

	SECTION:	OPERATIONS	OPR-231
	CHAPTER:	PROGRAMS - ASSIGNMENTS	
	DIRECTIVE:	SPECIAL, TEMPORARY, & COLLATERAL DUTY ASSIGNMENTS	

231.01 SUMMARY

The Department has created and staffed special duty, temporary, and collateral assignments to address a variety of special problems and issues or community needs in order to enhance its delivery of service to the public.

Additionally these assignments provide specific training, career development for the employee and the Department, and address the challenge of succession planning.

231.02 DEFINITIONS

SPECIAL (PRIMARY) DUTY ASSIGNMENT – Job tasks that augment existing Sections, Units, and operations for the Department. Special duty assignments are full-time positions of fixed duration.

TEMPORARY SPECIAL ASSIGNMENT – An assignment that is limited in duty and/or assignment and temporary in nature.

COLLATERAL DUTY ASSIGNMENT – Job tasks an employee performs on a limited incident-specific basis. Collateral duty assignment(s) are not part of an Officer's primary duties and are secondary in nature.

COMPETITIVE SELECTION – A process used to select an employee for a Special, Temporary, or Collateral Assignment. For certain assignments, Command Staff may select Officers by direct appointment.

231.03 POLICY

Reassignment or removal from a Special Duty or Collateral Duty assignment, or eliminating or modifying secondary employment is not disciplinary action. There is no property right in such assignments and removal may be done at the discretion of the Division Deputy Chief.

Any employee who has been selected and/or is presently serving in a collateral duty or special assignment shall be required to submit a written request for removal in the event he/she no longer wishes to retain the position or duties. The written request shall be reviewed by the appropriate Supervisor who shall forward the request along with a recommendation to the Division Deputy Chief through the chain of command. Release from a collateral or special duty assignment shall be at the discretion and approval of the Division Deputy Chief or Chief of Police.

231.04 COLLATERAL DUTY ASSIGNMENT

MAXIMUM OF THREE COLLATERAL ASSIGNMENTS – An employee may have no more than three (3) collateral assignments at any time.

SKILL INSTRUCTOR COLLATERAL ASSIGNMENT

MAXIMUM – An employee may participate as an instructor in only one skill area (Firearms, Defensive Tactics, or Driving) collateral duty assignment at any time. The assignment will count toward the 3-assignment maximum. Because of their on-going assignment to the Police Academy, the PSU Sergeant and/or Corporal are approved to cross-train in all Skill areas as needed.

COMMITMENT PERIOD COLLATERAL DUTY

ASSIGNMENT– An employee who is selected for a Collateral duty assignment will be expected to remain in the collateral assignment for a minimum period of two (2) years. Exceptions to this requirement include:

- Promotion.
- Special assignment that could or does interfere with collateral duty assignment.
- Failure to perform primary duty assignment or collateral assignment at a satisfactory level.
- Elimination of Collateral Duty

SELECTION – For each non-supervisory collateral duty assignment, the Division Deputy Chief will determine whether selection will be by a competitive Selection or by direct appointment.

Consideration for duration of a collateral duty will be based upon Department needs, employee performance, investment in employee training,

231.05 AUTHORIZED COLLATERAL DUTY ASSIGNMENTS**COLLATERAL ASSIGNMENTS**

- Bicycle Instructor
- CIT Instructor
- Defensive Tactics Instructor
- Driving Instructor
- Drug Recognition Expert
- Firearms Instructor
- Forensic Investigator (and Instructor)
- Hazardous Devices Technician
- Honor Guard Officer

**AUTHORIZED COLLATERAL
DUTY ASSIGNMENTS
(cont'd)**

- Hostage Negotiator
- Intoxilizer Maintenance Officer
- K-9 Officer/Handler
- Less Lethal Weapons Instructor
- Mobile Field Force Instructor
- Motorcycle Instructor
- Polygraph/CVSA Examiner
- SFST Instructor
- Special Weapons and Tactics Team Member
- Taser Instructor

POST SKILLS LEAD INSTRUCTOR – In addition to authorized Department skills training programs, POST “Lead Instructors” are responsible for the POST approved Department Skills Academy training curriculum, lesson plans, and other related responsibilities and duties. This requires an additional commitment on the part of the employee, and a commitment from the Department to provide adequate training and resources for the employee to achieve POST “Lead Instructor” status.

**231.06 TEMPORARY
ASSIGNMENT**

SELECTION – Since temporary assignments vary in nature and can be useful to support career development objectives, Command Staff may use either a competitive selection or direct appointment to select officers for temporary assignment. The Supervisor who requests personnel to fill a temporary assignment will submit a written recommendation supporting the chosen selection process to the appropriate Division Deputy Chief through the chain of command.

**231.07 SPECIAL DUTY
ASSIGNMENT**

DURATION – The appropriate Division Deputy Chief or designee may determine the duration of a special assignment based on its needs.

SELECTION – For each non-supervisory special assignment, the appropriate Division Deputy Chief will determine whether selection will be by competitive selection or direct appointment.

ELIGIBILITY FOR SPECIAL ASSIGNMENT – Any Officer who is selected for a special assignment must be at proficient status and in good standing. Officers who are currently in specialized assignments are expected to fulfill the duration of the assignment. However because of staffing, budgetary issues, and department needs and other factors, the Deputy Chief has the authority to lengthen or shorten the duration of any assignment.

**231.08 COMPETITIVE
SELECTION –
COLLATERAL
ANDSPECIAL
ASSIGNMENTS**

WRITTEN ANNOUNCEMENT OF VACANCY – The Division Deputy Chief filling a vacancy within a Section will ensure a memo announcing the vacancy is posted and distributed Department-wide at least ten days prior to the application deadline. The announcement will include:

- Qualifications for the position, including required formal education and years of experience, if applicable.
- The application deadline.
- A brief description of the competitive process that will be used to evaluate applicant.

WRITTEN APPLICATION – An employee who wants to be considered for a posted assignment will submit a “Memo of Authorization” to the Command Officer who posted the vacancy via his/her chain of command. Each Supervisor in the chain shall review the request including the immediate Supervisor who will either recommend or not recommend the employee for consideration.

SELECTION FACTORS – Factors that may be considered include:

- Review of applicant’s qualifications and past performance evaluations.
- Applicant’s career development objectives.
- Supervisory ratings and recommendation.
- Applicant interview. (Depending on the number of applicants).
- Applicant’s demonstrated commitment to the Department’s Mission, Values, and core philosophies.
- Skills, knowledge, and abilities testing.

**231.09 SPECIAL DUTY
ASSIGNMENT(S)
REVIEW**

RANK AND SALARY – All Special Assignments are equivalent in rank to Police Officer and are at the same salary grade and level and are not considered a promotion. A lateral transfer from one section to another is not subject to salary adjustment.

ANNUAL REVIEW – On an annual basis, the appropriate Division Deputy Chief will review each Special Duty Assignment to decide whether it should be continued. This annual review will consider budgetary factors, among other considerations.

SUPERVISOR POSITIONS – SPECIAL ASSIGNMENT – Sergeants assigned to specialized units will remain in that unit for the time period as outlined in the announcement, or as it meets the needs of the Department. The selection rotation and/or reassignment will be at the discretion of the appropriate Division Deputy Chief with concurrence by the Chief of Police. The Deputy Chief has the authority to lengthen or shorten the time regarding all special assignments.

**ADDENDUM
AUTHORIZED SPECIAL DUTY ASSIGNMENTS**

