



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: <b>Reporting Illness</b>	Related Policies:	Section #: 300 Benefits
		Policy #: 301
		Effective: 4/2024
		Page 1 of 3
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: ASD		
Reference: Article 26 – Labor Contract between The City of Sioux Falls and the Police Officers and Sergeants Sioux Falls Fraternal Order of Police Lodge #1 L. C.		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy establishes guidelines for contractual employees when they report that they are unable to work due to illness.

2. Policy:

- 2.1. Sick leave, not vacation, compensatory time, or personal leave, will be used whenever illness or injury renders an employee incapable of performing their assigned duties during a scheduled work shift.

3. Procedure:

- 3.1. An employee requiring sick leave will enter the sick leave request in the TeleStaff software.
- 3.2. An employee is also required to contact a supervisor within their division, by phone call, prior to their scheduled work shift.
  - 3.2.1. Division and section guidelines will establish the minimum standard of time necessary for reporting illness for their division or section.

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3.2.2. In the *Uniformed Services Division*, officers calling in to report illness will notify a shift supervisor at least 1 hour prior to their scheduled shift.

3.2.2.1. The supervisor will need to know if the sick leave requested is of a personal sick or family sick nature, and if family sick, the family member that is ill.

3.2.2.2. This information will then be entered into Telestaff.

3.3. Sick leave with pay shall not be granted for a period longer than three (3) consecutive days.

3.3.1. Exceptions:

3.3.1.1. If the employee presents a certificate from a duly licensed health care provider to the Chief of Police or the Director of Human Resources indicating a need to be absent from work longer than three (3) days.

3.3.1.1.1. The absence must be for a personal illness or attending a member of the immediate family which requires the employee's care or attendance.

3.3.1.1.2. The certificate must be from the attending health care provider **and** include a written statement indicating the medical necessity for the employee's absence on the specific date(s) due to personal illness or attendance upon a member of his immediate family.

3.4. Sick leave usage covered by the Family Medical Leave Act (FMLA) will not be considered as a performance issue for performance evaluation purposes.

3.5. Abuse of sick leave benefits will not be tolerated. Patterns of abuse include, but are not limited to, the following:

3.5.1.1. Use of over 80-hours of non-FMLA sick leave in the 12-month period between Performance Impact Reviews.

3.5.1.2. Use of sick leave to extend an employee's normal days off, i.e. on an employee's 1<sup>st</sup> day of normally scheduled work or last day of normally scheduled work during a normal work week, occurring more than three times in a 12-month period between Performance Impact Reviews.

3.5.1.3. Sick leave used to extend a period of vacation, personal leave, or compensatory time.

3.5.1.4. Sick leave used on days where a denial for the time off was entered.

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- 3.5.2. When employees evidence a pattern of abuse as described above, or in other ways not listed above but obvious in nature, the Chief of Police, his designee, or the Director of Human Resources may require that sick leave be granted only by a certificate evidencing the sickness, signed by the employee's attending medical doctor, or require the employee to report to a City-designated medical doctor for a physical examination.
  - 3.5.3. Sick Leave is not a guaranteed benefit and may be denied with good reason. Failure to report when leave is denied will result in an unexcused absence with a loss of pay for that period of time missed.
  - 3.5.4. Sick Leave abuse is a disciplinary offense and punishable by progressive discipline up to and including termination.
- 3.6. All employees returning to work from sick leave who are taking prescribed medication that may impact their ability to safely perform their duties shall:
- 3.6.1. Immediately notify their supervisor.
  - 3.6.2. Provide a doctor's note documenting how the prescribed medication might impact their ability to safely perform their duties.
- 3.7. Management will determine whether the employee may need to be referred to the City's medical doctor for evaluation before being allowed to perform any law enforcement duties.



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: <b>Benefit Leave Time (Vacation – Personal Leave – Comp Time)</b>	Related Policies:	Section #: 300 Benefits
		Policy #: 302
		Effective: 4/2022
		Page 1 of 3
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: ASD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy is created to provide guidance in the use of benefit leave time afforded to employees of the Sioux Falls Police Department.

2. Policy:

2.1. Benefit leave time will be scheduled at the discretion of the employee’s Shift / Section or Division Commander as staffing availability allows and per applicable labor agreements currently in effect.

3. Procedure:

3.1. Vacation

3.1.1. Vacation time will be scheduled at the discretion of the employee’s Shift / Section or Division Commander as staffing availability allows and per applicable labor agreements currently in effect.

3.1.2. Scheduled vacation time may be cancelled at any time by the Chief of Police in order to adequately staff the department during major incidents and / or natural disasters.

