

	STANDARD OPERATING PROCEDURE State Form 39870 (R)	Reference No. HMR-012
	Subject Temporary Duty Assignment	
	Special Instructions Replaces HMR-012 dated January 1, 2012	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines for temporary duty (TDY) assignments of field enforcement and criminal investigative personnel.

II. POLICY

Authorized Commanders may assign police employees under their respective commands to a TDY assignment. Upon approval of any TDY assignment, as outlined below, the approving Commander shall notify the Human Resources Division to generate all memorandums associated with the TDY (as outlined in section III. C. below).

III. PROCEDURE

A. Authorizing authority for TDY assignments:

Superintendent:	Any specified or indefinite duration.
Chief of Staff and Assistant Chief of Staff	Any specified or indefinite duration.
Area Commanders:	90 calendar days or less within their command
Division and Zone Commanders:	90 calendar days or less within their command
District and District Investigative Commanders:	30 calendar days or less within their district

B. The Superintendent, the Chief of Staff, or appropriate Assistant Chief of Staff (AC/S) must approve any TDY assignment over 90 calendar days in duration.

C. All memorandums documenting the beginning and ending dates of TDY assignments shall be completed by the Human Resources Division and forwarded by email to all affected Commanders.

D. TDY assignments shall be documented on an employee's Performance Appraisal Report, and the employee shall be evaluated on the performance in the TDY assignment based on instructions located in The Supervisor's Appraisal Guide.

E. When employees from two (2) or more Divisions, Sections, Areas, or Districts are assigned (TDY) to a single operation, the command protocol shall:

1. Follow the chain of command as set forth in [Police Rule 5](#); and
2. If the operation is specific in nature and requires explicit expertise or knowledge, the appropriate Commander may establish an appropriate command authority outside the normal chain of command.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.