



COLUMBIA POLICE DEPARTMENT

“Policing Excellence through Community Partnerships”

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Subject: <i>Classification, Compensation and Benefits</i>		
Amends/Supersedes: <i>Section 03, Chapter 01, Classification, Compensation and Benefits</i>	Chief of Police: <i>W.A. Huddle</i>	
Distribution: All Personnel	Review Date: July 1	# of Pages: 11

1.0 DIRECTIVE

The Columbia Police Department is dedicated to assuring treatment in all personnel transactions including hiring, assignment, transfer, promotion, disciplinary action and/or separation from employment is without regard to race, color, sex, religion, national origin, age, disability, military status, political affiliation, sexual orientation, gender identity, or any other identifying characteristic unrelated to a person’s ability to perform assigned job responsibilities and with proper regard for the privacy and constitutional rights of all employees.

2.0 GOALS

The Columbia Police Department will endeavor to ensure sound management of compensation and benefits, provide service at a reasonable cost, compete for qualified personnel, offer advancement and promotional incentives, and reward superior performance.

3.0 GENERAL STATEMENT

The Columbia Police Department provides information concerning compensation, benefits, and conditions of work for employees of the Columbia Police Department. However, the information provided in this directive specifically relates to employees of the Columbia Police Department that is not included in the employee’s handbook. This will provide Police Department employees with a greater understanding of the benefits and compensation that are available to its employees. This directive will be used in addition to and as a compliment to the City of Columbia’s employee handbook. **THIS IS NOT A CONTRACT.**

4.0 JOB TASK ANALYSIS (JOB DESCRIPTION)

The Columbia Police Department utilizes the job task analysis promulgated by the South Carolina Criminal Justice Academy. A job description of each position will be available to all personnel in the Human Resources Unit. Such analysis shall be clear and concise and shall be reviewed and modified as necessary.

The objectives of the job task analysis will be to:

- Serve as a basis for the determination of a position classification plan and compensation
- Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment, and promotion
- Assist in the establishment of training curricula
- Provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions

5.0 CLASSIFICATION

The Columbia Police Department will maintain a written classification plan that includes:

- Grouping of every job into classes based upon similarities in duties, responsibilities, and qualification requirements
- Existence of class specifications for every job within a class
- Provisions for relating compensation to classes
- Provisions for reclassification

The Human Resources Unit of the Columbia Police Department will be responsible for identifying any new jobs or any job that has increased responsibilities within the Police Department and forwarding that information to the City of Columbia Personnel Department for classification or possible reclassification.

6.0 COMPENSATION

6.1 Entry-Level Salary

New employees normally begin at the minimum rate of a salary range. However, because of exceptional qualifications of a prospective employee, an employee may be hired at a rate higher than the minimum salary.

Employees will find expanded salary information on the computer network “T” drive.

Newly appointed employees for the position of Police Officer may be hired at the following pay rates due to education or experience:

- Employees with an Associate’s Degree in Criminal Justice **or** out-of-state certification and at least one (1) year of experience prior to hire may be hired at 2.0% above minimum salary (5.0% with a second language)
- Employees that are certified in South Carolina and have at least one (1) year of experience prior to hire may be hired at 7.0% above minimum salary.
- Employees that possess a Bachelor’s Degree in a related field prior to hire may be hired may be hired at 7.0% above minimum salary.

The City’s Personnel Director and the City Manager must approve appointment to a rate higher than 5% above the minimum salary.

6.2 Salary Differentials within Ranks

Merit increases and Annual Merit bonuses are based on annual performance evaluations and recommendations by the Chief of Police.

Depending on available revenue, merit increases may range from 0% to 2.0% and are available to employees who have not reached the maximum salary within their pay range.

After reaching the maximum of the salary range, employees will be eligible for Annual Merit bonuses that range from 0% to 2.5% of their annual salary.

Employees assigned to duties as a Crime Scene Technician or Field Training Officer will be eligible for an additional 5.0% increase in base pay.

6.3 Salary Differentials between Ranks

The salary differential between ranks will reflect differences in rank and will be in accordance with the City of Columbia Compensation System and pay policies. The rank titles and salary schedules for sworn employees assigned to the Investigative Bureau will be same as those used by the Operations Bureau.

