

Chapter: 22	Compensation and Benefits
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## Chapter 22 Compensation and Benefits

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#### 22.1.1 Agency's Salary Program

- A. **Entry-level salary** – Employees of the New Bern Police Department will be compensated in accordance with the City of New Bern Grade Schedule as set by City Code.
- B. **Salary differential within ranks** – The New Bern Police Department uses pay ranges for its personnel, which are intended to furnish administrative flexibility in recognizing differences among positions allocated to the same class as set by City of New Bern Ordinance [Section 54-66](#).
- C. **Salary differential between ranks** – An employee promoted shall at a minimum receive a 5% increase or be increased to the minimum step of the new pay range; whichever is higher in accordance with City of New Bern Ordinance [Section 54-71](#).
- D. **Employees with special skills** as defined by the chief of police will be compensated in accordance with General Order 22.1 bullet G.

Barring any budget restrictions, compensation for an additional duty assignment will be given to an FTO when they are participating with an officer in the Patrol Re-Entry Program. Compensation will begin upon

the assignment date of the officer to the Patrol Re-Entry Program and cease upon the date of the officer's assignment to a shift and field supervisor.

**E. Compensatory time policy** – The Chief of Police or designee may grant compensatory time off to exempted employees who may be required to work additional hours due to the completion of a project or in the case of an emergency in accordance with City of New Bern Ordinance [Section 54-76](#).

**F. Overtime policy** – No department employee will work overtime except when authorized by the Chief of Police or designee. The administration of overtime compensation will be in accordance with federal and state laws and those regulations established by the City Manager in accordance with City of New Bern Ordinance [Section 54-76](#).

Standby Pay – Any member of the department who is specifically required for a specific period of time to be available to answer emergency calls during off-duty hours shall be compensated in accordance with City of New Bern Ordinance [Section 54-77](#).

Callback Pay – Hourly employees called in to work for any period not immediately before or after their normal duty time shall receive compensation in accordance with City of New Bern Ordinance [Section 54-78](#).

**G. Provision of salary augmentation**

Temporary Supervisory Compensation - When a regular full-time employee is asked to perform supervisory duties which are outside of his/her normal scope of responsibility due to an employee's resignation or extended leave of absence, they may receive a temporary salary increase.

An employee will receive a temporary salary increase under the following conditions:

- When the employee is designated as an acting supervisor for a higher classified position.
- When the employee is serving in an acting supervisory capacity and assumes a significant amount of higher-level supervisory responsibilities in addition to their own responsibilities on a temporary basis when that service is expected to be for a period of time exceeding 28 days.

All temporary acting supervisory assignments must be approved by the Chief of Police, the Director of Human Resources and City Manager prior to the employee assuming the temporary responsibilities.

The employee who assumes temporary duties as an acting supervisor for a higher classified position for a period exceeding 28 days will typically receive a 5% increase for the duration of the temporary assignment retroactive to the first day of the assignment which will coincide with the start of the pay period. If the Chief of Police determines that deviation from the 5% temporary increase is warranted, consideration for approval will be given on a case-by-case basis.

The temporary supervisor increase will cease when the acting supervisor assignment is complete, and the employee will return to their regular salary.

FTO Compensation – Barring any budget restrictions, all certified FTOs and Supervisors will receive a temporary 5% increase while assigned as a member of a specific recruit's Field Training Team.

Compensation for the additional duty assignment for all members of a recruit's Field Training Team will begin the first day the recruit reports to the Field Training Program documented by the "Assignment to the Field Training and Evaluation Program" memo. The memo will also list all members of the recruit's Field Training Team.

Additional duty assignment compensation will cease for all Field Training Team members when the assigned recruit has successfully completed the Field Training Program or has been terminated from the department. The Administrative Assistant will prepare the Personnel Transaction Notice (PTN) to be forwarded to Human Resources.

CTO Compensation – Barring any budget restrictions, all certified CTOs and Supervisors will receive a temporary 5% increase while assigned as a member of a specific recruit’s Field Training Team.

Compensation for the additional duty assignment for all members of a Communications Training Team will begin the first day the trainee reports to the Communications Training Program documented by the “Assignment to the Communications Training and Evaluation Program” memo. The memo will also list all members of the recruit’s Field Training Team.

Additional duty assignment compensation will cease for all Communications Training Team members when the assigned recruit has successfully completed the Communications Training Program or has been terminated from the department. The Administrative Assistant will prepare the Personnel Transaction Notice (PTN) to be forwarded to Human Resources.

### **K-9 Maintenance**

**Workdays** – K-9 Handlers will be paid for 12 hours at their regular pay rate on normal workdays. The K-9 Handlers normal workdays will consist of “11” hours of normal duties and “1” hour of K-9 Maintenance. K-9 Maintenance time can only be taken at the end of the work shift. During major emergencies, patrol supervisors have the discretion to use the K-9 Officer as needed; however, the K-9 Officer will still be compensated 1 hour of K-9 Maintenance at a regular rate of pay. Normal duties will be recorded separately and coded as RSR in Regular Section of the time sheet, while K-9 Maintenance will be recorded as K9MR, K-9 Maintenance Regular in K-9 Maintenance section of the time sheet. In addition to K-9 Maintenance overtime as authorized below, K-9 Handlers will receive overtime upon exceeding 86 regular hours in a pay period as recorded in the Regular Section of the time sheet.

**Leave** - If a K-9 Handler takes either sick or annual leave on a normal workday, the K-9 Handler will log 1 hour for each day of leave as K-9 Maintenance Regular (K9MR) in K-9 Maintenance section of the time sheet, the remaining hours will come from sick/annual leave to make up the 84 hours. To ensure proper care, K-9 Officers are required to put the canine in a kennel while on annual leave and out of town. K-9 Maintenance compensation will not be provided while the canine is being kept at the kennels.

