

# Human Resources Unit



## OPERATIONS MANUAL

August 2019

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# **HUMAN RESOURCES UNIT**

## **MISSION STATEMENT**

The Human Resources Division mission is to provide excellent service so that Department objectives are met and police services are delivered in an efficient and effective manner, in compliance with Department policies, applicable laws and in support of the Department's goals.

## **GOALS**

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

The Human Resources staff assists all customers in a professional, efficient, and timely manner. All requests for service are treated confidentially and with sensitivity as it relates to employee rights, Department policy and procedures, laws, Memorandums of Understanding, and other pertinent rules and regulations.

The Human Resources staff develops partnerships with other units, City departments, and outside agencies in order to expedite the service they provide.

The Human Resources staff supports the Training / Employee Development philosophy and implements problem solving techniques in accomplishing tasks and overcoming obstacles which could impact the quality of service provided.

## **UNIT RESPONSIBILITIES**

- Maintain personnel records for all former and current Department employees. Records include commendations, discipline, performance plans and evaluations, verifications of employment and other documents for permanent retention.
- Process DMV Confidentiality Forms.
- Process 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.
- Process 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 Department clerical pool.
- Process all initial uniform reimbursements and annual uniform allowance.
- Compile and prepare staffing reports.
- Process subpoenas and requests for production of personnel records.
- Maintain employment opportunities information.
- Provide advice and counsel regarding personnel related policies, procedures, and MOU's.

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

1. HR office hours are 7:30 a.m. to 5:00 p.m., Monday through Friday. 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 Police Records Administrator.
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 hour's 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 forward 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. A telephone number where they can be reached must be left if a message is left on voicemail. If the staff member leaves a message on voicemail, an additional message should be left on the second level supervisor's voicemail to ensure receipt.
5. Office security shall be maintained at all times. Confidential documents are not to be left out where a visitor or unauthorized person may have access. All visitors to Police Human Resources must receive permission before entering past the front counter.
6. Only the Chief of Police, and Assistant to the Chief responsible for Human Resources, Human Resources office staff, Internal Affairs, Backgrounds, Medical Assistance, and the Legal Advisors have unlimited access to files governed by the necessities of their job. All other persons must be approved by a supervisor and provide a notarized release of information waiver form signed by the employee (active or inactive employee). Under no circumstances should unauthorized persons be allowed access to files or to open a cabinet.
7. An employee may review his/her own file. Supervisors may review 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 Human Resources Analyst.
8. All employees are required to accurately reflect 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 due to unexpected illness, injury, or emergency must be preapproved as far in advance as possible.
10. Breaks and lunches must be taken. If a break or lunch is delayed due to customer service issues, a supervisor must be notified right away.

- I. Employees must report home address and phone number changes to their division/unit clerical staff to update PD-Roster+, which automatically updates the HR Database, and submit a Personal Data Form (CS 1502) to PDHR. In addition, employees must update their addresses in OneSD, Employee Self Service whenever a change in their residence or mailing address where benefits information is received occurs.
- II.

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

**Department Policy/Procedure: Discipline Manual**

**MOU: POA Art. 41, H.2**

**Revised: 09/20/2016**

- I. When a sworn employee resigns, retires or is terminated, if any material adverse to his/her employment relationship is placed in his/ her personnel file without his/her signature indicating he/she is aware of the comments, an Adverse Material Letter **must** be sent to the employee within 30 days of its placement or the material must be removed. 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**

**Department Policy/Procedure: 5.17**

**Revised: 12/30/2017**

### I. AWARDS PROMOTIONS

Sworn and civilian supervisory personnel are honored in a ceremony. The Department Service Awards Program is designed to give official recognition to heroic, meritorious or outstanding actions by sworn and nonsworn employees and/or Police Reserve officers.

### II. PROMOTIONS

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

**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: 01/30/2019**

**I. BACKGROUND**

- A. A Department-issued badge is for the active employee's work-related use and remains the property of the City of San Diego. Employees who service or disability retire, may also be entitled to a badge during retirement.
- B. Exceptions to this procedure must be approved through the chain of command. Special requests should be referred to the HR office manager (Admin Aide II) for disposition.
- C. Department badges are issued and monitored by the Police Human Resources Unit. Human Resources maintain an accurate and updated inventory of all Department issued badges.

**III. BADGE TYPES FOR ACTIVE EMPLOYEES**

**A. Badge Distribution to Active Employees**

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

Police Chief	Police Detective/Sergeant
Executive Assistant Chief	Detective
Assistant Chief	Police Officer III
Police Captain	Police Officer II
Police Lieutenant	Police Officer I
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  
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.” PC§538(d)(1). An honorably retired officers 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. PC§528(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.

**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, City will have the officer's name tag and original breast badge encased in acrylic at no cost to the officer. In lieu of having the badge encased, the officer can have the breast badge modified to or exchanged for a breast badge with a retired scroll in place of the badge number.
  - 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
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.1.a and B.1.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: H-1

**Revised: 07/01/2012**

### **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 petitioning approval to designate the position number as bilingual. Once approved by City HR, City Personnel will 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: 5.10**

**Revised 01/30/2019**

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 the notice and awards for presentation.

## **CLASSIFICATION STUDIES**

**Administrative Regulation: None**

**Personnel Regulation: B-2**

**Revised 05/22/2013**

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 by 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: 08/22/2011**

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 update the Department Conflict of Interest Code annually.

## **DAMAGED PROPERTY REQUESTS**

**Administrative Regulation: 35.70**

**Department Policy/Procedure: 5.11**

**03/14/2017**

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 that is owned by the employee and worn or carried by the person in the course of his/her 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 which arise out of employment and not from normal hazards of ordinary wear and use. Human Resources staff processes employee request for reimbursement.