6.4 Administrative Leave

Administrative leave may only be granted to personnel that are considered exempt from the U.S. Fair Labor Standards Act and as such, may accrue Administrative Leave hours for duties performed prior to or after their official tour of duty.

Administrative Leave can be issued to eligible personnel by a supervisor of a minimum of one (1) higher rank than the member receiving the Administrative Leave. An employee requesting to take Administrative Leave must submit a "Leave Request Form" at least forty-eight (48) hours in advance and must be approved by the employee's supervisor before the time can be taken. Upon approval, the white copy will be forwarded to the Office of The Chief of Police; the yellow copy will be maintained by the employee's supervisor and the pink copy given to the employee.

The employee's supervisor will update the member's "Individual Administrative Leave Record" any time the employee receives or is given Administrative Leave and upon the receipt of a properly authorized "Leave Request Form".

Employees eligible to accrue Administrative Leave must take the leave within thirty (30) days of accrual.

Administrative Leave not taken within thirty (30) days will be forfeited unless the Chief of Police grants an extension. Administrative Leave cannot be taken after notice of resignation, nor will it be paid for upon termination or at any other time.

6.5 Schedule Adjustment

The City of Columbia does not utilize a compensatory time system.

Non-exempt employees (sworn and non-sworn) who perform duties prior to or after their official tour of duty, and the time has not been approved for overtime, will have their schedules adjusted to compensate for the time.

The schedule adjustment time for sworn personnel will be computed on a one-for-one basis and must be taken within the twenty-eight (28) day pay cycle in which it was accrued.

The schedule adjustment time for non-sworn personnel will be computed on a one-for-one basis. Non-sworn employees must utilize schedule adjustment time within the seven (7) day working week in which it was accrued. All schedule adjustment time that is not taken within the allotted time limits will be counted as "hours worked" and paid on an overtime basis.

6.6 Overtime

Overtime will be paid to non-exempt employees for time spent performing regularly scheduled departmental functions such as court attendance or other events beyond normal duty hours that have been approved for paid

overtime. Employees eligible for overtime will be paid at the rate of pay required by the U.S. Fair Labor standards act. Exempt employees will not be eligible for overtime payment.

The member's Division/Section commander will complete an overtime form on all members who accrue additional hours and will submit the overtime form to the Division Commander as soon as possible after the completion of the overtime assignment.

6.7 Annual Review

The salary plan will be reviewed annually during budget preparation to ensure fairness and salary differential.

7.0 BENEFITS

The Columbia Police Department offers a variety of worker benefits for its employees. The Human Resources Unit is responsible for providing information on employee benefits and services. The Human Resources Unit will obtain information on benefits or services not immediately available for any employee or dependent needing such information.

7.1 Annual Leave

The Columbia Police Department encourages employees to take any annual leave for which they are eligible. Initial requests for leave will be made through an officer's immediate supervisor as far in advance as possible. A Leave Request Form must be submitted to and approved by employee's supervisor at least forty-eight (48) hours prior to actually taking the annual leave. The rates of accrual will vary according to years of service.

7.2 Holiday Leave

All sworn police personnel working rotating shifts are eligible to accrue holiday leave if their assignment requires that they be on duty during any of the official City holidays. All holiday leave must be taken by December 1 of each calendar year with one exception. Sworn personnel scheduled to work either one or both of the two Christmas holidays will be allowed to use one holiday during that period. In order to eliminate the holiday leave by December 1, four (4) holiday leave days may be taken in advance of their accrual date. An employee requesting to take accrued holiday leave must submit a "Leave Request Form" at least forty-eight (48) hours in advance and the employee's supervisor must approve it before the time can be taken.

All full-time civilian employees and sworn personnel, working a regular Monday through Friday schedule, must take the holiday off on the designated observance day unless they have received prior approval to work from their Division Commander.

Whenever a holiday falls on a Saturday or Sunday, the following Monday will be observed as a holiday.

7.3 Sick Leave

Regular full-time employees will earn sick leave at the rate of 8.0 hours per month accruable up to a maximum of 720 hours. Sworn Police personnel will earn sick leave at the rate of 8.5 hours per month up to a maximum of 765 hours.

