




## Clayton County Police Department

# PROCEDURES

Subject <b>PERSONNEL</b>			Procedure # <b>C1</b>
Authorizing Signature 	Effective <b>01-05-2026</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>6</b>

### I. PURPOSE

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 secure files, and that the contents within will be shared only on a legitimate need-to-know basis, and to ensure that employees understand job specifics (duties, pay, training, seniority) while ensuring they remain identifiable in their roles.

### III. PROCEDURES

#### A. Responsibilities

1. Employees are responsible for knowing, understanding, and conforming to all CCPD written directives contained within the CCPD SOP Manual, that applies to their position.
  - a. Employees may refer to these directives through PowerDMS.
  - b. Any questions regarding these directives shall be directed to an immediate supervisor.Employees shall also be responsible for certain external written directives, including but not limited to federal law, state law, local law (Clayton County Code of Ordinances), Clayton County Civil Service Rules and Regulations, administrative directives from the Clayton County Board of Commissioners Office, county departments, other federal/state agencies, etc.
2. Nothing shall excuse an employee for failing to promptly obey a lawful order given by a superior of the CCPD.
3. Supervisors are primarily responsible for ensuring employees understand and follow applicable laws, directives, rules, regulations, orders, etc.

4. Employees must understand their specific job duties, pay structure, training requirements, and the CCPD's seniority system.
5. In alignment with the CCPD's core values of transparency and professionalism, employees must remain clearly identifiable while performing official duties to ensure public accountability. Personnel working in covert (undercover) assignments are exempt from this requirement.

#### B. Personnel Files

1. Personal information of employees will be kept confidential and stored in secure files; access is restricted to those individuals with a legitimate need to have access to such information.
2. 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.
3. The Commander of the Logistics & Operations Unit is the designated custodian of these records. When absent or unavailable, the authorized designee for the Logistics & Operations Unit 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 Unit 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 *Appendix A* of this procedure), to include the employee's name on the file, 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.
4. Members of the Office of Professional Standards (OPS) and Background and Recruitment Unit may for administrative reasons review the file of another employee without the permission of the Chief of Police or authorized designee (hereinafter referred to as the Chief of Police).
5. No employee may view their own personnel file, unless supervised by the Logistics & Operations Unit Commander or authorized designee.

#### C. Annual Documentation

In January of each year, the Logistics & Operations Unit 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.

#### D. Classification of Personnel

The Clayton County Position Classification Plan, outlined in Rule Four (4) of the Clayton County Civil Service Rules and Regulations, details job roles and is managed by the Clayton County Human Resources (HR) Department. The classification plan may be reviewed as often as necessary but shall be reviewed annually for purposes of amendment and revision. Employees can find specific job descriptions (Class Specifications) on the HR website or by clicking on the following link: <https://www.claytoncountygga.gov/government/human-resources/>. [CALEA 21.2.2]

#### E. 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 and agency subcomponents, shall be inter-departmentally advertised for at least 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 the role. This notification system will not be required for the position of an undercover or similar sensitive nature.

#### F. 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 the Clayton County Human Resources (HR) Department. The CCPD's Payroll Technician maintains a copy of the departmental compensation schedule 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 shall use the Clayton County Munis Employee Self-Service (ESS) portal to access their pay stubs, benefits, deductions, and leave balances. Employees may also use the ESS portal to amend deductions and withholdings.

The Employee Self-Service (ESS) portal can be accessed at either of the following links: <https://claytoncountyga.munisselfservice.com/ess/> or <https://munisselfservice.claytoncountyga.gov/ess/>.

If an employee has an issue logging into the ESS portal, they can send an e-mail to HR at [hress@claytoncountyga.gov](mailto:hress@claytoncountyga.gov) and/or call (770) 473-5801.

#### G. Fringe Benefits

##### 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 Clayton County Human Resources (HR) 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 (HR) Department, Benefits Division.

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

The CCPD is covered under a blanket Law Enforcement Liability Policy. Questions regarding the specific details of this coverage should be directed to the Risk Management Division within the Clayton County's Human Resources (HR) Department.

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

a. The Clayton County Board of Commissioners has approved an educational incentive for sworn personnel who have post-secondary education from an accredited college or university. The incentives include the following:

- 1) An Associate's Degree three step (3.75%) incentive, but it cannot push an employee beyond the maximum salary for the pay grade.

- 2) A Bachelor's Degree six step (7.5%) incentive, which is the maximum incentive under this program, but it cannot push an employee beyond the maximum salary for the pay grade.
- b. For the purpose of incentive pay, the CCPD recognizes all of the college and universities within the University System of Georgia. For any other post-secondary schools, the CCPD will recognize any accredited school that is listed on the United States Department of Education's accreditation list found at: <http://ope.ed.gov/accreditation/Search.asp>.
- c. Qualified sworn employees may apply for the educational incentive by completing the *Application for Educational Incentive Pay*. The application and a certified copy of their college transcript will be forwarded to the Chief of Police for approval.
  - 1) Approved applications will be forwarded to the HR Director with a *Request for Personnel Action Form*.
  - 2) Denied applications will be returned to the officer.
    - a) The officer may appeal the denial to the Chief of Police by providing any additional information the officer wishes to be considered.
    - b) If the application is still denied after an appeal to the Chief of Police, the officer may file an appeal to the HR Director whose determination will be final.

5. Employee Assistance Program (EAP) See also Clayton County Code of Ordinances Section 70-171 et.al.

Clayton County's EAP provides confidential access to professional counseling services to help in confronting personal problems, such as alcohol and substance abuse, marital and family difficulties, financial or legal troubles, emotional distress and other life events.

Personnel can access EAP resources via the Clayton County Munis Self- Service (ESS) portal. If an employee has an issue logging into the ESS portal, they can send an e-mail to HR at [hress@claytoncountyga.gov](mailto:hress@claytoncountyga.gov) and/or call (770) 473-5801.

6. Leave Benefits

Regulations and requirements concerning leave benefits, holiday leave, annual leave, sick leave, military leave, maternity leave, civil (court/jury) 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.

H. 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 & Alcohol Policy*.

I. 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 Employee Self-Service (ESS) portal 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 in covert (undercover) assignments are exempt from this requirement.

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

Personnel and volunteers 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 in covert (undercover) assignments 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 and volunteers 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 in covert (undercover) assignments 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 HR Director 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 (UPD)**

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 (UPD) 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 (UPD) 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 (UPD) and later return, their seniority will be determined as described above.

**B. Seniority in Specialized Units**

1. Seniority for the Criminal Investigation Division (CID) and other non-patrol specialized units will be the date the employee was assigned to the specialized unit by the Chief of Police on a CCPD Personnel Order (PO). 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 a CCPD Personnel Order (PO) and later return, their position on the Seniority List will be the date of the last CCPD Personnel Order (PO) 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 November 29, 2023.