

# Human Resources Unit



## OPERATIONS MANUAL

April 1, 2026

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# **HUMAN RESOURCES UNIT**

## **MISSION STATEMENT**

The Human Resources Division mission is committed to providing excellent service that enables the Department to meet its objectives. We support the delivery of efficient and effective police services by ensuring full compliance with Department policies and applicable laws, by aligning our work with the Department's goals.

## **GOALS**

The Human Resources staff serves as a resource to Department employees, management, volunteers, City Personnel, and various external agencies.

The Human Resources staff provide service to all customers in a professional, efficient, and timely manner. All service requests are handled confidentially with sensitivity, consistent with employee rights, Department policies and procedures, applicable laws, Memorandums of Understanding, and other relevant rules and regulations.

The Human Resources staff builds collaborative partnerships with other units, City departments, and external agencies enhance and expedite the service they provide.

The Human Resources staff support the organization's Training and Employee Development philosophy by applying effective problem-solving techniques to accomplish tasks and address obstacles that could affect the quality of services provided.

## **UNIT RESPONSIBILITIES**

- Maintain comprehensive personnel records for all current and former Department employees, ensuring permanent retention of documents such as commendations, discipline, performance plans and evaluations, employment verifications and other required records.
- Administer DMV Confidentiality Forms.
- Administer and oversee all personnel actions, including hiring, promotions, career advancements, certifications, resignations, retirements, terminations, exit interviews, transfers and reclassification studies.
- Coordinate interviews and hiring.
- Administer performance evaluation program.
- Process verification of employment requests.
- Process applications and certifications for the GI Bill On-The-Job Training program.
- Administer Special Leave of Absence requests.
- Compile, update, maintain, and distribute all Department rosters.
- Coordinate and assist with flexible benefits Open Enrollment.
- Administer employee awards program.
- Issue badges, identification cards, security access cards, and name tags.
- Process new and retired badge requests, repair orders and payment of flat badges.
- Administer and oversee Department clerical pool.
- Prepare request for initial uniform reimbursements and annual uniform allowance.
- Compile and prepare staffing reports.
- Process subpoenas and requests for production of personnel records.
- Process California Public Records Act, (CPRA) requests.
- Provide advice and counsel regarding personnel related policies, procedures, and MOU's.

- Prepare civilian bilingual memo and bilingual certification form for City HR.
- Prepare Memo for Police Management Incentive Pay.
- Prepare DL memo for Lieutenant assigned to specialized unit
- Prepare memo to City Personnel on Sworn, Police 911 Dispatcher and Police Dispatcher Salary Upon Appointment.
- Coordinate Field Training Officer internal recruitment and interview process
- Prepare memo extension and recalculation of probationary period
- Liaison to Conflict of Interest (SEI/Form 700).

## **HUMAN RESOURCES STAFF RULES AND REGULATIONS**

1. HR office hours: Monday, Tuesday, Thursday 7:30 a.m. to 5:00 p.m., Wednesday and Friday 07:30 a.m. to 2:00 p.m. There will be one staff member and one supervisor in the office until 5:00 p.m. Exceptions may occur with prior approval of the Deputy Director for Police Human Resources.
2. The morning staff member shall be responsible for unlocking cabinets, turning on equipment, taking the phone off forward, and unlocking the door. The late hours staff shall be responsible for locking cabinets, turning off equipment, putting the phone on forward, and locking the door.
3. The main phone line will be taken off no later than 7:30 a.m. daily.
4. All staff members must call their immediate supervisor to report illness as soon as possible, but no later than the start of their shift. If a voicemail message is left, the staff member must provide a telephone number where they can be reached. In addition, if a message is left on the immediate supervisor's voicemail, a second message should also be left on the second-level supervisor's voicemail to ensure receipt.
5. Office security shall be always maintained. Confidential documents should not be left out where a visitor or unauthorized person may have access to them. All visitors to Police Human Resources must receive permission before entering beyond the front counter.
6. Only the Chief of Police, Assistant to the Chief and Police Commander responsible for Human Resources as well as Police Human Resources staff, Internal Affairs, Backgrounds, Medical Assistance, and Legal Advisors have unlimited access to files as required by their job duties. All other individuals must be approved by a supervisor and must provide a notarized release of information waiver form signed by the employee (active or inactive). Under no circumstances should unauthorized persons be allowed access to files or open a cabinet.
7. An employee may review his or her own file. Supervisors may review the files of employees they supervise. Managers, Commanding Officers, Lieutenants and Sergeants may review the files of their subordinates. Hiring managers normally need the written consent of applicants to review a personnel file. Questions regarding this should be referred to the Police Human Resources Analyst.
8. All employees are required to accurately reflect on the hours worked each day on their own timecard. Leave slips must be turned in on a timely basis and should be completed and approved prior to the date(s) of leave.
9. All requests for time off, other than those due to unexpected illness, injury, or emergency, must be preapproved as far in advance as possible.
10. Breaks and lunches must be taken as scheduled. If a break or lunch is delayed due to customer service needs, a supervisor must be notified immediately.

