

<b>GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL</b>		
<b>Chapter 22</b>	<b>Compensation, Benefits, and Conditions of Work</b>	
<b>Date Initially Effective: 9/15/94</b>	<b>By the Order of Mark Holtzman, Chief of Police</b>	
<b>Date Revised: 05/23/17</b>	<b>Date Reissued: 07/05/17</b>	<b>Page 1 of 30</b>

The Greenville Police Department seeks to provide and maintain a program of compensation and benefits which will attract and retain qualified personnel; offer advancement and promotional incentives; reward exceptional performance; and ensure professional police service at a reasonable cost. The Greenville Police Department through the City of Greenville provides employees with a diversified employee benefit package.

The City of Greenville Personnel Department conducts periodic reviews of the City of Greenville Salary Program. Compensation, benefits, and conditions of work are not intended to be, and should not be construed as, contracts and may be modified, decreased, deleted, or increased at any time with or without advance notice.

Personnel policies affecting Greenville Police Department employees as established by City Council is contained in the City of Greenville personnel policies. The policies are available to all employees upon request through the Department of Human Resources or on-line through the City’s website. The Accreditation Manager shall maintain an updated printed copy of the City of Greenville personnel policies.

### **22.1.1 SALARY PROGRAM**

**CALEA Standard 22.1.1**

The Greenville Police Department salary program includes the basic pay schedule as adopted by the City Council. The pay plan contains a schedule of pay ranges consisting of minimum and maximum rates of pay and intermediate steps for all classes of positions included in the classification plan. Pay ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class, in providing employee incentive, and in rewarding employees for meritorious service.

#### **Salary Program Elements**

Greenville Police Department salary program elements are determined and applied according to the following:

- Wage and benefit surveys conducted by the City of Greenville Personnel Department
- Job duties and responsibilities
- Analysis of knowledge, skills, and abilities required for each job classification
- The Chief of Police in consultation with the City Manager

The Greenville Police Department salary program, pursuant to City of Greenville personnel policies includes, but is not limited to the following elements:

- Pay for Trainees

- Merit raises
- Pay adjustments for promotion, transfer, demotion
- Exempt employees

### **Payroll Procedures**

Every employee of the Greenville Police Department is responsible for insuring that their correct daily attendance data is reported. Payroll entries, to include work time, leave time and exception time are completed bi-weekly.

It is the policy of the City of Greenville to comply with all provisions of the Fair Labor Standards Act which apply to municipalities. The work week for the City of Greenville will begin at 8:00 a.m. Saturday and run to 8:00 a.m. the following Saturday. Civilian personnel working this schedule will be paid at basic hourly rates for the first 40 hours in the 7-day work cycle and shall be paid time and one-half for hours worked over 40.

The workweek for sworn police officers will begin at 7:00 a.m. on Saturday and end two weeks later at 7:00 a.m. Sworn personnel will be paid at basic hourly rates for the first 86 hours in a 14-day work period within the 28-day work cycle and shall be paid time and one-half for hours worked over 86.

### **DEFINITIONS**

1. **Exempt Positions** – A list of positions determined by the City Manager to be exempt from the minimum wage and overtime pay requirements. (Lieutenant rank and above with the Greenville Police Department)
2. **Emergency Call Back** – Work performed by off-duty employees requested to return to work necessitated by a major emergency or extraordinary event as determined by the City Manager, Chief of Police or his designee. (Exempt employees are not paid for hours worked during an Emergency Call Back.)
3. **Holiday Pay** – Employees shall be paid their regular hourly rate of pay for all days designated as City holidays. Employees who accrue Holiday pay, are credited on a monthly basis such that 8.00 hours of holiday time shall be credited each month. Holiday time may be accumulated. However, no more than 40 hours can be carried over from month to month. Any accumulated holiday time over 40 hours will convert to sick leave at the end of the month.
4. **Flex Hours** - Non-exempt employees may be given time back in lieu of overtime as described in this procedure. Exempt employees do not earn or accumulate excess time or “flex” time. Flex hours must be used within the same pay period.
5. **Exception Time Report** – A report used to document any compensable time worked outside of scheduled work hours when that work exceeded more than ten continuous minutes.
6. **Overtime Pay** – Pay amounting to time and a half for hours worked over 40 hours within a 7-day workweek for civilian employees and 86 hours within a two-week pay period for sworn employees.
7. **Premium Pay** – Pay which equates to at least two hours when employees are called out for an investigation or court time and the actual time spent on the activity is less than two hours.

8. **Field Training Pay** – Supplemental pay provided to those employees who are actively training a newly hired employee during their probationary period.

#### **PAYROLL CODES**

1. AP Administrative Leave with Pay
2. AW Administrative Leave Without Pay
3. DE Declared Emergency
4. EE Emergency Time
5. FF Funeral Leave
6. FT Field Training
7. HA Off Duty Hours Adjusted
8. HH Holiday
9. IC Inclement Weather
10. LN Longevity Pay
11. LS Spend Vacation in Lieu of Holiday
12. ML Military Leave
13. MO Mutual Aid Overtime Hours
14. OA Off Duty Work
15. OO Overtime
16. PP Premium Pay
17. RP Retroactive Pay
18. RR Regular Hours
19. S1 Sick Leave
20. ST School/Training
21. TB Time Base
22. V1 Vacation
23. WC Workers' Comp
24. JD Jury Duty
25. FMLA Family Medical Leave Act

#### **SUPERVISOR'S RESPONSIBILITIES**

1. Supervisors will have electronic payroll access to those employees assigned under their command.
2. Bureau Staff Support Specialists will be responsible for verifying the accurate work and leave hours for employees under their immediate command.
3. If an employee reports Exception Time worked and any leave time during the same pay period, the employee will subtract the amount of the exception time from the leave time.
4. Bureau Staff Support Specialist will enter the Exception Time that was not recorded on the previous payroll in the time adjustment section of the Munis software on the next payroll. Time carried over from the previous pay period will not factor into calculations made for the current pay period.
5. Bureau Staff Support Specialists are responsible for ensuring that appropriate payroll adjustments are made once an employee has brought a discrepancy to their supervisor's attention.

6. Supervisors must approve and submit all Leave and Exception Time Reports to the Bureau Staff Support Specialist by the announced payroll deadline:
  - Supervisors will separate forms by individual employee in alphabetical order.
  - Forms shall be submitted in chronological order for each employee.
8. Employees who have detected discrepancies in their payroll shall report them to their supervisor immediately. The supervisor will then report the discrepancy to the Bureau's Staff Support Specialist as soon as possible.
9. Bureau Staff Support Specialists are responsible for conducting a review of each employee's payroll after the employee has submitted their payroll.
10. In the event an employee is unable to complete a leave request or exception time report before payroll is due, the employee's supervisor is responsible for completing the appropriate paperwork for payroll submission.

### **EMPLOYEE'S RESPONSIBILITIES**

1. All Leave requests must be entered electronically. Exception Time reports must be submitted no later than the next working day unless extenuating circumstances exist.
2. All employees shall review and verify electronically the completed payroll prior to the deadline announced by the payroll administrator prior to each payday.
3. Employees who find a discrepancy shall report the discrepancy to their supervisor as soon as possible.
4. If an employee fails to submit their payroll by the due date, the Bureau Staff Support Specialist is unable to submit hours for the employee. If payroll is submitted without hours, the employee will not be paid for those hours until they are documented during a subsequent pay cycle. A written reminder will be sent to the officer's direct supervisor for corrective action. Failure to verify payroll 3 or more times within a 12-month time period, without exigent circumstances, will result in disciplinary action for a Class I, Failure to Complete Assigned Duties.