3.1.3. In the *Uniformed Services Division* and Animal Control Section, vacation bidding for the following year will commence with the finality of the annual shift bid,

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typically in November each year. Vacation bidding will cease when the annual shift change takes effect, typically in January. Those dates will fluctuate from year to year and will be announced. Vacation requests will be reserved by seniority during this period. Vacation requests of 40+ hour blocks will take precedence over requests for shorter lengths during this initial submission time frame. Once an Officer submits and is granted a 40-hour block of vacation, by seniority, that block will be in effect and cannot be changed, except by forfeiting the entire 40-hour block. Should the Officer still wish to have select days off during that 40-hour block, they will need to re-submit their request, and approval will follow the bid rules above. All changes to 40-hour blocks of benefit time, must be made prior to the block of time commencing – 7 days in advance, with approval of a Shift Lieutenant. All time off denials will remain in Tele Staff. If there is an increase or change in staffing during the year and a day off becomes available, the time off will be granted according to when the denial occurred. If the denial happened during the seniority bid period, the approval will follow the bid rules above. Denials outside of the bid period will be approved in the order the days were requested. In cases where a partial leave request is made, preference will be given to those requests constituting a full shift day. Example: (full 8 or 10 hour day off request supersedes a request of lesser time), even if the partial request is made beforehand. Partial requests are subject to denial in the event of a full day off request – up to 24 hours in advance of the shift. Any benefit time request of a partial increment may only be requested/approved after the vacation bid process is complete, in the order they are received and based upon shift staffing availability.

- 3.1.4. In the Investigative Services Division, vacation requests will begin January 1st through January 14th of the calendar year. The scheduling sergeant for each section is responsible for processing the initial vacation requests by detectives. Vacation requests will be reserved by seniority during this period. Vacation requests of 40+ hour blocks will take precedence over requests for shorter lengths during this initial submission time frame. Once an Officer submits and is granted a 40-hour block of vacation, by seniority, that block will be in effect and cannot be changed, except by forfeiting the entire 40-hour block. Should the Officer still wish to have select days off during that 40-hour block, they will need to re-submit their request, and it will be considered on a seniority basis. All changes to 40-hour blocks of benefit time, must be made prior to the block of time commencing – 7 days in advance. Beginning January 15th, all vacation will be on a first come, first serve basis. All time off denials will remain in Tele Staff. If there is an increase in staffing during the year and a day off becomes available, the time off will be granted according to when the denial occurred. If the denial happened during the seniority bid period, the approval will follow the bid rules above. Denials outside of the bid period will be approved in the order the days were requested.

### 3.2. Personal Leave

- 3.2.1. Personal leave time will be scheduled at the discretion of the employee's Shift / Section or Division Commander as staffing availability allows and per applicable labor agreements currently in effect.
- 3.2.2. Scheduled personal leave time may be cancelled at any time by the Chief of Police in order to adequately staff the department during major incidents and / or natural disasters.

### 3.3. Compensatory Time

- 3.3.1. Compensatory time off will be scheduled at the discretion of the employee's Shift / Section or Division Commander and is subject to cancellation on short notice as staffing needs dictate.
- 3.3.2. In the *Investigative Services Division*, compensatory time will not be scheduled for more than 30 days in advance. Once compensatory time is scheduled, it will not be preempted by anyone desiring the same time off using personal leave or vacation. Time off requested as vacation will not be switched to compensatory time at a later day.



# Sioux Falls Police Department

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Policy: <b>H.R. 218 – Law Enforcement Officers Safety Act of 2004</b>	Related Policies:	Section #: 300 Benefits
		Policy #: 303
		Effective: 6/2020
		Page 1 of 3
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: ASD		
Reference: Title 18 Chapter 44 USCA 926B; Title 18 Chapter 44 USCA 926C		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:
  - 1.1. The purpose of this policy is to outline the department’s position regarding the Law Enforcement Officers Safety Act of 2004.
  
2. Policy:
  - 2.1. It is the policy of the Sioux Falls Police Department that the firearms training cadre ensure that members retiring in “good standing” and meeting the provisions of the Law Enforcement Officers Safety Act of 2004 be qualified on an annual basis.
  
3. Definitions:
  - 3.1. **Identification (Active duty)** – Photographic identification issued by the governmental agency for which the individual is employed as a law enforcement officer.
  - 3.2. **Identification (Retiree)** – A photographic identification issued by the agency from which the individual retired from service as a law enforcement officer that indicates:
    - 3.2.1. That the individual has, not less recently than one year before the date the individual is carrying the concealed firearm, been tested or otherwise found by the agency to meet the standards established by the agency for training and

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qualification for active law enforcement officers to carry a firearm of the same type as the concealed firearm; or

- 3.2.2. a photographic identification issued by the agency from which the individual retired from service as a law enforcement officer; and
- 3.2.3. a certification issued by the State in which the individual resides that indicates that the individual has, not less recently than one year before the date the individual is carrying the concealed firearm, been tested or otherwise found by the State to meet the standards established by the State for training and qualification for active law enforcement officers to carry a firearm of the same type as the concealed firearm.

**3.3. Qualified Law Enforcement Officer** – An employee of a governmental agency who:

- 3.3.1. Is authorized to engage in or supervise the prevention, detection, investigation or prosecution of or incarceration of any person for any violation of law and has statutory powers or arrest
- 3.3.2. Is authorized by the agency to carry a firearm
- 3.3.3. Is not the subject of any disciplinary action by the agency
- 3.3.4. Meets standards, if any, establish by the agency which require the employee to regularly qualify in the use of a firearm
- 3.3.5. Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance
- 3.3.6. Is not prohibited by federal law from receiving a firearm.

