



VIA TRANSIT POLICE DEPARTMENT

Standard Operating Procedures



Section 203 Designated Special Assignments

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	February 24, 2022 September 24, 2021
Office(s) with Secondary Responsibilities:	ALL	Number of Pages:	1
Forms Referenced in Procedure:		Related Procedures:	All

.01 INTRODUCTION:

Throughout the VIA Transit Police Department Standard Operating Procedures, the Chief of Transit Police has designated specific personnel to perform certain specialty functions. This document is a reference guide of titles listed in the Standard Operating Procedures and the personnel assigned to that function and responsibility.

.02 CHIEF'S DESIGNEES:

Title	Code / Cite	Designee
Best Practices Program Manager	SOP 403, Best Practice Manual 1.13	Stephen Baker
Bike Patrol Coordinator	SOP Section 603, IPEMBA	Ivan Gonzalez
Body Worn Camera Administrator	SOP Section 410	Connie Ellis
Citation Accountability Coordinator	SOP Section 909	Connie Ellis
Community Outreach Officer	SOP Section 205 .02 C.	Jordan Simmons
Community Outreach Officer	SOP Section 205 .02 C.	Lance Solari
Contract Security Coordinator	Security Contract	George Aguilar
Crime Star Coordinator	Crime Star CAD Admin Manual	Jordan Simmons
Custodian of Records	Texas Open Records Laws	Jordan Simmons
Evidence Custodian	SOP Section 701, TAPEIT	Daniel Jaime
Field Training Program Supervisor	VTPD FTO Manual	Daniel Martinez
Firearms Proficiency Officer	SOP Section 304	Arthur Poore
Homeland Security Info Coordinator	Best Practice Manual 8.10	Daniel Jaime
Intermediate Weapon Coordinator	SOP Section 305	Darren Ellis
Inventory / Inspection Coordinator	SOP 204, 403	Arthur Poore
Local Agency Security Officer	SOP Section 406	George Aguilar
Off-Duty Event Coordinator	SOP Section 907	George Aguilar
On-Boarding Coordinator	VIA Salaried Employee Manual	Arthur Poore
Racial / Bias Coordinator	SOP Section 601	Jordan Simmons
Security Supervisor	Transit Security SOP	Jacob Schuetz
Smith Driving Instructor	STSS Manual	Jose Contreras
TCOLE / Personnel Files	TCOLE Administrative Rules SOP 902	Stephen Baker
TCOLE Coordinator	SOP Section 601,	Stephen Baker
Terminal Agency Coordinator	SOP Section 406	Stephen Baker
Training Coordinator	TCOLE Administrative Rules SOP 901	Stephen Baker
Transit Police Investigator	SOP Section 700	Daniel Jaime
Transit Police Investigator	SOP Section 700	Carlos Leija

.03 DISCLAIMER NOTE:

Service as a Special Assignment Designee is performed on a voluntary basis and entitles the employee to be responsible as subject matter expert in that area of assignment and does not entitle the employee to any benefits normally associated with a sworn officer of a higher rank. The designation of an officer as a Special Assignment Designee is considered a secondary responsibility to basic peace officer duties, i.e. patrol duties. The Special Assignment Designee serves at the direction and appointment of the Chief of Transit Police and may be altered or terminated at any time by the Chief of Transit Police. Hours worked as a Special Assignment Designee are solely compensated as straight time in lieu of normal patrol duties or as overtime only upon pre-approval of the Chief of Transit Police.