### **STAFF SUPPORT SPECIALIST'S RESPONSIBILITIES**

1. Each Bureau's Staff Support Specialist is responsible for ensuring that payroll for their Bureau is accurate and ready for electronic submission by 5:00 p.m. on the Monday preceding every payday, unless otherwise approved by Human Resources.
2. If a Staff Support Specialist is unable to rectify a payroll discrepancy, the Bureau Commander shall be notified of the discrepancy as soon as possible.
3. In the absence of the Bureau Staff Support Specialist, payroll shall be submitted to Human Resources by a designated Staff Support Specialist.

### **EXCEPTION TIME REPORTS**

1. An Exception Time Report is documentation of excess time worked outside the normal duty hours.
2. An Exception Time Report will be submitted for ALL excess time worked during a pay period.
3. Exception time will be reported in 15 minute increments. Any Exception Time greater than 10 minutes, but less than 15 minutes will be rounded up to the next 15-minute increment.
4. Exception Time Reports will be submitted to the appropriate supervisor no later than the employee's next working day.

5. Exception Time Reports submitted for court attendance should include the related docket number or defendant's name. Exception Time Reports that occur due to extra hours worked should include information that identifies the specific duties, i.e. "accident at 10<sup>th</sup> & Evans", "armed robbery w/case number", etc.
6. Exception Time Reports will include both the start and end times reported as extra time worked. (i.e. 2 hours, 1700 to 1900)
7. Failure to report exception time prior to the affected pay period may result in disciplinary action for Failure to Complete Assigned Duties.
8. If an employee reports exception time worked and any leave time during the same pay period, the employee will subtract the amount of the exception time from the leave time.
9. In the event that hours worked are not submitted and captured on the payroll prior to the deadline, the exception time must be included on the following pay period. This time will be paid to the employee at the rate it would have been paid had it been reported on the correct payroll.

#### **LEAVE TIME**

1. Leave requests will be completed electronically for all leave taken from regularly scheduled time. Any deviation from regularly scheduled work shall be reflected on an electronically submitted leave request.
2. Leave time will be reported in 15 minute increments. Leave time will be rounded down to the next 15-minute increment. Leave time of more than 10 minutes, but less than 15 minutes, will be reported as 15 minutes of leave.
3. Leave time of less than 10 minutes need not be recorded; however, no employee can end their regular tour of duty without authorization from their supervisor.
4. Leave requests will be submitted electronically to the supervisor by the announced payroll deadline.

#### **PAYROLL DISCREPANCIES**

1. If the payroll is not completed due to a discrepancy involving hours worked, an Exception Time Report will be completed recording the undocumented hours if one has not been completed. The employee shall then notify their supervisor and submit an Exception Time Report form with the description of the discrepancy found.
2. Exception time that is not entered in the current payroll will be entered as a Time Adjustment Screen on the next payroll by the Bureau Staff Support Specialist.
3. If the completed payroll is not correct due to a discrepancy involving leave requests, a time adjustment will be entered by the Bureau Staff Support Specialist.
4. If the completed payroll cannot be certified due to a discrepancy related to an extra-duty assignment, an extra-duty adjustment sheet will be completed and a copy attached to the employee's payroll sheet. The "original" extra duty adjustment sheet will be returned to the extra-duty administrator and the discrepancy adjusted in the next payroll. The employee will then certify the payroll.

#### **TRAINING TIME**

1. Training Time shall be recorded hour-for-hour as ST on the payroll.

2. Travel time shall be recorded hour for hour as RR when the travel is within the employee's regularly scheduled work hours.
3. If an employee attends training on their scheduled day off, an Exception Time Form shall be submitted.
4. If an employee attends training on a workday and the training hours equal less than their regular work hours, the Bureau Staff Support Specialist will enter the actual training hours as ST and the balance time as TB, which will be paid as regular time. (Example: An officer is regularly scheduled to work 11.5 hours on patrol for Tuesday, but attends an 8-hour training course instead.) The payroll should reflect 8 hours ST and 3.5 hours TB. A TB balance will only be granted if 7 or more hours have been accumulated for that day. Anything less than 7 hours will be run as hour for hour and the employee will need to return to work *or* submit a Leave Form.)
5. Any exception time that is recorded within the same pay period will be subtracted hour for hour from reported TB Time. TB Time cannot be factored into overtime the next payroll.
6. Travel time for training outside of Pitt County that is outside of an employee's regular work schedule, is only compensable for the person operating the vehicle. If an exempt employee is attending the training with other employees, that employee will be the one to operate the vehicle. If no exempt employee attends training, the driving duties will be divided equally among the non-exempt employees.

Pay variations follow the requirements set forth in the most current version of the City of Greenville Personnel Policies. Pay variations that may occur include:

#### **OVERTIME**

A civilian employee begins earning overtime pay after 40 hours of actual work during each work week. All sworn personnel begin earning overtime pay after 86 hours of actual work during each pay period.

#### **COURT TIME**

Compensable time begins when the officer gets into their vehicle to respond to court and ends when the employee arrives back at their residence. Court time will be paid at premium pay, or at a minimum of two hours when the actual time spent in court is less than two hours.

Officers who must respond to court outside of regularly scheduled hours for court time **not** related to their position within the Department will not be compensated.

#### **PREMIUM PAY**

Premium pay is used when employees are called out for an investigation or are scheduled for court on a regularly scheduled day off and the actual time spent on the activity is less than two hours.

Compensable time will begin when the employee first gets into their vehicle to respond to the call, not when they receive the telephone call or page. Compensable time ends once they reach their home after completing their service. If the employee is not returning to their residence, compensable time ends once they have completed the activity.

**EMERGENCY CALL BACK PAY**

Emergency call back pay is paid at the rate of time and one half. Emergency call back shall mean work performed by off-duty employees requested to return to work that was necessitated by a major emergency or extraordinary fires or public safety incidents, as determined by the City Manager or his/her designee. Work performed in order to maintain minimum staffing levels is also considered as emergency call back work and is paid accordingly. An employee called back to work shall be paid from the time they leave home until their work is completed.

**22.1.2 LEAVE BENEFITS****CALEA Standard 22.2.1**

The City of Greenville personnel policies detail employee fringe benefits including authorized employee leave. Personnel requesting leave must complete a "Leave Request Form" and forward it to their respective supervisor. The form should indicate the type of leave being requested. City of Greenville personnel policies permit the following leave:

- Vacation (Annual)
- Holiday
- Sick
- Maternity
- Military
- Vacation in Lieu of Holiday
- Leave Without Pay
- Administrative
- Worker's Compensation
- Educational
- Family Medical
- Parental Involvement in School

All leave requests shall be documented electronically in the authorized payroll system and the signed leave slips submitted to the Administration Bureau Staff Support Specialist at the end of each pay period.

**Administrative Leave**

The Chief of Police has the discretionary authority to grant administrative leave with or without pay for Greenville Police Department employees. Circumstances and conditions under which administrative leave may be granted shall include but are not limited to:

- Police Officer-involved Shootings
- Personnel Involved in Internal Affairs Investigations

**Holiday Leave**

The Greenville City Council designates paid holidays to include:

- New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Memorial Day

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (Thursday and Friday)
- Christmas (two days)
- One (1) Floating Holiday (at the discretion of the City Manager)

**Sick Leave**

The City of Greenville personnel policies explain how sick leave may be earned, accumulated, and used by City employees. Personnel requesting emergency sick leave shall contact the respective supervisor as soon as possible, by actual voice contact. Voicemails, texts, and e-mails are not permissible forms of contact.

**Vacation Leave**

The City of Greenville personnel policies explain how vacation leave may be earned, accumulated, and used by City employees. All requests for leave shall be completed on a GPD Application for Leave and Court Absence Notice and approved by a supervisor.

**Family and Medical Leave**

The Family and Medical Leave Act (FMLA) entitles eligible employee to take unpaid, job protected leave for specified family and medical reasons. Regulations governing this leave can be found in the City of Greenville personnel policies.

