

	Houston Independent School District Police Department Directives		DIRECTIVE: 420-012
			EFFECTIVE DATE: November 11, 2013
	SUBJECT: Specialized and Rotating Assignments		REVISED DATE: January 16, 2022

PURPOSE

This directive aims to describe procedures for the assignment of personnel to specialized units and rotating assignments.

DEFINITIONS

Specialized Assignments: An assignment in which an officer is assigned because of a particular need for specialized skills or to perform specialized duties.

Specialized Unit: A unit made up of officers and supervisors possessing, or in the process of learning, specialized skills to allow them to target and service a specific project, program, grant initiative, or crime pattern developed through crime analysis.

Rotating Assignment: Positions to which personnel is assigned for a specific period are normally sent back to their original or other duties.

POLICY

Specialized/rotational assignments are subject to mandatory rotation (with/without time limits) according to the department's needs.

Assignments may be extended by authorization of the Chief of Police or designee if it is determined the needs of the department outweigh the need for rotation based on the level of expertise achieved by the officer or supervisor.

Each specialized or rotational assignment shall be reviewed annually to determine the continuing need for the position. This review will include all specialized assignments as follows:

- a) Color Guard – Collateral Duty;
- b) Crime Statistics;
- c) Investigations Services;
- d) Training Division;
- e) Property and Evidence Custodian;
- f) Emergency Response Team; and

Each position will include a statement of purpose. Additionally, an evaluation of the initial problem or condition that required the implementation of the specialized or rotational assignment shall be completed at the end of the rotation or special assignment period. The Assistant Chief of Police will conduct this review.

SELECTION PROCESS

The Chief shall approve each assignment. All assignments shall be described in detail and recorded in a Standard Operating Procedure for the specific division or unit.

The Chief of Police or designee shall determine selection criteria for officers and supervisors. The selection process may include written testing, oral testing, and interviews.

Any prior removal from a specialized assignment will deem the employee ineligible to apply for that position for a minimum of twenty-four (24) months from the date of the involuntary transfer.

APPLICATION PROCESS

Notices of vacancies within specialized units or units with specific rotation periods, such as Investigations, shall be posted when a position becomes available. The posting shall be completed via email and department correspondence for a minimum of 5 working days.

Supervisors may recommend that a particular employee be considered for an assignment; however, they should be prepared to articulate reasons for the recommendation. Examples of reasons would be the employee's special skills that would be useful in certain assignments.

Annual notifications may be made of the opportunity to submit a request for transfer to specialized units or rotational assignments. Most granted requests occur at the beginning or end of school semesters to minimize disruption of departmental services. However, unusual circumstances may result in a change of assignment at any time.

The following factors are considered in determining if a request shall be granted. The factors listed below are not in any particular order:

- a) Availability of a specialized or rotational assignment;
- b) Availability of the employee for the assignment;
- c) Assignment request on file;
- d) Skills and aptitude necessary for the particular assignment;
- e) Quality of experience, performance, initiative, and attendance, among
a. other factors;
- f) Needs of the district and department;
- g) Views expressed by the employee and department supervisor(s); and
- h) Quality of working relationships developed with principals, community, and other agencies.

APPROVAL PROCESS

The Assistant Chief of Police shall present recommendations for changes in specialized or rotational duty assignments to the Chief of Police for approval. Assignment requests received because of long-term family illness, advancement of education, and other reasons shall be considered on a case-by-case basis.

Approval of specialized or rotational assignments should not be construed as a long-term assignment. Each employee must work any hours, days, and assignments assigned, consistent with job description expectations.

NOTIFICATION

Employees will receive written notification within thirty days that The Chief of Police or designee has received the assignment request. Employees will also receive written notification detailing the conditions, length, and pertinent information relating to the assignment.

Approved By

A handwritten signature in blue ink, appearing to read "Pedro Lopez Jr.", is written over a horizontal line.

Pedro Lopez Jr., Chief of Police