

Chapter	1
Section	1.02
Title	Department Organization and Command
Subject	Chief of Police Notification
Effective Date	02/01/2008
Revision Date	07/24/2018
Revised By	Captain John Poole
Authorized By	Chief Darren L. Goodman

I. **POLICY**

This procedure will highlight those circumstances that may necessitate administrative notification by the on-duty Watch Commander or Field Supervisor. The notification guidelines apply during normal business hours as well as after-hours.

During normal business hours or after-hours, contact the appropriate Division Commander. In their absence, contact the Chief of Police.

II. **PROCEDURE**

The following circumstances may necessitate notification. These are merely guidelines – when in doubt, please make the notification.

- A. Significant criminal events (i.e., homicides, shootings, stabbings, kidnapping, amber alerts, etc.).
- B. Incidents that may have political ramifications.
- C. Incidents that occur at a City facility or on City property (i.e., high-risk sex offender arrested at City Library; employee sexually assaulted at City facility; in-custody death, break-ins, etc.).
- D. Significant events occurring at “high profile” locations (i.e., school facility-school burglary, hospitals, etc).
- E. Criminal incidents that involve a City employee (i.e., arresting “high profile” or public safety personnel from our/or other jurisdictions.).
- F. Anytime a Police Department employee receives an injury of a serious nature.

- G. Any significant off-duty incident involving a Department employee or a member of his/her family (i.e., employee or member of employee's family seriously injured in a traffic collision; a death in the employee's immediate family; off-duty police employee having a significant contact with another police agency, etc.)
- H. Incidents of a significant community concern (i.e., hate crimes; immigration sweeps; release of a sexually violent predator; discovery of group homes that might raise community concerns, protests at Planned Parenthood facility.).
- I. Significant power outage within the community.
- J. Significant police facility issues (i.e., electrical/radio problems in Communications; flooding of building, etc.).
- K. Labor strikes, disputes, etc.
- L. Media/Press releases that may raise community/political concerns or have significant media coverage (i.e., Little League coach arrested for child molestation, celebrity arrested, airplane crash, amber alert).
- M. Any AOJ request in which significant Upland Police Department resources are dispatched.

Chapter	1
Section	1.03
Title	Department Organization and Command
Subject	Special Assignments, Transfers and Rotations
Effective Date	02/01/2008
Revision Date	10/24/2018
Revised By	Lieutenant Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

All personnel of the Upland Police Department will be expected to adhere to the following procedure regarding the transfer or rotation of special assignment positions. Any change or amendment to this system must be with the approval of the Chief of Police.

II. PURPOSE

The purpose of this system is to establish a written guideline for Department personnel to follow with reference to the rotation or transfer of special assignment positions.

III. PROCEDURE

When considering rotation or transfer for special assignments, the word “guideline” is used when identifying the length of the assignment. All special assignment positions are conditional, based upon:

- A. Employee performance;
- B. Needs of the Department;
- C. Employee’s desire to remain in a designated duty assignment; and
- D. At the discretion of the Chief of Police.

Any employee who has completed one of the special assignment tours may reapply for that special assignment at the next available opening. Employees leaving a special assignment are eligible for other different assignments.

If there are no candidates qualified for a pending vacancy, the person currently in that assignment may be extended at the discretion of the Chief of Police, if that employee requests such an extension.

Eligibility lists for special assignments will be valid for six months from the end of the testing process.

ASSIGNMENTS, POSITION, AND LENGTH OF TERMS/TOURS

Below are the listed positions and assignments of the rotation system, as well as the duration or at the discretion of the Police Chief (at will).

<u>POSITION</u>	<u>ASSIGNMENT</u>	<u>TERM/TOUR</u>
<u>CAPTAIN</u>	Operations Division Commander	At Will
	Support Services Commander	At Will
<u>LIEUTENANT</u>	Special Services Commander	3 Years
<u>SERGEANT</u>	K-9 Coordinator	3 years
	Chaplain Coordinator	3 years
	Explorer Coordinator	3 years
	F.T.O. Coordinator	3 years
	SIU/Impact Sergeant	18 months
	Specialized Training Coordinator	At will
	Reserve Coordinator	3 years
	Traffic Sergeant	3 years
<u>DETECTIVE</u>	Range master	At will
	Special Investigations Unit	18 months
	Impact Team	18 months
<u>OFFICER</u>	School Resource Officer	3 years
	Impact Weapons Instructor	At will
	Taser/Stun bag Instructor	At will
	Narcotics Officer	3 years (+ 1 year option)
	Motor Officer (rotational)	6 years
	Canine Officer	Service Life of Dog
	F.T.O.'s	No Rotation
	AR-15 Instructors	At will
	Special Investigations Unit	18 months
	Impact Team	18 months

*** Officers assigned to a special assignment which qualifies for incentive pay, may not be simultaneously assigned to another special assignment which qualifies for incentive pay (Example: A motor officer cannot also be assigned as an F.T.O.).