**Military Leave**

The City of Greenville personnel policies explain how military leave may be used by City employees. All requests for leave shall be completed on an Application for Leave/ Court Absence Notice accompanied by deployment or training orders and approved by a supervisor. Additional information for Military Deployment is located in GPD Policy and Procedure 22.2.12 Military Deployment and Reintegration.

**22.2.2 RETIREMENT****CALEA Standard 22.2.2**

Each full-time employee shall be required to join the North Carolina Local Governmental Employees Retirement System as a condition of employment. Sworn personnel receive additional retirement benefits through the North Carolina Law Enforcement Benefit and Retirement Fund.

Retirement benefits are summarized in the City of Greenville personnel policies and described in living documents published by the North Carolina Local Governmental Employees Retirement System. Benefits are administered through the state retirement system.

Employees must meet the conditions set forth under the provisions of the Local Government Employees Retirement System and/or the North Carolina Law Enforcement Officer's Benefit and Retirement Fund in order to receive benefits from these retirement plans.

### **22.2.3 HEALTH INSURANCE**

#### **CALEA Standard 22.2.2**

The City of Greenville will make available to its eligible employees and their dependents a basic group health and hospitalization insurance plan. The City will share in the premium costs for employees and their eligible dependents according to a schedule set by City Council.

The City of Greenville personnel policies describe the conditions of enrollment and participation of employees in the City's group health insurance programs.

### **22.2.4 DISABILITY AND DEATH BENEFITS**

#### **CALEA Standard 22.2.2**

The City of Greenville personnel policies describe the conditions and circumstances of disability benefits and death benefits provided to employees of the Greenville Police Department. Death benefits are provided by the City through group life insurance to all city employees at no cost to them. The life insurance will be one times the employee's base annual salary rounded up to the next highest thousand with a maximum of \$100,000. Optional life insurance is available at cost to regular full time employees who desire additional life insurance.

City employees may accumulate up to the annual vacation leave time that can be earned in two calendar years. Upon death, eligible accumulated leave is payable to an employee's beneficiary.

Additional death benefits are provided to sworn employees. Under the provisions of the North Carolina Local Governmental Employees' Retirement System, the City has elected to provide death benefits at no cost to the employee. Payment shall be made to the member's designated beneficiary in an amount equal to the compensation earned in the previous twelve months or last calendar year, subject to a specified maximum and the rules and regulations governing the retirement system.

Disability Insurance is available to regular full time employees. Participation is voluntary, employee funded, and available through payroll deduction.

### **22.2.5 PERSONNEL SUPPORT SERVICES**

#### **CALEA Standard 22.2.3**

The City of Greenville Director of Human Resources, the Benefits Administrator, and other support personnel within the Department of Human Resources are jointly responsible for facilitating the provision of all employee benefits and personnel support services.

The City makes available various other benefits and services which may be selected to meet the needs of individuals. Participation is voluntary. Such benefits include:

- Deferred Compensation Plans
- Credit Union Membership
- Service Awards
- Leave Time to Participate in Blood Donations

- Wellness Program
- Computer Purchase Program
- Attendance incentive pay

### **22.2.6 PERSONAL IDENTIFICATION**

#### **CALEA Standard 22.2.7**

Upon employment, all Greenville Police Department employees, reserves, and volunteers are issued a proximity/identification badge that allows access to secure police facilities. Additionally, all sworn employees and reserves are issued identification cards and have a unique badge/radio identification call number assigned to them.

Proximity cards include the following information:

- Employee's photograph
- Employee's name
- Greenville Police Department and City of Greenville identifiers

All Identification cards for sworn personnel shall include:

- Employee's photograph
- Employee's name and physical descriptors
- Employee's badge (call) number
- Employee's rank
- Date appointed
- Greenville Police Department's Mission Statement
- State Statute 160 A -285
- Right Index Fingerprint
- Law Enforcement Officer's Safety Act HR 218

Additionally, uniformed officers are required to wear their issued name tag as part of their uniform as specified in Chapter 41.

All identification badges and cards are the property of the City of Greenville and are issued to the employee indicated. Cards are to be returned upon termination of employment or conclusion of assignment or duty. Lost or stolen cards should be reported to the Communications Supervisor as soon as possible. The supervisor will terminate access rights on proximity cards and issue replacements.

All employees, sworn or civilian, shall furnish their name, any applicable badge or identification number, and their assignment to any person requesting such information regarding matters in which the employee was acting in an official capacity. Names of employees will be given in sufficient form to fully identify the employee. The only exception is if the release of the information jeopardizes a covert operation.

**22.2.7 ASSISTANCE TO DEPARTMENT PERSONNEL AND FAMILIES****CALEA Standard 22.2.4****Line of Duty Death/Injury**

It is the responsibility of the Greenville Police Department to provide appropriate assistance to police officers and other employees, and their families, following line-of-duty deaths or serious injuries. When an employee suffers a life-threatening injury, or is killed in the line-of-duty, the employee's supervisor shall notify the Chief of Police and the Command Staff. Each sworn member of the police department is requested to complete a "Personal Information Form" that will be updated annually and securely maintained by the Department's Victim's Advocate Office. The Personal Information Form will contain pertinent information on the officer's family contacts, personal requests, special funeral requests, benefit information, etc. and will only be used in the case of an officer's death or serious injury when the Department feels it may be of some assistance following a critical incident. The Personal Information Form is also made available to civilian employees for their participation.

The Chief of Police or the Officer in Charge of the Department will be responsible for making personal notification to the employee's family. The Chief of Police may make notifications in person or designate the Deputy Chief, or a Division Commander to make the notification in person.

Upon notification, if the employee's family wants to go to the hospital, the persons making the notification shall provide transportation in Greenville Police Department vehicles. If the family wants to drive a personal car, the persons making the notification shall provide a driver for the family. The persons making the notification should inform the Communications Center that the family is going to the hospital.

The persons making the family notification should arrange for a police officer to stay at the family's home in case young children are present and need to be watched, and until such time as a Greenville Police Juvenile Officer can respond and assume those duties.

The police public information officer or Deputy Chief shall verify that the employee's family has been officially notified by the department before releasing the name of the employee to the media.

When an employee is killed in the line-of-duty, the Chief of Police shall appoint a police officer to act as liaison to the employee's family during the initial hours and days following the death. The liaison shall serve as an advocate for the family to ensure the City's responsibilities to the family are fulfilled. The liaison shall verify that the family is receiving the available city, state, and federal benefits, including (but not limited to) psychological counseling through the City of Greenville Employee Assistance Program, the applicable continuation of health insurance benefits, and all applicable life insurance settlements. The liaison will also be responsible for coordinating the department's involvement in the funeral or other services, consistent with the desires of the family.

When the employee's death is the result of criminal activity, the liaison will be responsible for keeping the family informed of the status of any criminal investigation and/or prosecution. The following guidelines should apply:

- The family should never hear of court or investigation proceedings from the news media before they hear from the liaison.
- The family has the right to know, and should be told about the details of the incident that caused the employee's death. If release of the information to the family could damage a court case, then the liaison should inform the family of that fact, then inform them of the details at the earliest possible moment when release would not damage a court action. The liaison should verify that the family's rights as victims are being upheld. The liaison should coordinate their efforts with local Victims' Advocate Programs.

The liaison should accompany the family to all court proceedings to provide support for the family and to represent the Department. The liaison should also be available to provide transportation to and from court. Other employees of the department should be encouraged to attend court proceedings to show support for the family and to represent the department. Nothing herein, however, shall be construed to require employees to attend such proceedings.