## **ADDRESS/PHONE CHANGES**

- I. Employees must report any changes to their home address or phone number changes to their division or unit clerical staff. Clerical staff will update PD-Enterprise, which automatically updates the Police Human Resources Database. Employees must also submit a Personal Data Form (CS 1502) to Police Human Resources. In addition, employees are responsible for updating their address in OneSD Employee Self Service whenever their residence or mailing address changes including the address where benefits information is received.

## **ADVERSE MATERIAL LETTER (SWORN)**

**Department Policy/Procedure: Discipline Manual**

**MOU: POA Article 41, F (2)**

**Revised: 06/2019**

- I. When a sworn employee resigns, retires or is terminated, any material that is adverse to his- or /her employment relationship must not be placed in the employee's personnel file without the employee's signature acknowledging awareness of the comments. If such material is placed in the file without the employee's signature, an Adverse Material Letter must be sent to the employee within 30 days of the material's placement. Otherwise, the material must be removed from the file. Examples are the Appointing Authority Statement at the bottom of the City Resignation Form and any investigation that was completed but not served to the employee.

## **AWARDS & PROMOTIONS CEREMONY**

**Administrative Regulation: 95.91 / Effective 04/17/2025**

**Department Policy/Procedure: 5.17**

**Revised: 12/30/2017**

### **I. AWARDS PROMOTIONS**

The Department Service Awards Program recognizes sworn and civilian supervisory personnel during an official ceremony. The program is established to honor heroic, meritorious or otherwise exemplary actions performed by sworn and nonsworn employees, as well as Police Reserve officers.

### **II. PROMOTIONS**

A sworn and civilian employee promotion ceremony is normally held three times each year.

## **BADGE PURCHASE PROCESSING**

**Other: Finance and Logistics SAP Guidelines**

**Administrative Regulation: None**

**Department Policy/Procedure: 5.10**

**Personnel Regulation: None**

**MOU: POA, Article 17**

**Penal Code: §830.1, §830.2, §12031, 7 (2)**

**Revised: 12/23/2020**

### **I. BACKGROUND**

- A. A Department-issued badge is provided for the official, work-related use of active employees and always remains the property of the City of San Diego. Employees who are separated from City service due to service retirement or disability retirement, may be eligible to receive a retired badge.
- B. Exceptions to this procedure shall be authorized through the established chain of command. All special requests shall be submitted to the Police Human Resources Deputy Director for final disposition.
- C. Department badges are issued and monitored by the Police Human Resources Unit. Human Resources is responsible for maintaining an accurate and up-to-date inventory of all Department issued badges.

### **II. BADGE TYPES FOR ACTIVE EMPLOYEES**

#### **A. Badge Distribution to Active Employees**

##### **1. Numbered gold-tone breast and flat badges:**

|                     |                           |
|---------------------|---------------------------|
| Police Chief        | Police Detective/Sergeant |
| Deputy Police Chief | Police Detective          |
| Assistant Chief     | Police Officer III        |
| Police Commander    | Police Officer II         |
| Police Captain      | Police Officer I          |
| Police Lieutenant   |                           |
| Police Sergeant     |                           |

##### **2. Numbered silver-tone breast badge with gold rockers and blue lettering:**

Parking Enforcement Officer/Supervisor  
Police Code Compliance Officer/Supervisor  
Senior Parking Enforcement Supervisor  
Special Event Traffic Controller/Supervisor

##### **3. Numbered silver-tone breast badge with blue lettering:**

Indochinese/African Service Officer  
Police Investigative Service Officer

4. Gold-tone flat badge without numbers:

Criminalist  
Crime Scene Specialist  
Polygrapher, (fna Interview & Interrogation Specialist)  
Latent Print Examiner  
Latent Print & Crime Scene Specialist /Supervisor  
Chaplain