Chapter	1
Section	1.04
Title	Department Organization and Command
Subject	Promotions, Seniority and Temporary Appointments
Effective Date	02/01/2008
Revision Date	07/02/2018
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Douglas P. Millmore

I. POLICY

All promotions within the Upland Police Department shall conform to the City of Upland Merit Rules and shall be based upon the results of competitive examination. Temporary appointments and seniority benefits shall be regulated and defined as described herein.

A. **Promotions**

Notice of promotional selection processes, shall be posted a minimum of eight working days. The recruitment announcement must contain:

1. The title and probable rates of pay of the position to be filled;
2. Minimum qualifications required;
3. The nature of the work to be performed;
4. Final dates on which applications will be accepted;
5. The time and place of examination may be included, when available;

The notice may contain such additional information as seems desirable at the discretion of the Human Resources Manager.

Applications: Applications for employment shall be submitted on forms provided by the Human Resources Department. Such forms shall require information covering training, experience, references and other pertinent information. All applications must be completed in full and electronically signed by the person applying. The time for filing applications may be extended or reopened as needed by the Human Resources Manager.

Disqualification of Applicants: The Human Resources Manager or designee shall reject any application which indicates on its face that the applicant lacks any of the requirements, certifications, or qualifications for the position. After an application has been accepted, the Human Resources Manager or designee may reject the application, or decline to examine any applicant, or withhold a person from the eligibility list for certification for any of the below reasons. After examination a successful candidate shall be disqualified and their name removed from the eligibility list if the applicant:

1. Has made false statements of any material fact, or omissions, practiced, or attempted to practice any deception or on the application, declarations or in securing eligibility or appointment;
2. Request by the applicant to have the application withdrawn from consideration;
3. Is physically or mentally unable to perform the essential functions of the position, with or without reasonable accommodation;
4. Failure to meet the special requirements or stipulations set out in the recruitment announcement as being conditions of employment;
5. Failure to be present upon appropriate notification for fingerprinting, psychological, psychiatric or medical testing or examination as required;
6. Unsuitability of an applicant's work record as indicated upon a review of qualifications;
7. Refusal to execute an oath as may be prescribed by law;
8. Is a current user of illegal drugs;
9. Has been convicted of a crime, either a misdemeanor or felony, that relates to the position duties that the applicant would perform;
10. Directly or indirectly obtained information regarding examinations;
11. Has had his or her privilege to operate a motor vehicle in the State of California suspended or revoked, if driving is job related;
12. For any material cause, which in the judgment of the Personnel Director or designee would render the applicant unfit for the position, including a prior resignation from the City, termination from the City, or a significant disciplinary action.

Rejected Applications: Whenever an application is rejected, notice of such rejection shall be provided to the applicant by the Human Resources Manager or designee. If the application is rejected, the applicant can appeal the rejection to the Human Resources Manager within four working days of notice. The Human Resources Manager shall review the appeal and affirm the rejection or reinstate the applicant into the selection process. The Human Resources Manager's decision is final.

Promotional Examinations: As the needs of the service may require, promotional examinations may be conducted and may consist of evaluation of prior service, accomplishments in special training courses, written, oral, or practical examinations. All candidates for promotion must be employees in the classified service and must possess the minimum qualifications as set forth in the specifications of the class to which promotion is sought.

Eligibility Lists: As soon as possible after the conclusion of an examination, the Human Resources Manager or designee shall prepare and keep available an eligibility list consisting of the names of promotional candidates passing the examination, arranged in order of final ratings received from the highest score down to the lowest passing score. The final rating shall be determined by the total of the scores received by each applicant for each part of the examination, based upon relative value assigned to each part of the examination before the examination was given.

Duration of Eligibility Lists: Eligibility and promotional lists shall become effective upon the approval of the Human Resources Manager and upon certification that the list was legally prepared and represents the relative ratings of the names appearing thereupon. Eligibility and promotional lists shall remain in effect one year, but in no event shall an eligibility or promotional list remain in effect more than two years, unless the Human Resources Manager abolishes the list, the list is exhausted or extended. The Human Resources Manager may abolish or extend the list at any time prior to the expiration of the list if it is determined that it is in the best interest of the City to do so.

Removal of Names from Lists: The name of any person appearing on an eligibility list shall be removed by the Human Resources Manager or designee if the eligible requests in writing that their name be removed or fails to respond to a notification in writing or by phone of an opening from the Human Resources Manager or designee. The names of persons on promotional eligibility lists who resign from the service shall automatically be dropped from such list.

Appointment: Whenever a vacancy in the classified service is to be filled, the department head shall submit an appropriate written request, under procedures established by the Human Resources Manager, to fill the vacancy with an applicant from the eligibility list.

