



Iowa State University Department of Public Safety

Directive: 16.2

SUBJECT: SPECIALIZED ASSIGNMENTS

EFFECTIVE DATE: 07/07/20

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POLICY:

The Iowa State University Department of Public Safety shall implement procedures governing specialized assignments, the announcement of openings, and the specification of selection criteria related to these assignments.

DEFINITIONS:

“Specialized rotation assignment” refers to an assignment characterized by increased levels of responsibilities and specialized training, but within a given position classification. Terms for these positions will generally be 3-4 years unless otherwise noted.

“Collateral assignment” refers to an assignment that is secondary or subordinate in nature to the officer’s primary assignment. Specialized training is generally required to improve the officer’s proficiency in performing the duties and responsibilities of the assignment.

“Alternative duty assignment” refers to a temporary assignment of an employee to duties, which do not have all of the requirements of the function the employee normally performs.

PROCEDURE:

16.2.1 ANNUAL REVIEW OF SPECIALIZED ROTATION ASSIGNMENTS

The following provides a listing of specialized assignments:

- A. All specialized assignment positions shall be reviewed annually. This review should be accomplished in conjunction with the annual review process. The Deputy Chief and Captain shall submit a report to the Assistant Chief and Chief of Police, summarizing the results of the review of the specialized assignments within their respective division.
- B. Officer specialized assignments include, but are not limited to, the following:
 - 1. Investigations Detectives
 - 2. Threat Assessment & Management Detective
 - 3. Engagement & Inclusion Officer
 - 4. Engagement & Outreach Officer
 - 5. Drug Task Force Officer
- C. Each specialized position shall have a statement of purpose maintained by the Deputy Chief or Captain of the unit.
- D. During the review process, an evaluation shall be conducted of the initial problem or condition that required the implementation of the specialized assignment.

16.2.2 SELECTION PROCESS

The following identifies procedures for the selection of specialized assignment officers:

- A. When an opening for a specialized assignment is anticipated, the opening shall be announced prior to filling the position. If feasible, the opening shall be announced two weeks prior to filling the position.
- B. Specialized assignment openings will be announced via e-mail.

- C. Requirements for the position will be included in the opening announcement. Requirements or selection criteria may relate to
 - 1. Formal education;
 - 2. Length of time in service;
 - 3. Skills, knowledge, and abilities required for the assignment; and/or
 - 4. Demonstrated history of effective work habits and practices.
- D. Officers should have successfully completed probation and field training prior to assignment unless special circumstances exist.
- E. The process for specialized assignment vacancies shall be coordinated through the Deputy Chief or Captain of Investigative & Threat Management Services. Memorandum of Interest shall include a request for consideration, a statement regarding interest in the position, and narrative addressing qualifications.
- F. Appointments to a specialized assignment shall be based on the qualifications of the applicants. A selection process shall be used to fill specialized assignments. The Deputy Chief or Captain of Investigative & Threat Management Services or designee may interview applicants as part of the selection process. The selection process may include a review of personnel files and performance evaluations. The selection shall be made by the Deputy Chief or Captain of Investigative & Threat Management Services and the Investigative Lieutenant.
- G. Selections shall be announced to all personnel by department e-mail.
- H. Officers assigned to specialized positions are required to maintain field services proficiency and may be assigned to work field service shifts periodically.
- I. The department recognizes that a variety of talents are required to meet different needs within the organization. The policy of the department is to utilize the talents and expertise of personnel throughout the organization by making rotational and/or temporary assignments when special needs are identified.
- J. All supervisors and managers are subject to job rotation at the discretion of the Chief of Police. However, supervisor and manager assignments are not subject to set rotational periods.

16.2.3 COLLATERAL ASSIGNMENTS

The following outlines procedures for collateral assignments:

- A. The selection process for collateral assignments will include supervisor recommendations, a review of the memorandum of interest, and an interview process unless otherwise approved by the affected Deputy Chief or Captain. The selection shall be made by the Deputy Chief or Captain of the affected area.
- B. Collateral assignments include but are not limited to, the following:
 - 1. Liaison to the ISU Football Team
 - 2. Drug Recognition Expert (DRE)
 - 3. Engagement & Inclusion Officer (EIO)
 - 4. Defensive Tactics / Self-Defense Instructor (RAD)
 - 5. Firearms Instructor
 - 6. Traffic Crash Reconstructionist
 - 7. Sexual Assault Response Team
 - 8. Chemical Munitions & Less-Lethal Instructor
 - 9. Taser Instructor
 - 10. Crisis Negotiator
 - 11. Driving Instructor
 - 12. Violent Incident Response Training (VIRT) Instructor

16.2.4 ALTERNATIVE DUTY ASSIGNMENTS

The following describes the availability of alternative duty assignments.

- A. The department has no permanent alternative duty assignments, nor are temporary alternative duty assignments always available.
- B. If an employee is temporarily unable to perform the essential functions of the employee's position as defined by the position description, the employee may request a temporary alternative duty assignment. Frequent reoccurrence of the same medical condition shall not be construed as "temporarily unable."
- C. If an employee is temporarily unable to perform the essential functions of their position, the employee shall notify their supervisor of the specific restrictions and limitations.
- D. To be considered for an alternative duty assignment, the employee must provide the Disability Accommodation Request (DAR) form with a medical statement from a physician which includes:
 - 1. The reason restricted or alternative duty is needed
 - 2. The employee's specific restrictions and limitations.
 - 3. The estimated date the employee may be medically released to return to regular duty.
- E. The department determines if there are alternative or restricted duties for which the employee is qualified.
- F. If the department determines there are duties for which the employee is qualified and which the employee can perform within the employee's medical restrictions, the department will determine the hours of work and length of time the assignment will be available.
- G. In order to return to full duty, the employee must provide the department with a medical release indicating the date the employee can return to full duty without restriction.