

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

EMPLOYEE BENEFITS

16.100

REVISED: 03/14/16

EFFECTIVE 07/01/91

16.101 PURPOSE

The purpose of this policy is to inform all personnel of the City of Tyler compensation and benefits program. Personnel may be sworn, civilian (non-sworn) and in some instances, a volunteer.

16.102 COMPENSATION (CALEA 22.1.1)

- A. The salary of sworn and civilian personnel of this Department is mandated by the Tyler City Council and is reviewed annually by the Council during the budget process. Volunteers do not receive paid compensation for their services.
- B. The salary program is established by the City Council to provide an entry-level salary for Police Officer I with salary differentials between the ranks of each level of Police Officer. An additional salary differential exists between promotional ranks, such as Sergeant, Lieutenant, and Assistant Chief. Four classifications exist at the Sergeant level and four classifications exist at the Lieutenant level with a step increase at 1, 3, 6, and 9 year intervals. There are three classifications of Assistant Chief with step increases at 1, 3, and 6 year intervals. Also included in the program is a salary differential within the ranks based on longevity. This longevity pay is calculated on a graduated scale for years of service up through a twenty-five year level at \$4.00/year of service each month for sworn and \$2.00/year each month for non-sworn. Sworn members are awarded longevity on the anniversary of the date of hire. Non-sworn members are awarded stability pay on the anniversary of their annual evaluation.
- C. Overtime Request Forms will be submitted by each employee requesting compensation for any overtime worked. Overtime compensation is made in the form of pay or super-flex time pursuant to an officer's request and staffing availability. Accrual of overtime and super-flex compensation time will be pursuant to City of Tyler policies regarding straight time vs. time and a half. A record of each individual's time accruals will show up on the paycheck stub.
 - 1. Employees will notify the appropriate supervisor as soon as they become aware that an assignment will require them to work overtime.
 - 2. The supervisor will evaluate the need for the overtime assignment and approve or make alternative arrangements for the assignment.
 - 3. Overtime that is scheduled in advance, ie training, meetings, special assignments, etc., will require the notification and approval of a division lieutenant and / or Assistant Chief at least three days prior to the assignment unless special circumstances exist.
 - 4. Overtime Request Forms will be submitted to the scheduling or approving supervisor upon completion of the work. In the event the scheduling or approving supervisor is not in the building the Overtime Request Form will be left in the appropriate Supervisor's mail slot. ..
 - 5. Each employee will be allowed to accumulate up to 40 hours of super-flex time over twelve weeks (84 days) to be used as super-flex. At the end of each of the twelve weeks, the amount of super-flex time the employee has not used will be paid. Employees are to be divided evenly into two groups to allow for a staggered compensation schedule. At the end of the pay period, the employee's super-flex account would go to zero when the employee is paid for super-flex and the employee would start the new period.

16.103 LEAVES OF ABSENCE

- A. Funeral leave, job injury leave, special leave, court leave, military leave, leave of absence without

pay, time off for service awards, holidays, sick leave, and vacation - Provisions regarding leave are covered in Chapter 2 of the City of Tyler Personnel Policies.

B. Military Leave Liaison (CALEA 22.2.8)

The Internal Affairs Sergeant functions as the Department's Military Leave Liaison and will serve as the point of contact for the employee and/or their family from the time deployment orders are received, throughout the deployment and upon the employee's reintegration into the work environment of the Tyler Police Department.