**Non-working days** - On non-working days, K-9 Handlers are responsible for bathing, brushing, exercising, feeding, grooming, cleaning of the dog’s kennel or transport vehicle, administering drugs or medicine for illness and/or transporting the dog to and from an animal hospital and training the dog at home. The K-9 Handler will be compensated “1” K-9 Maintenance hour on each day off at the regular rate of pay and will be recorded in the K-9 Maintenance section of the time sheet as K9MO. K-9 officers will receive overtime for any hours that exceed 86 hours per pay period.

All other overtime must be approved in advance by the Operations Division Captain or designee.

#### **22.1.2 Agency's Leave Program**

- A. Administrative leave** – Employees of the department shall be granted administrative leave in accordance with the City of New Bern Employee Handbook and at other times as directed by the Chief of Police.

- B. Holiday leave** – Employees of the department will receive compensation for announced Holidays in accordance with the City of New Bern Employee Handbook.
- C. Sick leave** – Employees of the department shall be granted sick leave in accordance with the City of New Bern Employee Handbook and at other times as directed by the Chief of Police or designee.
- D. Vacation / annual leave** – Employees of the department shall be granted annual leave in accordance with the City of New Bern Employee Handbook and at other times as directed by the Chief of Police.
- E. Family medical leave** - Employees of the department shall be granted Family Medical Leave in accordance with the City of New Bern Employee Handbook and at other times as directed by the Chief of Police.
- F. Short-term Military Leave** - Employees of the department shall be granted Military Leave in accordance with the City of New Bern Employee Handbook and at other times as directed by the Chief of Police. Regular Full-time employees who receive military orders exceeding 90 days will follow the guidelines as outlined in chapter 22.2.8.

### 22.1.3 Written Directives for the Following Personnel Programs

- A. Retirement program** – Members of the department will participate in the City of New Bern Retirement Program as outlined in the City of New Bern Employee Handbook.
- B. Health insurance** – Employees employed as full-time employees will receive medical and dental insurance as outlined in the City of New Bern Employee Handbook and the city Medical and Dental Plan.
- C. Disability and death benefits** – Members of the department or their beneficiaries will receive Life/Accidental Death and Dismemberment insurance as outlined in the City of New Bern Employee Handbook.

Employees injured while on duty are subject to workers’ compensation as outline in the City of New Bern Employee Handbook.

Workers’ Compensation for injuries occurring while working an extra duty job will be resolved on a case-by-case basis.

Employees working a secondary employment are not entitled to City of New Bern Workers Compensation benefits.

- D. Liability protection program** – Employees of the department may receive legal defense for actions resulting from their official actions in the line of duty in accordance with City of New Bern Ordinance [Section 54-241](#) and the Employee Handbook.

For liability purposes, sworn employees working extra duty jobs are covered by the Department’s civil liability insurance. This coverage extends to any sworn employee, either on duty or off duty, while conducting law enforcement duties.

- E. Employee educational benefits** – The New Bern Police Department encourages its employees to seek additional education to better prepare them to serve the department. Employees seeking education assistance will request assistance in accordance with City of New Bern Ordinance [Section 54-242](#) and the City of New Bern Employee Handbook.

Craven County Veterans Affairs Office can provide updated information, in regard to obtaining educational assistance, for qualified military veterans. Eligible employees cannot receive educational assistance monies for the City and Veterans Affairs simultaneously.

**22.1.4 Support Services to Employees** – The department will provide services to employees experiencing personal difficulties as outlined in General Order [22.1.7](#).

#### **22.1.5 Line-of-Duty Death and Serious Injury Benefits/Families**

Notification of the relatives of employees who have been seriously injured or killed shall be made in person by the employee's Division Captain or their designee and assisted by the Police Chaplain, when available.

Notification of relatives outside the area shall be made via the local law enforcement agency of the relative. The local agency will provide the phone number and point of contact for this agency to assist the relatives. The designated point of contact will provide any assistance requested by family members.

The Human Resources Director is responsible for acting as a Benefits Coordinator and assisting family members of officers who are killed in the line of duty. The Benefits Coordinator is responsible for the following:

1. Filing workers' compensation claims and related paperwork.
2. Providing information on benefits and funeral payments available to the family, including the Public Safety Officers' Benefits Act provided by the Justice Department.
3. Filing benefit related paperwork and following through with the family to ensure that these benefits are being received. Private consultants or attorneys should not be used for this purpose if they intend to bill the family for services.
4. Advising the surviving family of the role of police associations and organizations who can provide the assistance of an attorney in establishing trust funds, educational funds, and/or other means of funds or assistance that may be available.

#### **22.1.6 Clothing and Equipment**

Uniforms for sworn and non-sworn employees are distinctly different to reduce the probability of misidentification. Uniformed employees shall wear the approved uniform of the day as identified by their Division Captain or designee unless otherwise authorized by the Chief of Police.

Uniforms and related equipment shall be provided to all employees required to wear a uniform. Uniformed employees may request the replacement of uniforms once in a three-year period unless the uniform or equipment becomes unserviceable as a result of their official duties. Any uniform or non-uniform item that displays the Department badge, patch or any City of New Bern logo must be approved by the Chief of Police prior to being manufactured, worn, or displayed.

Issuance of all uniforms and equipment, except for lethal and less lethal weapons, shall be completed by the Facilities and Supply Unit.

1. Issued equipment and uniforms shall not be permanently transferred by one employee directly to another employee. Temporary use of a uniform or equipment item is allowed with the direct approval of supervising personnel; however, the item must be immediately returned to the employee the item was issued to.
2. Upon a change of assignment employees shall report to Facilities and Supply prior to or immediately after the effective date of the assignment change to ensure appropriate gear is issued and recovered.

