


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.14</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: CIVILIAN PERSONNEL</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Civilian Personnel; General Policies and Procedures</p>	<p>State Certification Standards: 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding the use of civilian personnel in non-sworn positions.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that civilian, non-sworn personnel be used whenever possible in positions that do not require a sworn, certified officer.

DISCUSSION

The efficiency and effectiveness of a law enforcement agency is enhanced when sworn and non-sworn personnel are appropriately used to perform those functions that are best suited for their special knowledge, skills, and abilities. Therefore, this department will employ civilian personnel for positions that do not require the authority of a sworn, certified officer, thereby freeing such officers for law enforcement functions and capitalizing on the talents of all personnel.

DEFINITIONS

NON-CERTIFIED OFFICER OR INDIVIDUAL OR NON-SWORN OFFICER OR INDIVIDUAL — an officer who has not complied with the state training standards as described in O.C.G.A. 35-8-10 and 35-8-21. These individuals are civilian employees working in clerical or administrative positions, or officers assigned as Peace Officer Trainees working in the Rabun County Detention Center who have not completed the state training for peace officers. Also employees who may or may not be required to take of oath or office as a condition of employment, but who are not authorized to act in the capacity of a peace officer. For the purposes of this General Order, the terms Non-certified Officer, Non-sworn Officer, or civilian employee shall mean the same.

O.C.G.A. — Official Code of Georgia Annotated

I. CLASSIFICATIONS AND DUTIES

- A. This department has approved a number of functions as suitable for civilian personnel. In conjunction with the annual budget process and development, the Command Staff will assess which additional positions, if any, should be authorized for civilian personnel. Current civilian personnel include, but are not limited to the following:
 - 1. Records Division;
 - 2. Secretarial and clerical duties.
- B. The duties and responsibilities of civilian personnel will be defined in job descriptions maintained by the Rabun County Human Resources Department, and by this department's administrative offices and Office of Professional Standards. In addition, the following shall be observed regarding the duties of civilian personnel:
 - 1. Civilian personnel shall not perform the duties of a sworn, certified officer. However in urgent circumstances, female civilian personnel may temporarily act as an observer or witness in the care or detention of an female subject; and
 - 2. May act as a witness during the photographing of a female crime victim.
- C. Civilian personnel will not use their employment status with the Rabun County Sheriff's Office as authority for or the responsibility for the enforcement of statutes. Civilian personnel have no authority to take enforcement actions beyond those of any citizen under the statutes of this state.

II. APPLICANT SCREENING PROCEDURES

- A. The procedures for screening applicants for employment as civilian personnel will conform to the procedures for screening applicants for law enforcement personnel unless specified by the job description.
- B. All civilian personnel shall undergo a criminal background check prior to employment.

III. IDENTIFICATION

- A. All civilian personnel will be issued a departmental identification card containing an up-to-date photograph and job classification.

- B. All civilian personnel are required to have their identification card on their person at all times while on duty.

IV. TRAINING

- A. All civilian personnel will receive training to successfully complete their assigned duties. The training can consist of the following:
 - 1. In-service training that will maintain skills and develop new knowledge for career development; and;
 - 2. On-the-job training that will enable the civilian personnel to obtain the skills needed to complete the job assignment in a "real world" environment.
- B. All newly appointed civilian personnel will receive an orientation program as soon as possible from their hire date introducing them to this department, to include the following:
 - 1. The department's role, purpose, and goals;
 - 2. The department's policies and procedures; and
 - 3. The working conditions, rules and regulations, and the rights and responsibilities of all personnel.
- C. Certain civilian positions within this department may require training on specific responsibilities prior to assuming the position.
- D. Courses designed specifically for civilian personnel will be provided on a periodic basis by the Training Unit or by outside training staff. Announcements of course offerings will be provided to all concerned personnel. Participation will depend on supervisory approval.

V. PERFORMANCE APPRAISALS

- A. Civilian personnel are subject to periodic performance appraisals in accordance with the schedules and procedures as established by the Rabun County Sheriff's Office and Rabun County Government.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County