Sick leave cannot be granted automatically if a person is out of work, it must be requested. Sick leave may be granted only for absence from work because of personal accident or illness, legal quarantine, pregnancy, or illness in the immediate family. Sick leave may be granted for parental care of an employee's biological parent or an individual who stood in loco parentis to an employee. Medical certification must be provided for parental care. For the purpose of the sick leave directive, the term "immediate family" refers to any family member living in the home.

Employees not reporting to work because of the above reasons should promptly telephone their immediate supervisor and notify him as to when they expect to return to work. An employee may be required to provide certification for any sick leave granted. Medical certification must be provided for care outside the home for parents and children. If these conditions are not met, a supervisor is not obligated to record the time missed as sick leave and the employee will not be paid for that time.

Employees will be compensated annually for one-fifth of their accrued sick leave in excess of the maximum accrual allowed. The annual cutoff date for compensation purposes is the first of December.

One-fifth of any accumulated sick leave credited to an employee at the time of separation from employment will be paid to an employee at his regular rate of pay, provided that the employee has completed his probationary period and has not been discharged for disciplinary reasons.

7.4 Leave without Pay

City employees are eligible for leave without pay for a period not to exceed three (3) working days with the approval of their Asst. City Manager/Dept. Head.

At the end of three (3) working days, if the employee cannot return to work, a request for a leave of absence must be submitted through the Asst. City Manager/Dept. Head to the Personnel Director or the employee may be separated from employment.

7.5 Leaves of Absence

All other leaves of absence are detailed in the City of Columbia Employee Handbook. Additional information may be obtained from the Police Department Human Resources Unit or the City Human Resources Office.

7.6 Retirement

All sworn personnel with at least five (5) years of service may retire at age fifty-five (55) or after twenty-five (25) years of service regardless of age.

All non-sworn personnel with at least five (5) years of service may retire at age sixty-five (65) or after twenty-eight (28) years of service regardless of age.

Details of each of these retirement programs are available through the Human Resources Unit.

7.7 Workers' Compensation

Any employee who sustains an injury by accident arising out of and in the course of employment is entitled to benefits in accordance with the South Carolina Workers' Compensation Act to include medical, lost time and/or disability benefits.

Employees must report any injury which occurs on the job to their supervisor by the end of their work shift whether medical treatment is necessary or not. Failure to do so will result in disciplinary action. The supervisor will fill out a "Hurt on Duty" form and forward it to the Department's Human Resources Unit. The City Employee's Health Clinic will coordinate any necessary medical care required as a result of the injury.

If during the time the employee is out of work due to the injury, he is terminated or resigns from the department or is put on a leave of absence, only the state mandated wage benefit would continue in accordance with the Workers' Compensation Act.

7.8 Restricted (Light) Duty

Light duty involves services to the City which are normally performed by employees or contractors. Work will not be created for the employee to perform. Light duty may be made available to employees as long as meaningful assignments are available. Employees must be certified physically capable of performing the light duty assignment prior to commencing light duty work.

The employee's Bureau Major must approve all requests for light duty as a result of Hurt on Duty (HOD), off-duty injuries and medical conditions. Any extension must be approved at the discretion of the City Manager. The employee's full salary may continue as long as the employee is able to work light duty according to the authorized treating physician and the employee maintains an active employment status.

Light duty may be available for a maximum of 180 calendar days (6 months) per disability, unless the employee applies for and is granted an extension by the City Manager.

7.9 Employee Liability

South Carolina section §15-78-20 affords immunity from claims or actions for personal injury, death, and property damage in matters arising while the employee is acting on behalf of or in the service of the department. In order to qualify for such immunity, the employee must be acting within the scope of his or her official duty. For these purposes, the "scope of official duty" is defined as acting in and about the official business of the department or performing official duties.

Employee conduct outside the scope of official duties or which constitutes actual fraud, actual malice, intent to harm, or a crime involving moral turpitude is not immune and negate the employee's immunity provided by law. In those cases, the Department is immune and the employee becomes personally liable.

Causes of action arising under federal laws can subject an employee of the department to personal liability. However in these cases, if the City is found to be liable, no recovery is made against the employee as a practical matter. In order for the City to avoid liability in such cases, the facts must show that the employee violated a city directive, practice, or procedure when the act in question occurred. If the employee is not acting within the scope of his official duty, the result would be the same as under a state law claim.