3. A Firearms Instructor will be responsible for the issuance and collection of all lethal and less lethal weapons.

Lost, damaged, destroyed, or stolen equipment will be documented immediately in a memorandum to the officer's Division Captain via Chain of Command. Stolen firearms will also be documented with a police report from the agency of jurisdiction where the firearm was stolen, and a copy of the report will be attached with the memorandum. If the officer is responsible for the loss, damage, destruction or theft of the equipment, the officer may be subject to financial liability and/or disciplinary action.

Minimum issue uniforms for sworn personnel consist of the following accessories:

1. (3) Official uniform trousers
2. (6) (3) each long sleeve/short sleeve official uniform shirt
3. (2) Blue clip-on tie (long sleeve shirts only)
4. (1) Regulation shoes/boots
5. (3) Hat (ceremonial, baseball cap and winter hat)
6. (1) Badge, name plate, collar brass, whistle, chain, and hat badge
7. (1) Wallet, badge, and ID
8. (1) Raincoat
9. (1) Traffic Vest
10. (1) Glove pouch with gloves
11. (4) Belt keepers
12. (1) Issued leather belt and security holster
13. (1) Issued firearm
14. (1) Three magazines (minimum) with ammunition and case
15. (1) Handcuffs with key and case
16. (1) Expandable baton and holder (Only for personnel certified with baton)
17. (1) Oleoresin Capsicum (OC) Aerosol Projector with case (Only for personnel certified with OC)
18. (1) Flashlight holder
19. (1) Radio with charged battery and holder and/or clip
20. (1) Protective body armor vest
21. (1) Trauma Kit and Tourniquet (Only upon receiving training on use)

Trousers: The official uniform trousers shall be dark blue unless otherwise specified by the Chief of Police.

00: All uniformed employees shall be issued shirts as determined by the Chief of Police.

1. Sworn police officers:
  - a. Shall be issued dark blue uniform shirts.
  - b. Shall be issued both short and long sleeve shirts and shall wear them according to the respective summer and winter uniform seasons as designated by their Captain.
  - c. Uniform shirts shall be worn with either the issued tie, appropriate colored undershirt or issued mock turtleneck shirt.
  - d. Undershirts shall be black or white in color and the sleeves of undershirts must not extend beyond the uniform shirt sleeve.
2. The wearing of the short or long sleeve shirt is optional for uniformed civilian employees.

Tie: The issued blue, clip-on tie worn with long sleeve shirts, secured by an appropriate tie tack pin.

Shoes/Boots: Shoes worn with the uniform shall be of a smooth, solid black material capable of retaining a shine. Shoes may be high or low cut or boots. Boots must be of smooth leather with a plain round toe. Department issued tactical boots are permitted. Loafers, slip-ons (other than boots), shoes with ornamental buckles, platform shoes, canvas or shoes or boots having a heel higher than one and one-half inches are prohibited.

The agency will purchase newly hired uniformed employees a set of approved shoes/boots in accordance with the city's policy. The agency will authorize the replacement of shoes/boots for uniformed employees once in a calendar year.

Socks: Socks worn with low cut shoes or ankle boots shall be black or dark blue. Sock color is optional when wearing approved boots which conceal the socks at all times. Socks worn with shorts and tennis shoes shall be plain white or black crew or tennis type socks.

Hat: Wearing of the ceremonial hat is optional under most circumstances. The ceremonial hat shall be worn for ceremonial occasions and as otherwise directed by supervisory authority.

1. When worn, the ceremonial hat will be worn with the sweatband resting on the forehead ensuring that no hair protrudes onto the forehead. The hat shall rest squarely on the head and shall not be cocked to the side.
2. The issued winter hat and baseball cap will be worn as designed to be worn.

Jacket- Only department issued coats may be worn with authorized uniforms.

Hat shield: The issued hat shield, appropriate to the rank of the employee, shall be positioned in the center of the front of the hat and ½" below the top seam.

Badge: The badge appropriate to the rank and assignment of the employee shall be worn above the left breast pocket of the outer most garment. An embroidered badge patch may be utilized on outer garments (jackets) and selected uniform shirts.

Name plates: All uniformed personnel shall wear a name plate. Name plates shall be worn only on the uniform shirt centered directly above the right breast pocket. The two securing pins should be touching the top seam of the pocket flap. The wearing of the "Serving Since" addition is optional.

Gloves: Gloves, if worn, must be black, except when other gloves are specifically indicated for special events. Mittens, gloves with fancy details, and weighted gloves are prohibited.

Whistle and chain: Uniformed officers and traffic direction personnel shall have immediate access to a traffic control whistle. The whistle chain shall be affixed to the right shoulder strap of the uniform shirt with the whistle end worn inside the right shirt pocket. Whistles shall not be worn on the outside of the uniform shirt.

Shoulder emblems: The prescribed department shoulder patch shall be worn on both shirt sleeves positioned one half inch (½") below the shoulder seam. Specialist rockers for uniformed civilians shall be centered directly above the shoulder patch.

Rank insignia: Chevron patches for Sergeants and below shall be worn on each sleeve on all garments and centered between the top shoulder seam and the elbow for long sleeve shirts and centered between the top shoulder seam and the bottom of the sleeve for short sleeve shirts. Rank insignia collar devices will be issued to lieutenants and above and displayed on the left and right sides of the collar.

American Flag Ribbon: The issued American Flag Ribbon may be worn by all uniformed personnel. The ribbon will be senior to all ribbons as described in and worn closest to the heart. When worn singularly the ribbon shall be centered above the name tag.