**3.4. Qualified Retired Law Enforcement Officer** – An individual who

- 3.4.1. retired in good standing from service with a public agency as a law enforcement officer, other than for reasons of mental instability;
- 3.4.2. before such retirement, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest;



- 3.4.3. before such retirement, was regularly employed as a law enforcement officer for an aggregate of 15 years or more; or
- 3.4.4. retired from service with such agency, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by such agency;
- 3.4.5. has a non-forfeitable right to benefits under the retirement plan of the agency;
- 3.4.6. during the most recent 12-month period, has met, at the expense of the individual, the State's standards for training and qualification for active law enforcement officers to carry firearms;
- 3.4.7. is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
- 3.4.8. Is not prohibited by Federal law from receiving a firearm.

#### 4. Procedure:

##### 4.1. Chapter 44 of Title 18 of the United States Code states:

- 4.1.1. Notwithstanding any other provision of the law of any State or any political subdivision thereof, an individual who is a qualified law enforcement officer and who is carrying identification as defined above may carry a concealed firearm that has been shipped or transported in interstate or foreign commerce, subject to subsection (4.1.2).
- 4.1.2. This section shall not be construed to supersede or limit the laws of any State that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property; or prohibit or restrict the possession of firearms on any State or local government property, installation, building, base, or park.
- 4.1.3. On an annual basis, the firearms training cadre will conduct handgun firearms qualification shoots for retired members of the Sioux Falls Police Department. Upon successful completion of said shoot, the Armorer will report the retiree's results of said qualification to South Dakota Law Enforcement Training.



# Sioux Falls Police Department

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Policy: <b>Leave of Absence without Pay</b>	Related Policies:	Section #: 300 Benefits
		Policy #: 304
		Effective: 6/2020
		Page 1 of 2
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: ASD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy is created to establish guidelines for employees requesting a leave of absence without pay.

2. Policy:

2.1. An employee may be granted a leave of absence without pay if it can be scheduled without negatively impacting the staffing requirements of their unit.

2.2. No leave of absence without pay may be granted until the employee has exhausted all accumulated vacation, personal leave, compensatory time, and sick leave (if the requested leave is due to illness or injury).

3. Procedure:

3.1. Leave of Absence Requests

3.1.1. All requests for a leave of absence without pay will be submitted in writing.

3.1.2. An advance request for a leave of absence without pay of two (2) days or less may be granted by a Shift / Section Commander.

- 3.1.3. An advance request for a leave of absence without pay of three (3) to five (5) days may be granted by a Division Commander.
- 3.1.4. An advance request for a leave of absence without pay of six (6) to (14) fourteen days must be submitted through the chain of command to the Chief of Police for consideration.
- 3.1.5. All requests for a leave of absence without pay of more than fourteen (14) days must be submitted through the chain of command along with a completed "Leave of Absence Application" to be forwarded to the Director of Human Resources for final approval.

## 3.2. Exceptions

### 3.2.1. Military Exception

- 3.2.1.1. Any employee of the department who belongs to a Military Reserve Unit or National Guard Unit must be allowed to take a leave of absence without pay to attend active duty and weekend training drills without first expending all vacation, personal leave, and compensatory time.
- 3.2.1.2. All requests for a leave of absence without pay for military training, weekend drills, and activations will be submitted in writing and accompanied by a copy of the employee's military orders through the chain of command to the Chief of Police.
- 3.2.1.3. Employees will make every effort to provide the department with (30) thirty days advance notice of impending weekend drills, military training, and active duty assignments.

### 3.2.2. Family Medical Leave Act Exception (FMLA)

- 3.2.2.1. Any employee may request up to twelve (12) weeks of unpaid family medical leave without first expending all paid sick leave, vacation, personal leave, and compensatory time.
- 3.2.2.2. Employees should refer to City policy directives and applicable labor agreements for family medical leave protocol.



# Sioux Falls Police Department

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Policy: <b>Employee Assistance Program (EAP)</b>	Related Policies:	Section #: 300 Benefits
		Policy #: 305
		Effective: 11/2022
		Page 1 of 1
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: ASD		
Reference: Executive Order #194		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

The City recognizes that employees will experience trauma, stress, and other physical and emotional turmoil at times in the normal everyday living and work experience.

2. Policy:

The City has contracted with ComPsych to attend to the support needs of employees. Any employee feeling like they may need such assistance is encouraged to seek out this help.

3. Procedure:

- 3.1. Employees may seek help voluntarily or be asked to do so by supervisors.
  - 3.1.1. It should be noted that discipline is a separate matter and may or may not be imposed irrespective of participation in the EAP.
  - 3.1.2. Participation in the program will not preclude discipline when warranted.
- 3.2. For complete confidential details, you should contact ComPsych at (877) 783-0897, TTY at (800) 697-0353, online at [guidanceresources.com](http://guidanceresources.com), or through the ComPsych app GuidanceResources Now, Web ID: City.



# Sioux Falls Police Department

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Policy: <b>Civic Benefits</b>	Related Policies:	Section #: 300 Benefits
		Policy #: 306
		Effective: 6/2020
		Page 1 of 2
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: ASD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy is created to set a policy for department personnel regarding their participation in civic duties.

