



California State University, Los Angeles
Department of Public Safety

NUMBER: II-4 APPROVED: _____
Joseph Curreri, Chief of Police

EFFECTIVE: January 7, 2013

SUPERSEDES: 5/1/2007 Reviewed/Revised: _____
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SUBJECT: **Specialized Assignments**

I. PURPOSE.

To establish guidelines for management of specialized assignments.

II. POLICY.

Specialized assignments, at the discretion of the Chief of Police, shall be used as a method of developing the personnel within the organization and improving the quality and skills of the individual employees.

III. DEFINITIONS.

Specialized Assignment. An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification.

IV. PROCEDURES.

- A. It shall be the policy of this Department to select individuals for special assignments based on their skills, knowledge and abilities and to award special assignment stipends to all employees deemed eligible per the Unit 8 contract and the following procedures.
- B. The Training Committee or the Chief of Police will complete an annual review of all specialized assignments for the purpose of determining whether they should be continued. The review shall include:
1. a listing of the specialized assignments;
 2. a statement of the purpose of each listed assignment; and
 3. the evaluation of the initial problem or condition that required the implementation of the specialized assignment.
- C. SUPA Contract Criteria for Awarding Special Assignments and Stipends.
1. Employees in all classifications/ranks shall be eligible to receive a monthly stipend to perform a special assignment. The stipend shall be paid on a month-to-month basis for the duration of the special assignment. (21.23)

2. Special assignments shall be based on campus needs as determined by the Chief of Police. Special assignments shall be made in writing to affected employees by the Chief of Police in order for the employee to be eligible to receive the stipend. (21.24)
3. An employee will be compensated for only one special assignment in a given month even if more than one assignment is made for a given month. (21.25)
4. An employee shall not be eligible for the special assignment stipend for any assignment that is considered part of his/her primary, regular duties. Special assignments are in addition to those assignments/duties normally expected for the employee's classification/rank. (21.26)

D. Categories of Special Assignments.

1. Unrestricted Assignments – those assignments which involve the award of special assignment pay on an on-going basis for the duration of the assignment.
 - a. Critical Response Unit (CRU) is an example of an unrestricted assignment.
 - b. If a CRU member voluntarily misses a CRU training, fails to respond to a CRU call-out, or is out on extended sick leave they will not receive a special assignment for any month they are inactive.
2. Restricted Assignments – those assignments which involve the award of special assignment pay only when a certain level of participation is achieved during a pay period.
 - a. Task oriented restricted assignments include Field Training Officer, Defensive Tactics Instructor, Range Master, and similar instructional assignments which are conducted periodically rather than daily. Special assignment pay will be awarded only in those months where the activity was actually conducted.
 - b. Time oriented restricted assignments include bicycle patrol, community relations activities, task forces, crime prevention activities, physical fitness qualification and similar duties when specifically assigned and when forty (40) hours or more is spent in any combination of these activities in a given month.
 - c. To receive compensation for a restricted special assignment, the eligible employee must submit a memorandum to the Chief of Police indicating which assignment was performed and for time oriented assignments, the number of hours performing each assignment.

- E. Any openings for specialized assignments in the Department will be posted and will be filled in the following manner:
1. Any individuals who meet the minimum criteria for the position and have an interest in the position can submit a memorandum to the Chief indicating their interest and stating their qualifications.
 2. The Chief of Police, or any other person within command level, may recommend some for a special assignment, independent of the employee submitting a memorandum of interest.
 3. The selection of who will fill specialized assignments will be based on an analysis of the skills, knowledge and abilities of the interested candidates. This could include training, specialized skills and length of experience.
 4. The Chief will select individuals for assignments based on their qualifications, the needs of the Department and recommendations (if any) from command personnel and/or Sergeants in the Department.

F. Rotation of Specialized Assignments

1. Identification of temporary or rotational specialized assignments shall be the responsibility of the Chief of Police. Assignment to some specialized positions is designed to be on a temporary/rotational basis (as personnel staffing and agency need dictates) and these include:
 - a. Critical Response Unit;
 - b. Range Master
 - c. Field and Communications Training Officer; and
 - d. Motorcycle Unit.
2. Rotation in specialized positions permits a greater number of officers to receive specialized training and allows for an expanded pool of employees to be prepared to assume the responsibilities of a number of positions.
3. The duration of assignments is affected primarily by department needs. Because of the training required, most specialized assignments will not be on a rotational basis. Most assignments will be for a period of time sufficient to allow for the best use of the expertise gained from time in the position. The general standard for rotation is:
 - a. Critical Response Unit – 2-3 years;
 - b. Field & Communications Training Officer – within the duration of assignment, as long as actively engaged in training the new employee; and
 - c. Motorcycle Officer – Dependant on the expertise and need determined by the Chief of Police.
4. The criteria for selection of personnel to specialized assignments shall be based on:
 - a. the skills, knowledge and abilities of the person
 - b. the benefit to the organization; and
 - c. information forwarded by staff and supervisory personnel (if any).

5. The selection procedures for specialized assignments shall follow the following guideline:
 - a. Recommendation by supervisor or command level; and
 - b. Approval by the Chief of Police.

6. The award of special assignment stipends to all employees deemed eligible will be per the appropriate bargain unit contract.

V. APPENDICES. None.