Departmental Awards: If an officer chooses to wear departmental awards with the Class B uniform, the ribbons awarded shall be worn on the right side of the shirt centered above the name tag in rows of two with the most senior ribbon being worn closest to the heart. When worn singularly the ribbon shall be centered above the name tag. Tenure ribbons shall be issued every five years and worn as described above. Medals awarded may be worn with the uniform during formal departmental functions only.

Qualification Awards: If an officer chooses to wear qualification awards with the Class B uniform, the qualification award ribbons will be worn as described above. The ribbons will be placed after all personal award ribbons and in the following order:

1. Accident Reconstruction: Must have completed Accident Reconstruction Training through the North Carolina Justice Academy.
2. Bike: Must be currently assigned as a Bike Officer and have attended a Basic Bike Officer School.
3. EMT: Must be currently certified as an Emergency Medical Technician.
4. Firearms: Must be currently certified by North Carolina Criminal Justice Education and Training Standards Commission as a Firearms Instructor. This ribbon replaces the General Instructor ribbon.
5. Firearms Qualification: Ribbon will be worn one eighth inch centered below the bottom of name tag.
6. FTO: Must be currently assigned as a Field Training Officer or Field Training Officer Supervisor and have attended a departmentally recognized basic FTO course.
7. Honor Guard: Must be a member in good standing of the Honor Guard.
8. Instructor: Must be currently certified by North Carolina Criminal Justice Education and Training Standards Commission as an Instructor.
9. K-9: Must be currently assigned as a K-9 Officer and have attended an approved Basic K-9 Handlers course.
10. Motor Officer Pin or Motorcycle Ribbon: Must be currently assigned as a Motorcycle Officer and have attended an approved Basic Police Motorcycle Officer course.
11. SRO: Must be currently assigned as a School Resource Officer and have attended a Basic SRO course.
12. Swat Operator Pin or SRT Ribbon: Must be a member in good standing of the Special Response Team.

Uniform Classes: The “uniform of the day” for uniformed police officers may be any of the following uniform classes as chosen by the Division Captain or designee. The entire uniform class shall be worn.

1. Class A: Dress uniform consists of department issued dark blue pants, long sleeve uniform shirt, blouse, and tie with appropriate rank insignia, department authorized medals or ribbons and black shoes or boots. Staff members of the rank of Lieutenant and above will be issued a white long sleeve uniform shirt and coat as part of their class A uniform.
2. Class B: Department issued long or short sleeve uniform shirt, long pants, and black shoes/boots. The wearing of Department authorized ribbons is optional.

**NOTE: Officers will wear the department issued long sleeve shirt and tie or be in business professional attire when appearing before the Court or the Board of Alderman, during all formal occasions, and as directed by supervisory personnel.**



**Business professional is defined as: women can wear a skirt or pants suit with heels/dress shoe, while men may wear a blazer or suit jacket, button down shirt, suit pants, a tie and dress shoes.**

3. Class C:

\*Bicycle Uniform – Issued retro-reflective uniform shirt, issued uniform shorts or bicycle pants, approved footwear, athletic socks, standard or web gun belt /accessories, riding helmet, and eye protection.

Motorcycle Uniform –

Class A – Department of Transportation compliant Motorcycle Helmet, eye protection, gloves, leather motorcycle riding jacket, riding boots, long or short sleeve uniform shirt with approved motorcycle riding pants.

\*Class B - Department of Transportation compliant Motorcycle Helmet, eye protection, gloves, inclement weather gear, motorcycle riding jacket, riding boots or appropriate shoes, retro-reflective uniform shirt and department approved motorcycle officer pants, and other required protective gear.

\*Event Uniform – Issued retro-reflective shirt in long or short sleeve with blue uniform pants and black shoes or boots. This shirt will be worn during special events with the approval of the supervisor in charge.

Administrative Uniform/Attire –At minimum, appropriate business casual or issued blue or red firearms instructor long sleeve or short sleeve knit shirt with embroidered badge, worn with blue uniform pants, tan or dark colored pants. Shoes worn should be closed toed shoes in tan/brown or black. When worn for training purposes, this uniform can be modified at the approval of the supervisor of the training session.

Tactical: Department approved shirt and pants, which are typically worn by K-9 Handlers, the Civil Disturbance Unit or the Special Response Team.

\* Inner carrier vest should be worn with the retro reflective shirt, as to not cover the design of the shirt.

Officers working extra duty assignments will wear the regular Class B uniform, unless otherwise directed by the Extra Duty Supervisor.

Officers in active field assignments, including Patrol Team Supervisors and officers working extra duty assignments will wear their duty gear or otherwise carry their department firearm, spare magazine, ammunition, handcuffs, police radio, some form of a less lethal weapon in accordance with Chapter 1.3.4. No officer will carry a weapon that they have not been trained or certified to carry.

Non-sworn uniformed employees shall conform to any additional uniform restrictions as determined by their respective divisions.

Employees under disciplinary suspension shall not wear any part of the official uniform.

When department issued or personal property is contaminated by blood or bodily fluids in the line of duty, employees will take necessary precautions when cleaning the clothes or, if the clothes are beyond the point of being cleaned, they should place them in a sealed Red Biohazard bag and deliver them to the Property

Management Unit for disposal. Employees will prepare a memorandum through the chain of command requesting replacement for any property that is destroyed because of contamination.

Clothing Allowance: The Chief of Police shall determine those personnel who shall receive a clothing allowance as allowed by budget.

