
	<b>Florida State University Police Department</b>	
<b>Special Assignments for Sworn Positions</b>		
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	Pages: 5	

**Policy**

**Specialized Assignments (non-patrol)**

It is the policy of the Florida State University Police Department (FSU PD) to enhance career development for its officers. To aid in accomplishing this, the department offers time-limited specialized assignments within the same rank. Officers are afforded an opportunity for individual growth, as well as improved job satisfaction and performance. Specialized Assignments afford officers the opportunity to acquire additional skills, knowledge and abilities.

The purpose of this directive is to establish guidelines regarding sworn officer selections for designated non-patrol special assignments. This section outlines Department policies and practices regarding police officer selections for specialized assignments in non-patrol assignments.

**Procedure**

**A. Authority and Responsibility**

The Chief of Police may create time limited specialized assignments within different functions of the department. The number of Specialized Assignments is predicated on the availability of adequate personnel resources in the Patrol Division and at the discretion of the Chief of Police. This policy covers Specialized Assignments that have an intended duration of up to 3 or more years. This policy does not include shorter term assignments with an intended duration of 1 year or less.

**B. Designation of Special Assignments**

The following have been designated as non-patrol specialized assignments within the department:

1. Investigator – an officer assigned to the Criminal Investigative Division, reclassified as an Investigator, with the primary responsibility for follow-up investigations and coordinating and overseeing undercover and other special operations.
2. Crime Intelligence Officer (Investigator) – an Investigator (as described above) with the added responsibilities of collecting, compiling, analyzing and disseminating intelligence information.
3. Crime Prevention Officer – an officer assigned to the Support Services Division with the primary responsibility of developing and maintaining efficient and effective crime prevention initiatives, provide community crime prevention education and develop crime prevention programs.
4. School Resource Officer – an officer assigned to the Support Services Division and assigned at the Florida State University School with the primary responsibility of providing police services to elementary and secondary levels and conducting presentations and prevention activities while working within the school.

5. Assistant Training Coordinator – an officer designated as a Field Training Officer assigned to the Training Division with the primary responsibility of assisting the Training Sergeant (Training Coordinator) in the day to day operation of the Training Division and its related programs. This includes but is not limited to the Field Training and Evaluation Program, In-Service Training, Equipment and Uniform Acquisition.

**C. Eligibility Requirements**

The eligibility requirements for transfer to a special assignment are based on the minimum requirements established for each position (listed below) and assessment of the employee's past employment record (to include years of service and previous responsibilities), involvement in Departmental activities and operations, awards or recognition received, and written and oral communication abilities.

1. Investigations Unit Assignment
  - a. Must have a minimum of two (2) consecutive years of employment with the Department immediately prior to the assignment.
  - b. Current performance evaluation must be at least a "Satisfactory" performance rating.
  - c. No suspension on file in the last three (3) years.
2. Crime Intelligence Officer (Investigator)
  - a. Must meet the same requirements listed above for Investigator.
  - b. Must have a minimum of six (6) consecutive months in the classification of Investigator immediately prior to the assignment.
  - c. Current performance evaluation must be at least a "Satisfactory" performance rating.
3. Crime Prevention Officer
  - a. Must have a minimum of two (2) consecutive years of employment with the Department immediately prior to the assignment.
  - b. Current performance evaluation must be at least a "Satisfactory" performance rating.
  - c. No suspension on file in the last three (3) years.
  - d. No written discipline on file in the last one (1) year.
4. School Resource Officer
  - a. Must have a minimum of three (3) consecutive years of employment with the Department immediately prior to the assignment.
  - b. Current performance evaluation must be at least a "Satisfactory" performance rating.
  - c. No suspension on file in the last three (3) years.
  - d. No written discipline on file in the last one (1) year.
5. Assistant Training Coordinator
  - a. Must have a minimum of two (2) consecutive years of employment with the Department immediately prior to the assignment.
  - b. Must be a current or previous Field Training Officer at the Department.
  - c. Must be a certified CJSTC General Instructor and certified in at least one high liability discipline.
  - d. Current performance evaluation must be at least a "Satisfactory" performance rating.
  - e. No suspension on file in the last three (3) years.

- f. No written discipline on file in the last one (1) year.