## **DISCRETIONARY LEAVE**

**Administrative Regulation: 95.91**

**Department Policy/Procedure: 5.18**

- I. Discretionary leave is granted to employees for job recognition, commanding officer citation, safe driving program, supervisor's commendation, employee/officer of the Shift/month or participation in special assignments. The Human Resources staff prepares memos for a variety of issues related to 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/Dispatcher II's, 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 08/22/2011**

Per Administrative Regulation 75.50, the Department is responsible for conducting driver's license inspections in March and September of each year to ensure that all City employees who drive City vehicles or their own vehicle on City business are properly licensed.

## EMPLOYEE FILES

**Administrative Regulation: 90.64, Personal Manual Section J-4 Disclosure of Personal Information**

**Department Policy/Procedure: 5.08**

**Revised: 08/16/2018**

### I. INTRODUCTION

- A. All employees working in the Police Department need a Department personnel file. The Associate HR Analyst will coordinate the preparation and processing of employee 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 (observe 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 (separate log), third parties with notarized, signed authorization from the employee (only provide file documents specifically authorized). Sealed documents may only be opened by the Senior Analyst, Program Coordinator or Manager for review. Professional Standards Unit investigators are not authorized to review files. Refer these requests to the Program Coordinator Manager.

## GI BILL ON-JOB-TRAINING PROGRAM VERIFICATION

**Administrative Regulation: None**

**Department Policy/Procedure: None**

**Personnel Regulation: None**

**Position Responsible: Administrative Aide II and Word Processing Operator**

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

**Last Revised: August 2015**

### 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 only be issued when an employee has successfully completed all phases of the employee clearance process. ID numbers are used to track individuals and for access to department computer systems. All Department ID numbers are maintained in the Human Resources database. A copy of assigned numbers is kept in a binder for easier access.
- B. The Associate Human Resources Analyst who coordinates department hiring is responsible of issuing ID numbers to all new employees, including interns, volunteers, and contract workers (only issued to contract employees who will require LAN access)

**Note:** City ID numbers are also issued to every employee. City ID numbers are called PERNR numbers. Police Department identification cards carry both Department

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ID and City ID (PERNR) numbers.

New employees receive Police Department ID numbers on their first day of work. Within the first 2 weeks of employment, the PERNR should be available in SAP. Once available, the ID card should be updated. Once the PERNR is available, the employee is able to access Employee Self Service to sign up for 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)

## **INTERNSHIP**

**Personnel Regulation: City Charter, Section 118, City Internship Program  
Revised 07/2016**

### **I. PURPOSE**

To provide students with practical working experience which compliments their academic course work while providing the City with an opportunity to involve students in various aspects of public service.

- II. An authorization to hire paid and unpaid interns is required. A request to fill Memorandum must be prepared and authorized prior to hire. All intern applicants must pass the standard background investigation.

## **PROVISIONAL EMPLOYMENT**

**Civil Service Rule: Rule VII**

**Department Policy/Procedure: 5.25 Provisional Sworn Employees Program  
04/08/2016**

Provisional employment requires approval from the Chief of Police and Chief Operating Officer. 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**

**Revised 09/27/2017**

**Administrative Regulation 95.91**

**January 1, 2016**

### **B. ELIGIBILITY**

- C. 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.

- D. 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-year 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 Administrative Services Manager.

## **SPECIAL LEAVE WITHOUT PAY**

**Personnel Regulation: Rule X, Index Code I-7**  
**Revised 08/22/2011**

### **I. POLICY**

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

NOTE: Military Leave is a payroll process, not a Special Leave Without Pay. See the shared drive/Extended Military folder for information and procedures. Employees returning from Military Leave may begin work as soon as they are released from Military duty. If their background investigation is not completed, they will be temporarily assigned to Records Unit.

### **II. DEFINITIONS**

- A. There are two types of Special Leaves Without Pay:
  1. Job Save - Save a job in employee's present classification and department, not necessarily a specific job.

2. Name on List – Placing the employee’s name on eligible list(s). The employee must specify lists such as present class and/or equal or lower class in the same occupational group if he/she meets minimum requirements, and/or equal or lower class of classification served satisfactorily after any break in service. There are no guarantees of re-hire.

## **SUBPOENA**

**Department Policy/Procedure: 1.11**  
**Revised 06/21/2018**

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 08/22/2011**

- I. TYPES OF CAREER ADVANCEMENT
  - 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.

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## UNEMPLOYMENT INSURANCE

**Personnel Regulation: Index Code L6**  
**Revised 08/22/2011**

- 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. Police Human Resources staff notifies Personnel Department immediately when a notice 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**  
**127 Memorandum of Understanding: Article 22, Work Clothing**

### 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 pay check.
  2. For Police Officer Is and Police Officer IIs, receive an additional uniform allowance in the sum of \$1,500 upon graduation from the 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 take care to ensure they are in fact 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 Revised 07/05/2017

### I. POLICY

- A. The Human Resources Division is assigned one vehicle to be used by Human Resources and Records Units. The vehicle is not designated as a take home vehicle and may be used for official City business only.
  
- J. All personnel should exercise due care and caution when operating Police Department vehicles. Staff members should become familiar with the Department Procedure listed above for specific information regarding field operation, police equipment accidents, and special parking areas.
  - A. The driver shall be responsible for removing all trash and debris from the vehicle. Vehicles with less than 3/4 of a tank of fuel shall be refilled. Any vehicle defects or damage are to be reported prior to securing.

## VERIFICATION OF EMPLOYMENT

**Personnel Regulation: Personnel Manual, 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 by the appropriate subpoena. (Sworn = Pitches motion)