Minimum issue uniforms for Communications Personnel consist of the following accessories:

1. (3) Grey Polo Style shirts
2. (3) Navy blue stryke pants
3. (1) Pair of duty boots
4. (1) Cold weather jacket

Minimum issue uniforms for non-sworn personnel working 5-day work week consist of the following accessories:

1. (5) Grey Polo Style shirts
2. (5) Navy blue pants
3. (1) Pair of duty boots
4. (1) Cold weather jacket

**22.1.7 Employee Assistance Program** – The Employee Assistance Program (EAP) offers city employees and their immediate families an opportunity to utilize the program.

**A. Program Services:** The EAP offers professional help to any employee whose job performance or attendance has been adversely affected by personal problems. Assistance is provided for the following examples:

Drug Problems	Personal Stress	Legal Problems
Addictive Behaviors	Job Stress	Marital Issues
Family Issues	Alcohol Problems	Financial Problems

**B. Obtaining program services:** Employees wishing to use the program should contact the Human Resources Department or contact the Chemical Dependency Training Evaluation and Guidance (CDTEG) Program at 1-800-852-0795.

**C. Confidential:** The EAP offers its services confidentially. Employees are assured that their participation in this program will be strictly confidential.

**D. Referrals:** Employees who seek assistance through EAP are encouraged to accept the programs referred to them from the EAP professionals.

**E. Referral and/or mandatory participation:** Supervisors who become aware of or suspect an employee is experiencing a situation which is adversely affecting their work performance should order employees to attend EAP.

Supervisors who refer employees to the EAP will only be informed of the following:

1. Attendance of the EAP appointment.
2. Acceptance or rejection of the offer of assistance.
3. Notification of required absences from the workplace.

Supervisors who refer employees to EAP for poor work performance should review with the employee their improvement or lack of improvement at the end of a pre-designated time period. Document the review and any further action to be taken. If the required improvements have been made, advise the employee that they are now meeting the department's expectations. If the required improvements have not been made, advise the employee that they may be facing disciplinary action.

- F. **Training in program services:** As a portion of the Supervisor Orientation Training Program, newly promoted supervisors will be provided training on the EAP to include their role and responsibility in the program. Supervisors will also receive training on the recognition of employees exhibiting behavior that may exhibit employee concerns, problems and/or issues that could impact employee job performance.

#### **22.1.8 Employee Identification**

- A. Employees will respond to requests to view personnel identification except when working in an undercover assignment.
- B. Employees will be issued and shall possess an official Department photo identification card at all times while on duty. Official identification cards will be maintained in a secure manner at all times.
- C. Verbal identification over phone

Employees of the New Bern Police Department will identify themselves as members of the New Bern Police Department while speaking to individuals over the telephone concerning police department matters. Sworn members of the department conducting telephone calls in an undercover capacity are excused from this requirement.

#### **22.1.9 Extended Military Leave Procedures**

When an employee learns of an extended military activation, they should notify the Chief of Police in writing on their next duty day.

##### **A. Designated Point of Contact**

The designated agency point of contact for a regular full time employee who is on extended military leave will be the employee's first line supervisor at the time the employee leaves on military orders. In the event that the employee's first line supervisor is not accessible, the agency point of contact will follow the employee's chain of command that was in place at the time the employees left for duty.

##### **B. Human Resources Point of Contact**

For matters related to employee benefits, the Human Resources Director or designee will be the point of contact for employees on extended military leave. Employees on extended military leave should utilize his or her chain of command prior to contacting Human Resources.

##### **C. Exit Interview**

The Chief of Police, employee, and the employee's division commander will meet at least five days prior to the employee's last duty day prior to start of military leave. That meeting will be for the purpose of ensuring that the employee has no questions and that a means of communication during deployment is established.

#### **D. Storage of Agency Owned equipment**

Employees going on extended military leave will turn in agency equipment in accordance with General Order 17.5.2

#### **E. Return Interview**

The Chief of Police, employee, and the employee's division commander will meet when the employee returns to full duty and prior to re-assignment to an enforcement assignment. During that meeting arrangements will be made to re-issue equipment, obtain any missed/required training, and address any concerns or questions the employee might have.

#### **F. Initial/Re-entry Training**

Employees returning from extended military leave will participate in familiarization training. The length of the familiarization training will be at the discretion of the employees Captain based on the employee's experience and response to the training up to a maximum of 5 weeks. Should performance deficiencies exist at the end of the five-week maximum, the decision to extend familiarization training will be at the discretion of the employees Captain.

#### **G. Communication**

Communication with employees on extended military leave will normally take place through email and should occur every other month if the employee's duty assignment will allow. The employee will be responsible for ensuring that his or her email or that of their chosen method of contact is on file with their chain on command prior to leaving for military deployment.

### **22.2.1 Physical Examinations for Employees**

Pre-employment and at other times during the employee's history, medical and psychological examinations may be required. All examinations ordered by the city shall be in accordance with City of New Bern Ordinance [Section 54.203](#) and [54-314 \(4\)](#).

The police department will monitor firearms training instructors annually for lead with employees being informed of their results. Medical monitoring, such as BLL testing of employees, will be coordinated, and funded by the department.

The following procedures will be followed whenever an employee suspects they have had a high-risk exposure to an infectious disease:

1. The employee must report the incident to a supervisor.
2. Any exposure from blood to blood, blood to eyes, blood to mouth, or blood to mucus membranes, the employee should be seen by a physician within 24 hours.
3. If not life threatening, encourage cuts and needle sticks to bleed freely. Flush exposures to mucus membranes with water.
4. If medical attention is necessary, contact the Human Resources Department.

Documentation will be prepared whenever officers have cause to believe they have had high-risk exposure during line of duty activity. The City of New Bern Infection Control Blood Borne Disease Policy outlines specific procedures to be followed for exposure incidents.