The liaison will be responsible for conducting periodic follow-ups with the family after the funeral:

- To verify that survivor benefits have been received in a timely manner
- To coordinate the provision of incidental services to the family, including but not limited to, child care and transportation
- To include the family in Departmental functions as long as the family so desires. The liaison should be mindful that the family may eventually wish to discontinue their ties with the department and should respect the family's wishes.

### **Police Chaplain Program**

Employees of the Greenville Police Department and their families have access to a chaplain through the GPD Police Chaplain Program. The Chaplain shall be duly ordained by recognized religious organization and approved by the Chief of Police prior to the first day of service. The mission of the Police Chaplain is to provide guidance and counseling to all members of the Department upon request. Guidance and counseling may be provided in matters of spiritual, personal, family, health, employment, and financial matters. All duties performed shall be at the request of the individual receiving assistance.

The goal of the Chaplain Program is to offer professional assistance to employees of the Greenville Police Department and their families when requested in personal/family matters to alleviate or manage stress that could be destructive to personal life and family relationships and to yield greater personal fulfillment and satisfaction amid the stresses peculiar to the life of the employee and his/her family.

Duties of the Police Chaplain are to:

- Be available to members of the Department and/or their families to assist in matters of personal or family concern or crisis.
- Hold in strictest confidence all matters of a personal and private nature.
- Respond to the hospital in the event that personnel from the Police Department are injured or killed.
- Be available to assist in making notifications to families of personnel who have been injured or killed in the line of duty.

- Be available to assist in death notifications of special concern that occur in the City and within the Police Department's jurisdiction.
- Be available to assist a member of the Department or the family of that member in making final arrangements should a death occur.
- Be available to conduct weddings, memorial services, and funerals.
- Be on call twenty-four hours each day, seven days a week, and is available to assist in emergencies during all times.
- Bear legitimate Police Department identification.
- Assist at other times at the request of the Chief of Police or Officer in Charge of the Department.
- Periodically and randomly ride with officers during the performance of their duties at the discretion of the on-duty supervisor.

Under no circumstances, will any Police Chaplain be permitted to carry a firearm while wearing Police Department identification or while riding with officers in the performance of their duties. However, once trained, a Chaplain may carry OC spray for use in personal protection only during the course of official duties.

### **Critical Incident Stress Management (CISM)**

The Greenville Police Department is dedicated to providing immediate post incident support and assistance to any employee who has been involved in a critical incident in order to prevent or minimize stress-related harm to the employee. Therefore, guidelines have been established to ensure that immediately after an incident has occurred, any needs of an employee are addressed immediately.

Inevitably in law enforcement, high stress incidents will occur that can have negative effects on an individual. The effects can be short-term and/or long-term. Those that aren't readily apparent may eventually begin to manifest at a later time. Although stress is a very normal reaction to highly abnormal events, over time stress can have a very detrimental impact on a person's mental, physical, and emotional well-being. The types of high stress situations that typically face law enforcement officers are man-made and natural disasters. The after effects however can be very similar. Even though two individuals may experience the same incident, their reaction to the same event and how each person copes greatly varies. Additionally, just as an incident involving numerous employees can have a widespread effect departmentally; those effects are personally widespread as well affecting the employee's family and/or home-life.

### **Incidents Requiring a CISM Response**

Not all after-effects of a critical incident are immediately obvious. In many cases, after a feeling of "shock" has worn off, the effects begin to become more apparent. For this reason, it is not possible to classify every incident that could require a CISM response. However, a CISM response will be conducted in all incidents involving:

- Line of Duty Death
- Serious Line of Duty Injury
- Officer Involved shooting

A CISM response is available, at the direction of the Chief of Police or his designee to employees involved in:

- Assault/Sexual Assault
- Suicide
- Siege or Hostage Situation
- Disappearance/Kidnapping
- Multi-casualty Incident/Disaster
- Traumatic Event Involving Children
- Personal Knowledge of a victim(s)
- Natural Disasters

All incidents will be evaluated on a case by case basis, at the discretion of a supervisor, or request of an employee. As part of the CISM program and after the incident has been evaluated, an employee may be referred to the Employee's Assistance Program (EAP). Other follow-ups may occur in conjunction with EAP or as determined by the Chief of Police.

### **General Responsibilities**

Any employee actively involved in deadly force encounters shall be removed from duty as determined by the Chief of Police or designee and shall participate in a fit for duty assessment with a mental health professional before returning to duty. Any firearm that is considered evidence will be retained by the Department and another firearm issued to the employee.

Any employee who has received serious violent injury shall be required to participate in a fit for duty assessment with a mental health professional before returning to duty. All mental health professionals used shall be designated by the Department. All sworn personnel and civilian personnel actively involved may be relieved as necessary at the conclusion of an incident.

Departmental employees or other professionals who have been trained through continuing education in recognizing the signs and symptoms associated with stress may serve as peer de-briefers.

The Deputy Chief shall work with the Strategic Services Lieutenant to schedule any CISM response utilizing trained de-briefers.

### **Supervisor Responsibilities**

Supervisors have a responsibility to ensure that all affected employees are monitored for immediate noticeable after effects and also long-term after effects. The supervisor shall also contact the Deputy Chief of Police within twenty-four (24) hours of the incident and provide the names of all involved employees, and any pertinent information needed by the de-briefers.

## **22.2.8 LIABILITY PROTECTION**

### **CALEA Standard 22.2.2**

It is the policy of the Greenville Police Department through the City of Greenville to provide for the defense of employees for acts or omissions allegedly committed while in the course and scope of their employment or duty as an employee of the City. General provisions are outlined in the City of Greenville personnel policies that address the legal defense of employees. Risk Management annually

accesses the City of Greenville's overall Risk Management Program warranting there are reasonable and effective risk control measures and polices in place to address liability.

### **22.2.9 CLOTHING AND EQUIPMENT ALLOWANCE**

CALEA Standard 22.2.5

The Greenville Police Department supplies uniforms and equipment to all sworn employees of the department. Uniforms or equipment worn out through normal usage and laundry will be replaced by the authorized uniform supplier at no cost to the employee. The loss or damage to city property caused by misuse or mishandling by an employee may require financial reimbursement to replace the item.

The Greenville Police Department provides an annual clothing allowance to police officers, dependent upon their assignment, that are required to wear civilian clothing as part of their regular duties. The exact amount of the allowance will be determined each year during the budget preparation process.

### **22.2.10 EDUCATIONAL BENEFITS**

CALEA Standard 22.2.2, 33.8.4

The value of employees to an organization is enhanced by their continuing education. Therefore, the Greenville Police Department encourages the pursuit of higher education by members of the Department.

The City of Greenville personnel policies describe the conditions and circumstances under which an employee may participate in the tuition assistance program. The program is intended to grant financial assistance to eligible employees who successfully complete a course of study which is directly related to current job duties or will help prepare the employee for a job with the City at a higher level of responsibility and/or skill.

With prior approval of the immediate supervisor, a Greenville Police Department employee may use authorized leave and meal breaks to attend classes for college credit during working hours. While attending classes during working hours, the following provisions shall apply:

- Police officers are subject to call out from classes
- Police officers shall notify their respective supervisors of the time and location of classes

### **22.2.11 EMPLOYEE ASSISTANCE PROGRAM**

CALEA Standard 22.2.6

An Employee Assistance Program (EAP), managed through the City's approved insurance provider, is made available to all employees of the police department through the City of Greenville as an additional benefit at no cost to the employee. The intent of the program offered is to provide confidential assistance with family, personal, financial, substance abuse or work related problems.

All employees are provided with information on obtaining program services upon hire and are encouraged to use the Employee Assistance Program voluntarily when they need professional help or guidance. Confidential access to needs-based assistance is available on-line 24-hours a day through the

City's health care provider. Referrals for services, diagnosis and treatment are made through the on-line program. The Chief of Police may mandate that an employee participate in the program if a need has been identified through performance evaluations, internal investigations, or other supervisory analysis.