5. Gold-tone flat badge with District Number

Mayor – gold-tone flat badge year of appointment as number  
District Council Member

B. Badges for Employees on Leave of Absence

1. Family/Pregnancy/Disability Leave – Badge will be retained by the employee.
2. Job Save/Military Leave – Badge will be returned to Police Human Resources Unit at the beginning of the leave and will be held for the employee until leave expiration or reinstatement.
3. Name On List – Badge will be returned to Police Human Resources at the beginning of the leave. (same process as for employees who resign)

C. Badges for Deceased Employees

1. With written approval or special request from the Chief's office, the sworn officer's original breast badge or flat badge, along with a new nametag with appropriate stars, may be encased at the cost of the Department.

D. Badges for Service or Disability Retired Employees

1. **Legal Requirements**

Subdivision (d) of Penal Code §538d authorizes the Chief of Police to issue identification stating, "the person has honorably retired following service as a peace officer from that agency." PCS538(d)(1). An honorably retired officer is one who is a peace officer at the time of his retirement, one who enters retirement from active service as a peace officer; not one who leaves prior to retirement. *Gore v. Yolo County District Attorney's Office*, 213 Cal. App. 4<sup>th</sup> 1487, 1493 (2013).

Subdivision (d) also states that if the agency issues a badge to an honorably retired peace officer that is not affixed to a plaque or other commemorative memento, the words "Honorably Retired" shall be clearly visible above, underneath, or on the badge itself. PCS528(d)(2).

2. Sworn employees:
  - 50 years old AND with 20 years of service (verify if the employee may have purchased years if he/she does not meet criteria for retirement)
  - 55 years old AND with 10 years of service (verify if the employee may have purchased years if he/she does not meet criteria for retirement)
3. Resigning employees who have reached the required years of service, but who are not old enough to retire (deferred retirement with SDCERS), are not entitled to a badge.
4. Civilian Employees: Civilian employees who are authorized to carry badges at the time of their employment with the Department are entitled to the same options as retiring sworn employees described above.
  - 55 years old AND with 20 years of service (may have purchased years)
  - 62 years old AND with 10 years of service (may have purchased years)

E. Service Retirement

Sworn officers, taking advantage of a service retirement, are entitled to a “Retired” badge(s) at the time of retirement. The following options shall be made available per San Diego Police Officers Association M.O.U., Article 17.2

**ARTICLE 17  
BADGES**

**A. Flat Badges**

City agrees to provide flat badges for sale by Department to employees. The **flat badge remains the property of City, and, at the time of employee termination, the badge must be returned to the Department without reimbursement to the employee.** However, if the employee is retiring and eligible for a retired badge, the Department will exchange the flat badge for a retired flat badge, or the employee may choose to keep their existing flat or breast badge.

**B. Retired Badges**

1. Upon a service or disability retirement, an eligible officer has the following options:
  - a) If the officer has only a breast badge, the city will encase the officer's name tag and original breast badge in acrylic at no cost to the officer. The officer may alternatively choose to keep their existing breast badge. In lieu of having the badge encased or retaining the original breast badge, the officer may also choose to purchase a retired breast badge.
  - b) If the officer has both a breast and flat badge, the officer has the following choices:

- 1) City will have the officer's name tag and original breast badge encased in acrylic at no cost to the officer and have his or her flat badge exchanged for or modified to a retirement badge.
  - 2) City will have the officer's name tag and original flat badge encased in acrylic at no cost to the officer and have his or her breast badge exchanged for or modified to a retired badge.
  - 3) City will have both the breast and flat badge exchanged for or modified to a retired badge
  - 4) The employee may choose to keep their exciting flat or breast badge
2. Officers who do not have a flat badge for exchange or encasement have the option to purchase a retired flat badge.
  3. In addition to paragraph B.l.a and B.l.b., City will provide to POA, at no cost, a flat badge of appropriate rank, to POA for purposes of ceremonial presentation to the individual, by POA, upon retirement.

**C. California Penal Code §538(d):**

**(d)** (1) The head of an agency that employs peace officers, as defined in Sections §830.1 and §830.2, is authorized to issue identification in the form of a badge, insignia, emblem, device, label, certificate, card, or writing that clearly states that the person has honorably retired following service as a peace officer from that agency. The identification authorized pursuant to this subdivision is separate and distinct from the identification authorized by Article 2 (commencing with Section §25450) of Chapter 2 of Division 5 of Title 4 of Part 6.

