

Greer Police Department

General Order 260.1 PERSONNEL DISTRIBUTION/ALTERNATIVES

This order consists of the following numbered sections:

- I. POSITION MANAGEMENT
- II. POSITION VACANCIES
- III. TEMPORARY ASSIGNMENTS
- IV. CIVILIAN POSITIONS
- V. MILITARY LEAVE

By Order of: *Matt Hamby*
Chief of Police

March 3, 2023

CALEA 11.5.1; 22.1.1; 22.1.2; 22.1.3; 22.1.4; 22.1.9; 22.2.3; 33.8.4

I. PERSONNEL MANAGEMENT

A. Authorized Positions

All sworn and civilian positions within the Police Department are authorized by the City Administrator and approved by the City Council. The Department will utilize only the number and type of positions which are authorized in the City budget. Each approved position will be identified on the organizational chart and shown as vacant or filled.

B. All proposed new positions will receive prior approval and funding before being filled on more than a short-term, temporary basis.

C. The Chief of Police is authorized, as the Department Head, to utilize personnel filling authorized, budgeted positions outside the scope of their normal day-to-day assignment to fill existing need in furtherance of meeting the Department's goals and objectives.

II. POSITION VACANCIES

Generally, the opportunity to compete for selection to fill specialized vacancies is afforded to all eligible employees. However, the Chief of Police has the authority to fill a specialized vacancy at his discretion. Whenever a vacancy occurs or the need exists to fill a new position and the opportunity to apply is open to the Department, the following will apply:

A. The Chief of Police will issue a Personnel Order which:

1. Announces the vacancy and invites employees the opportunity to apply.
2. Identifies the eligibility requirements which may include:
 - a. skills, knowledge and ability required for the assignment.
 - b. formal education and/or relevant training.
 - c. required length of experience.
3. Establishes a closing date.

B. Selection Process

All candidates who are deemed eligible to compete for the announced vacancy will be given equal consideration by undergoing the same selection process. The process may vary depending upon the nature of the assignment and may be an interview, an interview board, written test or assessment center. All candidates will be informed of the type process to be employed and will be given the same amount of time to prepare for that process.

C. New Hire Orientation

The City of Greer policy requires all newly hired employees to participate in orientation conducted by the Human Resources Department on the first day of work. This initial

orientation will include mandated employment and payroll paperwork, as well as an explanation of benefits and leave. Human Resources provides the new employ with a City of Greer Policies and Procedures manual and discusses other pertinent employment information. Salaries and salary ranges for position vacancies are included in open job postings and are then agreed upon at the time of offer of employment. The City of Greer Policies and Procedures Manual outlines the following:

- a. Salary rate change upon promotion or demotion
- b. Salary above minimum provided certain conditions exist
- c. Requirements for overtime and compensatory time
- d. Requirements for salary augmentation
- e. Employee leave
- f. Retirement
- g. Health insurance
- h. Disability and life insurance
- i. Employee educational benefits
- j. Employee Assistance Program

Services related to Line of Duty Death incidents are covered in General Order 350.1

The City of Greer is a member of the South Carolina Municipal Insurance and Risk Financing Fund (SCMIRF). As such, Law Enforcement Liability Coverage is provided to the City of Greer and its covered persons for a Law Enforcement Incident that results in

- a. Bodily Injury
- b. Property Damage
- c. Personal Injury; or
- d. Advertising Injury

III. TEMPORARY ASSIGNMENTS

It is the policy of the Police Department to afford its employees the opportunity to gain experience in a broad range of assignments. Within the limits established by manpower constraints, supervisors are delegated the authority to allow employees to cross-train in any other Divisions or units for up to two weeks provided manpower levels will accommodate such time. Traffic, CID, and DEU are examples of units that may allow for temporary assignment. Employees exhibiting

- a demonstrated interest in such units may request temporary assignment by memorandum to their Division Commander via the chain of command. The Division Commander will consult with the commander or supervisor of the requested assignment and approve the request only if the assignment does not present a hardship to the employee's regular unit of assignment or to the unit where the temporary assignment is requested. It must also be determined whether the assignment would be of benefit to both the employee and the Department.

IV. CIVILIAN POSITIONS

Positions not requiring sworn personnel are specified as civilian positions and staffed accordingly. Civilian positions include Communicators; Detention Officers; Data Entry Clerk; Record's Clerk; Communications Supervisor, Animal Control Officer and Administrative Assistant. Their duties are enumerated in the General Order regulating their respective Sections.

V. MILITARY LEAVE

City of Greer policy states that employees are entitled to leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty as may

be provided under state and federal law. The Greer Police Department, specifically, will put in place a plan to assist those personnel who are activated to Active Duty status and will be absent from the department for more than 180 days.

The deploying officer will supply the Chief of Police his orders within three days of receiving them. The officer's immediate supervisor will work through the chain of command to designate the appropriate officer to serve as a liaison between the deployed officer and the department. The liaison will also coordinate with the deploying officer's family to help address any special needs or changes in circumstances that may arise during deployment.

The deploying officer will coordinate with Human Resources pre-deployment to discuss issues such as employee benefits, salary continuation, or other information that may assist in later re-integration. The Chief of Police or his designee will conduct an out-processing interview with the deploying officers to discuss topics such as the deployment and the re-integration process. The deploying officer will then meet with the training officer to arrange for the storage of department equipment and vehicle.

The deployed officer will begin the re-integration process following completion of applicable legal leave time at the end of deployment. The deployed officer will meet with the Chief of Police or his designee as a part of the re-integration process. The Chief of Police will coordinate with Human Resources to determine the necessity for the deployed officer to participate in a debriefing session facilitated through EAP.

The training officer will ensure that the deployed officer has completed any legal and policy updates, other required training, and weapons re-qualification prior to returning to full service.