All supervisors should be alert to any changes in job performance and behavior patterns of all subordinate personnel.

Supervisory personnel will receive training on the employee assistance program through the City's mandatory supervisory training program. The training will cover at a minimum:

- Supervisor's role and responsibility
- Identification of employee behaviors which would indicate the existence of employee concerns
- Problems and issues that could impact employee job performance

### **22.2.12 MILITARY DEPLOYMENT AND REINTEGRATION**

#### CALEA Standard 22.2.8

The purpose of this policy is to establish operational guidelines to assist Department personnel, sworn or civilian, when they are activated for military deployment. These guidelines include, but are not limited to, the Pre-Deployment, During Deployment, and Post-Deployment phases of military activation. Employees will be assigned a Point of Contact (POC) that shall act as a liaison to maintain the lines of communications between the employee, the employee's family, and the Department. The POC shall be the Commander of the respective bureau the employee is assigned to.

#### **Pre-Deployment**

When an employee receives orders to deploy, he/she must notify their immediate supervisor as soon as possible and submit the *Application for Leave/Court Absence Notice* and documented deployment orders. The employee's supervisor shall send the documents to the POC, who shall forward the documentation to the Administration Bureau Staff Support Specialist for processing. Upon receipt, the Administration Bureau Staff Support Specialist shall submit the documentation to Human Resources, including the *Personnel Action Form*, detailing the duration of the deployment, if known. The City of Greenville provides Human Resources representatives that the employee may contact any time prior to deployment regarding assistance with the status of their benefits while they are deployed and with personnel support services.

The POC shall be responsible for ensuring that the Command Staff, Training Coordinator, and Human Resources are made aware of the deployment and all documentation is delivered and distributed appropriately.

The POC shall coordinate and document a Military Exit Interview with the Chief of Police or his designee. During this interview, the Chief of Police or designee may discuss:

- The estimated length of time of deployment, if known
- A family point of contact (if desired by the employee)
- Any requests, special concerns, considerations, or needs of the family during deployment
- The assigned military point of contact for the member

- Email address, mailing address, or contact phone number for the employee, if possible
- An explanation of what to expect from the Department when they return from deployment (i.e. training requirements, Employee Assistance Program, return interview, etc.)

An employee shall maintain all equipment during deployment, unless there is a shortage of service weapon(s), such as firearm(s) and/or Tasers. In this case, the Office of Personnel and Recruitment shall be responsible for collecting the officer's service weapon(s) for reassignment or storage until the employee is ready to return to duty. The personally assigned vehicle shall be returned to the Department for re-allocation. Once the employee returns to duty, the re-issuance of equipment and/or vehicle shall depend on assignment and availability.

In preparation for the employee's deployment, the immediate supervisor shall make a plan to ensure that the employee's assignment will be covered and to allocate appropriate staffing. This action will assist in ensuring there is minimal undue stress experienced within the unit, shift, or division due to the deployment.

The employee shall work with their immediate supervisor to ensure that all work-related assignments that require attention during the deployment are reassigned. The employee, if possible, should provide any necessary training to the employee that is responsible for covering the assignment in his/her absence.

During the deployment period, the POC shall be responsible for:

- Remaining in contact and being a resource for the employee, via phone and/or email.
- Maintaining periodic email and/or phone contact with the employee's family, if desired by the employee. This contact may serve as a welfare check and determine if the family has any needs. The supervisor shall make referrals and provide resources, if necessary.
- Making periodic phone contact with the employee's military point of contact in the United States.
- Contacting the employee, if possible about 15 days prior to his/her estimated return date, to verify the return date and provide the employee with information on where to report upon his/her return.

The employee is responsible for providing the Department a return date as soon as available. This specific time frame is dependent upon the length of deployment and shall follow USERRA (Uniformed Services Employment and Reemployment Rights Act). The specific time frames are:

- Short Term Deployment (less than 30 days): Employee reports to their next (pre-deployment) regularly assigned shift, however the returning member is permitted at least 8 hours of rest at their "home of record" prior to starting the next shift.
- Medium Deployment (at least 31 days, but less than 180 days): Employee must provide notification to their immediate supervisor within 14 days of completion of service.
- Long Term Deployment (more than 181 days): Employee must provide notification to their immediate supervisor within 90 days following completion of service.

### Post-Deployment

Once the employee has notified the POC of the return date, the POC shall:

- Notify the Administration Bureau Staff Support Specialist, who shall submit the documentation to Human Resources including the *Personnel Action Form* detailing the return date of the employee.
- Coordinate and document the Military Return Interview with the Chief of Police or his designee to discuss the employee's preparedness to return to duty.
- Notify the Training Coordinator to determine specific training that was missed due to deployment.

The Training Coordinator shall be responsible for evaluating the training needs and for providing the employee any training missed during the deployment, which is referred to as reintegration training. Phase one of the training shall contain, but is not limited to, the following:

- Department and Legal Updates- critical updates and/or revisions to Department policies and procedures
- Firearms qualifications (sworn)

After successful completion of this phase of the reintegration training, the employee will be returned to full duty status. If at the time of pre-deployment, the employee returned his/her firearm (sworn), other service weapons, and/or personally assigned vehicle for storage or reassignment, the equipment shall be returned to the employee depending upon assignment and availability. The employee may be assigned to his/her previous duty or may be reassigned to another position dependent upon the current needs of the Department.

If an employee is out for long term deployment, he/she shall be required to complete a second phase of the reintegration training. This training will be a two-week refresher course that is concentrated primarily on field operations. The training shall provide the employee with updates to the current reporting system(s) and the geographic changes within the City. The employee will work with a Field Training Officer (FTO) assigned by the Training Coordinator or the employee's supervisor. The FTO shall provide training on new technologies, such as new service equipment, new computer systems, and any recent changes to citation procedures, etc.

The FTO shall keep the Training Coordinator and the immediate supervisor abreast of the progress of the employee. In addition, the FTO shall document in writing all training efforts on a Department memorandum and indicate if the employee is ready or is not ready to resume his/her official duties. Any concerns shall also be addressed in the memorandum. The memorandum shall be submitted through the chain of command to the Training Coordinator after the employee has completed training. The Training Coordinator shall review the submitted documents for completeness and update the employee's training record.

If the employee was deployed for a long-term deployment the absence should be noted within his/her performance evaluation. The supervisor shall also document any awards and/or medals that were earned during the deployment.

The Greenville Police Department appreciates employees' service in the military and understands the potential issues that may occur for returning veterans. For this reason, the Department is dedicated to providing comprehensive assistance and support to any employee who experiences any post-deployment difficulties. The POC and/or immediate supervisor shall provide veteran-related resources and referrals through the Employee Assistance Program (EAP) if needed.

The City of Greenville personnel policies include additional regulations regarding military leave.

### **22.3.1 PHYSICAL EXAMINATIONS**

CALEA Standard 22.3.1, 22.3.3

Health and fitness levels are known to affect job performance. A physical examination is a good diagnostic tool for determining health and fitness levels; therefore, all new sworn employees shall successfully pass a medical examination in accordance with the hiring procedures.

For the purpose of maintaining medical information, evaluation and comparison to previous physical examinations, and to bring attention to areas of concern or deficiency, it is equally valuable for sworn personnel to undergo periodic physical examinations. Therefore, all full-time and reserve sworn employees shall participate in periodic physical examinations at no cost to the employee at the request of the Chief of Police.

