




Clayton County Police Department PROCEDURES

Subject PERSONNEL			Procedure # C1
Authorizing Signature 	Effective 11-29-2023	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 5

I. PURPOSE

The purpose of this directive is to establish guidelines relating to the management of accurate contact information, identification, classification, assignment, seniority of personnel, and the compensation, benefits, and conditions of work in accordance with departmental policy and *Clayton County Civil Service Rules and Regulations*.

II. POLICY

It is the policy of the Clayton County Police Department (CCPD) that the personal information of its employees will be kept confidential and stored in files, and that the contents within will be shared only as required and with those who have a legitimate need to have access to such information. It is up to the employee to review and familiarize themselves with the job duties as stated in county and departmental policy as well as the pay and training each assignment involves. It is imperative that employees are identifiable in the performance of their duties. Furthermore, the CCPD has a seniority system in place in all phases of employment which is detailed in this policy.

III. PROCEDURES

A. Personnel Files

1. Personnel records such as background packets, personnel action forms, disciplinary actions, recognitions, and other administrative correspondence will be held in an employee's personnel file. These files are located in the Chief's File Room. The Commander of the Logistics & Operations Unit is the designated custodian of these records. When absent and/or unavailable, the authorized designee for the Logistics & Operations Commander, may act as the Custodian. No other employees will be allowed in the Chief's File Room, unless under the supervision of the Logistics & Operations Commander or authorized designee.
 - a. The removal of any file from the room is required to be documented on the *Chief's File Room Log* (see CCPD SOP: C1: Appendix A), to include the employee's name on the

file, the name of the employee releasing the file, to whom the file is given, date, and time.

- b. The return of any file to the room is required to be documented on the *Chief's File Room Log*, to include the name of the employee returning the file and the date and time the file was returned.
2. Members of the Office of Professional Standards (OPS) and Background/Recruiting may for administrative reasons review the file of another employee without the permission of the Chief of Police, or authorized designee.
3. No employee may view their own personnel file, unless supervised by the Logistics & Operations Commander or authorized designee.
4. For further information on records custodians for the Department refer to CCPD SOP: *E4: Central Records and Permits, Appendix D: CCPD List of Records Custodians*.

B. Annual Documentation

In January of each year, the Logistics & Operations Commander, or authorized designee, will file the previous calendar year's *Chief's File Room Log*, in a folder inside the Chief's File Room. The information contained therein may be used for statistical purposes to include, but not limited to, related annual re-accreditation efforts and determining if any patterns or trends exist.

C. Classification of Personnel

The Clayton County Position Classification Plan is contained in Rule Four (4) of the *Clayton County Civil Service Rules and Regulations* and is maintained by Clayton County Human Resources. The classification plan may be reviewed as often as necessary but shall be reviewed annually for purposes of amendment and revision. Employees can find all class specifications on the Clayton County Human Resources website or by clicking on the following link: <https://www.claytoncountyga.gov/government/human-resources/>. [CALEA 21.2.2]

D. Specialized Assignments

Specialized assignment positions may call for an individual with a particular skill set that limits the agency's ability to fill the position expediently. As a general rule, anticipated special assignment vacancies, regardless of the division agency subcomponent, shall be inter-departmentally advertised for a period of not less than ten (10) days to provide for increased employee career opportunities. Included in such vacancy announcements and the resulting personnel selection shall be factors pertaining to experience, skills, education, knowledge and abilities necessary for job performance. This notification system will not be required for the position of an undercover or similar nature.

E. Salary Compensation and Augmentation

The CCPD salary levels including entry level salaries, salary differentials within ranks, salary differentials between ranks and salary levels for those with special skills are decided and set by the Clayton County Board of Commissioners and are based on annual department head recommendations and reviews as well as the *Performance Evaluation Program (PEP)* system employed by Clayton County Human Resources. The CCPD's Payroll Technician has a copy of the departmental compensation schedule available for review.

Personnel needing information concerning various types of procedures required for salary augmentation, (merit increases, overtime pay, call back pay, holiday pay) are directed to Rule Five (5) of the *Clayton County Civil Service Rules and Regulations*.

Personnel are encouraged to use the Clayton County Munis self-service link in order to assess their current pay, salary, benefits and deductions. Employees may also use the Munis self-service link (<https://munisselfservice.claytoncountyga.gov/ess/>) to amend deductions and withholdings.

F. Fringe Benefits – Clayton County Civil Service Rules and Regulations

1. Retirement Benefits [CALEA 22.1.3 (a)]

Full-time personnel employed before age sixty (60) are entitled to participate in the Clayton County Retirement Plan. The plan is explained in its entirety in the handbook available from the Clayton County Human Resources entitled “*Clayton County and the Clayton County Water Authority Retirement Plan for Full Time Employees*”.

2. Health, Disability, and Death Insurance [CALEA 22.1.3 (b & c)]

The Clayton County Government utilizes a variety of health, disability, and life insurance plans. The plans are renewed annually for effectiveness and the employee may participate in said plans as they desire. The health insurance plans may consist of HMO’s. Also available are a variety of life/accidental death and dismemberment options. Written handbooks or descriptions of all available plans and options may be obtained by contacting the insurance representative at the Clayton County Human Resources, Benefits Division.

3. Liability Protection [CALEA: 22.1.3 (d)]

The CCPD is covered by a blanket Law Enforcement Liability Policy. The Risk Management Division of Human Resources can answer any question about the County’s Liability Coverage.