(2) If the head of an agency issues a badge to an honorably retired peace officer that is not affixed to a plaque or other memento commemorating the retiree's service for the agency, the words "Honorably Retired" shall be clearly visible above, underneath, or on the badge itself.

(3) The head of an agency that employs peace officers as defined in Sections §830.1 and §830.2 is authorized to revoke identification granted pursuant to this subdivision in the event of misuse or abuse.

(4) For the purposes of this subdivision, the term "honorably retired" does not include an officer who has agreed to a service retirement in lieu of termination.

## **COMMEMORATIVE BADGES**

**April 28, 2008**

San Diego Police Commemorative Badges may only be worn by officers during the month of May. These badges are special ordered through the San Diego Police Historical Society and HR has no involvement in either the ordering of or distributing of these badges to officers. Steve Willard of the Family Justice Center is the contact person. Please direct officers to contact Steve with any inquiries about these badges or questions regarding the wearing of them. Steve's direct number is (619) 533-6039.

## **BILINGUAL PAY**

Personnel Regulation: Index Code H-1

**Revised: 12/01/2011**

### **I. SWORN**

The Police Department has an unlimited allocation of bilingual sworn positions. This means that no prior approval or justification is needed to authorize bilingual pay for a sworn officer who has been certified as bilingual.

### **II. CIVILIAN**

A memo to City Human Resources must be prepared with petitioning approval to designate the position number as bilingual. Once approved by City HR, City Personnel would schedule a testing date for the incumbent to be tested for bilingual, if test successfully completed the employee may receive bilingual compensation.

## **CITY SERVICE AWARDS/NAME TAGS**

**Administrative Regulation: 95.91**

**Department Policy/Procedure: 5.17**

**Revised 12/23/2020.**

Administrative Regulation 95.91, Section 2.1 states that at the completion of each five-year period of service, City employees shall be presented with service awards in appreciation for their years of service. The Human Resources staff will notify employees of their option of awards; prepare the monthly Department Announcement and provide Commanding Officers with the notice and awards for presentation.

## **CLASSIFICATION STUDIES**

**Administrative Regulation: None**  
**Personnel Regulation: Index Code B-2**  
**Revised 02/10/2021.**

All newly budgeted positions must be studied by the City Personnel Department's Classification Section to determine proper classification prior to the positions being advertised and filled. When new positions are added each fiscal year, a memo may be prepared summarizing the new positions and asking for classification. However, certain positions, such as those in the analyst series, always require preparation of a Position Classification Questionnaire form (PC-1). A CS-1529 form (approved my Financial Management) and organization chart must accompany the PC-1 study request.

When supervisors or employees determine that the current classification of a position is no longer appropriate, a position classification questionnaire (PC-1) is prepared to request the position be studied by City Personnel to determine appropriate classification. Results may be no change, a lower paying or higher paying classification change. Depending on results of study, further action may be required.

## **CONFLICT OF INTEREST**

**Administrative Regulation: 95.60**  
**Revised: 12/01/2017**

The filing of the Annual Statement of Economic Interest is part of the Conflict-of-Interest information provided by the City Clerk's Office. All commanding officers and above, and other employees designated by the Department, are required to file the Annual Statement of Economic Interest form (Form 700). The form is due by April 1<sup>st</sup> each year. The Human Resources staff reviews and updates the Department Conflict of Interest Code annually.

## **DAMAGED PROPERTY REQUESTS**

**Administrative Regulation: 35.70**  
**Department Policy/Procedure: 5.11**  
**Revised 10/09/2020.**

Per Department Procedure 5.11, the City has established a fund to reimburse employees for the repair or replacement, within established dollar limits, of personal property damaged in the performance of their duties. Personal property is defined as property owned by the employee and worn or carried in the course of their employment or duties on behalf of the City. Such items as eyeglasses, hearing aids, dentures, watches, personal equipment or articles of clothing will be repaired or replaced when the damage is caused by extraordinary circumstances arising out of employment and not from normal hazards of ordinary wear and use. Police Human Resources staff processes employee request for reimbursement.