#### **Scope of Examination – Level I Evaluation**

- Blood work (**Coronary Risk Profile**)
- Blood Pressure
- Pulse Rate
- Height
- Weight
- Body Composition
- \*Resting Electrocardiogram
- Pulmonary Function
- Vision
- Physical Examination (Respirator Physical Included)

\*Exercise Electrocardiogram may be performed if warranted by the Physician

#### **Scope of Examination - Level II Evaluation**

- Blood work (**Executive II Profile**)
- Blood Pressure
- Pulse Rate
- Height
- Weight
- Body Composition
- Resting and Stress Electrocardiogram
- Pulmonary Function

- Vision
- Physical Examination (Respirator Physical Included)

If sworn personnel of the Greenville Police Department are requested to complete a physical fitness screening, refusal to participate will be considered as a failure in performance of duties and willful disobedience of a direct order.

Non-sworn employees are not required by the Greenville Police Department to submit to physical examinations; however, the City of Greenville provides through the City benefit package coverage for an annual physical examination for all employees.

Test results are provided to the employee and include educational information about individual test results and suggest goals for improvement. On-going support and evaluation is available through the City's health care provider and wellness program.

Health information shall be maintained by the City as a separate confidential record for each individual member. Included in this file shall be the results of regular and special medical tests, any occupational illnesses or injuries, and any events that expose the individual to known or suspected hazardous materials, toxic products, or contagious diseases.

The Chief of Police and the Director of Personnel shall, in consultation with the physicians, make the determination on whether a medical condition is short-term with minimal to no residual effects, long-term but can be accommodated with adherence to proper medical treatment, or long-term and not likely to meet with performance requirements. Efforts will be made to assist members in their rehabilitation and to facilitate their return to full active duty, limited, or light duty where possible.

### **22.3.2 GENERAL HEALTH AND PHYSICAL FITNESS CRITERIA**

CALEA Standard 22.3.2, 22.3.3

Physical fitness should be a personal and professional goal of every employee of the Greenville Police Department which minimizes the potential for personnel shortages caused by excessive sick leave. Sworn employees have a greater need for maintaining a physically fit and healthier lifestyle due to the very nature of their job and the physical expectations that come with the job. Therefore, sworn employees are expected to maintain a level of general health and physical fitness, which allows for work to be performed efficiently and overall physical wellness should focus on exercise and nutrition, as well as, preventive screening. Police officers essential job functions, require that they be able to pursue fleeing suspects; enter and exit quickly patrol vehicles; carry and drag heavy objects; jump down from elevated surfaces; climb through openings; jump over obstacles; use bodily force to gain entrance through barriers; crawl in confined spaces; and balance on uneven or narrow surfaces.

In support of overall physical wellness, the Greenville Police Department encourages the use of facilities and programs aimed at improvement in nutrition habits and the maintenance of physical strength and flexibility. Personnel in the Greenville Police Department have access to, without cost to the employee, cardiovascular and strength building fitness equipment through the in-house gymnasium and through automatic membership in the Greenville Aquatics and Fitness Center. The Department maintains a certified Physical Fitness Instructor, which serves in the capacity of a trained coordinator for those

employees voluntarily seeking to improve their level of physical fitness. Additionally, through membership in the Greenville Aquatics and Fitness Center, personnel have access to classes on health-related issues and trained physical fitness professionals.

### **Fatigue Prevention**

The Greenville Police Department understands the effect that fatigue may have on an officer's health, the increase chance of workplace injuries, and the potential for reduction of performance and productivity. The Department realizes maintaining optimum health and well-being for employees is crucial in enabling them to think and perform in a manner that safeguards not only themselves, but also their co-workers and the community. To combat these factors employees shall:

- Not work more than sixteen (16) hours in any capacity, in a twenty-four (24) hour period, without the prior approval of the Bureau Commander.
- Have a minimum of eight (8) hours off-duty prior to reporting for a regularly scheduled work shift unless approved by the Bureau Commander.
- Not work more than a combined total of forty (40) hours of extra-duty employment and overtime in a two (2) week pay period.

In situations, such as civil disturbances, natural disasters, or other unforeseen circumstances, the Chief of Police or designee may suspend this policy.

### **22.3.3 COURTESY OFFICER PROGRAM**

The Greenville Police Department allows officers to participate voluntarily in the Courtesy Officer Program. This program permits sworn employees to reside in multi-family communities or housing within the City limits at reduced or free rent in exchange for courtesy law enforcement services or presence. Sworn personnel interested in becoming a courtesy officer must complete an Application for Courtesy Officer Form and forward the form through the chain of command to the Chief of Police. Upon approval, the applicant shall complete the Acknowledgement of Duties and Restrictions form. Both forms shall be forwarded through the chain of command and the originals maintained in the applicant's personnel file.

To be eligible to participate in the Courtesy Officer Program sworn personnel must have completed their probationary period.

The Courtesy Officer position shall not interfere, conflict with, or bring discredit to the Greenville Police Department. Courtesy Officers shall confine their duties to those of a law enforcement nature and are prohibited from:

- Participating in the collection of rent/bad checks
- Participating in eviction notifications
- Enforcing complex rules, regulations, or policies
- Responding to calls after consuming alcohol
- Responding to calls while on-duty unless dispatched
- Becoming involved in personal disputes

Courtesy Officers shall:

- Complete the Acknowledgement of Duties and Prohibitions Form
- Notify Communications of a call if unable to respond
- Notify their immediate supervisor if no longer participating as a Courtesy Officer

#### **22.3.4 OFF-DUTY EMPLOYMENT**

CALEA Standard 22.3.4

Off-duty employment is defined as any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.

The off-duty employment shall not interfere, conflict with, or bring discredit to the Greenville Police Department. Employees shall not engage in off-duty employment that requires the employee to:

- Serve or sell alcoholic beverages
- Perform work as bouncers, doormen, or cashiers at nightclubs or bars
- Perform work for insurance agencies, collection agencies, private investigators, attorneys, bail bond agencies, or taxi companies
- Perform work with wreckers or service stations that contract services with the City of Greenville
- Work or openly associate with convicted or known criminals
- Work an amount of time above those hours required for regular duty with the Police Department that interferes with the quality or expectations of the employee's position with the City. Sleep deprivation, decreased work performance, tardiness, or other similar job performance issues may be reason enough for a review of the employee's off duty work hours.

Employees seeking to engage in off-duty employment shall complete an Application for Secondary Employment Form and forward the form through the chain of command to the Chief of Police. Final approval of off-duty employment will be at the discretion of the Chief of Police.

#### **22.3.5 EXTRA-DUTY EMPLOYMENT**

CALEA Standard 22.3.5

Extra-duty employment is defined as any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer-employee. Extra-duty employment is managed and controlled by an independent administrator at the direction of the Greenville Police Department.

Greenville Police Department full-time, sworn personnel eligible for their General Law Enforcement Certificate may engage in Department approved extra-duty employment upon their release from field training after approval is received through the chain of command. Sworn personnel who do not possess their General Law Enforcement Certificate may engage in approved extra-duty once eligible for their General Law Enforcement Certificate, and once they have been released from probation. In certain circumstances, officers may work special details and/or assignments once out of Field Training with the approval of the Field Operations Bureau Commander. Reserve Officers who have completed the full field training may work those jobs that are available after full-time sworn personnel have been assigned jobs.

Extra-duty hours worked by a reserve officer are not in lieu of the required monthly eight (8) reserve officer hours. Extra-duty work is prohibited outside the jurisdictional boundaries of the City of Greenville.

Police officers shall not engage in extra-duty employment that interferes, conflicts with, or brings discredit to the Greenville Police Department. Police Officers shall not engage in extra-duty employment that requires the employee to:

- Serve or sell alcoholic beverages
- Perform work as bouncers, doormen, or cashiers at nightclubs or bars
- Perform work for insurance agencies, collection agencies, private investigators, attorneys, bail bond agencies, or taxi companies
- Perform work with wreckers or service stations that contract services with the City of Greenville
- Work or openly associate with convicted or known criminals
- Perform extra-duty work that would require the employee to work more than sixteen (16) hours within a twenty-four (24) hour period without the prior approval of the Bureau Commander.