7.10 Uniforms and Equipment

Uniforms considered necessary in the performance of law enforcement tasks will be supplied or made available through the Equipment/Supply Unit. Worn or torn uniform attire will be returned to the Equipment/Supply Unit for replacement on a direct exchange basis in accordance with established directive. Any lost or damaged equipment will be reported in writing to the Region or Section Commander.

Non-uniformed officers as designated by the Chief of Police are eligible for a clothing allowance through the Police Department. This clothing allowance is budgeted annually and the amount is fixed each year through the budgetary process. Commitments for these funds are contingent upon budgetary approval.

7.11 Employee Assistance Program

The Employee Assistance Program, through vocational rehabilitation, provides Police Department employees and their families with professional counseling, medical evaluations, psychiatric evaluations and the services of a clinical psychologist.

The program offers the use of facilities at the South Carolina State Hospital, the Alcohol and Drug Addiction Center, the Palmetto Center and the G. Werber Bryan Hospital and provides individual, group and family counseling, including twenty-eight (28) day residential treatment with follow-up. Such treatment will be considered as sick leave if the employee has the sick leave available.

If an employee or family member accepts a referral for counseling with a professional outside the South Carolina Vocational Rehabilitation Department, then the employee would pay the appropriate fee.

7.12 Health Insurance

The City of Columbia provides health insurance for all full time employees and retirees at minimal cost.

Health coverage is available to retiring employees and dependents if certain eligibility requirements are met. An eligible participant must qualify for retirement under the S.C. Retirement System and have worked for the City of Columbia for at least twenty (20) years. Following the death of a covered retired employee, the surviving spouse and child (ren) may remain covered as long as they meet the eligibility requirements as stated in the BC/BS coverage handbook.

7.13 Pre-Employment Physical Examinations

All prospective employees of the Columbia Police Department are required to pass a physical examination and drug/alcohol screening prior to employment. The examination and screening will be provided at no cost to the applicants.

7.14 Physical Examinations

All employees are encouraged to receive a complete physical examination on a regular basis. Physical examinations are available through the City's health insurance coverage if they are conducted by a Preferred Blue Cross/Blue Shield Provider. Examination costs that exceed the allowable benefit will be borne by the employee.

7.15 Physical Fitness Standards

All sworn personnel are required to meet the minimum physical fitness standards of the South Carolina Criminal Justice Academy in order to successfully complete initial certification training at the academy. Employees are expected to maintain their physical conditioning in such a manner as to continue their ability to perform their job, as described by their job description.

7.16 Police Chaplains Program

The Columbia Police Department Chaplains Program is designed to provide employees and their families a direct contact with various religious leaders throughout the community. In addition, this provides the chaplains an opportunity to gain insight into the complexities of police work and the problems experienced by police officers and their families as a result of their profession.

The Office of The Chief of Police will be responsible for scheduling an appointment for the applicant to appear before the Police Chaplains Assessment Board. The Police Chaplains Assessment Board will be comprised of members of the Command Staff as designated by the Chief of Police. The Assessment Board will forward all applications to the Chief of Police with their recommendations. All Chaplains serve at the discretion of the Chief of Police.

Police Chaplains will be responsible for providing such services to the employees of the Columbia Police Department and their families as is normally performed by Chaplains. This includes, but is not limited to, counseling employees and/or the employee's immediate family, performing wedding ceremonies, provides eulogies at funeral services and visiting employees during periods of absences due to sickness or injury.

Police Chaplains will not become involved in matters pertaining to the operation and/or administration of the

Columbia Police Department unless requested.

7.17 Advanced and Specialized Training

The Columbia Police Department recognizes a need for advanced or specialized training. Each year funds are budgeted to provide such training for officers within the Department. Officers chosen to attend training functions will have their tuition, lodging, transportation, books and a per diem paid for by the Department.

7.18 Long Term Military Deployment and Reintegration

Pre-Deployment (Activations Exceeding One Hundred Eighty (180) Days)

Any Employee seeking military leave of absence must provide their Columbia Police Department supervisor with advance notice of their intent to take such a leave unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances.

The Employee will submit a copy of their military orders to their immediate supervisor as soon as possible along with written notification to include the following:

- Anticipated date(s) of mobilization;
- Unit name and identification;
- Commanding Officer's name, telephone number, and email address; and
- Name of military ombudsmen or equivalent, telephone number and email address.