## **DISCRETIONARY LEAVE**

**Administrative Regulation: 95.91**  
**Department Policy/Procedure: 5.18**  
**Revised 9/27/2017.**

- I. Discretionary leave is granted to employees in recognition of job performance, including commanding officer citation, safe driving award, supervisor commendation, employee or officer of the Shift/month, or participation in special assignments. The Police Human Resources team is responsible for preparing memos and documentation related to all forms of discretionary leave.

## **DMV CONFIDENTIALITY**

### I. ELIGIBILITY

- A. Sworn Officer of all ranks, Parking Enforcement Officers, Police Code Compliance Officers (PCCO), African/Indo-Chinese Service Officers (ASO/ISO), Police Dispatchers/Police 911 Dispatcher, Crime Scene Specialists, Criminalists, Latent Print Examiners, Retired Sworn Officers of all ranks, and Retired Senior Volunteer Patrol (RSVP) are eligible for confidentiality.

The Surviving spouse or child of a peace officer, as defined in Chapter 4.5 (commencing with section §830) of Title 3 of part 2 of the Penal Code, if the peace officer died in the line of duty.

- B. Recruits are not eligible to apply for confidentiality.

### II. AUTHORITY

- A. As of January 1, 2002, Assembly Bill 1029 authorized DMV confidentiality to non-sworn law enforcement personnel and their spouses and children, when the employee is designated by the Chief of Police as being in a “sensitive” position.  
DMV requires a letter from the Chief of Police explaining the sensitivity of the position, CVC 1808.4(22). This designation must be on Police Department letterhead and accompanied by a completed INV 32 (Request for Confidentiality of Home Address) form. All signatures must be original. Photocopies or stamps are not accepted. The letter must be dated, as the designation lasts for three years from the date of the letter.

## **DRIVER'S LICENSE INSPECTION**

**Administrative Regulation: 75.50**  
**Revised 11/20/2024.**

In accordance with Administrative Regulation 75.50, the Department is responsible for conducting driver's license inspections during the months of March and September each year to verify that all City employees who operate City vehicles, or who use their personal vehicle for City business, possess a valid driver's license.

## **EMPLOYEE FILES**

**Administrative Regulation: 90.64 -Protection of Sensitive Information and Data**  
**Department Policy/Procedure: 5.08**  
**Revised: 08/16/2018**

### **I. INTRODUCTION**

- A. All employees working in the Police Department are required to have a departmental personnel file. The Associate Department HR Analyst is responsible for coordinating the preparation, maintenance, and processing of these personnel files.
  
- B. Access to employee files is restricted to a Need to Know/Right to Know basis. Employees are authorized to sign the log and review their own file (the review must be observed to ensure all records remain in the file). Supervisory staff in the employee's direct chain of command are authorized to sign the log and review a file. Internal Affairs investigators may review files using a separate log. Third parties may review documents only with a notarized, signed authorization from the employee (and only the specifically authorized documents may be provided). Sealed documents may only be opened by the Sr. Department HR Analyst or the Deputy Director for review. Professional Standards Unit investigators are not authorized to review files; refer these requests to the Deputy Director of the Police Human Resources.

## **GI BILL ON-JOB-TRAINING PROGRAM VERIFICATION**

**Administrative Regulation: None**

**Department Policy/Procedure: None**

**Personnel Regulation: None**

**Position Responsible: Administrative Aide II**

**Authority: Department of Veterans Affairs Training Agreement 10-2B75-05**

**Last Revised: August 2023**

### **I. BACKGROUND**

- A. In August 2008, the Department applied for and received approval to participate in the Veterans Administration On-The-Job Training program. The Department of Veterans Affairs determined that the San Diego Police Department's police officer training program met the requirements for GI Bill on-the-job training benefits. Backgrounds/Recruiting and Regional Training Academy personnel will advise new sworn employees with a military background of the SDPD/VA Training Agreement and provide them with instructions for obtaining the appropriate VA application materials.

**Employees with questions regarding GI Bill payments must contact the VA directly. The toll-free number is 888-442-4551.**

## **ID NUMBERS**

**Revised: 08/22/2011**

### **I. POLICY**

- A. Identification numbers can be issued only after an employee has successfully completed all phases of the clearance process. Police ID numbers are used to track individuals and to provide access to department computer systems. All Department Police ID numbers are maintained in the Police Human Resources database, and a copy of assigned numbers is kept on the Police Human Resources shared drive for easier access.
- B. The Associate Department HR Analyst responsible for coordinating department hiring processes also issues Police ID numbers to all new employees, including interns, volunteers, and contract workers. Police ID numbers are issued to contract workers only when LAN access is required.