Police officers are not to accept assignments directly from businesses. All communication from businesses must be directed to the Extra-duty administrator. The Extra-duty administrator will be responsible for assigning extra-duty jobs to police officers and maintaining on file the records of extra-duty assignments for a period of not less than one year to include:

- Date and time of job assignments
- Names of police officers assigned to jobs
- All billing invoices
- Extra-Duty Business Contracts

Extra-duty employment assignments shall be subject to approval and review at the discretion of the Chief of Police or their designee. The Extra-duty administrator shall oversee adherence to Greenville Police Department policies and procedures, loss of eligibility to work extra-duty assignments, and complaints or grievances concerning extra-duty work assignments.

### **Eligibility to Participate in Extra-Duty Employment**

If an officer fails to report for an extra duty assignment, an inquiry shall be conducted by the officer's immediate supervisor. If the officer is found to have been negligent, the officer will be subject to disciplinary action pursuant to Greenville Police Department Policy and Procedures.

### **Extra-Duty Employment Conditions**

- Police Officers who submit an Extra-Duty Request Form will be considered for all assignments before those who have not submitted a form.
- Assignments are made on an impartial basis and once schedules are completed they will be distributed.
- Police Officers are required to mark in-service (10-41) and out-of-service (10-42) when beginning and ending any extra duty job. Failure to do so may result in non-payment of hours
- Police vehicles may not be used to transport persons during off-duty work.

- Police officers working extra-duty assignments shall be accountable for their actions in the same manner as they would be for their regular work assignments.
- Police Officers shall not work extra-duty jobs during meal breaks.
- Police Officers may not return to work at the Greenville Police Department on the same day after leaving to work an extra -duty assignment.
- Police Officers who are more than fifteen minutes late when reporting to an assigned job will notify the Extra Duty Coordinator of the time they marked 10-41 and began their duties. Pay will be deducted in fifteen minute increments as would be calculated for regular duty work.
- Failure to notify the Extra- Duty Coordinator of a time change could result in disciplinary action.
- Police Officers engaged in extra-duty assignments are responsible for compliance with all state and federal laws applicable to reporting earned income.

**Police Officers seeking to engage in extra-duty employment shall:**

- Complete the Application Form for Secondary Employment
- Complete an Extra-Duty Work Request Form and forward the form to the Extra-duty administrator not later than the **15th** of the month prior to the period of extra-duty employment requested
- Be responsible for working all extra-duty assignments received; or, be responsible for locating another police officer to work the assignment
- Not trade assignments with other officers except for reasons of illness, emergencies or work conflicts. All trading of assignments will be subject to the approval of the Extra-duty administrator.
- Complete all required paperwork when work assignments are changed.
- Report to assignments at the scheduled time; tardiness of 15 minutes or more for all escorts and 30 minutes or more to all other jobs will be considered the same as a failure to work the assigned duty
- Review any special requests or work conditions related to a specific job prior to working the job and comply with the secondary employer's requests once they have been approved by the job coordinator.
- Notify the Extra-duty administrator, or an on-duty supervisor prior to being absent from a scheduled assignment.
- If the extra-duty is a downtown assignment and the assigned officers gives the assignment to another officer, then the patrol administrative assistant or a Center City supervisor shall be notified immediately of the change.

### **22.3.6 WORKER'S COMPENSATION/LIGHT DUTY ASSIGNMENTS**

#### **Worker's Compensation Procedures**

Employees have required responsibilities throughout the Workers Compensation/Light Duty period. Employees shall:

- Notify the on-duty supervisor immediately in the event of an on-duty injury.
- Contact 911 in the event of a medical emergency and the employee's immediate supervisor as soon as practical.

- If not a medical emergency, obtain a Medical Authorization form, an Authorization for Release, Use and Disclosure of Protected Medical Information and a copy of your job description from the Field Operations Bureau Staff Support Specialist.
- Proceed to the occupational health facility designated by the City of Greenville Human Resources department during business hours, Monday – Friday, unless otherwise directed due to holidays.
- Obtain a note from the treating physician specifying whether or not the employee may return to normal duty after the physician reviews the employee's job description and deciding which task(s) the employee is unable to perform. In the event, the employee is unable to return to normal duty the note should include an assessment of the prognosis for recovery, expected duration of the process and the nature of work restrictions.
- Complete an Initial Accident Report (Form – WCG -01) immediately submit both the note and the Initial Accident Report to the Risk Manager for the City of Greenville.
- Obtain a prescription card from the Field Operations Bureau Staff Support Specialist or on-duty supervisor and use the card to have any prescriptions filled at a designated pharmacy.
- Make all requests for light duty in writing to the immediate supervisor.
- Submit the request along with, a statement of medical certification supporting the requested reassignment, which is signed by the treating physician or a healthcare provider.
- Complete FMLA paperwork if a request is made for light duty work and the department is unable to accommodate the treating physicians prescribed restrictions.
- Obtain authorization from the Third-Party Administrator before going to any specialist appointments.
- Provide a list of dates and times of all appointments with specialists to the Administrative Services Bureau Commander.
- After every doctor's appointment turn in immediately all bills and medical evaluations. All paperwork should be provided to the Administrative Services Bureau Commander.
- Complete along with the supervisor, the Notification of Modified/Restricted Duty form and discuss the assigned work and the projected length of time the employee will be on modified/restricted duty.
- Provide weekly updates to the Administrative Services Bureau Commander, as to the employee's current medical status. (i.e. attended a doctor's visit, attended rehabilitation)
- Cooperate fully when contacted by the City's Third Party Administrator and return promptly any correspondences. (phone calls, emails, letters)
- Comply with all restrictions at work and at home
- Provide a copy of all forms and documentation to the Field Operations Bureau Staff Support Specialist.

Supervisors of injured employees shall adhere to the following guidelines:

- Document the incident/accident.
- Ensure that the appropriate Bureau Commander has been notified.
- Explain the City's Workers' Compensation Procedure if applicable.
- Complete the Workers' Compensation Checklist (form WCG-03) and the Initial Accident Report (form WCG-01) for Work Related Injury/Illness if applicable.
- Complete Supervisor's Investigation Report for Accidents and Incidents (form WCG-02) within

twenty-four (24) hours.

- Receive any request for light duty in writing only and forward the request along with the physician's statement through the chain of command to the Chief of Police or his/her designee.
- Complete with the employee a Notification of Modified/Restricted Duty Form (WCG-04) once the light duty request has been approved.
- Discuss the assigned work, according to the treating physician's notes, and the length of projected time the employee will be on modified/restricted duty.
- Place an employee on temporary light duty if the supervisor becomes aware of a physical limitation or condition that makes the employee temporarily unable to perform his/her duties.
- Investigate the accident/incident and discuss preventive measures.
- Maintain contact with the employee.

### **Light Duty Assignments**

A limited number of temporary light duty assignments may be provided for full-time employees who are injured or ill and temporarily unable to carry out their regular assignment, but can perform an alternative duty. The decision to allow assignment to a light duty position shall remain with the Chief of Police or his/her designee. To that end, temporary light duty can provide these members with an opportunity to remain productive while recuperating. It can also provide a work option for officers who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment.

Privileges of employees established under the provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other applicable federal or state laws are not affected. Priority shall be given to those employees who are injured on-duty. If all the positions for light duty are filled and one of those positions is occupied by an employee who was not injured on-duty, then any additional request received by an on-duty injured employee shall take precedence. The employee who was not injured on-duty but was in a light duty assignment shall lose their light duty status until such time another light duty assignment is vacated. This policy shall not affect transfers of employees that meet the operational needs of the Department, but which are unrelated to physical limitation or condition of the employee.