1. Upon notification that an employee is being deployed, the Internal Affairs Sergeant will:
 - a. Schedule an exit interview with the Chief of Police or his designee. If time limitations do not permit a face to face interview, the interview may be conducted by telephone.
 - b. Check with the employee being deployed and make arrangements to store any agency owned equipment that they wish to store with us. It is permissive for the employee to maintain control of issued equipment during the deployment if so desired.
2. During the deployment, the Internal Affairs Sergeant will serve as a point of contact for the employee and or their immediate family in the event questions arise regarding organizational changes. The IA Sergeant will notify the deployed employee of agency news, significant events, and promotional opportunities when possible.
3. During the deployment, the City of Tyler Civil Service Director or designee will serve as the point of contact for information related to employee benefits or pay.
4. Upon return of the deployed employee to police duty, the Internal Affairs Sergeant will:
 - a. Schedule an in processing interview with the Chief of Police or his designee.
 - b. Make arrangements for any stored equipment to be reissued to the employee.
 - c. Direct the employee to contact the training unit to schedule any needed refresher or new training and/or weapons qualifications in preparation for return to police duty.
5. Dependent upon the nature and duration of the deployment, the Chief of Police may request the employee to attend an evaluation and/or counseling session with a representative of the Employee Assistance Program to identify ways the Department can support the employee in their transition back into civilian life.
6. The employee is responsible for ensuring that the agency has current contact information for the employee throughout deployment, unless the nature of his/her assignment prohibits such information being provide to the Department.

B. Personnel may make a time off request no more than 90 days prior to the date of the requested time off unless special circumstances exist. Special circumstances will be determined by the Shift Commander.

16.104 EMPLOYEE BENEFITS

A. General

The City of Tyler Personnel Department shall be responsible for preparing and administering a compensation and benefits plan for all city employees subject to required City Manager and City Council approvals.

B. Retirement System

All regular employees in regular full time positions are required to join the Texas Municipal Retirement System (TMRS) as a condition of their employment. The Texas Municipal Retirement System was established in 1948 as a retirement and disability pension system for municipal employees in the State of Texas. It is administered in accordance with the Texas Municipal Retirement System Act, subtitle of Title 110B, Revised Civil Statutes of Texas, 1925, as amended and is governed by a Board of Directors appointed by the Governor of this state in accordance with that act. At present Department employees may retire at any age with at least 20 years of service and at age 60 with at least 10 years of service. There is no mandatory retirement age. Additional information about the retirement system is contained in the TMRS Handbook of Information and is subject to change.

C. Insurance

The City of Tyler shall provide group medical, dental, life, and other insurance coverage to eligible City Employees and their dependents. The Personnel Department shall provide information concerning eligibility, coverage, and costs for City Employees. The nature and extent of insurance coverage is subject to change.

D. Tuition Reimbursement

All employees will comply with Chapter 2 of the City of Tyler Administrative Policies regarding tuition reimbursements.

E. Personnel Support Service to Employees

The Division Commander of each Division shall facilitate the provision of services to employees of their Division and act as a liaison between the City of Tyler Personnel Department and the employee. These functions will include information on employee benefits and help to an employee and/or the employee's family in cases of death or injury. This will ensure that an employee receives all benefits and services due.

F. Death or Injury of an Employee/Volunteer

1. In the event that an employee/volunteer is killed or injured, all services that the department has available shall be utilized to assist the employee/volunteer and/or family members. The Police Chaplain program and other Employee Assistance programs will be utilized to provide the necessary assistance. In the event that an employee/volunteer is killed or injured as a direct result of a criminal action against the employee/volunteer, those services provided by the Crime Victim/Witness Assistance program will be utilized as well. The agency will maintain long-term assistance to aid the employee/volunteer and/or family in areas such as legal matters, financial counseling, employment benefits, or other types of assistance.
2. Arrangements for Police officer killed in the line of duty.