2. Policy:

2.1. The Sioux Falls Police Department will permit its employees to take part in approved civic functions while on duty as staffing allows.

3. Procedure:

3.1. Voting while on duty

3.1.1. It is the policy of the City that employees who do not have a period of two (2) consecutive hours during the time the polls are open in which they are not scheduled to work, will be allowed time off with pay for the purpose of voting.

3.2. Donating blood while on duty

3.2.1. Employee members of the Community Blood Bank must make arrangements to donate blood during off-duty hours, except that employees may be allowed to donate on City time on an emergency basis only, with the approval of their immediate supervisor.

3.2.2. The Sioux Falls Regional Bloodmobile will make scheduled visits to City buildings.

3.2.2.1. When the bloodmobile makes a scheduled visit to a City building, the City will allow employees to donate blood on City time provided that:

3.2.2.1.1. Interested employees preregister.

3.2.2.1.2. Receive an assigned time to donate blood.

3.2.2.1.3. The employee's absence does not adversely affect the functions of the department.

3.2.2.1.4. The temporary absence is authorized by the employee's immediate supervisor.



# Sioux Falls Police Department

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Policy: <b>Light Duty</b>	Related Policies:	Section #: 300 Benefits
		Policy #: 307
		Effective: 4/2024
		Page 1 of 4
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: USD		
Reference: <i>City of Sioux Falls Executive Orders</i>		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

### 1. Purpose:

- 1.1. This policy is created to outline the availability of light duty positions and the criteria for returning to full duty.

### 2. Policy:

- 2.1. The purpose of light duty assignments is to provide a temporary assignment, within medical restrictions, for employees that have suffered an injury. Light duty assignments are provided when a medical prognosis indicates the employee is expected to return to full duty following a course of medical treatment. The work assignment must be consistent with the employee’s physical/mental abilities.
- 2.2. Light Duty assignments are advantageous to the employee and the department in that instead of being at home utilizing benefit time, the officer works at the department doing meaningful work.
- 2.3. The availability of light-duty positions to an employee is not guaranteed, but will be based solely upon the needs of the department, as determined by the Chief of Police or his designee.

### 3. Procedure:

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- 3.1. Written approval from the employee's physician is required before an employee can return to their full duties. It is preferred that the physician complete the Report of Workability.
- 3.2. If it is determined that an employee is permanently disabled to the extent that they cannot carry out their assigned duties, then the matter will be handled as described in the City of Sioux Falls Executive Orders, entitled "Return To Work Program."
- 3.3. Officers on light-duty status will not operate marked police vehicles but can operate other City vehicles if they are medically cleared to operate a motor vehicle.

#### 3.4. Short-Term Light Duty

- 3.4.1. Section or Shift Commanders may grant an employee light-duty status for a maximum of 40 working hours per illness or injury provided the position is productive and beneficial to the department.
- 3.4.2. Such positions will be filled on a first-come, first-served basis.
- 3.4.3. The supervisor granting light-duty status will notify the Division Commander and the Operations Lieutenant in writing as to the circumstances involved and the duties assigned to the requesting employee. Any medical documentation shall be forwarded directly to the Operations Lieutenant for processing.
- 3.4.4. All requests for light-duty status exceeding the 40 hour limit will be considered extended light duty and will require the approval of the Division Commander.

#### 3.5. Extended Light Duty

- 3.5.1. All requests for extended light-duty assignments will be in writing and submitted to the Division Commander for approval.
  - 3.5.1.1. Included in the request will be the Report of Workability form filled out by the employee's physician.
  - 3.5.1.2. The form must identify the nature of the medical problem, work limitations, rehabilitation requirements, if any, and an estimate as to when the employee will be able to return to full-duty status.
  - 3.5.1.3. The form will also identify any medication the employee is taking that may have an adverse effect on their ability to assume a temporary light-duty assignment and what those limitations are.



- 3.5.2. No employee will return to work on extended light-duty status until the requested information has been presented to the Division Commander and a light-duty position is authorized.
- 3.5.3. The requesting employee will be notified by a supervisor as to whether or not a temporary light-duty position has been approved.
- 3.5.4. The department may ask for further clarification from the employee or their physician, if needed.
- 3.5.5. The final decision as to whether or not an employee will return to work on light-duty status is that of the Chief of Police.
- 3.5.6. Light duty assignments shall generally not exceed six months. If the employee is still not able to return to full-duty status after six months, a review will be completed on their progress and further medical documentation may be requested.
- 3.5.7. Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professional stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations. If the treating medical provider is not Sanford Occupational Medicine, the employee will be required to meet with the City's medical provider at Occupational Medicine for clearance. The Occupational Medicine provider will evaluate the employee and may require a Job Function Analysis to be completed. This medical provider has specific training in occupational medicine and knowledge of the various job descriptions in the City. The cost of this visit will be covered by the City.
- 3.5.8. All sworn law enforcement employees returning from an injury resulting in an extended Light Duty assignment will be required to requalify with the department issued handgun.