## **22.2.2 General Health and Physical Fitness to Perform Job Tasks**

Attention to personal hygiene is required of all employees while on duty, in uniform, or in official performance of duties. Police officers are responsible for their individual physical fitness and should not allow themselves to become physically unfit to perform official duties.

Employees of specialty assignments must maintain a level of physical fitness sufficient to perform the essential functions of the position as outlined in the assignment announcement.

## **22.2.3 Fitness and Wellness Program**

## **22.2.4 and 22.2.5 Written Directive Governs Types of Off-Duty Employment**

There are two (2) types of off duty employment in which an employee may engage: Extra Duty Employment and Secondary Employment.

Employees may engage in secondary employment that meets the following criteria:

- A.** Employment of a non-police nature in which vested police powers are not a condition of employment, the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.
- B.** Employment that presents no potential conflict of interest between their duties as a police department employee and their duties for their secondary employer. Some examples of employment representing a conflict of interest are:
  - 1. As a process server, repossession, or bill collector, towing of vehicles, or in any other employment in which police authority might be implied to collect money or merchandise for private purposes.
  - 2. Personnel investigations for the private sector or any employment which might require the employee to have access to police information, files, records, or services as a condition of employment.
  - 3. In police uniform in the performance of tasks other than that of a police nature.
  - 4. Assists (in any manner) the case preparation for the defense in any criminal or civil action or proceeding.
  - 5. For a business or labor group that is on strike.
  - 6. In occupations that are regulated by, or that must be licensed through the Police Department or its civilian board.
- C.** Employment which does not constitute a threat to the status or dignity of the police as a professional occupation. Examples of employment unacceptable for employees are:
  - 1. Employment involving the sale of pornographic books, magazines, sexual devices, or videos, or that otherwise provides entertainment or services of a sexual nature.
  - 2. Employment where the primary function of the business involves the sale, consumption, manufacture, or transport of alcoholic beverages.
  - 3. Employment in a gambling establishment.
- D.** Limitations of Off Duty Employment
  - 1. Employees may work a maximum of 24 hours of additional off duty employment during any seven-day period but not more than 16 hours of combined regular or off duty employment in a 24-hour period unless approved by the on-duty supervisor.

2. If an employee, due to personal illness, is unable to complete his/her full work shift, the employee will not be eligible to work any extra duty or secondary employment scheduled for a 24-hour period and notify the extra duty coordinator.

**E. Courtesy Officer**

**Definition** - A sworn member of the Police Department who receives a reduced lease or compensation from a rental complex in exchange for certain police services as a tenant of the complex.

Any complex who wishes to have a Courtesy Officer must notify the Professional Standards Lieutenant in writing of their intentions to employ sworn employees for extra-duty as a Courtesy Officer. The complex must state the need for police services, the duties to be performed, and the compensation the employee will receive. Such employment may not begin until the employer and the conditions of employment have been approved in writing.

Once the Professional Standards Lieutenant receives and approves a request for a Courtesy Officer, the position will be posted as an extra duty assignment. Officers wishing to apply for the position must be eligible for extra duty and secondary employment as outlined in this chapter and must submit a letter of interest, addressed to the Chief of Police, via their chain of command specifying their specific needs and justification for holding the position. The Chief of Police will select the officer to hold the position.

An employee acting in the capacity of a Courtesy Officer will:

1. Confine his/her duties strictly to those of a police nature.
2. Take appropriate action in response to all violations of the law.
3. Not act to enforce any rules or regulations established by apartment complex management that are not otherwise, violations of the law.
4. Not collect rent, debts, or bad checks, or collect money in any way.
5. Not respond to a complaint when they have used impairing substances; if an employee receives a complaint when they have used impairing substances, they will contact the telecommunicator and request that an on-duty police officer respond to the complaint.
6. Not respond to a complaint in the apartment complex where they are employed while on duty, unless dispatched to that location by the Communications Center.

**F. Other Requirements:**

**Receive approval:** Prior to registration for extra duty employment, a police officer shall comply with departmental procedures for granting approval of such employment.

An approved Extra Duty Employment Request must be obtained by a sworn employee and submitted to the Chief via the employee's chain of command before engaging in any extra duty assignment.

An approved secondary employment approval form (NBPD Form #82) must be obtained by any employee before engaging in any secondary employment.

**Behavior and activities:** Police officers may engage in extra duty employment as follows:

1. Where a government, profit-making or not-for-profit entity has an agreement with the Police Department to provide police officers in uniform or plain clothes, who are able to exercise their vested police powers.
2. All plain clothes assignments are to be approved by the Chief of Police.
3. Types of extra duty services which may be considered for contracting are:

- a. Traffic control and pedestrian safety.
  - b. Crowd control.
  - c. Security and protection of life and property.
  - d. Plain clothes assignments.
4. Uniformed officers engaged in any field assignment including extra duty assignments will be equipped with a department issued portable radio which will remain on and audible to the officer at all times.
  5. Extra Duty Assignments are logged on the extra duty website and is available to all supervisors and 911 personnel. Officers working extra duty assignments will notify Communications prior to and at the completion of the assignment. The officer should inform Communications of the following:
    - a. Officer's radio call sign.
    - b. Location of the assignment.
    - c. Vehicle number, if other than their assigned vehicle.
  6. Reserve Officers will be eligible for extra duty after an assignment has been posted for 72 hours assignment or only if a regular sworn officer is not available.
  7. No extra duty employment outside of the city limits is authorized.
  8. Officers will submit the actual time worked in the department's extra duty software.
  9. If an officer anticipates being late, the officer shall notify the extra duty coordinator, via email, and the vendor of their potential arrival time and reason for the delay as soon as possible.

### **Approval, Review and Revocation**

To be eligible for extra duty employment, a police officer must have:

1. Completed the Field Training Program.
2. Completed 6 months of service with the city of New Bern from the time of swearing in.