***Eligibility requirements may be waived by the Chief of Police in special circumstances based upon operational necessity.***

**D. Appointment Procedures/Selection Process**

1. When an opportunity for appointment to a specialized assignment has occurred, the appropriate Division Commander or designee will notify all officers in writing of the assignment opportunity and of the deadline for submitting request to fill the assignment. Officers wishing to apply for the assignment shall submit a written request to the appropriate Division Commander or designee detailing their interest in the assignment, their experience, training or other special qualifications which may be beneficial in the desired assignment.
2. The selection of the Crime Intelligence Officer will be made by the by the Investigations Division Commander. The only persons eligible for this assignment are individuals currently in the classification of Investigator.
3. After the closing date for request to fill a special assignment, a file review for each employee that applies for and is eligible for the assignment will be conducted and a numerical score calculated. The file review score be conducted using the factors outlined in Section 9.3B of the FPBA Bargaining Agreement.
4. If the University uses oral interviews as part of the selection process, the Division Commander or designee will appoint a selection committee. The oral board score will be averaged and combined with the file review score to obtain the final ranking. The selection process may include but is not limited to the review of candidate personnel files, oral interviews, written exercise(s) and a presentation.
5. The Division Commander will review the recommendations of the selection committee and select an applicant for appointment to the position. The name of the chosen candidate will be forwarded to the Chief of Police for final approval.

**E. Duration, Removal and Salary Additives for Special Assignments**

1. The duration of special assignments as Crime Prevention Officer, Investigator and Assistant Training Coordinator will be three (3) years or at the discretion of the Chief of Police. The duration of special assignments as School Resource Officer and Crime Intelligence Officer are indefinite and are at the discretion of the Chief of Police.
2. Officers selected for a Special Assignment that were already receiving a salary additive for another special assignment (either patrol or non-patrol) must relinquish those previous duties and salary additives prior to the new assignment. This does not apply to the Assistant Training Coordinator who will retain their Field Training Officer status and salary additive or to the Crime Intelligence Officer who will retain the salary additive for Investigator.
3. Salary additives for employees in the Law Enforcement Officer class that are selected for the special assignment of Crime Intelligence Officer, Crime Prevention Officer and School Resource Officer shall receive a salary additive of no less than four (4) percent of their base rate pay during the period of the assignment. Those employees will not retain the salary additive at the conclusion of the assignment.
4. Officers assigned to work in the Investigations Unit under the classification of Investigator will receive a salary additive of no less than four (4) percent of their base rate pay. Upon successful completion of at least two (2) years of the assignment and provided the officer has not received a Below Satisfactory evaluation or suspension related to the job duties during the assignment, the officer will keep the salary additive at the conclusion of the assignment. The Investigator pay additive can only be earned once. An officer assigned to the Investigations Unit will be assigned to

the Investigator classification and will return to the classification of Law Enforcement Officer upon completion of the assignment. Employees in the classification of Law Enforcement Corporal and Law Enforcement Sergeant will not receive a change in base pay for the period of the assignment and will not retain rank in their current classification upon completion of the assignment. Employees in the Investigator classification as of June 30, 2013, shall retain the pay increase provided at the time of their placement into the Investigator classification.

5. Employees in a special assignment serve at the discretion of the Department and can be removed at any time for unsatisfactory performance or for reassignment to uniform patrol when the need arises.
6. Employees in a special assignment may request a voluntary reassignment to uniform patrol and compete for other special assignments or promotions within the Department. The transfer request to uniform patrol and to other special assignments is subject to approval by the Chief of Police or designee.

**F. Additional Requisites**

In addition to the normal duties and responsibilities assigned and expected of each Special Assignment position, additional requisites or responsibilities include, but are not limited to:

1. Investigator and Crime Intelligence Officer
  - a. Required to be in a compensatory on-call status as directed by the Criminal Investigations Division Commander.
  - b. Attend specialized training as deemed by the Criminal Investigations Division Commander.
  - c. Additional training, security clearances and memberships are required of the Crime Intelligence Officer.
2. Crime Prevention Officer
  - a. Attend specialized crime prevention training as directed by unit commander.
  - b. Achieve designation of Florida Crime Prevention Practitioner during assignment, unless circumstances beyond Department's control prevents officer(s) from attending required training.
  - c. Conduct Crime Prevention Training and Safety Programs at various hours of the day and on weekends.
3. School Resource Officer
  - a. Be available for extracurricular events sponsored or sanctioned by the school.
  - b. Become a certified DARE Instructor during assignment, unless circumstances beyond Department's control prevents this.
  - c. Instruct DARE classes if certified. If not certified, schedule a certified instructor to conduct classes.
4. Assistant Training Coordinator
  - a. Maintain FDLE Instructor Certifications.

**Glossary**

**Specialized Assignment** – any organizational component other than a general patrol assignment.

**Lateral Transfer (Reassignment)** – transfers to other positions or divisions that are made without a change in the employee’s rank or pay grade.

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Approved:   
Terri S. Brown, Chief

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