**Note:** City ID numbers also known as PERNR numbers are issued to all City employees. Police Department identification cards display both the employee's Department ID number and their City ID (PERNR).

New Police Department employees received their Department ID numbers on their first day of work. Their PERNR number will be typically in SAP within the first two weeks of employment. Once the PERNR is assigned, the employee's ID card should be updated accordingly. After the PERNR is issued, employees gain access to Employee Self Service (ESS), where they can enroll in

Flex Benefits and savings plans, update their personal information, and enter their payroll data.

II. TYPES OF ID NUMBERS

- A. Sworn Number Series - 0001-0011 & 1000-7999
- B. Civilian Number Series - 8100-8999
- C. Interns and other Agency Number Series - 0200-0299, & 0900-0999
- D. Special Events Traffic Controller Number Series - 0300-0479 & 0100-0199
- E. PERT Number Series - 9930-9999
- F. Volunteers/RSVP Number Series- 0500-0849
- G. Chaplain Number Series - 0850-0899
- H. City School Number Series 0700-0795
- I. Reserves Number Series 9000-9099 (9000 - 9799)

**PROVISIONAL EMPLOYMENT**

**Civil Service Rule: Rule VII**

**Department Policy/Procedure: 5.25**

Provisional employment requires approval from the Chief of Police, City Human Resources Director and City Personnel Director. Provisional employees will be hired on a limited/hourly basis and may work up to 90 working days or 720 hours per fiscal year.

**SAFE DRIVING AWARDS**

**Department Procedure: 5.18 Discretionary Leave**

**Revised 09/27/2017**

**Administrative Regulation 95.91 Employee Rewards and Recognition Program**

**04/17/2025**

**ELIGIBILITY**

- A. Sergeants, Lieutenants, non-ranking sworn officers, Parking Enforcement Officer, Parking Enforcement Supervisor, African/Indo-Chinese Service Officer, Police Code Compliance Officer, Police Investigative Officer (patrol), and SETC Supervisor who have not had a preventable accident in the designated five-year period will be eligible.
- B. Civilians in the listed classifications are required to be working in the field a minimum of 60 percent of their workday to be eligible.

1. Safe driving will be measured in five years increments by anniversary date; not five years from last accident, if any.
2. One day of discretionary leave and a safe driver pen will be awarded every five years for safe driving.

## **SECURITY ACCESS CARDS**

**Department Policy/Procedure: Department Security Committee Guidelines**  
**Revised: 08/22/2011**

### **I. INTRODUCTION**

Security access cards are provided to Police Department employees and other authorized individuals. Department employees are granted access based on their work assignments. The original guidelines for security are outlined in the Department Security Committee Recommendations, dated 2002. The original guidelines have been updated as required in this manual. Access levels for individuals not identified in this document must be authorized by the Commanding Officer.

## **SPECIAL LEAVE WITHOUT PAY**

**Personnel Regulation: Rule X, Index Code I-7**  
**Revised 09/02/2010**

### **I. POLICY**

- A. Civil Service Rule X, Section 9, Special Leave Without Pay.
- B. City of San Diego, Personnel Regulations, I-7 Special Leave Without Pay.

NOTE: Military Leave is processed through payroll and should not be classified as Special Leave Without Pay. Please refer to the shared drive Extended Military folder for detailed information and procedural guidance. Employees returning from Military Leave may begin work immediately upon their release from Military duty. If their background investigation has not been completed, they will be temporarily assigned to behind-the-desk duties until the investigations are finalized.

### **II. DEFINITIONS**

- A. There are two types of Special Leaves Without Pay:
  1. Job Save – Retain a position within the employee's current classification and department, without requiring assignment to a specific job.
  2. Name on List – The employee must specify the eligible list(s) they wish to be placed on. These may include their present classification and/or any equal or lower classification within the same occupational group for which they meet the minimum requirements. The employee may

also request placement on any equal or lower classification they they previously served satisfactorily, even if there has been break in service. Placement on an eligible list does not guarantee rehire.

## **SUBPOENA**

### **Department Policy/Procedure: 1.11**

**Revised 09/11/2020**

Subpoena letters are received from law firms requesting information regarding current or former civilian and sworn employees. Information requested from civilian employee personnel files may be released. A Declaration of Custodian of Records form, which is usually attached to the request, should be filled out and signed by a Police Human Resources Supervisor. If the law office does not provide it in their request, the Records Unit can supply a standard form for release of records.