B. Seniority

1. Seniority in rank shall be used as a basis for individual selection of vacation time and regular days off, and may be considered as one factor in duty assignment.
 - a. Seniority will be determined by earliest date of appointment to the rank in question.
 - b. When two or more persons are appointed to the same rank on the same day, seniority shall be assigned in accordance with test scores.
 - c. Non-sworn personnel who transfer from another City department, shall be assigned seniority according to the date of transfer, and not the date of appointment to the original position.

d. Non-sworn personnel who transfer from one position within the Police Department to another position within the Police Department shall maintain seniority based on the original position only if they are transferring to a lower position classification than previously held. Otherwise, seniority will be assigned according to the date of appointment to the position in question.

2. This policy applies to all Department personnel.

C. Temporary Appointments

When a temporary vacancy occurs in a rank, such as one resulting from an employee off-duty for an extended period of time due to illness or injury, the Police Chief may make an interim appointment to fill the vacancy. The appointment shall be made from the existing eligibility list when possible. Such appointment will be temporary only, and subject to the conditions in the City Merit Rules.

1. Personnel who are temporarily assigned to a position of higher rank for more than 30 consecutive days will receive a 5% move-up pay while serving in the elevated position.

Chapter	1
Section	1.05
Title	Department Organization and Command
Subject	Emergency Staffing
Effective Date	09/20/2007
Revision Date	12/03/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

It shall be the policy of the department to prepare for unforeseen emergency situations likely to tax normal staffing levels to their limits and beyond. Part of this preparedness includes the formation of alternate work schedules to ensure maximum staffing coverage for the duration of each emergency encountered.

II. PURPOSE

To provide maximum staffing coverage for the duration of any emergency situation. This could include natural disasters such as earthquake or flood, or manmade anomalies such as a riot or large scale mass transportation disasters.

III. PROCEDURES

During a significant emergency situation, personnel and shifts can be adjusted and combined with minimal disruption. Regardless of previous work hours and during a declared emergency, each day shift will work 6:30 am to 6:30 pm. and each night shift will work 6:30 pm to 6:30 am. This will remain in effect for the duration of the emergency.

A. Patrol

1. Team 1 and Team 2 cover shifts will be absorbed by the other two shifts based on need. It is intended each of the two shifts will have a like number of officers assigned.
2. Traffic officers and their supervisor will be assigned to patrol duties as needed.
3. Lieutenants and Sergeants will be assigned as needed and may work outside the scope of their normally assigned duties.
4. If staffing on either shift drops below minimum levels, personnel from other shifts may be used to supplement the depleted shift.

B. Dispatch

1. All dispatchers will be assigned to 12-hour shifts to be assigned as required. Each shift will be staffed to the maximum possible personnel.
2. Part time dispatchers and other department personnel qualified to work in the dispatch center will be assigned to dispatch service as needed.
3. The dispatch supervisor will continue to manage the operation of the unit and will be assigned as the situation dictates.

C. Detective Bureau

1. All detectives will work 12-hour days.
2. The Detective Sergeant will assign all detectives to work 12 hour shifts based on need.
3. Any personnel assigned to a specialized team will be assigned at the direction of the Operations Division Commander.
4. Any civilian personnel assigned to the Detective Bureau will be assigned at the direction of the Detective Sergeant.

D. Records/Evidence

1. Work schedules of records and evidence personnel may be adjusted as necessary to meet the needs of the organization.
2. Depending on the nature of the emergency or disaster, services normally offered to the public may be suspended until the situation has stabilized.
3. Personnel generally assigned to provide those services (i.e. copies of police reports, fingerprinting, filing, etc.) maybe reassigned to other duties as needed.

Chapter	1
Section	1.06
Title	Department Organization and Command
Subject	Marital Status
Effective Date	03/01/1988
Revision Date	12/10/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

It is the policy of the City of Upland Police Department not to discriminate in its employment and personnel actions with respect to its employees, prospective employees, or applicants for training on the basis of marital status. No employee, prospective employee, or applicant shall be improperly denied employment or benefits of employment on the basis of his or her marital status.

II. PROCEDURE

Marital status is defined as an individual's state of marriage, non-marriage, divorce or dissolution, separation, widowhood, annulment, or other marital status. Spouse is defined as a partner in marriage, as defined in California Civil Code Section 400. Notwithstanding the above provisions, and as stated in California Government Code Section 12940, "Nothing in this part relating to discrimination on account of marital status shall...affect the right of an employer to reasonably regulate, for reasons of supervision, safety, security, or morale, the working of spouses in the same department, division, or facility, consistent with the rules and regulations adopted by the Commission", the City of Upland Police Department retains the right:

- A. To refuse to place one party to a marital relationship under the direct supervision of the other party to a marital relationship where such has the potential of creating adverse impact on supervision, safety, security, or morale.
- B. To refuse to place both parties to a marital relationship in the same department, division, or facility where such has the potential for creating adverse impact on supervision, safety, security, or morale, or involves potential conflicts of interest.
 - 1. The Upland Police Department retains the right to "temporarily" place both parties in such marital relationships, contrary to this policy, on a limited basis due to unforeseen needs of the organization.
 - a. Such a temporary placement shall not affect the Department's right, as outlined in "A" and "B" above.