




Clayton County Police Department

PROCEDURES

Subject MOMENTOUS OCCASIONS		Procedure # C16	
Authorizing Signature 	Effective 10-14-2022	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 4

I. PURPOSE

This policy establishes guidelines and procedures for the dissemination of information on momentous occasions, such as but not limited to, retirements, births, marriages, and deaths. Furthermore, guidelines as to the limitations set forth for retirement ceremonies and funeral service/escorts. Any procedure not covered in this policy or any other applicable written directive will be performed at the discretion of the Chief of Police.

II. POLICY

The Clayton County Police Department strives to offer appropriate assistance to employees that have dedicated their time to this Department. The wishes and desires of the employee and/or their family will receive primary consideration when providing assistance during momentous occasions.

III. DEFINITIONS

Employee: An individual employed by Clayton County in a position with the Clayton County Police Department.

Family Member: A person who is related to an official or employee as spouse or as any of the following whether by marriage, blood or adoption: parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, brother-in-law or sister-in-law.

Good Standing: An employee separates from the Department in good standing, when the employee's separation is voluntary, their last annual Performance Evaluation Program (PEP) meets acceptable standards or higher, they do not have any open internal investigations with the Office of Professional Standards (OPS), they are not under investigation for any criminal act, they are not under investigation by the Georgia Peace Officer Standards & Training Council (POST), and they are not resigning in lieu of termination. The Chief of Police is the final authority in determining the standing of a separating employee.

Immediate Family: Is defined to include parent or guardian, brother, sister, child, spouse, grandparent, grandchild, and employee's spouse's parent or guardian, brother, sister, child, grandparent, or grandchild.

Retirement: For the purpose of this policy, it is defined as an employee who has served at least fifteen (15) years of continuous service, with the County and is leaving active duty in good standings.

Survivors: Immediate family members of the deceased officer, which can include spouse, child, parent or guardian, brother, sister, grandparent, grandchild, and employee's spouse's parent or guardian, brother, sister, child, grandparent, grandchild, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

Sworn Officer: Any police officer, who is authorized by the Chief of Police to carry a firearm on duty.

Weapon: A County-owned handgun issued to the sworn officer by the Chief of Police for official use as a sworn officer.

IV. MOMENTOUS ANNOUNCEMENTS

When a significant event occurs that an employee chooses to have announced, e.g., birth of a baby, marriage, death or serious illness of a family member, the employee will submit an Inter-Office Memorandum. It is the responsibility of the employee to submit the memo with the correct information that they wish to have disseminated. This memo will be submitted to their direct supervisor, who will then submit it to their direct chain of command.

The information submitted will be reviewed by the Division Commander for appropriate content. Once the information is approved by the Division Commander, it will be forwarded to the Logistics and Operations Unit, in order to have the announcement published in the *Department's Daily Bulletin*.

Announcements will be published in the *Department's Daily Bulletin* for one (1) week. The approved memo will be placed into the employees file.

Announcements will not be made in the *Department's Daily Bulletin* requesting monetary donations to assist employees and/or their immediate family.

V. RETIREMENT AND VESTED CEREMONIES

A. Retirement Ceremonies

1. Any Clayton County Police Department employee that has submitted a written notice of retirement to the Chief of Police, in accordance with departmental policy, that is leaving in good standing, and has served a minimum of fifteen (15) years of continuous employment with the County, are eligible for a retirement ceremony. The retiring employee will have an option of ceremonies.

For further information regarding an employee's written notice of retirement, refer to standard operating procedure *C15: Employee Separation*.

2. Upon receiving the written notice of retirement, the Office Manager of the Chief of Police, or authorized designee, will contact the retiring employee. The following options will be provided to the retiring employee as to whether they want a formal or informal ceremony.

- a. Law Library

The Law Library will be available for a quaint, less formal valediction, e.g., retirements of employees that are leaving active duty in good standing, and have at least fifteen (15) years and up to twenty (20) years of continuous employment with the County.

- b. Community Room

The Community Room will be available for a more formal memorialization of the employee's career, e.g., retirements of employees that are leaving active duty in good standing, and have more than twenty (20) years of continuous employment with the County.

- c. Media Room

The Media Room will be utilized if food and drinks are expected and also to accommodate a larger crowd.

3. Retention of Badge and Weapon by Retired Public Safety Officers

Sworn Officers who retire from this Department and choose to retain their badge and weapon may do so, pursuant to Clayton County Ordinance 54-4.

For further information regarding the qualifications under the aforementioned County ordinance (i.e., Sec. 54-4), refer to standard operating procedure *C15: Employee Separation*.

B. Vested Ceremonies

1. Criteria for vested employees.
 - a. Employees hired prior to January 1, 2016, and have seven (7) years of service with the County.
 - b. Employees hired on or after January 1, 2016, and have ten (10) years of service with the County.
2. A vested employee, in good standing with the Department, will have an option to have an informal departure gathering of family and/or friends in the Media Room. The vested employee shall submit a written request to reserve the Media Room through their chain of command.
3. Upon receiving the written request, the Division Commander, or authorized designee, shall notify the Office Manager of the Chief of Police, or authorized designee, to confirm availability and/or make reservations for the Media Room.
4. Such use of the Media Room shall be in accordance with departmental procedures.

For further information regarding the rules and regulations of the Media Room, refer to standard operating procedure *B21: Use of the Media/Community Room*.

VI. FUNERALS

The Clayton County Police Department will offer appropriate assistance and funeral honors following the death of current or retired employees of the Clayton County Police Department. Any level of participation in the service by the Department is always at the approval of the survivors of the deceased employee with the authorization of the Chief of Police.

Generally, the Department's funeral escorts for current or retired employees will be no further than fifty (50) miles from the Clayton County line, unless authorized by the Chief of Police.

VII. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *C16: Momentous Occasions*, dated June 22, 2020.