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<th>Title</th>
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<td>Special Assignments</td>
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**Approval Signature**

James L Whalen

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<th>Reviewed/Revised by</th>
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<tr>
<th>Last Revision Date</th>
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<td>May 17, 2021</td>
<td>May 6, 2015</td>
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I. **Purpose:** The purpose of the policy is to provide direction to University of Cincinnati Police Division (UCPD) staff in selecting personnel for special assignments.

II. **Policy:** It is the policy of UCPD to utilize special assignments as determined necessary to help the Division achieve its mission, goals and objectives. When a need for a special assignment is identified, UCPD will conduct a selection process that evaluates candidates for specific qualification necessary for effective performance and in accordance with any applicable corresponding collective bargaining agreements.

III. **Definitions:**

**Special Assignment** – A security or police position outside of main campus patrol or that requires enhanced knowledge or training, related to a specific location or function.

IV. **Information:**

Special assignments may include specific security officers, police officers and police supervisor positions.

Current Special Assignments
- Police Lieutenant – Community Affairs Section
- Police Lieutenant – Regional Section
- Police Lieutenant – Criminal Investigations Section
- Police Lieutenant – Training Section
- Police Lieutenant – Inspections Section
- Police Sergeant – Community Engagement Unit
- Police Sergeant – Investigative Supervisor
- Police Officer - Investigations
- Police Officer – UC Blue Ash, UC Clermont, UC East
- Police Officer – Community Engagement
- Police Officer – Special Events Coordinator
- Security Officer - UC Blue Ash, UC Clermont, UC East

Police and Security Officers at UC Blue Ash, UC Clermont, UC East are considered Patrol special assignments. All others are considered Non-Patrol special assignments.

The standard duration for a special assignment is a three (3) years rotation.

V. **Procedure:**

A. Special assignment selection process announcements

UCPD will announce openings for special assignments in accordance with applicable corresponding collective bargaining agreements.
B. Eligibility

1. Eligibility for the special assignments will be determined by the special assignment position description and the applicable corresponding collective bargaining agreement.
2. Consideration will be given to disciplinary issues, attendance record and performance evaluations.
3. If no qualified officers or not enough officers apply, the police administration has the option of appointing an employee to the position or opening the process to additional Division personnel of the rank of the vacant special assignment.

C. Terms

1. A special assignment term will typically last three years. The only exception is if circumstances are such that an officer’s three-year term would expire in a year when patrol shift assignments are being determined. Then the term would be shortened or lengthened by the Police Chief as appropriate.
2. Should an officer request to leave a special assignment before his/her term has elapsed, that officer will return to shift once another officer is selected to replace him/her and appropriately trained.

D. Special Assignment Application and Selection process

1. The application and selection process will follow the applicable corresponding collective bargaining agreement.
2. Criteria to be considered will include the level and amount of police experience, any previous training associated with the posted position, and the aptitude for the position as determined by the interview process.
3. The selection process for the Community Engagement Officer positions will include an interview panel with a diverse group that consists of Division personnel along with members of the community and the student body.
4. At the conclusion of the special assignment selection process, the Bureau Commander will make a selection recommendation to the Police Chief for final approval.
5. Written notification will be made to all officers that made application. Notification will also be given to the supervisor of the special assignment position.
6. Notification to chosen officer and supervisor will include the actual start and end dates of the special assignment.