

Chapter

Employment Policies

Article

Specialized, Collateral, and Temporary Assignments

PURPOSE

To provide guidance to employees regarding specialized, collateral, and temporary assignments.

POLICY

In order to promote the development of cross-trained, multi-functional officers, the Department provides officers an opportunity to participate in collateral or special assignments that have been created to meet identified community or Department needs.

DEFINITIONS

A **collateral assignment** is an additional job responsibility that an employee participates in that is in addition to their primary duty assignment.

A **specialized assignment** is a primary duty assignment outside of the patrol function that requires specialized training to perform daily tasks of the duty assignment.

A **temporary assignment** is an assignment to a particular unit for a short duration in order for an officer to gain exposure to that unit or to meet the needs of the Department.

GENERAL GUIDELINES

Specialized, collateral, and temporary assignments are neither promotional nor guaranteed. An employee may be placed in, removed, or reassigned from such assignments at any time based on staffing, other needs of the department, or at the discretion of the Chief of Police.

Eligibility for Specialized and Collateral Assignments

Employees are eligible to apply for collateral assignments after one year of being hired and/or off probation, unless otherwise specified in the job announcement. Officers are eligible to apply for specialized assignments once they have completed field training and have a minimum of three years of law enforcement experience, unless otherwise specified in the job announcement.

Collateral Assignment Positions

The Police Human Resources (HR) Generalist will maintain a list of collateral duty assignments and associated job descriptions. Employees may obtain those from the shared network drive or from the Police Human Resources Generalist.

Specialized Assignment Positions**1. Specialized Assignment Positions - Officer**

- a. Criminal Investigations Detective
- b. Northern Colorado Drug Task Force Detective
- c. Community Impact Unit Officer



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- d. School Resource Officer
- e. Traffic Enforcement Unit Officer
- f. K-9 Handler

2. Specialized Assignment Positions - Supervisory

- a. Criminal Investigations Sergeant
- b. Northern Colorado Drug Task Force Sergeant
- c. Community Impact Unit Sergeant
- d. School Resource Officer Sergeant
- e. Internal Affairs Sergeant
- f. Training Sergeant
- g. Traffic Enforcement Unit Sergeant
- h. K-9 Unit Sergeant
- i. Criminal Investigations Division Lieutenant
- j. Special Jurisdictions Lieutenant
- k. Professional Standards Unit (PSU) Lieutenant

Announcement of Anticipated Specialized and Collateral Assignment Openings

The Department will announce specialized assignments in a way that allows all interested and qualified personnel to apply.

The announcement will include at a minimum:

- 1. Position title
- 2. Eligibility requirements
- 3. Date of closing for application
- 4. Application requirements
- 5. Job description
- 6. Elements of the selection process
- 7. Tentative testing dates

Specialized and Collateral Assignment Selection Processes

Selection processes will be administered by the PSU Lieutenant and the unit lead. Criteria for selection shall be based on the knowledge, skills, and abilities required for the assignment.

The elements of each selection process must be related to the assignment duties and approved by the PSU Lieutenant and the Division Assistant Chief under whom the assignment falls. Each element of the selection process and interview questions will have a rating scale and anchors. Anchors will outline samples of possible acceptable and unacceptable answers.

Selection processes conducted within the Police Department will have the following elements:

- 1. Application materials review
- 2. Interview of candidate(s)
- 3. Applicable skill(s) tests, if any



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Candidates for each collateral and specialized assignment selection process who are not selected but achieve a minimum score of at least 70% will be placed on a six-month eligibility list, extension at the discretion of the Chief or designee.

Training for Specialized and Collateral Assignments <CALEA 33.6.1 (a-c)>

The unit supervisor will coordinate training with the Training Sergeant to provide specialized assignment training. Specialized training may include:

- Development of the skills, knowledge, and abilities particular to that position
- On-going development and maintenance of certifications
- Performance standards of the position
- Policies, procedures, rules, and regulations specifically related to the position
- Supervised on-the-job training
- For supervisors, the training will include unit management, which includes administrative tasks, and supervision of employees in a particular unit. Collateral assignment training varies with the assignment. The unit supervisor is responsible for coordinating the required training for collateral assignments with the Training Sergeant.

Specialized and Collateral Assignment Duration

Personnel may stay in specialized assignments until such time as the employee requests or the Department requires reassignment.

Temporary Assignments <CALEA 11.5.1 (a-d)>

The Department allows for the temporary, short-term reassignment of an employee's primary responsibilities to meet Department needs, to provide employees with exposure to potential career paths, or to allow for specialized and collateral assignment cross-training. Temporary assignments are discretionary, management decisions. The availability of temporary assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department.

Only personnel who are currently meeting performance evaluation standards and have no recent disciplinary action are eligible to participate in temporary assignments. Duration of the assignments will be agreed upon by the employee, the employee's supervisor, the supervisor of the requested temporary assignment unit, and the respective Division Assistant Chief.

An employee will submit a written request to participate in a temporary assignment through PowerDMS as a Training Request. The assignment must be approved by the employee's chain of command, the supervisor of the unit where the employee desires to be temporarily assigned, and respective Division Assistant Chief.

Seniority within a Specialized Assignment

Seniority for bidding leave is based on Department Serial Number (DSN). Seniority for on-call shifts or shift selection is based upon the length of time within the unit. Other seniority decisions that arise will be determined by the unit supervisor.