The Columbia Police Department will assist in identifying their supervisor or one within their chain of command to act as their point of contact within the Columbia Police Department during the deployment.

The point of contact for all benefit concerns will be the City of Columbia's Human Resources Director or designee. The HR Director, or designee, will provide the Employee with information regarding benefits, salary continuation, and any other relevant information which will aid in later reintegration.

The Chief of Police, or designee, will meet with the member prior to deployment to ensure that his/her needs have been addressed and that HR has covered benefits and leave rights with them.

Prior to deployment, the Employee will turn in their Columbia Police Department equipment to the Columbia Police Department supply manager. The equipment will be stored for the Employee's return or for use by another Employee based upon the Columbia Police Department needs as determined by the Chief of Police or designee.

For extended deployments, usually greater than one year, the Employee may be required to turn in all issued uniforms, equipment, and gear, at the discretion of the Chief of Police.

For extended deployments, usually greater than one year, The IT Department will be notified of the Employee's leave dates for deployment in order to suspend access to secured computer sites and systems. The Employee's email account will remain active to allow the Employee to stay informed of Columbia Police Departmental activity.

The Columbia Police Department will assign a Department Chaplain to maintain regular contact, as often as possible, with the deployed Employee and Employee's family. Agency news, significant events, promotions, and promotional opportunities will be forwarded to the extent possible. Support will be provided as needed through electronic and written correspondence or other methods as appropriate.

Any changes in family mailing address or Employee's email address will be provided to the point of contact or the Chief of Police.

The Columbia Police Department will designate a person or unit which will maintain a current file on the deployed Employee, to include the status of certificates and benefits missed.

The assigned point of contact will keep current email and mailing address for the deployed Employee and will make contact information available to other Employees in order to maintain contact. Employees are encouraged to maintain contact with those deployed.

Requirements for Returning to Work

Service of 1-30 days: The first day of regularly scheduled work period following completion of duty and expiration of an eight (8) hour rest period following safe transportation home. A reasonable commuting time from a military service post to home must be taken into consideration by the Columbia Police Department;

Service of 31-180 days: No later than fourteen (14) days following completion of military service; or Service of 181 days or more: The Employee must return to work at the beginning of the first regularly scheduled workday or no later than ninety (90) days following completion of duty.

Reintegration

The reintegration process may be a long-term process. This process will be coordinated between the Employee, the Employee's point of contact or their immediate supervisor.

Employees returning from military deployment, especially those in combat operations may have specialized needs. The EAP is available with resources to assist employees and their families. A debriefing with a psychologist may be requested.

The deployed Employee will keep their point of contact and the Human Resources Supervisor, or designee, informed of any changes in military orders to include their proposed date of return to work. Under USERRA, Employees must return to work or give notice of their intent to return to work within established timelines based on length of military services.

Failure to return to work after deactivation or at the conclusion of orders, in a timely manner, as established by applicable laws, may result in disciplinary actions to include termination.

Prior to returning to full duty, the returning Employee will enter into a re-acclimation process in which the employee will meet with the Human Resources Director, or designee, and the Chief of Police, or designee, for a reintegration interview.

An Employee returning from a military leave of absence will be reinstated in accordance with and as required by applicable laws.

With some exceptions, an employee returning from a military leave of absence will typically be reinstated without loss of seniority, status, or pay and return to either their prior position or the position in which the Employee would have been employed had their continuous service not been interrupted by the military leave.

Under certain circumstances, the Chief of Police, or his designee, may require an Employee to provide documentation demonstrating their eligibility to return to work.

An employee returning from long term military leave may need to complete a new City Application for Employment to indicate any additional training or experience that has been obtained. Employees returning from

military leave may also apply for vacant and posted positions.

The Chief of Police will ensure the Employee meets with the Training Unit of the Columbia Police Department to accomplish their updates and other needed training. Further, the Employee will re-qualify or re-certify on any equipment, vehicle requirements, and any CPD issued weapons for any regularly scheduled re-certifications they have missed while deployed.

Depending on the length of time the Employee was deployed and away from the Columbia Police Department, the Chief of Police, or designee, may require the returning Employee to enter a short-term Field Training Program to familiarize them with current agency operation and procedures.