### **General Guidelines**

Employees on light duty shall provide weekly updates as to their current medical status through the Chain of Command to the Administrative Services Bureau Commander no later than 1700 hours on Friday. Employees shall at all times adhere to the medical restrictions they have been given while on-duty and off-duty. Temporary light duty positions are limited in number and variety. No specific position within this Department shall be designated for use exclusively as a temporary light duty assignment. All assignments will be based upon operational needs of the Department and available funding.

Light duty assignments are strictly temporary and normally should not exceed three (3) months in duration. After three (3) months, personnel on temporary light duty who are not capable of returning to their original assignment shall present a request for extension of temporary light duty, with supporting documentation, through the chain of command to the Chief of Police or his/her designee. Upon receipt of the request, the employee may be required to submit to additional testing or fitness examination by

the physician at the City Health Care Clinic. Temporary light-duty assignments will not generally exceed one (1) year in duration.

Personnel who undergo non-disciplinary administrative action or are involved in a non-duty related injury, illness, or temporary disability will be considered for light duty assignment based on operational needs and with the approval of the Chief of Police. Light duty assignments shall not be imposed as a disciplinary action and assignments may be changed at any time, if deemed in the best interest of the Department. Assignment to temporary light duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits, or other employee benefits.

Sworn employees on temporary light duty are prohibited from engaging in outside employment (including extra-duty work) in which they may reasonably be expected to perform functions that form the basis for their temporary light duty assignment. All outside employment (including extra-duty work) must be reported to, and approved by, the Chief of Police.

Depending upon the nature and extent of the injury or illness, an employee on temporary light duty may be restricted from wearing the Departmental uniform, carrying their assigned service weapon, driving and/or riding in a police vehicle, and/or employing police powers as determined by the Chief of Police or his/her designee.

Employees may not refuse temporary light duty assignments that are consistent with the recommendations of an attending physician or certified healthcare provider. Employees may request a change in their light duty assignment in writing through their chain of command to the office of the Chief of Police or his/her designee. However, the written request may be denied if alternative light duty positions are not available, the requested change does not conform to the employee's medical limitations, or the requested change does not meet the operational needs of the Department.

### **Temporary Light Duty Assignments**

Temporary light duty assignments may be drawn from a range of technical and administrative areas that include, but are not limited to, the following: desk assignments, administrative functions, clerical functions, and assignment to the Communications Center.

In addition to considerations included in this policy, decisions on temporary light duty assignments will be made based upon the availability of an appropriate assignment given the Department's assessment of the employee's knowledge, skills, and abilities. The availability of light duty assignments and the medical limitations imposed on the employee will also be considered.

Every effort will be made to assign employees to positions consistent with their rank and pay classification. However, where appropriate employees may be assigned to positions designated for personnel of lower rank or pay classification. Employees thus assigned shall retain the privileges of their rank, but shall report to the supervisory personnel of the unit to which they are assigned with regard to work responsibilities, performance, and supervision.

### **Requests for Assignment to Temporary Light Duty**

Requests for temporary light duty assignments shall be submitted in writing to the employee's immediate supervisor. Requests will be accompanied by a statement of medical certification to support

the requested reassignment and must be signed by either the treating physician or other licensed healthcare provider. The certificate shall include any limitations on work assignments based on the employee's job description. The Department may request that the employee provide supplemental information from the treating physician concerning the ability to perform certain assigned tasks.

The request for temporary light duty and the physician's statement shall be forwarded through the employee's chain of command to the Administrative Services Bureau Commander. The Administrative Services Bureau Commander will forward the request to the Chief of Police or his/her designee, who shall make a decision regarding the assignment.

The Department may, at the expense of the City of Greenville, require that the employee submit to an independent medical examination by a health care provider of the Department's choosing. In the event the opinion of this second health provider differs from the initial health provider; the employee may obtain a third opinion at the employee's expense.

The third opinion will be given to the Department's healthcare provider. If this opinion also differs from that rendered by the Department healthcare provider, the Department healthcare provider will contact the physicians to review the information obtained and the methods employed in all the medical examinations. This review, in conjunction with the other two medical practitioner's opinions, will be grounds for a final determination.

As a condition of continued assignment to temporary light duty, employees will be required to have their medical care provider review their job description and light duty job description periodically or whenever there is a change in the employee's condition.

#### **Notice from a Supervisor**

Absent a request, an employee may be placed on temporary light duty if any supervisor or supervising member of the Department becomes aware of a physical limitation or condition that makes the employee temporarily unable to perform his/her duties. In such instances, the policy contained herein will also apply.

#### **Unavailability of Temporary Light Duty Assignment**

When appropriate temporary light duty assignments are unavailable, employees may pursue other forms of medical, disability, or family leave as provided by the Department, City of Greenville, and state or federal law. Such unavailability shall not affect employees currently receiving Workers Compensation benefits.

#### **Release from Light Duty Assignment**

Employees who have been assigned a light-duty status, must be released to full-duty status by the treating physician or other licensed healthcare provider. Upon recommendation of release from light-duty status by the employee's physician, a fitness for duty examination will be conducted by the physician at the City Health Care Clinic.

#### **Pregnant Employees**

Pregnant Employees will be removed from their assigned position upon their request, if the Department receives written notification from the employee's physician that continuing in the position could prove detrimental to the health of the employee or unborn child.

Pregnant employees who wish to continue working their regular duty assignment must provide written documentation from their attending physician acknowledging the physician's familiarity with the duties and confirming that no restrictions are necessary. Pregnant employees shall be permitted to continue working approved regular duty *or* temporary light duty assignments until such time as a physician recommends that work be curtailed.

Pregnant employees are eligible for temporary light duty assignments consistent with this policy.

### **22.3.7 SEPARATION FROM THE DEPARTMENT**

Throughout the course of employment, personnel are issued a variety of equipment, supplies, and/or uniforms that must be returned to the Department upon separation. Additionally, the employee may have questions concerning benefits or issued equipment that will need to be addressed on a case-by-case basis.

This policy is intended to outline specific procedures for employees at the time of their separation of employment from the Department. Furthermore, it is vital to the integrity and security of the Department to ensure that all building proximity cards, case files, office and office filing cabinet keys, vehicle keys, and other items are retrieved from the departing employee.

Immediately upon notification of an employee's separation from employment, the Logistics Division Commander will ensure that access to all city buildings as well as access to computer software and systems is restricted. Notification should be made through the appropriate channels within the department and city to ensure access is removed for the employee.

In the event of an employee's death, all assigned equipment, supplies, and/or uniforms will be collected at a reasonable time and with the assistance of the nearest relative or emergency contact on file with the Department.

#### **Uniforms and Equipment**

The employee shall schedule an appointment with the Logistics Division Commander within 72 hours of the end of their employment to schedule the return of Greenville Police Department/City of Greenville property and identification or credit cards. Computers, firearms, uniforms and all other equipment will be returned at the scheduled appointment time. The Logistics Division Commander will complete an equipment checklist to ensure that all property previously issued to the employee is returned. Any equipment not returned during the scheduled appointment time will be documented on the checklist as well as the final Personnel Action Form. Replacement costs for any item(s) not returned will be deducted from the employee's final paycheck.

#### **Office of the Chief of Police**

The Chief of Police has the authority and discretion to allow an employee to maintain possession of a specific item(s). All full-time employees, regardless of the reason for separation, are required to attend an exit interview with the Chief of Police.

**Benefits**

Through an exit interview with the City of Greenville's Human Resources Department, the employee is informed of any matters involving salary and benefits that were provided through the City of Greenville during their employment.

**Lost or Damaged Equipment**

As outlined in *Chapter 26, Disciplinary Procedures*, any equipment which is returned damaged in excess of normal wear, or is lost, compensation to the City of Greenville is required.