

CIVILIAN PERSONNEL

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-1-4		
<i>Special Instructions:</i> NONE			
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 3	

I. PURPOSE

The purpose of this policy is to establish this agency's commitment to and procedures for hiring and using civilian personnel.

II. POLICY

The efficiency and effectiveness of law enforcement agencies is enhanced when sworn and non-sworn personnel are appropriately used to perform those functions that are best suited to their special knowledge, skills and abilities. Therefore, the Town Council shall employ civilians for selected functions that do not require the authority of a commissioned officer, thereby freeing sworn personnel for enforcement functions and capitalizing upon the talents of all employees.

III. PROCEDURES

A. Civilian Position Classifications

This agency has approved a number of functions as suitable for civilian placement. In conjunction with the development of the annual budget, command staff will assess which additional positions, if any, should be authorized for civilian employment. Current civilian-designated functions include but are not necessarily limited to the following:

1. Planning and research
2. Communications
3. Records
4. Victim advocacy

B. Authorized Duties

Duties and responsibilities of civilian employees shall be defined in job descriptions maintained in this agency's personnel office. In addition, the following shall be observed with respect to civilian employees:

1. Civilian employees shall not be requested to perform duties and responsibilities for which a commission as a sworn law enforcement officer is required. However, in urgent circumstances when a female police officer is not available, a female civilian employee may:

- a. temporarily act as an observer during the care and detention of a female, or
 - b. act as a witness during the photographing of a female crime victim.
2. Civilian personnel shall not use their employment status with this law enforcement agency as authority for or responsibility to enforce the law. Civilian employees have no authority to take enforcement actions beyond those authorized for any citizen under the laws of this state.
3. When on light-duty status, sworn personnel may be temporarily assigned to designated civilian positions only if:
 - a. additional qualified personnel are needed to assist in the job assignment, and/or
 - b. the officer has or can be readily provided with the requisite knowledge and skills to adequately perform the duties of the position.

C. Applicant Screening

1. Procedures for screening applicants for civilian positions shall conform to agency policy for screening sworn officers unless otherwise specified by the personnel job description.
2. All civilian employees assigned or having access to criminal history records, fingerprint files, investigative records, tactical information, emergency communications or other assignments or materials of a sensitive nature, shall undergo a background investigation to include a criminal history check prior to employment.

D. Identification

1. All civilian employees shall be issued an agency identification card containing an up-to-date photograph.
2. Civilian employees shall wear their personal identification card at all times while in the law enforcement agency and/or when dealing with the public as a police department employee.

E. Training

1. Civilian personnel of this agency shall be provided with the following:
 - a. in-service training that will maintain basic skills and develop new knowledge, skills and abilities for career development.
2. All newly appointed civilian personnel will receive an orientation program introducing them to this agency to include the following:
 - a. agency role, purpose, goals, policies and procedures;
and

- b. working conditions, rules and regulations, and rights and responsibilities of employees.
3. Certain civilian positions within this agency require training on specific job responsibilities prior to assuming the position. Field training and formalized classroom instruction in these areas shall be successfully completed before duties are assumed.
4. Courses designed specifically for civilian employees will be provided on a periodic basis by and through the training authority of this agency. Announcements of course availability shall be provided to all affected employees in a timely manner. Participation depends upon supervisory approval.

F. Performance Evaluation

Civilian employees are subject to periodic performance evaluations in conformance with schedules and procedures established by the Town and this agency's personnel authority.

G. Volunteers

Civilian volunteers serving without pay are a valuable asset to this law enforcement agency and may be used in a variety of functions that will promote the agency's efficiency, effectiveness, mission and goals. Civilian volunteers are subject to the same provisions and restrictions governing other civilian employees as defined in this policy.

ORDERED and EXECUTED this 15th day of APRIL, 2013

Christopher Workman
Chief of Police