If an Employee's probationary status was interrupted by active military service, probation will be extended to complete the time missed while deployed.

The Chief of Police, or his designee, will ensure the returning Employee has all updated policies and procedures.

The City of Columbia IT Department will reinstate the Employee's access to restricted computer sites.

8.0 DEATH AND DISABILITY BENEFITS

8.1 Death Benefits

In the event of the death of an employee, family members may contact the Police Department Human Resources Unit to determine what benefits would apply according to the category and circumstances of death.

Currently employed, retired and previously sworn officers, with at least 5 years of service, which left the employment of the City in good standing will be eligible to be buried in Columbia Police Department uniform upon request. Upon request, a Class A uniform will be provided for burial services. The Chief of Police may approve burial uniforms for previous officers with less than 5 years of service in exigent circumstances.

8.2 Disability Benefits

If an employee becomes disabled after five years of credited service, he may be eligible to retire on disability. Written application for disability must be filed with the Retirement System not less than thirty (30) days or more than nine (9) months prior to the effective date. The five (5) years of credited service is not necessary if the disability was job-related.

Additional information may be obtained from the Police Department Human Resources Unit or the City Human Resources Office.

9.0 DEATH NOTIFICATION PROCEDURES - KILLED IN THE LINE OF DUTY

9.1 Department Notification

In the event of the death of an Officer while in the line of duty, the identity of that Officer will be relayed to Central Communications by telephone only. The Officer's identity will not be broadcast by radio.

The Staff Duty Officer will have the responsibility of confirming the identity of the deceased Officer and immediately contacting the Officer's Division Commander. The Division Commander of the deceased Officer will be responsible for notifying the Chief of Police and the Senior Chaplain. The Chief of Police will distribute a notification memorandum to all personnel at which time Officers will be authorized to wear a black mourning

band placed horizontally on the badge in such a manner as to cover the City seal.

9.2 Next of Kin Notification

The Chief of Police and the Senior Chaplain will notify the next of kin upon the death of an Officer killed in the line of duty. The Chief will offer to them the services of a Department liaison Officer if they so choose.

9.3 News Media Notification

The Chief of Police or his designee will prepare a news release concerning the facts and circumstances surrounding an Officer killed in the line of duty. The Chief of Police must approve the news release before being disseminated by the City spokesperson. The news media will not be given the deceased Officer's name until the next of kin has been properly notified.

10.0 DEPARTMENTAL PARTICIPATION

If the deceased Officer's family chooses, the Columbia Police Department will extend its services and participate in the funeral proceedings. All other actions of the Columbia Police Department are at the discretion of the Chief of Police.

The flags at Police Headquarters and all Department facilities will be flown at half-mast until the completion of the deceased Officer's burial services.

All Officers attending or participating in a funeral or memorial service will conduct themselves in a quiet and professional manner, and will see that their vehicles and equipment are properly cleaned. Officers will enter and exit the service area in an orderly manner according to rank. Non-uniform Officers will enter and exit according to rank, behind the uniform Officers.

Upon arrival of the hearse at the memorial location, all Officers will come to attention forming a two (2) lane path from the site toward the hearse. The casket will be brought between the two lines and into the memorial location. The Columbia Police Department Honor Guard will be formed nearest the hearse and the Detail Commander will issue the order "present arms." At this time, all Officers will salute while the casket is brought into the site. The Detail Commander will issue the order "order arms" (Officers return to attention) once the casket is inside, at which time all Officers will then file into the building, staying in their lines. All hats will be removed upon entering the memorial location.

After the service, all Officers will exit and resume their positions between the memorial location and the hearse. Once again the Detail Commander will issue the order "present arms" as the casket is brought from the building and will order "order arms" when the casket has been placed in the hearse.

An Officer assigned to an intersection for traffic procession purposes will completely stop all other traffic and come to attention and salute the hearse as it approaches the intersection and until it passes through the intersection.

If the family wishes, Officers may be assigned to be pallbearers. The duties and responsibilities of the pallbearers will be determined by the family, Special Events Coordinator and Honor Guard Detail Commander.