- a. Notification of next of kin:
 - (1) A supervisor, a Police Chaplain, and an employee who was close to the deceased should make the notification.
 - (2) The decision as to where to advise the spouse or family members of the death will be at the discretion of the notifying supervisor.
- b. In the event the family requires transportation, an on-duty shift commander will assign a vehicle for that purpose.
- c. The on-duty shift commander, as soon as possible, will notify:
 - 1) The Chief of Police through the chain of command.
 - 2) Communications personnel in order that a teletype message may be sent to other law enforcement agencies. When funeral arrangements have been established, Communications will send this information to other law enforcement agencies.
 - 3) A Police Chaplain.
- d. The Personnel Department will be notified as soon as possible in order that all appropriate forms may be completed.
- e. Duties of the deceased's division are as follows:
 - 1) The Division Commander, or designate, after conferring with the family of the deceased, will arrange for the appointment of a member of the Honor Guard to act as a coordinator of the funeral arrangements. This coordinator will be placed on special assignment in order that the coordinator may be available to the family when needed.
 - 2) The Coordinator will be in contact with the family of the deceased to offer assistance of the Department. The coordinator shall have the authority to offer funeral escort and pall bearers at the request of the family.
 - (a) If pallbearers are requested, six (6) officers from the Honor Guard Team will be used if the family does not make specific choices.
 - (b) In the event the family selects other than officers to be pall bearers, the coordinator will select six (6) officers from the Honor Guard to be honorary pall bearers.
 - (c) The coordinator will select a sufficient number of officers from volunteers within the Department to stand casket guard at the funeral home.
- f. Duties of the Uniformed Operations Division are as follows:
 - 1) The Division Commander will appoint a Honor Guard Supervisor to act as liaison with the coordinator from the Division of the deceased to ensure that wishes of the family are followed, and to assign a police escort for the family prior to the funeral, if the family so desires. Escorts will also be assigned for the funeral procession, and officers provided for traffic control.
 - 2) The Division Commander, or designate, will maintain a list of appropriate duties for the coordinator. This list will be given to the coordinator as soon as appointed.

- 3) An Honor Guard Supervisor will serve as supervisor in charge of the ceremony, and will appoint Sergeants as needed to serve as site supervision at each location.

g. Demeanor of Uniformed Personnel

The Chief of Police will determine the uniform to wear for the funeral service. The site supervisor will be in charge of personnel placement. All uniformed personnel upon arrival, will check with the site supervisor for placement. Upon command of the supervisor in charge of the ceremony, before and after chapel services, all uniform personnel will come to attention and present arms (hand salute). All personnel will remain at attention until the command is given to order arms and stand at parade rest. All personnel will remain in ranks until dismissed by the site supervisor.

h. Property of the Deceased

- 1) Upon the death of an employee, the employee's Division Commander, or designate, will be responsible for having police-issued equipment and personal belongings collected and inventoried. The commander will ensure police-issued equipment is delivered to and signed for by the Property Custodian. The Division commander, or designate, will also ensure personal property is delivered to and signed for by the spouse, parents, nearest relative or executor of the estate of the deceased. The list will be placed in the permanent Personnel File.
- 2) Any questions concerning the disposition of personal property will be referred to the Legal Department.

i. Beneficiaries of Deceased Employees

The beneficiary of a deceased employee will receive pay for any accumulated vacation due at the time of death of said employee, and accumulated sick leave, if eligible. The beneficiary will also receive the salary of the deceased employee until the end of the pay period in which the death occurred. The beneficiary shall receive a supplemental death benefit approximately equal to the employee's current annual salary if the employee is a member of the Texas Municipal Retirement System along with any other retirement contributions or annuities due to the employee's beneficiary. The beneficiary will also receive City life insurance benefits in force at the time of the employee's death.

j. From the day of the death of a Tyler Police officer through the day of the funeral, officers of the Department will wear a black stripe across the badge, covering the State Seal, as a sign of mourning.

k. From the day of death of a Tyler Police officer through the day of the funeral the American flag flown in front of the City of Tyler Police Building will be flown at half-mast as a sign of mourning.

3. Injury of an Employee/Volunteer

Should an employee/volunteer be seriously injured while on-duty, the injured employee/volunteer, if possible, shall make notification to the next of kin. If the employee/volunteer is unable to make the notification, a supervisor or at the supervisor's discretion, an employee close to the injured employee/volunteer, should notify the next of kin. If the injury is life threatening, the Police Chaplain may assist in next of kin

notification.

