



CALIFORNIA STATE UNIVERSITY, FULLERTON

University Police

Raymund Aguirre Chief of Police

800 N. State College Blvd, Fullerton, CA 92831 Phone 657-278-3302 Fax 657-278-5665

SPECIAL ORDER No. 18-003

Date: May 24, 2018

To: All Personnel

From: Raymund Aguirre, Chief of Police

Subject: Procedures for Appointing Positions in Acting Capacities

This Special Order is designed to establish a formal procedure by which officers are selected to assume acting positions. These positions are temporary in nature and are meant to fill vacant positions and to provide qualified officers with the ability to gain invaluable supervisory and leadership experience.

This protocol includes the position/rank of OIC, corporal and sergeant in the event a position/rank needs to be filled in an acting/temporary capacity.

1. Command Staff will request letters of interest for the position/rank with a set deadline. Command Staff will specify the parameters of the interest letter at the appropriate time.
2. Command Staff will interview all of the officers that submit a letter of interest.
3. Command Staff will rank the officers.
4. Command Staff will offer the position/rank to the top candidate. The officer may accept or decline the acting position/rank.
5. The selected officer will be assigned to the position/rank for a term of not more than 3 months or until the position/rank is filled through a formal selection process.
6. If the position/rank has not been filled at the end of a 3-month term, the next candidate will be offered the position.
7. The process will repeat as necessary.



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