Authorization requests for secondary employment shall be resubmitted each year by January 31st in order for an employee to continue any off-duty employment.

Authorization requests for extra duty employment shall be resubmitted each odd numbered year by January 31st in order for an employee to continue any extra duty employment.

Authorization for an employee to engage in secondary employment may be revoked when it is determined pursuant to departmental procedure that such outside employment is not in the best interests of the department.

Unsatisfactory work performance by an employee while engaged in extra duty employment may result in the limitation or suspension of extra duty work.

An Officer assigned extra duty who fails to show up will be taken off the extra duty list for three (3) months and a second failure to show for an assignment will result in removal for six (6) months. Departmental rules and regulations are in effect for all unauthorized absences.

Officers that are unable to work an assigned extra duty assignment should adhere to the following:

1. If the cancellation is 14 days or more, they will notify the extra duty coordinator and the assignments will be reopened and assigned by the extra duty coordinator.
2. If the cancellation is 13 days or less, the officer assigned to the extra duty assignment will be responsible for finding a replacement for that extra duty assignment and notify the coordinator of the change in personnel.
3. If the cancellation is due to an emergency, the officer must notify the extra duty coordinator, the on-duty supervisor and make every effort to fill the assignment and notify the point of contact.

**Coordination of Extra Duty Employment** – Coordination of extra duty employment is delegated to the Services Division Captain or designee.

**Significant aspects of employment** - When an officer is employed in an extra duty assignment by any person, firm, or agency other than the City of New Bern, the hourly salary will be determined by the Chief of Police. The hourly salary will be reviewed on an annual basis and will be adjusted accordingly.

The department will be responsible for the contracted officer's hourly salary should work time be extended beyond the contracted amount due to a law enforcement situation that evolves as part of the duty assignment. Situations may include but are not limited to: processing/arrests of detainees or investigation of situations that may arise during the contract assignment.

The Services Captain or designee will determine the number of officers required to work an extra duty assignment in accordance with the following job requirements:

1. Five (5) to nine (9) officers require a supervisor in addition to the number of officers requested, who shall have the rank of sergeant or higher.
2. Ten (10) to fourteen (14) officers require a supervisor who shall have the rank of sergeant or higher, and a management level officer who shall have the rank of lieutenant or higher, in addition to the number of officers requested.
3. Fifteen (15) to nineteen (19) officers require two (2) officers with the rank of sergeant or higher, and one (1) officer with the rank of lieutenant or higher who shall serve as supervisors, in addition to the number of officers requested.
4. Twenty (20) or more officers shall be staffed at the direction of the Chief of Police. Supervisors' sole responsibility is to monitor the activity of assigned officers.

### **22.3.5 Reserved**

### **22.4.1 Fitness Room**

The Fitness Room will be open 24 hours a day. Members utilizing the Fitness Room during regular business hours, 0800 to 1800 hours, Monday through Friday, should take care not to disturb members who are on duty conducting regular department business.

Only Police Department members will be allowed to use the Fitness Room. Members will be provided instruction on the use of each piece of gym equipment by the Training Coordinator. Members will log in /out each time they use the facility on the sheet provided. It is the member's responsibility to inspect gym equipment prior to beginning a workout session to ensure that all equipment to be used is in proper working condition.

Damage to any piece of equipment should be reported to a supervisor immediately. Damaged or un-safe equipment should be placed out of service, and a conspicuous sign or other method used to notify any potential user that the equipment is out of order.



Members injured while using the Fitness Room should immediately report such injuries to a supervisor and follow the City of New Bern injury reporting procedure. (Reference City of New Bern Ordinance [Section 54-236](#))

Members using the Fitness Room will be required to have a waiver of liability, NBPB form#44 Waiver of Liability, signed and entered into their personnel file.

## 22.4.2 Retirement

**Retirement Process Timeline:** In order to provide the department with adequate time to properly prepare for an employee's retirement, employees planning to retire should make every attempt to adhere to the following timetable:

- A. Ninety (90) days prior: Contact the Human Resources Department to begin the application process to allow sufficient time for processing the necessary documents.
- B. Sixty (60) days prior: Notify the Chief of Police by memorandum via Chain of Command. The notice should state the intended date of retirement to provide ample time for planning and preparation.
- C. Thirty (30) days prior: Retiring officers who wish to retain their service firearm, in accordance with NCGS [20-187.2](#), must advise the Administrative Assistant of their request via memorandum or email.
- D. Seven (7) workdays prior: Contact the Administrative Assistant to schedule a departmental exit interview with the Chief of Police and make arrangements for separation procedures.
- E. If an employee plans to retire due to a disability, the employee shall notify the Human Resources Department Director and the Chief of Police in writing via Chain of Command as soon as the disability becomes apparent. The employee must explain the nature of the disability.

The Awards and Recognition Committee (hereafter known as the Committee) will be responsible for planning and implementing a Retirement Ceremony for eligible employees, based upon their years of service outlined in this policy. The Committee shall make recommendations to the Chief of Police or designee regarding matters concerning recognition events, gifts, and the ceremony agenda.

Upon notification from the Chairperson the Committee shall meet at least 45 days prior to the scheduled retirement ceremony. The Committee will review the employee's tenure and any requests submitted by the person retiring and make recommendations for the retirement ceremony agenda, to include:

1. Awards to be purchased
2. Menu of food to be served
3. Event Location
4. Preparation of guest list and guest notifications.