- a. If the injury is serious, the on-duty shift commander may assign a vehicle to provide transportation for the employee/volunteer and/or family.
- b. The shift commander shall notify the Chief of Police through the Chain of Command and the Police Chaplain if the injury is serious. The employee's supervisor or the Volunteer Coordinator will be notified, when applicable.
- c. The Personnel Department shall be notified as soon as possible.

G. Funeral Protocol

1. Line of Duty Death (Sworn)

- a. Notification of the Chief of Police will be made through appropriate channels.
- b. Notification of the on-call police chaplain.
- c. All flags at police facilities will be flown at half-mast, for the period of time from the death of a member, until immediately following the committal service.
- d. All members of the Department with badges will cover their badge.
- e. Two Honor Guard members will be assigned to the deceased member for the period of time from the death of the member, until burial.
- f. A Departmental uniform will be provided for burial of the deceased.
- g. A United States Flag will be provided to drape the casket.
- h. Arrangements will be made for a large church to accommodate the large number of officers from other agencies.
- i. Department personnel will usher attendees to their seats during the service.
- j. A majority of the department's motorcycles will escort the Hearse to the cemetery.
- k. The Color Guard will escort the Hearse upon arrival at the cemetery.
- l. Colors will be presented by the Color Guard at the committal service.
- m. A rider-less horse will be stationed in a place of prominence.
- n. All sworn officers will form a wall of honor.
- o. The Honor Guard will conduct flag folding ceremonies.
- p. The Chief of Police will present the flag to the family.
- q. The Honor Guard will perform a 21-gun salute.
- r. Taps will be played at the committal service.
- s. A bagpiper may play at the committal service, if available.
- t. A detail will be formed to provide food for family members.

2. Death of retired or active off-duty officer

- a. Notification of the Chief of Police will be made through appropriate channels.
- b. Notification of the on-call police chaplain.
- c. All members of the department with badges will cover their badge.
- d. Two Honor Guard members will be assigned to the deceased member during the visitation and the actual funeral service.
- e. A United States Flag will be provided to drape the casket.
- f. The Honor Guard will conduct flag folding ceremonies.
- g. The Honor Guard Commander will present the flag to the family.
- h. A detail will be formed to provide food for the family members.

3. Death of civilian employee or volunteer

- a. Notification of the Chief of Police will be made through appropriate channels.
- b. Notification of the on-call police chaplain.

- c. The funeral notification checklist will be completed and posted.
 - d. A detail will be formed to provide food for the family members.
4. Death of spouse or immediate family member of retired or active officer or civilian employee/volunteer.
- a. Notification of the Chief of Police will be made through appropriate channels.
 - b. Notification of the on-call police chaplain.
 - c. The funeral notification checklist will be completed and posted.

16.105 EQUIPMENT

- A. The Tyler Police Department will furnish all uniforms, raincoats, jackets, caps, body armor, leather gear, portable radio, and radio case to officers. In addition each uniformed officer is allowed a yearly cleaning allowance of \$600.00 for the maintenance and cleaning of their uniforms. Plain clothes officers are paid a yearly clothing allowance of \$1,000.00 in addition to the maintenance and cleaning allowance.
- B. When a sworn employee is terminated, resigns, retires, or otherwise is no longer employed by the Department, the agency owned property that was issued to the employee is to be returned to the Patrol Administrative Lieutenant. Once the Patrol Administrative Lieutenant has determined that the employee's equipment has been returned, a memo will be submitted to the employee's Commander indicating this. The Patrol Administrative Lieutenant will then disperse items such as the, badges, ID cards, keys, key card, etc., back to the appropriate person that issues the item(s). The change of classification form can then be submitted so that the employee's last paycheck can be released. The City ID card is to be submitted to Personnel with the change of classification form. Non-sworn employees will return all issued city property to their immediate supervisor who will ensure that it is routed to the proper location and a change of classification form is submitted so that the employee's last paycheck can be released.

