

SUBJECT: Special Assignment	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 100-APA-29
RULE/CODE REFERENCE:	SUPERSEDES: 100-APA-29 dated 04/23/18
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 18, 2019
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish guidelines for selecting Division of Parole and Community Services (DPCS) staff for special assignment within the Ohio Department of Rehabilitation and Correction (ODRC) and the DPCS and/or with outside agencies.

III. APPLICABILITY

This policy applies to all employees of the Division of Parole and Community Services (DPCS).

IV. DEFINITIONS

Law Enforcement Agency - For purposes of this policy, refers to any federal, state, county, or city agency that employs peace officers as defined in ORC 109.71, the Adult Parole Authority (APA), a county department of probation, a prosecuting attorney, the Attorney General, similar agencies of other states and postal inspectors.

Memorandum of Understanding (MOU) - A formal written agreement between the ODRC and other agencies approved by the regional administrator/appropriate management staff member and chief of APA/designee.

Task Force - For the purposes of this policy, a group of law enforcement agencies, including the APA, organized via a MOU, to accomplish the mission for which the task force was created.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to ensure the Division of Parole and Community Services (DPCS) utilizes a process to identify and select volunteer staff for

special assignment in a standard manner in order to maximize resources, ensure fairness and equal opportunity, and maintain consistency and quality in APA operations.

VI. PROCEDURES

A. Minimum qualifications for special assignment applicants:

1. Applicants must have a minimum of one (1) year experience as an APA parole officer and complete probationary period.
2. Applicants must have no active discipline and/or no open administrative investigations.
3. Taskforce Specific - Applicants must have successfully completed the ODRC Firearms, Defensive Tactics Subject Control (DTSC), and OC spray training and may be required to obtain applicable training and certification for weapons other than ODRC or DPCS issued (e.g., rifle) through the sponsoring task force agency. ODRC or DPCS will not provide and/or purchase said weapons/ammunition.
4. Applicants must be willing to make the commitment based on the length of the assignment and/or as designated by the regional administrator with the approval of the appointing authority/designee.

B. The number of work hours devoted to the special assignment shall be determined by the appropriate management staff member with the approval of the appointing authority/designee.

C. Special Assignment Postings

1. The regional administrator/designee shall review the participant's assignment when deemed necessary to determine if the employee has reached the end of their commitment period.
2. If an opening is available, the regional administrator/designee shall post the opening to the region or statewide via email and, if appropriate, postings in APA district, regional offices, and parole board, based on the location of the assignment.
 - a. A standard form (Appendix A, B) shall be used for the posting which, at a minimum, shall include the date of the announcement, the opening and closing date of the posting period, minimum qualifications, and location.
 - b. The posting periods shall be ten (10) business days.
 - c. Applications shall only be accepted during the posting period.
 - d. Employees who are in a special assignment that ends must reapply to be considered in continuing with that assignment.

D. Special Assignment Application and Screening Process

1. The employee shall complete a Special Assignment Application (DRC3465) and submit to the regional administrator/designee.
2. The employee shall include documentation of the minimum qualifications with the application.

3. At the end of the posting period, a four (4) person panel which includes at least one (1) exempt and one (1) 1199 employee selected by the regional administrator/designee. The panel shall screen all application packets for minimum qualifications. The panel shall also conduct interviews of the candidates.
4. Interviews shall be scheduled for applicants who meet minimum qualifications and applicants shall be notified of the interview via letter from the selection panel.
 - a. Interview questions shall include at least one (1) question in each of the following areas: policy, ethics, and scenarios.
 - b. The panel shall consider applicant work history, performance evaluations, training, diversity and operational needs of the unit.
 - c. Interview panel members shall recommend a selection to the regional administrator.
5. The regional administrator shall ensure the screening and interview process is conducted in a fair and equitable manner and that the outcome reflects the ODRC commitment to diversity and equal opportunity for all qualified applicants. Operational needs of the unit/region, task force, special assignment needs, and any other pertinent information will also be considered.
6. The regional administrator in consultation with the appointing authority/designee shall select the candidate for the assignment.
7. If you receive one (1) applicant for the posting, an interview is not required. Prior to selecting the applicant, the regional administrator must verify the applicant meets the requirements of that special assignment.

E. **Special Assignment Termination**

1. If the special assignment member is unable or unwilling to meet the expectations and/or the regional administrator determines that it is no longer in the DPCS' best interest for the member to continue in that capacity, he/she reserves the right to return the member to regular duty with the approval of the appointing authority/designee.
2. Employees who wish to resign their special assignment participation shall give thirty (30) days written notification to the regional administrator prior to resignation.

Attachments:

Appendix A
Appendix B

DPCS Taskforce Assignment Posting
DPCS Other Special Assignment Posting

Related Department Forms:

Formal Agreement Member Application & Agreement

DRC3465

Appendix A
(100-APA-29)

DPCS SPECIAL ASSIGNMENT POSTING
Taskforce

Region Location: _____

Posting Location: _____

Date of Announcement: _____

Opening Date: _____

Closing Date: _____

Return To: Regional Administrator/designee

Minimum Qualifications:

- Applicants must have one (1) year experience as an APA parole officer.
- Applicants must have no active discipline and/or no open administrative investigations.
- Applicants must have successfully completed the DRC firearm, unarmed self-defense and OC spray training and may be required to obtain applicable training and certification for weapons other than DRC or DPCS issued (e.g., rifle) through the sponsoring task force agency. DRC or DPCS will not provide and/or purchase said weapons/ammunition.
- Applicants must be willing to make a commitment to the assignment based on the length of the MOU and/or as designated by the regional administrator with the approval of the appointing authority/designee.
- The number of work hours devoted to the special assignment will be determined by the regional administrator with the approval of the appointing authority/designee.

**Please provide the Agreement & Application and a short narrative why you are applying for this position and how you meet the minimum qualifications on a separate sheet with this posting. For additional information, please review DRC Policy 100-APA-29, Special Assignment, prior to applying for this position.

Appendix B
(100-APA-29)

DPCS SPECIAL ASSIGNMENT POSTING
Other

Region Location: _____

Posting Location: _____

Date of Announcement: _____

Opening Date: _____

Closing Date: _____

Return To: Regional Administrator/designee

Minimum Qualifications:

- Applicants must have one (1) year experience as an APA parole officer.
- Applicants must have no active discipline and/or no open administrative investigations.
- Applicants must be willing to make a commitment to the assignment based on the length of the MOU and/or as designated by the regional administrator/appropriate management staff member with the approval of the appointing authority/designee.
- The number of work hours devoted to the special assignment will be determined by the regional administrator with the approval of the appointing authority/designee.

**Please provide the Agreement & Application and a short narrative why you are applying for this position and how you meet the minimum qualifications on a separate sheet with this posting. For additional information, please review DRC Policy 100-APA-29, Special Assignment, prior to applying for this position.