
Special Assignments / Collateral Duties

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the San Diego Community College District PD.

1002.2 POLICY

The San Diego Community College District PD determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) Detective
- (b) Detective Sergeant
- (c) Bicycle Patrol Officer/Instructor/Coordinator
- (d) Field Training Officer
- (e) ALICE (Alert Lockdown Inform Communicate Evacuate) Instructor/Coordinator
- (f) Rangemaster/Firearms Instructor/Coordinator
- (g) C-CERT (Campus Community Emergency Response Team) Instructor/Coordinator
- (h) RAD (Rape Aggression Defense) Instructor/Coordinator
- (i) Social Media Team

1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Two years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by POST or law
- (d) Exceptional skills, experience, or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Expressed an interest in the assignment.
- (d) Demonstrates the following traits:

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1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

1002.3.3 SELECTION PROCESS

The selection process for special assignments may include any or all of the following, as determined by the Chief of Police or authorized designee :

- (a) Review of performance standards and/or past evaluations
- (b) Supervisor recommendations
- (c) Review of relevant experience
- (d) Oral interview - The Regional Lieutenant will schedule interviews with each candidate.
- (e) Written examination
- (f) Practical application exercises/testing (if applicable)
- (g) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Chief of Police.

1002.4 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the San Diego Community College District District Human Resources.