### 3.6. Light Duty Assignments

- 3.6.1. Light Duty Assignments will be assigned utilizing the date the officer is medically released to Light Duty status. This would be indicated on the Report of Workability form filled out and signed by the medical provider.
- 3.6.2. The Sioux Falls Police Department will have four (4) Light Duty assignments. These assignments will be assigned in the order of need as directed by the Patrol Division Commander.

#### 3.6.2.1. Shift 1 Desk Officer

- 3.6.2.2. Shift 2 Desk Officer
  - 3.6.2.3. Shift 1 Phone Reporting Officer
  - 3.6.2.4. Shift 2 Phone Reporting Officer
  - 3.6.2.5. Shift 3 Phone Reporting Officer
- 3.6.3. If all four Light Duty assignments are full, management will determine if there are any temporary work projects that the employee could be assigned. The availability of temporary work projects will be determined on a case-by-case basis, consistent with the operational needs of the department.



# Sioux Falls Police Department

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Policy: <b>Service Recognition Program</b>	Related Policies:	Section #: 300 Benefits
		Policy #: 308
		Effective: 6/2022
		Page 1 of 12
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Policy Owner: ASD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy is created to establish a means of recognizing members of the Sioux Falls Police Department for exemplary work.

2. Policy:

2.1. The Sioux Falls Police Department expects a high level of professional conduct from its members. When members of the department perform their duties in a manner that exceeds its highest standards, the department recognizes such outstanding conduct with official commendation.

2.2. The department also honors citizens of the community who substantially assist the department in a manner beyond their normal civic responsibilities.

3. Procedure:

3.1. Nomination:

**3.1.1.** Any member of the Sioux Falls Police Department may recommend any other member of the department for an award. This does not include the Chief Clark Quiring Award for Excellence.

- 3.1.2. Such recommendations shall be made within fifteen (15) days after the event that prompted the nomination.

**3.2. Submission:**

- 3.2.1. Nominations for Shift/Section Commendations will be submitted through the recommended officer's chain of command to their Shift/Section Commander utilizing the Service Recognition Nomination Form. Nominations for Division Commendations will be submitted through the recommended officer's chain of command to their Division Commander utilizing the Service Recognition Nomination Form. Nominations for Chief's Commendations will be submitted through the recommended officer's chain of command to the Chief of Police utilizing the Service Recognition Form. All other nominations for award consideration are to be submitted in writing through the Chain of Command to the Service Recognition Board by using the Service Recognition Nomination Form.
- 3.2.2. The completed form will be submitted to the immediate supervisor of the officer who has been nominated.
- 3.2.3. The supervisor, so informed, shall forward the form to the Chairperson of the Service Recognition Board within five (5) days after being so notified, through their Chain of Command.
- 3.2.4. In a situation where a citizen of the community is being nominated for recognition, the form shall be submitted directly to the Chairperson of the Service Recognition Board.

**3.3. Investigation and Voting:**

- 3.3.1. The Service Recognition Board will be responsible for gathering all information concerning the nomination for recognition, and will assemble the information into a recommendation report.
- 3.3.2. The members of the Service Recognition Board shall vote on all nominations, excluding Section Commendations, Division Commendations, Chief's Commendations, and the Chief Clark Quiring Award for Excellence. The following shall apply:
  - 3.3.2.1. It shall be required that at least five members of the board be present for a vote.
  - 3.3.2.2. A majority vote will be considered a unanimous vote.

- 3.3.2.3. No records will be maintained of the voting records of individual members of the Service Recognition Board.
- 3.3.2.4. Each nomination for recommendations shall be considered and voted on separately.

#### 3.4. Recommendation:

- 3.4.1. The Service Recognition Board shall submit to the Chief of Police, in writing, their recommendation in reference to the nomination for an award within fifteen (15) days, unless special circumstances exist that could delay the process.
- 3.4.2. The Shift/Section Commander shall submit to the Division Commander, in writing, their recommendation for a Shift/Section commendation within fifteen (15) days, unless special circumstances exist that could delay the process.
- 3.4.3. The Division Commander shall submit to the Assistant Chief of Police, in writing, their recommendation for a Division commendation within fifteen (15) days, unless special circumstances exist that could delay the process.

#### 3.5. Presentation of Award:

- 3.5.1. Upon final approval of the recommendation for a Shift/Section commendation by the Division Commander or a Division Level commendation by the Assistant Chief of Police, presentation will take place as soon as possible.
- 3.5.2. Upon final approval of the recommendation for award by the Chief of Police, presentation will take place as soon as possible.
- 3.5.3. Every effort will be made for all award presentations to be made to the recipient in person, and in the presence of as many of his peers as possible.

#### 3.6. Levels of Awards:

- 3.6.1. **Blue Star Medal:** The Blue Star Medal is awarded to Sioux Falls Police Department officers who receive a wound or injury of a serious nature capable of causing death or extended disability.
  - 3.6.1.1. To qualify for this award, the wound or injury must have been caused by the deliberate actions of another, in an attempt to cause injury to the officer, some other person, or property, or in the attempted apprehension of said person, reporting officer in an attempt to save a human life, placing oneself in immediate danger.
  - 3.6.1.2. The form of the medal shall be as shown in the Blackinton Badge Company catalog.

