



# UW-Madison Police Department

## Policy: 16.2 SPECIALTY OFFICER, COLLATERAL & ALTERNATIVE DUTY ASSIGNMENTS

**SUBJECT:**

**EFFECTIVE DATE: 06/01/10**

**REVISED DATE: 02/24/2016; 06/20/18**

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### POLICY:

The University of Wisconsin–Madison Police Department shall implement procedures governing specialty officer, collateral assignments, alternative duty assignments, the announcement of openings, and the specification of selection criteria related to these assignments, if applicable.

### DEFINITIONS:

“Specialty officer 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 2–6 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 SPECIALTY OFFICER ASSIGNMENTS

The following provides the procedures and listing of agency specialty officer s:

- A. 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.
- B. The Chief of Police or designee shall select personnel for specialty officer assignments. The following criteria shall be considered in selecting personnel for specialty officer assignments:
  - 1. The experience of the employee;
  - 2. The employee’s performance level;
  - 3. The employee’s communication and interpersonal skills;
  - 4. The employee’s ability to perform the required tasks;
  - 5. The employee’s discipline record and prior experience.
- C. The Investigative Services Division maintains detective specific positions that are subject to rotational assignment. The following positions shall rotate every 3–5 years:
  - 1. Dane County Narcotics Task Force Detective The detective assigned to the Dane County Narcotics Task Force; and
  - 2. FBI Joint Terrorism Task Force Detective.
- D. The Investigative Services Division maintains specialty officer positions that are subject to rotational assignment. The initial appointment for the following position is four years with an option to extend for an additional two years:
  - 1. Property Custodian Police Officer (PCPO)

- E. The Planning and Development Division maintains specialty officer positions that are subject to rotational assignment. The initial appointment for the following positions are 3 years with an option to extend for an additional 3 years.
  - 1. Emergency Management Security Officer (EMSO)
  - 2. Emergency Management Police Officer (EMPO)
  - 3. Infrastructure Security Officer (ISSO)
  - 4. Infrastructure Security Police Officer (ISPO)
- F. The Support Services Division maintains specialty officer positions that are subject to rotational assignment. The initial appointment for the following position is two years with an option to extend twice for an additional two years, for up to a total of six years.
  - 1. Administrative Officer
- G. The Field Services Division maintains specialty officer positions that are subject to rotational assignment. The initial appointment for the following positions are four years with an option to extend for an additional two years.
  - a. Lower Campus Community Officer (LCCO)
  - b. Southeast Campus Community Officer (SECO)
  - c. West Campus Community Officer (WCCO)
  - d. University Apartments Community Officer (UACO)
  - e. Central Campus Community Officer (CCCO)
- H. 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.

### **16.2.2 SELECTION PROCESS**

The following identifies procedures for the selection of specialty officer(s):

- A. When an opening for a specialty officer position 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. Specialty officer openings will be announced via Department 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 performed a minimum of 18 months of service before being appointed to a specialty officer unless special circumstances exist.
- E. The process for specialty officer vacancies shall be coordinated through the personnel office. Letters of Interest shall include a listing of the applicant's qualifications for the position.
- F. Appointments to a specialty officer shall be based on the qualifications of the applicants. A selection process shall be used to fill specialty officer positions. The affected division Captain 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 Captain of the affected area.
- G. Selections shall be announced to all personnel by Department e-mail.
- H. Specialty officers are required to maintain field services proficiency and may be assigned to work field service shifts on a periodic basis.

### **16.2.3 COLLATERAL ASSIGNMENTS**

The following outlines procedures for collateral assignments:

- A. The selection process for collateral assignments will include Sergeant and Lieutenant recommendations, a review of letter of intent, and an interview process unless otherwise approved by the affected Captain. The selection shall be made by the Captain of the affected area.
- B. Collateral assignments include but are not limited to the following:
  - 1. Unified tactics instructor
  - 2. Bicycle patrol unit
  - 3. Motor patrol unit
  - 4. Mounted unit
  - 5. Evidence technician
  - 6. Police training officer
  - 7. K-9 unit
  - 8. Drug recognition expert
  - 9. Honor Guard unit
  - 10. Police residence hall liaison
  - 11. Athletics liaison
  - 12. Safewalk liaison

#### **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 his or her position, the employee shall notify his or her supervisor of the specific restrictions and limitations.
- D. To be considered for an alternative duty assignment, the employee must provide the Department's Divisional Disability Representative (DDR) 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. For requests that extend beyond one week where alternative work is available, the DDR shall provide written notice of the assignment, supervisor to report to, and the noted restrictions the employee, the affected supervisors and the University Disability Coordinator.
- G. Sworn staff who are given a temporary work adjustment shall not participate or engage in a sworn capacity, including carrying any department-authorized weapons or firearms on or off-duty.
- H. 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.