court procedures, and be aware of normal policing responsibilities.
 - 5. be skilled in inter-personal relationships and possess the ability to work well with people of a wide variety of circumstances and have the capability to recognize potentially dangerous situations.

- B. These distinctive badges will be worn on the outer uniform garment (shirt, blouse, leather jacket, or reefer) of patrol specialists, during their tour of duty. The badges will be centered and pinned $\frac{1}{4}$ " above the individual's nameplate. (In the event the member is a recipient of a Department award, the badge will be positioned $\frac{1}{4}$ " above the ribbon bar.)
- C. The badges will be categorized as a part of the official uniform for patrol specialists.
- D. Upon termination of patrol specialist duty, due to transfer, promotion, leave, retirement, or any other reason, the member will turn-in the badge to his commanding officer, for return to the Personnel Division.
- E. In the event of loss, theft, etc. of patrol specialist badges, the district commander will determine whether or not the loss was due to neglect and advise the Personnel Division, which will arrange for the issuance of a replacement badge to the individual.

V. PROCEDURES AND RESPONSIBILITIES

- A. The Director of the Training Division will certify the officers who have successfully completed the training session for patrol specialists and will provide the Superintendent with a roster of these persons, including units of assignment.
- B. The Personnel Division will:
 1. upon the approval of the Superintendent, issue orders appointing patrol specialists.
 2. maintain records of issued patrol specialist badges, to include name, star number, unit, and badge number.
 3. secure a sufficient supply of badges for issuance to qualified personnel, when the need arises.
- C. The Chief of the Patrol Division will be responsible for identifying the attrition rate of patrol specialists caused by transfer, promotion, or any other reason, and will recommend to the Superintendent when replacements are needed and when training sessions are required.
- D. District commanders will:
 1. continuously evaluate patrol specialists to maintain the desired degree of performance.
 2. evaluate patrol specialists when the semi-annual Performance Ratings are prepared. The district commander will submit a report to the Superintendent, through channels, indicating the results of his evaluation, with a recommendation that the officer either be retained in or removed from the position of patrol specialist.