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- 3.6.1.3. Item # A1595, which is a gold star medal with the state seal of SD in the center.
- 3.6.1.4. The words “Blue Star” will be around the state seal.
- 3.6.1.5. The medal shall be fastened to a blue drape-style ribbon.
- 3.6.1.6. The commendation bar shall be Item #A4616H, a blue bar with a gold star in the center.
- 3.6.1.7. A certificate shall accompany the medal.
- 3.6.1.8. If, during an officer’s career, he is awarded more than one of these medals, extra stars may be added to the bar.
- 3.6.1.9. The commendation bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam.

**3.6.2. Chief’s Commendation:** The Chief’s Commendation is awarded to an employee for exceptional performance in a duty of great responsibility, or of critical importance to law enforcement.

- 3.6.2.1. Such service shall be clearly above that normally expected, and shall have contributed significantly to the success of a major project, field operation, or investigation.
- 3.6.2.2. The award will be in the form of a certificate.
- 3.6.2.3. A commendation bar is authorized and shall be Blackinton item #A3704 with blue/white.



- 3.6.2.4. The commendation bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam.
- 3.6.2.5. The wearing of this commendation supersedes the wearing of a Shift/Section or Division commendation medal.

**3.6.3. Division Commendation:** The Division Commendation is awarded to an employee who distinguishes themselves by an act or achievement that is beyond the normal performance of members of that division, and reflects well upon the department.

- 3.6.3.1. **This commendation is awarded by the Division Commander with the approval of the Chief of Police.**
- 3.6.3.2. Such service shall be clearly above that normally exhibited by an officer of the department in equivalent circumstances.

- 3.6.3.3. The award will be in the form of a certificate.
- 3.6.3.4. A commendation bar is authorized and shall be Blackinton item #A3704 with green/white.



- 3.6.3.5. The commendation bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam.
- 3.6.3.6. The wearing of this commendation bar supersedes a Shift/Section commendation and is superseded by the awarding of a Chief's commendation.

**3.6.4. Life Saving Award:** To qualify for this award, an employee must be credited with taking physical action that results in a life being saved from certain death and there is no danger to the officer's life. Typically, these incidents will involve, but are not limited to, CPR, AED usage, Heimlich maneuver, etc., and will generally fall outside the realm of other listed service recognition categories.

- 3.6.4.1. The form of the Life Saving Bar shall be as shown in the Blackinton Badge Company catalog.
- 3.6.4.2. Item A8074. Should an officer be recognized for additional saves, A8074A and A8074B will be awarded, replacing the previously awarded bar.
- 3.6.4.3. The commendation bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam.

**3.6.5. Marksmanship Awards:** Marksmanship awards are to be awarded on the basis of recommendations by the Sioux Falls Police Department Armorer Sergeant based upon the yearly qualification shoot.

- 3.6.5.1. Marksmanship awards shall be based upon classifications formulated by the National Rifle Association (NRA) already in existence.
- 3.6.5.2. Awards will be for:

Distinguished Expert	Item #A6140L	Score of 98 or higher
Expert	Item #A6140K	Score of 94 to 97
Sharpshooter	Item #A6140J	Score of 90 to 93
Marksman	Item #A6140H	Score of 86 to 89

- 3.6.5.3. The form of the award shall be a bar that may be worn centered on the left shirt pocket flap. The bar shall be silver for patrol grade officers and gold for supervisory grade officers.

**3.6.6. Medal of Honor:** The Medal of Honor is the highest award presented by the Sioux Falls Police Department to members of the department.

- 3.6.6.1. The Medal of Honor is awarded to an officer for an act that involves extreme risk to the officer's life, which is performed above and beyond the call of duty.
- 3.6.6.2. The Medal of Honor is awarded posthumously to an officer who loses his life in the performance of their duty under honorable circumstances.
- 3.6.6.3. If an officer uses poor judgment that created the necessity for his actions, he will not be eligible for this award.
- 3.6.6.4. The form of the medal shall be as shown in the Blackinton Badge Company catalog.
  - 3.6.6.4.1. Item #A1660 which is a gold cross with the state seal of SD in the center.
  - 3.6.6.4.2. The words "Medal of Honor" will be around the state seal.
  - 3.6.6.4.3. The medal shall be fastened to a red / white / blue drape-style ribbon.
  - 3.6.6.4.4. The commendation bar shall be Item #A7175, a red / white / blue bar with the word "Honor" in the center in gold.
  - 3.6.6.4.5. A certificate shall accompany the medal.
- 3.6.6.5. The commendation bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam.

**3.6.7. Medal of Merit:** The Medal of Merit is the second highest award presented by the Sioux Falls Police Department to members of the department.

- 3.6.7.1. The Medal of Merit is awarded to an officer for an act that saves a human life or for valiant life-saving efforts, even though the victim may perish.
- 3.6.7.2. The act must involve a high degree of risk to the life of the officer, but under conditions less hazardous than those constituting Medal of Honor actions.
- 3.6.7.3. The form of the medal shall be shown in the Blackinton Badge Company catalog.
  - 3.6.7.3.1. Item #A1789, which is a round gold medal with an eagle on top with the state seal of SD in the center.
  - 3.6.7.3.2. The words "Medal of Merit" will be around the state seal.
  - 3.6.7.3.3. The medal shall be fastened to a blue / white / blue drape-style ribbon.

