


**Department of Public Safety**  
**Police Division**  
**Policies and Procedures**

<u>Title</u>  <b>Specialty Assignments</b>	<u>SOP Number</u>  <b>3.2.101</b>
<b>Approval Signature</b>  	
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<b>Reviewed/Revised by</b>	<b>Pages</b> <b>3</b>
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## ***Special Assignments***

- I. **Purpose:** The purpose of the policy is to provide direction to the University of Cincinnati Police Division (UCPD) staff in selecting personnel for specialty assignments.
- II. **Policy:** It is the policy of UCPD to utilize specialty assignments as determined necessary to help the Division achieve its mission, goals, and objectives. When a need for a specialty assignment is identified, UCPD will conduct a selection process that evaluates candidates for specific qualifications necessary for effective performance and follows any applicable corresponding collective bargaining agreements.

### **III. Definitions:**

**Specialty 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:**

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

#### Current Specialty Assignments

- Police Lieutenant – Community Affairs Section
- Police Lieutenant – Criminal Investigations Section
- Police Lieutenant – Training Section
- Police Lieutenant – Inspections Section
- Police Lieutenant - Citizen Complaints, Internal Investigations, Specialty Event Planning
- Police Officer - Investigations
- Police Officer – UC Blue Ash, UC Clermont
- Police Officer – Community Engagement
- Police Officer – Special Events Coordinator
- Security Officer - UC Blue Ash, UC Clermont

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

The standard duration for a specialty assignment is a four (4) years rotation.

### **V. Procedure:**

- A. Specialty assignment selection process announcements  
UCPD will announce openings for specialty assignments following applicable corresponding collective bargaining agreements.

## ***Special Assignments***

### **B. Eligibility**

1. Eligibility for the specialty assignments will be determined by the specialty assignment position description and the applicable corresponding collective bargaining agreement.
2. Consideration will be given to disciplinary issues, attendance records, 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 specialty assignment.

### **C. Terms**

1. A specialty assignment term will typically last four years. The only exception is if circumstances are such that an officer's four-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 specialty 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. Specialty 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. After the specialty 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 who made an application. Notification will also be given to the supervisor of the specialty assignment position.
6. Notification to the chosen officer and supervisor will include the actual start and end dates of the specialty assignment.