

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 3.24
		Issue Date: May 23, 2017
		Revision Date: October 18, 2017; May 23, 2018; April 25, 2022
CHAPTER: Organization, Management and Administration		Related Policy: G.O. 3.12 (Peer Support Team); G.O. 3.21 (FTO Selection); G.O. 3.23 (Honor Guard)
SUBJECT: Special Teams		Related Laws:

POLICY: The Lane County Sheriff's Office has several special teams that provide enhanced services to the community and to the members of the Sheriff's Office. It is imperative that members of these special teams are of the highest quality and are held to the highest standard.

RULE: Minimum requirements to be selected to a special team must be continuously maintained after selection.

DEFINITIONS:

Special Team: A group of employees designated as a "team" that receives specialized training in a certain area of expertise. Examples of (not all-inclusive or limited to) Special Teams are:

1. Field Training Officer Program
2. Peer Support Team
3. Special Operations Response Team
4. Defensive Tactics Team
5. Crisis Negotiations Team
6. Special Response Team
7. Firearms Team
8. Honor Guard

Discipline: As defined in the applicable employee's collective bargaining agreement.

PROCEDURE:

I. Minimum Requirements

- A. Each special team will have unique minimum requirements for selection to the team based upon the duties of the team. Each special team will have, at the minimum, the following requirements:
 1. Has not received discipline of a written reprimand or greater within the past year.
 2. Last evaluation with at least an overall "Successful" rating.

II. Selection Process

- A. A memorandum of interest will be solicited when opening(s) are available.
- B. Depending on the team, an interested employee may be interviewed or take a test to determine suitability for the team.
- C. Command level review to ensure suitability for the team.

III. Removal

- A. In the event that an employee's performance, in their role on the team, is substandard, the team Supervisor will notify the employee of the concern and give the employee opportunity to improve on their performance. The Supervisor will document the performance issue while at the same time attempting to assist the employee in improving their performance through training and counseling. If the employee fails to respond to the counseling of the team Supervisor and training within a documented specific time frame set by the supervisor, the employee will be removed from the team. The team Supervisor is responsible for adequately documenting any such performance issues that are serious enough in nature to necessitate removing the employee from the team.
- B. Supervisors have the discretion to temporarily suspend an employee from team responsibilities at the initiation of an internal investigation if it is believed to be in the best interest of the employee or the Sheriff's Office.
 - 1. The employee will be notified in writing of the suspension of team responsibilities and again in writing when the suspension is lifted.
 - 2. The temporary suspensions of team responsibilities will adhere to current labor laws and collective bargaining agreement.
- C. An employee may be removed from a special team if at any time they do not meet the minimum requirements of that team.
- D. An employee who has been removed from a team can reapply at the next selection process in which they meet the minimum requirements.
- E. If a current team member desires to discontinue their association with the team, they can request to do so at any time by submitting a written memorandum to the team Supervisor. They may re-apply during the next team selection process.