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- 3.6.7.3.4. The commendation bar shall be Item #A7176, a blue / white / blue bar with the word “Merit” in the center in gold.
- 3.6.7.3.5. A certificate shall accompany the medal.
- 3.6.7.4. The commendation bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam.



**3.6.8. Outstanding Citizen Award:** The Outstanding Citizen Award is presented to a citizen who substantially assisted the Sioux Falls Police Department or any of its members, or another member of the community, above and beyond the scope of normal civic responsibility.

- 3.6.8.1. The award will be in the form of a plaque and / or certificate.

**3.6.9. Shift / Section Level Commendation:** The Shift / Section Level Commendation is awarded to an employee who distinguishes themselves by an act or achievement that is exemplary. This award would recognize a shift or section level officer for work that is done exceptionally well or where the officer takes the initiative to go the extra mile in assisting the public.

- 3.6.9.1. **This commendation is awarded by the Section Commander with the approval of the Division Commander and the Chief of Police.**

- 3.6.9.2. The award will be in the form of a certificate.
- 3.6.9.3. A commendation bar is authorized and shall be Blackinton item #A3704 with black/white.



- 3.6.9.4. The commendation bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam.
- 3.6.9.5. The wearing of this commendation bar would be superseded by the awarding of a Chief’s or Division commendation.

**3.6.10. Medal of Valor:** The Medal of Valor is the third highest award presented by the Sioux Falls Police Department to members of the department.

- 3.6.10.1. The Medal of Valor is awarded to an employee who distinguishes themselves in combat with an armed adversary, through an individual act of heroism, or at the imminent personal hazard of life.
- 3.6.10.2. The form of the Medal of Valor shall be as shown in the Blackinton Badge Company catalog.
- 3.6.10.3. Item #A4131, which is a gold Maltese cross medal with the state seal of SD in the center.



- 3.6.10.4. The words “Medal of Valor” will be around the State Seal.
- 3.6.10.5. The medal shall be and fastened to a white/blue/red/blue/white drape-style ribbon, item #RC-44.



- 3.6.10.6. The commendation bar shall be item #A7177, a blue/red/blue bar with the word “Valor” in the center.



- 3.6.10.7. A certificate shall accompany the medal.
- 3.6.10.8. The commendation bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam.
- 3.6.10.9. The wearing of the commendation bar would be superseded by the awarding of a Medal of Honor or Medal of Merit.

**3.6.11. Military Recognition Medal**

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- 3.6.11.1. The Military Recognition bar can be worn by any officer that has served in any branch of the military and is or has left in good standing. The bar is optional for officers that have served and will be paid for by the officer.
- 3.6.11.2. The bars to be worn are shown in the Blackinton Badge Company catalog. The medals are listed as follows:

ARMY A11173



USAF A11173-A



NAVY A11173-B



USMC A11173-C



USCG A11173-D



- 3.6.11.3. The Military Recognition bar may be worn on the duty uniform shirt, above the right shirt pocket centered with the name tag and any other unit identifying pins.

### **3.6.12. Employees of the Year/Supervisors of the Year**

- 3.6.12.1. The Department will annually recognize one supervisory sworn employee, one non-supervisory sworn employee and one non-sworn employee as employees/supervisor of the year. The designation recognizes those who have exhibited an attitude of professionalism coupled with a high degree of performance in their assigned tasks during the course of the past year. Supervisors below the rank of Captain are eligible for the Supervisor of the Year award.

- 3.6.12.2. Any employee may nominate one non-supervisory sworn employee, one non-sworn employee and one supervisor for these awards.
- 3.6.12.3. All nominations will include an account of the employee's action(s) that led to the nomination. Such documentation may include (but is not limited to) examples of the employee's devotion to the Department, specific accomplishments made by the employee and examples of the employee's overall attitude and demeanor. All such examples will address activity during past calendar year only.
- 3.6.12.4. All nominations will be submitted by December 1<sup>st</sup> of the award year.
- 3.6.12.5. All nominations will be forwarded to the direct supervisor of the nominated persons for forwarding through the nominee's chain-of-command. Nominees in good standing will be forwarded to the Service Recognition Board. The Service Recognition Board will review each nomination and make final recommendations on the awards to the Chief of Police. The Chief of Police will review these recommendations and determine which employees will be named employees/supervisor of the year.
- 3.6.12.6. Individual plaques naming the employees/supervisor of the year will be conspicuously displayed in the Law Enforcement Center. The plaque will specify the name of the employee and the year for which it was presented.
- 3.6.12.7. An award to each individual is authorized and will be in the form of a plaque.
- 3.6.12.8. An award bar is authorized for sworn employees and shall be Blackinton #A3705 blue, light blue and blue with gold tone for supervisors and nickel for officers. The award bar will bear the year for which the award is presented and will be worn for one year from the award date.
- 3.6.12.9. The award bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam. It will be worn above any bar or pin currently authorized.

