



# University of Wisconsin–Madison Police

## Policy: 16.2

**SUBJECT: SPECIALIZED ASSIGNMENTS**

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### POLICY:

The University of Wisconsin–Madison Police Department 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 2–5 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 ASSIGNMENTS

The following provides a listing of agency specialized assignments:

- A. All specialized assignment programs shall be reviewed annually. This review should be accomplished in conjunction with the annual review process. The captains shall submit a report to the assistant chiefs 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. Community Officer
  - 2. Access Control Officer
  - 3. Emergency Management Officer
  - 4. Administrative Police Officer
- C. Each specialized position shall have a statement of purpose maintained by the captain of the division.
- D. During the review process, an evaluation shall be conducted of the initial problem or condition that required 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 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 specialized assignment unless special circumstances exist.
- E. The process for specialized assignment 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 specialized assignment shall be based on the qualifications of the applicants. A selection process shall be used to fill specialized assignments. 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. These positions have a two-year commitment by the officer, which usually continues until the month of July closest to the date of appointment. If the position will be continued and the incumbent has performed satisfactorily, s/he will be asked if s/he is interested in continuing the assignment for an additional specified period.
- I. 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 SPECIALIZED ROTATIONAL POSITIONS**

The following outlines procedures for rotational duty:

- 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 specialized assignments and temporary assignments. The following criteria shall be considered in selecting personnel for specialized assignments and temporary 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 Detective Bureau maintains positions that are subject to rotational assignment. The following positions shall rotate every 3–5 years:
1. The detective assigned to the Dane County Narcotics Task Force; and
  2. The detective assigned to the FBI Joint Terrorism Task Force.
- D. 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.

### **16.2.4 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

#### **16.2.5 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. 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.