16.106 ASSIGNMENT PAY

- A. Certain positions within the department are eligible to receive assignment pay. Employees may receive assignment pay for up to three specialized assignment positions that the employee performs. Assignment pay is awarded at \$100 per month for the first assignment, \$75 additional per month for a subsequent assignment, and \$50 per month for a third assignment. The maximum assignment pay that an employee may earn is \$225 per month. Assignment pay is awarded for the following assignments:
 - 1. Full Time Field Training Officer
 - 2. Special Operations Team member
 - 3. Crisis Negotiator.
 - 4. Traffic Officer.
 - 5. Canine Officer.
 - 6. Bicycle Officer.
 - 7. Bilingual employee.
 - 8. Non-Sworn employee while serving as a Trainer.
 - 9. Investigator
 - 10. Narcotics Investigator
 - 11. Public Information Officer
 - 12. On-Call Cross Trained Crime Scene Investigator
 - 13. Training Officer
 - 14. Personnel Officer
 - 15. Crime Scene Investigator

16. Community Response Officer
17. Polygraph Officer
18. Accident Investigator
19. Part-time Field Training Officer when training
20. Honor Guard Officer.

B. Employees that wish to be tested for bilingual pay are to schedule testing through the Career Development Supervisor. The minimum qualification to receive the bilingual assignment pay is a level 2 designation on the U.S. Foreign Service Institute scale. This level will be determined by taking an average of the verbal and written portions of the test. A level 2 designation is the ability to satisfy routine social demands and limited work requirements. The employee can handle with confidence, but not with facility, most social situations including introductions and casual conversations about current events, as well as work, family and autobiographical information. The employee can handle limited work requirements, needing help in handling any complications or difficulties. The employee can get the 'gist' of most conversations on non-technical subjects and has a speaking vocabulary sufficient to express themselves simply with some circumlocutions; accent, though often faulty, is intelligible. The employee can usually handle elementary constructions quite accurately but does not have a thorough or confident control of the grammar.

16.107 SHIFT DIFFERENTIAL PAY

Personnel who work the majority of their regular duty assignment after 1400 hours receive \$100.00 per month. Personnel who work the majority of their regular duty assignment after 2200 hours receive a shift differential of \$200.00 per month. Those personnel who work day shift (defined as shifts that start between 0459 and 1359 hours.) do not receive a shift differential.

16.108 CERTIFICATION PAY

Sworn personnel, except the Chief, are eligible to receive certification pay for TCLEOSE certification. Holders of the TCLEOSE master peace officer certificate are eligible to receive \$150 per month. Holders of the advanced TCLEOSE certificate are eligible to receive \$125 per month. Holders of the intermediate TCLEOSE certificate are eligible to receive \$75 per month. An employee may only receive pay for one certificate.

16.109 EDUCATIONAL INCENTIVE PAY

Sworn members, except the Chief, are eligible to receive educational incentive pay. If a sworn employee has successfully completed 120 hours in an accredited college or university and attained a bachelor's degree with a major in police science or other law enforcement field of study, the employee is eligible to receive \$150.00 per month. If a sworn employee has successfully completed at least 60 hours in an accredited college or university that includes a minimum of 12 hours in police science or other law enforcement field of study or upon the completion of courses leading to an associate degree that includes a minimum of 12 hours in police science or other law enforcement fields of study, the employee is eligible for \$100 per month. An employee may receive only one level of educational incentive pay.

Note: A sworn employee may only receive certification pay or educational incentive pay, not both.

16.110 TEMPORARY ACTING POSITION PAY

Civil Service personnel that serve in a temporary acting capacity in the next higher civil service classification are eligible to receive the pay of that higher classification.

Approved: 03/14/16

A handwritten signature in black ink, appearing to read "Amy M. Swindle". The signature is written in a cursive style with a large initial 'A' and a distinct 'S'.