10.1 Special Events Coordinator Responsibilities

The Special Events Coordinator will be responsible for all phases of departmental participation including:

- Coordinating the participation of all Department members in any funeral ceremony or memorial service.
- Planning the route for the funeral procession and ensuring the funeral director is kept informed.
- Assigning marked patrol units for procession escorts.
- Providing for traffic control along the procession route and coordinating with other agencies, should the route leave the City limits.

The Special Events Coordinator will issue a memorandum to all members of the Department at least 24 hours prior to the funeral or memorial service. The memorandum should give the date, time and place of the service and burial, and the location where Officers are to assemble prior to the service.

The Special Events Coordinator may request assignment of an Officer to assist in coordinating with other agencies as to their participation and/or attendance in the funeral services. The selected Officer will be responsible for notifying other agencies as to the date, time and location of the service and the law enforcement officer's assembly point, and of any special requests the family may have.

10.2 Department Liaison Officer

The Chief of Police, upon the recommendation of the deceased Officer's supervisors, will make the selection of a Department liaison Officer. This appointment should be made within the first few hours following the Officer's death. At the request of the family, the Officer selected will act as a liaison between the family and the Department and will assist the family by:

- Going to their home and assisting with funeral arrangements and acquainting them with departmental procedures.
- Coordinating with the Chaplain in regard to the family's wishes with the funeral arrangements.
- Conducting any personal business, notifying relatives and arranging with the Human Resources Unit to initiate city, state or federal benefits that may be appropriate.
- Arranging for the Officer's personal property to be turned over to the family and for Department property to be returned to the Department's Supply Unit.
- Remain with the family, being available to them during the period of mourning and especially during visiting hours at the funeral home.
- Accompanying them to the funeral service, remaining physically in their presence during the religious service, riding with them in the procession and returning with them to their home.
- Offering the assistance of the Chaplain, the Victim Assistance Advocate and the Chief during the period of adjustment, and always bearing in mind that the family's wishes are to be respected.

10.3 Departmental Dress

All uniform Officers attending the funeral service will wear the Class "A" uniform. Non-uniform male Officers will wear coats and ties. Non-uniform female Officers will wear appropriate business attire.

All Officers attending or participating in the funeral service of an active or retired Officer will be issued black tape. The tape will be worn as a mourning band, horizontally on the badge to cover the City seal. The Special Events Coordinator will be responsible for dispensing the black tape to Officers prior to the funeral.

11.0 HONOR GUARD

The Columbia Police Department Honor Guard will consist of eight (8) Officers, one (1) of which will be the Detail Commander. Each Officer appointed to the Honor Guard will receive training as to proper military protocol for funerals and other ceremonies. The Detail Commander will be responsible for ensuring that every member is properly instructed and outfitted to perform their duties in a professional manner that befits the occasion. The Honor Guard will wear the Class C uniform with stripped duty belt (duty holster and service weapon only). The Honor Guard will also fold the American flag at a predetermined site and present it to a surviving member of the deceased Officer's family. In addition to the flag folding ceremony, the Honor Guard may also provide a firing salute and a bugle call of taps or the traditional playing of the bagpipes. If the family chooses, the Special Events Coordinator may direct the Columbia Police Department's Honor Guard detail to serve during visiting hours at the funeral home.

12.0 MEMORIAL PRESENTATION

The badge of an Officer killed in the line of duty will be retired from the Department and mounted on a suitable plaque. The Chief of Police will present the plaque to the officer's family at a time and place of his discretion. A duplicate plaque will be placed in a prominent location in Police Headquarters.

13.0 DECEASED OFFICERS OF OTHER AGENCIES

The Chief of Police will designate at a minimum two (2) Officers, at least one (1) of which holds the rank of Sergeant or above, to represent the Columbia Police Department at the funeral of Officers of other law enforcement agencies who die in the line of duty anywhere within the State of South Carolina.

Officers attending such services will dress in accordance with procedures established for funerals of Columbia Officers unless it conflicts with the procedures of the other agency or the wishes of the family.

14.0 RETIRED OFFICERS AND OFFICERS NOT KILLED IN THE LINE OF DUTY

The Department shall, upon the request of the Officer's family, participate in the funeral of an off-duty or retired Columbia Police Officer. The Special Events Coordinator will notify the Honor Guard's Detail Commander to coordinate the Department's role in the funeral proceedings.