4. Educational Benefits – [CALEA: 22.1.3 (e)] See CCPD SOP: *B10: Career Development*.

5. Employee Assistance Program (EAP) – Refer to *Clayton County Code of Ordinances* Section 70-171 et.al.

6. Leave Benefits - Regulations and requirements concerning leave benefits, holiday leave, annual leave, sick leave, military leave, maternity leave, civil (court) leave, educational leave, family medical leave and leave without pay are addressed in their totality in Rule Five (5), Compensation and Benefit Plan, of the *Clayton County Civil Service Rules and Regulations*.

G. Physical, Psychological, or Drug Screen Examinations

The Chief of Police may, at any time for cause, order an employee to undergo a thorough physical examination, psychological examination, or drug and alcohol screening. The *Georgia Peace Officer Standards and Training Act* contained in Code Section the *Official Code of Georgia Annotated (OCGA)* § 35-8-8 states that police personnel shall be physically and mentally capable of enforcing the law. Physical/psychological examinations and drug screening shall therefore be ordered any time for cause.

It is the policy of the CCPD to conduct random drug testing of employees holding safety-related and drug-sensitive positions. For further information regarding drug and alcohol testing, refer to CCPD SOP C7: – *Drug and Alcohol Policy*.

H. Status Change Submission Forms

When employees have a change in status (e.g., address, name, emergency contact, spouse, etc.), they will complete a *Status Change Form* and submit it to the Logistics & Operations Unit/Administrative Front Office Staff, located in the front office at CCPD Headquarters. Employees shall also update their information on the Clayton County Munis self-service website link to ensure accurate information is on pertinent documentation such as payroll, insurance, and tax paperwork.

IV. EMPLOYEE IDENTIFICATION

A. Responding to Requests to View Employee Identification [CALEA 22.1.8(a)]

Employees who are on-duty, not wearing a Department-issued uniform and are requested by a citizen to view their Department-issued identification during the performance of their duties will honor the request. This may be in the form of displaying a Department-issued photographic identification card and/or police badge. Personnel who are working undercover are exempt from this requirement.

B. Providing Official CCPD Photographic Identification [CALEA 22.1.8(b)]

Personnel, volunteers, and Explorers will be issued a unique identification card, bearing the employee's name, title and photograph. The photographic identification card is to be carried at all times while on-duty, or while working authorized off-duty employment as defined by CCPD SOP: *B6: Off-Duty/Secondary Employment*. Personnel who are working undercover are exempt from this requirement.

C. Verbal Identification of Personnel over the Telephone [CALEA, 22.1.8(c)]

While in performance of official duties, personnel, volunteers and Explorers will identify themselves by name when verbally answering and/or interacting with the public via departmental phone(s), County owned phone(s), or any other telecommunications device. Personnel who are working undercover are exempt from this requirement.

V. DEPARTMENTAL SENIORITY

The seniority of Clayton County employees is governed by the *Clayton County Civil Service Rules and Regulations*. This is the date of hire with Clayton County. The Director of Human Resources oversees County seniority. For example, County seniority is used to determine end of new hire probation. Seniority in the CCPD is determined by departmental policy as described in this directive. The needs of the CCPD are always the controlling factor in the assignment of off days, shifts, and other personnel matters. However, where possible, departmental seniority will be among the factors considered in making such assignments.

A. Sworn Officer Seniority in the Uniform Patrol Division

1. For Police Officer Recruits and Sworn Officers hired after September 1, 2018, and for any Police Officer Recruits who are appointed to Police Officer after September 1, 2018, seniority in the Uniform Patrol Division will be the date the employee is designated as a Police Officer by the Chief of Police on the *Clayton County Government Personnel Action*

Form. This date will coincide with the date the Police Officer Recruit is released to Solo Patrol, as indicated in the officer's *Field Training Program* documentation. Any tie on the *Seniority List* between Sworn Officers will be broken first by date of employment and if there is still a tie, then the date of employment application, followed by time stamp of application.

2. For Police Officer I's and Police Officer II's hired after January 1, 2016, and for any Police Officer who is appointed to Police Officer II after January 1, 2016, seniority in the Uniform Patrol Division will be the date the employee is designated as a Police Officer II by the Chief of Police on the *Clayton County Government Personnel Action Form*. Any tie on the *Seniority List* will be broken first by date of hire and if there is still a tie, then the date of employment application, followed by time stamp of application.
3. For officers hired prior to January 1, 2016, placement on the *Seniority List* will be determined by their date of hire with the CCPD. Any tie will be broken first by the employee's date of hire with the County if different than the hiring date with the CCPD, then by the employee's application date, followed by time stamp of application.
4. For officers who leave the Uniform Patrol Division and later return, their seniority will be determined as described above.

B. Seniority in Specialized Units

1. Seniority in CID or any other non-patrol assignment (hereinafter referred to as specialized units), will be the date the employee was assigned to the specialized unit by the Chief of Police on a *CCPD Personnel Order*. Any tie on the *Seniority List* will be broken first by the employee's date of hire with the CCPD, and if a tie still exists, employee's date of hire with the County if different than the hiring date with the CCPD, then by the employee's application date, followed by time stamp of application.
2. With the exception of detectives, officers who are removed from the specialized unit by *Personnel Order* and later return, their position on the *Seniority List* will be the date of the last *Personnel Order* assigning them to the specialized unit.
3. Detective seniority is determined by the date of appointment by the Chief of Police.

C. Seniority for Non-sworn Employees

Seniority for non-sworn employees will be the date of hire with the CCPD. Any tie will be broken first by the employee's date of hire with the County if different than the hiring date with the CCPD, then by the employee's application date, followed by time stamp of application.

D. Credit for Past Seniority with the CCPD

An employee who separates from the CCPD in good standing, but returns within six (6) months, will get credit for past seniority with the Department after the employee has been employed continuously for the number of days they were separated. Credit for past seniority with the CCPD will only be granted once.

VI. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *C1: Personnel*, dated June 8, 2023.