Retirement Gifts: Upon retirement, employees may be entitled to the following:

- A. Sworn Employees: Retiring sworn employees may receive:
  1. Retired officer badge mounted on a plaque or placed in a display box with obtained service weapon as referenced below
  2. Retirement badge indicating "serving years"
  3. Retirement identification card indicating firearms carry authorization
  4. United States and North Carolina State flag flown above the State Capital

**B.** Non-Sworn Employee: Retiring non-sworn employees may receive:

1. New Bern Police Department patch mounted on a plaque
2. Retirement identification card
3. United States and North Carolina State flag flown above the State Capital

**C.** Service Weapon: Upon request, sworn members may obtain their service weapon to be mounted in a display box. The purchase price of the weapon will be based on the following sliding scale:

Years of Service	Employee's Portion
Less than 15 years	100%
Greater than 15 yrs. less than 24.	\$50
Greater than 24 yrs.	0

**D.** Retiree Uniform: Upon request via memorandum to the Chief of Police, sworn members may retain their Class A uniform. The uniform will be used for social events, conferences, opening ceremonies, special community, and law enforcement events.

**F.** Gift Certificate: Employees will receive a gift certificate as determined by the City.

Retirement Ceremony Scale Criteria:

<b>Awards &amp; Gifts</b>	<b>15 years or less of Law Enforcement service and or City of New Bern</b>	<b>Greater than 15 years but less than 24 years of Law Enforcement service and or City of New Bern</b>	<b>Greater than 24 years of Law Enforcement service and or City of New Bern</b>
<i>Sworn/Non-Sworn Retirement luncheon</i>			X
<i>Retirement Badge mounted on Plaque</i>	X	X	X
<i>Retirement Officer Badge</i>	X	X	X
<i>Retirement Identification Card</i>	X	X	X
<i>US/NC Flag w/ shadow box</i>		X	X
<i>Sworn only Service Weapon</i>	X <i>as indicated in section C</i>	X <i>as indicated in section C</i>	X <i>as indicated in section C</i>
<i>Gift Certificate</i>	X	X	X
<i>Sworn/Non-sworn, Department Retirement Ceremony</i>		X	X
<i>Flowers for Spouse</i>	X	X	X
<i>Full Honor Guard Service</i>		X	X

\* The above scale will have a 1000.00 limit combined.

Retirement Ceremony Procedures: In order to ensure that proper respect is shown to employees retiring from the New Bern Police Department, responsibility for various functions are assigned as follows:

**A.** The Professional Standards Lieutenant will be responsible for ensuring the following are completed:

1. Order the retirement badge, plaque, flags and shadow box
  2. Arrangements for the transfer of the firearm
  3. Provide identification card
  4. Procure pictures and mount for display
  5. Budget and arrange for the purchase of food items.
- B.** Retiree's Division Captain will designate division personnel to assist with the setup and breakdown of the event location.
- C.** The Administrative Assistant will generate and submit all letters and awards to be presented at the ceremony to the Chief of Police for review and approval.
- D.** Professional Standards Lieutenant will coordinate with the Honor Guard Commander for the sequence of events of the ceremony and prepare the agenda.
- E.** Honor Guard Commander will schedule Honor Guard personnel for the flag presentation ceremony, if appropriate.
- F.** Chief of Police or his designee will present all letters and awards to the retiree.
- G.** Retiree may request a luncheon through department approved vendors.

### **22.4.3 Resignation**

The following procedures should be followed whenever an employee decides to end his/her employment with the City of New Bern through resignation:

- A.** Notify the Chief of Police by letter via Chain of Command with a copy to the Human Resources Director. The reason for resignation must be stated in the notification.
- B.** The resigning employee's immediate supervisor shall hand deliver the letter of resignation to the the Administrative Assistant, addressed to the Chief of Police, by the next business day and forward a copy through the Chain of Command so that arrangements can be made for separation.

### **22.4.4 Separation Procedures**

To facilitate separation procedures, an employee's work schedule may be adjusted to allow for the last five (5) days or forty (40) hours of employment to be completed Monday through Friday as 8am to 5pm workdays.

The separating employee will report to the Professional Standards Lieutenant, or designee, at 8am Monday of their last work week to coordinate their modified work assignment and receive a list of issued items to be returned to the Department prior to separation.

Uniformed employees will report the last two workdays in civilian attire to allow time for issued uniforms and equipment to be cleaned prior to turning in to the Facility and Supply Unit.

- A.** Employee responsibilities will include:
1. Submit letter of separation to the Administrative Assistant with a minimum of fifteen (15) calendar days advance notice. The letter should be addressed to the Chief of Police and sent via chain of command.

2. Report to the Forensics and Evidence Unit to ensure proper disposition of all evidence associated with the employee has been made.
3. Return all issued clothing and equipment to include but not limited to: uniforms and accessories, leather gear (i.e., holster, handcuff case), communications equipment (i.e., radios, cell phones, MDC), weapons, ammunition, magazines and OC spray to Facility and Supply.
4. Issued firearms shall be collected by a firearms instructor or designee. Issued firearms will be rendered safe by removing the ammunition from all weapons prior to surrendering.
5. Lost or damaged clothing or equipment in excess of normal wear must be compensated for. Compensation must be in the form of a check or money order made payable to the City of New Bern.
6. Any employee terminating his/her employment who fails to turn in all issued clothing and equipment will be subject to legal action to obtain the items in question, or the monetary equivalent.

**B.** Department responsibilities will include:

1. The Administrative Assistant will submit a copy of the letter of separation to the Human Resources Director.
2. The Facility and Supply Unit will accept all clothing and equipment previously issued to the employee.
3. The Professional Standards Lieutenant, or designee, will ensure that the employee turns in all issued clothing and equipment by the last day of employment.
4. The Administrative Assistant retains former employees' personnel files for two years. Once the employee has separated for more than two years the files are sent to an offsite records management site for permanent retention.