## **SWORN CAREER ADVANCEMENTS**

### **Personnel Regulation: Index Code D-3**

**Revised 07/01/2021**

#### **I. TYPES OF CAREER ADVANCMENT**

- A. Recruit to Police Officer I (POI)
- B. Police Officer I to Police Officer II (POII)

#### **II. REQUIREMENTS FOR CAREER ADVANCEMENT**

- A. Recruit to POI
  - 1. Graduation from the San Diego Regional Law Enforcement Training Center with a Basic Peace Officers Course Certificate. (Must have six months City service even if has graduated from the Academy.)
  - 2. Satisfactory recommendation from the Academy.
- B. POI to POII
  - 1. Two years of full-time paid experience as a sworn peace officer with a California City Police, County Sheriff, or State law enforcement agency. (Time served in a training capacity as part of a Police Academy does not qualify for the experience requirement)
  - 2. 30 semester or 45 quarter college units; and
  - 3. Competent or above recommendation from the command.

## UNEMPLOYMENT INSURANCE

**Personnel Regulation: Index Code L6**  
**Revised 02/01/2001.**

- I. The Employment Development Department of the State of California (EDD) claim forms and requests are handled by City Personnel/vendor. The City MUST respond within a tight deadline (usually ten days) of the date on the request. The City has contracted a vendor to serve as the City's advocate with written Unemployment Insurance (UI) appeals and appeal hearings.
- II. City Personnel staff notify Police Human Resources Deputy Director when a notice of appeal is received from EDD.

## UNIFORM REIMBURSEMENT/ALLOWANCE

**POA Memorandum of Understanding: Article 26, Uniform and Safety Equipment**  
**MEA Memorandum of Understanding: Article 43, Uniform Reimbursement**  
**MEA Memorandum of Understanding: Article 44, Uniform Allowance**

### I. INITIAL UNIFORM ALLOWANCE

- A. This is an initial uniform reimbursement made to eligible employees upon appointment.
  1. Police Recruits, POIs, POIIs, who are new City employees, receive an initial uniform allowance of \$1,000.00 on their first paycheck.
  2. For Police Officer Is and Police Officer IIs, receive an additional uniform allowance in the sum of \$1,500.00 upon graduation from the San Diego Regional Academy.
  3. Police Officer I and II receive their annual uniform allowance after they have completed 12 months of service.

Note: When re-hiring officers, Police Human Resources analyst must confirm if the employee is entitled to the allowance.

### II. ANNUAL ALLOWANCE

This is an annual reimbursement made to eligible employees as described in the MOU's. The reimbursement is targeted for August/September.

- ### III. UNIFORM AND EQUIPMENT ALLOWANCE FOR RESERVES
- Reserve Officers receive uniform and equipment allowance.

## **VEHICLE POLICY**

### **Department Policy/Procedure: 1.12 Operation of Police Department Vehicles Revised 05/01/2022**

#### **I. POLICY**

- A. The Police Human Resources Division is assigned one vehicle to be used by Human Resources Units. The vehicle is not designated as a take home vehicle and may be used for official City business only.
  
- J. All personnel are expected to exercise due care and caution when operating Police Department vehicles. Staff members should review and become familiar with the Department Procedure referenced above, which provides detailed guidance on field operation, police equipment related to accidents, and special parking areas.
  - A. The driver shall be responsible for removing all trash and debris from the vehicle before securing it. Vehicles with less than three-quarters of fuel must be refueled. Any vehicle defects or damage must be reported prior to securing the vehicle.

## **VERIFICATION OF EMPLOYMENT**

**Personnel Regulation: Section J4- Disclosure of Personal Information**  
**City Charter: Section 215**  
**Government Code: Section §6254.c – Personnel Files**  
**CA Penal Code: Section §832.7**  
**CA Supreme Court Ruling dated August 27, 2007**  
**Revised: 08/22/2011**

#### **I. POLICY**

- A. As of August 27, 2007, employee names, salaries, department, hire and termination dates are not exempt from the California Public Records Act (CPRA). This information may be provided upon request.
  
- B. Any other personnel file information may be released only with an employee's written waiver or with an e appropriate subpoena. For sworn personnel, disclosure requires Pitches motion.