### **3.6.13. Department Challenge Coin**

- 3.6.13.1. The Department Challenge coin may be presented to any member of the Police Department, who performs their duty in a manner above and beyond

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what is expected of them, not rising to the level of an actual Commendation award. The Challenge coin may be presented by any supervisor, and without the need for prior approval by the Service Recognition Board. The Department Challenge coin is intended to be used as a direct recognition between a supervisor and a Police Team member. Upon presentation of the Challenge Coin, the awarding supervisor will submit a short summary, via email or interoffice, to the awardee's chain of command and the Administrative Services Commander – for entry into the Officer's/Employee's personnel file. On rare occasions, the challenge coin may be presented to a civilian for exemplary work while assisting officers.

#### **3.6.14. Chief Clark Quiring Award for Excellence**

- 3.6.14.1. The Chief Clark Quiring Award for Excellence will be presented annually to one sworn member of the Department. This award recognizes those who display excellence in supporting the community and the Department. A recipient of this award is one who treats others with respect and embodies the value of doing the right thing when no one is watching.
- 3.6.14.2. Any member of the Command Staff may nominate one sworn member of the Department.
- 3.6.14.3. All nominations will include an account of the employee's action(s) that led to the nomination.
- 3.6.14.4. All nominations will be submitted by July 31<sup>st</sup> of the award year.
- 3.6.14.5. All nominations will be forwarded to the Assistant Chief of Police. The Command Staff will review each nomination and make final recommendations on the award to the Chief of Police. The Chief of Police will review these recommendations and determine which employee will be the recipient.
- 3.6.14.6. The award will be presented yearly on or about August 21<sup>st</sup> with the available members of the Quiring family present to witness the presentation and give remarks as able.
- 3.6.14.7. A plaque naming the individual award recipients will be conspicuously displayed in the Law Enforcement Center. The plaque will specify the name of the employee and the year for which it was presented.
- 3.6.14.8. An award to each individual is authorized and will be in the form of a plaque.

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### 3.6.15. Unit Citation

- 3.6.15.1. The Sioux Falls Police Department Unit Citation is awarded to 3 or more members of the Department who perform an admirable act that would be considered above and beyond the call of duty, through a collective effort, that leads to a noble outcome.
- 3.6.15.2. Any supervisory member of the Department may nominate a group of individuals for this award.
- 3.6.15.3. Nominations will be forwarded through the supervisor's chain of command to the Administrative Captain for consideration by the Service Recognition Committee.
- 3.6.15.4. The commendation bar shall be item #A4616-AD, a blue bar with the word "Unit Citation" in the center.
- 3.6.15.5. The bar to be worn is shown in the Blackinton Badge Company catalog.



- 3.6.15.6. The Unit Citation bar may be worn on the duty uniform shirt, centered on the left shirt pocket flap, on the seam.



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

<b>Policy:</b> <b>Employee Referral Program</b>	<b>Related Policies:</b>	Section #: 300 Benefits
		Policy #: 309
		Effective: 3/2021
		Page 1 of 2
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>		
<b>Policy Owner:</b> ASD		
<b>Reference:</b>		
<b>Sensitivity Level:</b> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy is created to establish the procedures for the Sioux Falls Police Department Employee referral program.

2. Policy:

2.1. The Sioux Falls Police Department recognizes that our sworn personnel have historically referred some of our best Recruit Officers for employment. Recognizing the need to continually recruit and refer quality candidates for the role of Police Officer, the Sioux Falls Police Department will offer a \$500 referral incentive payment to eligible employees in compliance with the program rules.

3. Procedure:

3.1. Program Rules:

- 3.1.1. All sworn employees of the Sioux Falls Police Department up to and including the rank of Lieutenant are eligible for referral incentive payment.
- 3.1.2. Referrals are limited to two successful candidates in a 12 month (calendar) period per employee.

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- 3.1.3. Only one employee referral per new hire will be eligible for the referral incentive payment, based on the first referral mentioned by the new employee.
- 3.1.4. To be eligible for the referral incentive, the referring officer must be identified by name during the entrance interview or on the candidate's employment application. Additionally, the referring officer will be required to complete and sign the Employee Referral Form thereby attesting the information is accurate.
- 3.1.5. All candidates will be evaluated for employment consistent with Sioux Falls Police Department policies and procedures and City of Sioux Falls hiring practices.
- 3.1.6. Candidates must be offered, accept and begin employment as a Police Officer for a referring employee to be eligible to receive a referral incentive payment.
- 3.1.7. Upon the successful hire of a referred candidate, a referral incentive payment will be paid to the referring employee in two installments.
  - 3.1.7.1. The first installment of \$250 will be paid when the candidate has been hired and reports for work to the Sioux Falls Police Department.
  - 3.1.7.2. The second installment of \$250 will be paid when the candidate has successfully been removed from probationary status.
- 3.1.8. The referral incentive payments will be made through payroll.
- 3.1.9. Employees who have separated employment forfeit eligibility for referral incentive payments not yet paid at the time of separation.
- 3.1.10. Any disputes or interpretations of the program will be addressed through the Administrative Division Commander with the final approval of the Chief of Police.