

DEKALB POLICE DEPARTMENT

Subject: **Civilian Personnel**

Policy #: **201.4**

Effective Since: 8-21-03

Revision Effective: 1-1-19

FTO Training Task:

8

Reference Material: IACP "Civilian Personnel" Research Paper

ILEAP Standards Covered: TRN.03.01, 03.02

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PURPOSE: The purpose of this policy is to establish this agency's commitment to the use of civilian personnel and procedures for hiring and training civilian personnel.

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, this agency employs 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.

DEFINITIONS: none

PROCEDURES:

- A. **Civilian Position Classifications** : The department 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:

- Communications Telecommunicators
- Records Office Associates
- Property Custodians/Evidence Officers
- Community Service Officers (CSO)
- Police Interns
- Police Volunteers

- 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:

- C. 1. Civilian employees shall not be requested to perform duties and responsibilities for which a commission as a sworn law enforcement officer is required.
2. In circumstances when a female officer is not available, a female civilian employee may:
- Temporarily act as an observer during the care or detention of a female, or
 - Act as a witness during the photographing of a female crime victim.
3. 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.
4. When on light-duty status, sworn personnel may be assigned temporarily to designated civilian positions if additional qualified personnel are needed to assist in the job assignment, and the officer has or can be readily provided with the requisite knowledge and skills to adequately perform duties of the position.

- D. **Applicant Screening** :

1. Procedures for screening applicants for civilian positions shall conform to agency policy for sworn officers (unless otherwise specified by the personnel job description);

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screening measures may include conducting a background check, a criminal history check, psychological test, drug screening, and reference check.

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.

E. Identification :

- F. 1. All civilian employees shall be issued an agency identification card containing a current photograph.
- G. 2. Civilian employees shall possess 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.

H.

E. Training: Civilian personnel of this agency shall be provided with the following:

- 1. Pre-service training, as required, that will prepare them for their job assignments and integrate them as productive members of this agency; and
- 2. In-service training that will maintain basic skills and develop new knowledge, skills and abilities for career development.

3. 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 any applicable union contracts.
- b. Working conditions, rules and regulations, and rights and responsibilities of employees.

[ILEAP TRN.03.01]

4. Certain civilian positions within this agency require on-the-job training on specific job responsibilities. Field training and necessary instruction in these areas shall be successfully completed before duties are independently assumed.

a. Community Service Officers (CSO's) will receive requisite training in the following duties:

- 1. Parking enforcement.
- 2. Court security.
- 3. Assist motorist calls.
- 4. General assistance to the patrol function.

b. Records Office Associates will receive requisite training in the following areas:

- 1. Customer service.
- 2. Collection of payment on parking tickets and administrative tows.
- 3. Records processes and protocols.
- 4. FOIA, as applicable to the specific position.
- 5. Confidentiality of police records.

c. Evidence Officers/Property Custodians will receive requisite training in the following areas:

- 1. Handling and processing incoming evidence.
- 2. Proper storage and security of evidence.
- 3. Property and evidence return system.
- 4. Purging and destruction of property and evidence.

d. Telecommunicators will receive requisite training in a complete training program as facilitated by the Communications Coordinator.

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- e. Civilian personnel will perform training in LEADS as less than full access users.

[ILEAP TRN.03.02]

- F. **Performance Appraisal** : Civilian employees are subject to periodic performance appraisal and the standards set forth in such.
- G.
- H. **Interns and Volunteers** : Civilian interns and volunteers serving without pay are a valuable asset to the department and may be used in a variety of functions that will promote the agency's efficiency, effectiveness, mission, and goals. Civilian interns and volunteers are subject to the same provisions and restrictions governing other civilian employees as defined in this policy. Interns and Volunteers are further subject to the rules, regulations, standards, and procedures issued in Intern and Volunteer Operating Manuals.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.