



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 26

**Printed copies are for reference only.
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SPECIAL DUTY ASSIGNMENTS

General

1. Special duty assignments are established and maintained at the discretion of the Sheriff. CCSO employees may be assigned or request to fulfill special duty assignments that are characterized by a change in breadth or focus of responsibility within the same job classification. Such assignments may be in the form of additional collateral duties or require performance of a new set of duties, which may include different work schedules and wage compensation. Additional training may be required to meet supervisory and technical skills in some special assignments.

Assignment

2. Special Duty Assignments will normally last for a prescribed period. Although there are duration expectations for special duty assignments, employees serve in special duty assignments at the discretion or pleasure of the Sheriff. Division commanders may suspend or terminate an employee's special duty assignment if the employee's performance fails to meet expectations in either their primary or their special assignment duties.

3. Selection to a special duty assignment shall be accomplished through the process outlined in the special duty assignment or unit/team procedures manual. Selection remains at the discretion of the Program Manager responsible for the assignment, program, unit or team with the approval/consent of the employee's Division Commander.

4. The Special Duty Assignment Program Manager will develop and obtain approval from the applicable Division Commander procedures comprising at a minimum:

- a. selection and supervision of unit/team members;
- b. length/duration of assignment;
- c. training for unit/team members;



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- d. developing and maintaining written objectives, operational procedures, referral lists for employees for various issues and other guidance necessary to the operation of the unit/team;
 - e. maintenance of monthly statistical data for program evaluation purposes; and
 - f. managing expenses and personnel costs associated with the operations of the team/unit (i.e. training, equipment).
5. Division Commanders will coordinate a review of all special duty assignments by January of each year. The Division Commander will prepare an inventory of all special assignments to include Program Manager selection, employee assignment review, operational effectiveness and specified duration to the Undersheriff.
6. Examples of CCSO Special Duty Assignments are listed in appendix A.



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Appendix A to 5.1

SPECIAL DUTY ASSIGNMENTS

**Responsible
Division Commander**

Assignment

Sheriff

PSU
PIO

Patrol Division

Marine Unit
Canine (K-9) Unit
Peer Support
Honor Guard
School Resource Officers
Dive
Crisis Intervention
Reserve
Cadets
Sheriff's Posse
Motors
Transit
Fleet
Dump Stoppers
USFS
BLM
Special Weapons and Tactics (SWAT)/Hostage
Negotiation Team (HNT)
Community Safety Action Team
Search and Rescue (SAR) Unit
Explosive Disposal Unit (EDU)
Crash Reconstruction and Forensic Team (CRAFT)
Domestic Violence Enhanced Response Team (DVERT)

Investigations Division

Clackamas County Interagency Task Force (CCITF)
Computer Forensics Unit
Crime Scene Investigation Unit (CSIU)

Support Services Division

Training Coordinator (DPSST/FTEP)
Firearms Training
Air Unit

Jail Division

Corrections Emergency Response Team (CERT)
Electronic Home Detection Program
Inmate Workers Program
Training Coordinator
Classification and Matrix
Security Threat Group