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## 6.0 ADMINISTRATION

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### 6.01 OFF-DUTY EMPLOYMENT

- A. For the purposes of this policy, “employment” is defined as the provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer work for charitable organizations.
- B. Members are permitted to engage in outside employment, provided the employment:
  - 1. Does not adversely impact the reputation of the Town or the Department
  - 2. Does not adversely impact the member’s job performance
  - 3. Is not performed during assigned hours of duty
  - 4. Does not create a conflict of interest or undue liability for the Town or the Department
- C. Members are to notify the Chief of Police in writing prior to accepting outside employment. The purpose of this notification is not to overly regulate members’ off-duty activities, but to allow the Chief to review the employment for potential adverse impacts or conflicts of interest.
- D. Limitations on off-duty employment are as follows:
  - 1. In order to be eligible for off-duty employment, a member must be in good standing with the Department. Continued Department approval of a member’s off-duty employment is contingent on such good standing.
  - 2. Those members who have not completed their probationary period or who are on medical or other leave due to sickness, temporary disability, or an on-duty injury shall not be eligible to engage in off-duty employment if it interferes with the member’s ability to return to duty.
  - 3. Members are not to use Department issued equipment, uniforms, or supplies for outside employment.
  - 4. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the member’s on-duty performance.
  - 5. A member engaged in any off-duty employment is subject to call-out in case of emergency and will be expected to leave their off-duty employment in such situations.
  - 6. Permission for a member to engage in outside employment may be revoked where it is determined that such outside employment is not in the best interests of the Department.

### 6.02 TEMPORARY LIGHT-DUTY ASSIGNMENT

- A. Temporary light-duty assignments are not guaranteed and left to the discretion of the Chief of Police. Temporary light-duty assignments are used when a member is temporarily unable to perform their regular assignments because of injury, illness, or disability, but may be capable of performing alternative duty assignments. Use of temporary light-duty assignments can provide members with an opportunity to remain productive while recovering, as well as provide a work option for members who may otherwise risk the health and safety of themselves or others by remaining on duty when physically or mentally unfit for their regular assignment.
- B. General Provisions

1. Temporary light-duty assignments are limited in number and variety.
    - a. Members injured or otherwise disabled in the line of duty shall be given preference in initial assignment to light duty.
    - b. Assignments may be changed at any time if deemed in the best interest of the member or the Department.
  2. This policy in no way affects the privileges of members under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, American with Disabilities Act, or other Federal or State Law.
  3. Assignment to temporary light duty shall not affect a member's pay classification, pay increases, promotions, retirement benefits, or other employee benefits.
  4. Light-duty assignments are governed by the Town of Jackson policy manual.
  5. Members on temporary light duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform functions for which they have been determined physically or mentally unable to perform on behalf of the Department and that form the basis for their temporary light-duty assignment.
  6. Depending upon the nature and extent of the disability, a member on temporary light duty assignment may be prohibited or restricted from wearing the Department uniform, carrying a duty weapon, driving a Department vehicle, or otherwise limited in employing police powers as determined by the Chief of Police.
- C. Temporary Light-Duty Assignments
1. Temporary light-duty assignments may be drawn from a range of areas that include:
    - a. Administrative functions
    - b. Clerical functions
    - c. Desk assignments
    - d. Report taking (telephone or walk-in)
    - e. Other duties as deemed appropriate
  2. Decisions on temporary light-duty assignments shall be made based upon the availability of an appropriate assignment given the member's knowledge, skills and abilities, availability of light-duty assignments, and the physical limitations imposed on the member.
  3. Every effort shall be made to assign members to positions consistent with their rank and pay classification. When deemed appropriate, members may be assigned to positions designated for lower rank or pay classification. Members thus assigned shall:
    - a. Retain the privileges of their rank but shall answer to the supervisor of the unit to which they are assigned regarding work responsibilities and performance
    - b. Retain the pay classification and related benefits of the position held prior to their temporary light-duty assignment.
- D. Requests for and Assignment to Temporary Light Duty
1. Requests for temporary light-duty assignments shall be submitted to the Operations Lieutenant. Requests must be accompanied by a written statement by a licensed physician or other licensed health care provider in support of a light-duty reassignment. The statement must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restrictions, an acknowledgment by the health-care provider of familiarity with the

- light-duty assignment, and the fact that the member can physically assume the duties involved.
2. The request for temporary light duty and the physician's statement shall be forwarded to the Chief of Police and the Town Personnel Director, who shall make a determination regarding the assignment.
    - a. The Department may require the member to submit to an independent medical examination by a health-care provider of the Department's choosing. In the event the opinion of this second health-care provider differs from the initial health-care provider, the member may request a third opinion at the Department's expense.
    - b. The member and the Department shall cooperate and act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.
  3. A member who has not requested temporary light duty may be recommended for such assignment by the member's immediate supervisor. Such a request shall be directed to the Operations Lieutenant and must be accompanied by a memorandum stating the facts that would lead a reasonable person to believe the member is not capable of performing regular duty activities.
    - a. Notice shall be provided to the member of the proposed temporary light-duty assignment together with justification for the recommendation.
    - b. The member shall be advised that the Town will pay for an initial evaluation to determine the member's fitness for duty in instances in which a temporary light-duty assignment is recommended by the Department rather than the member.
    - c. The member may challenge the proposed reassignment using established Town procedures.
  4. As a condition of continued assignment to temporary light duty, members shall be required to submit monthly physical assessments of their condition to the Operations Lieutenant.

### 6.03 ELIGIBILITY FOR PROMOTION

#### A. Corporal:

1. All candidates must be in good standing with the Department as determined by the Chief of Police. This applies to both internal and external candidates.
2. A Corporal acts as the primary field training officer for the Department with the responsibility of teaching new recruits all elements of policing. All candidates for a Corporal position must be intimately familiar with the specific elements of the training program. (Examples: Teton County geography, WY Law, JPD arrest procedures, WY search and seizure laws, JPD officer safety protocols, JPD policies and procedures, JPD database and report writing protocols, JPD philosophies, TOJ community policing principles, etc.)
3. An ideal candidate would have completed at least two (2) consecutive years of employment as a certified peace officer with either a Federal, State, Municipal, or County Law Enforcement agency, but is not required.
4. Candidates for a Corporal position will typically be selected from internal candidates due to their specific knowledge about the Department which is required of a training officer. External candidates can be considered if they can show proficiency in this area.

5. Any combination of experience, training, and education will be considered on a case-by-case basis to determine qualification.
  6. The Chief of Police will determine if an applicant is qualified to hold the rank of Corporal.
- B. Sergeant:
1. All candidates must be in good standing with the Department as determined by the Chief of Police. This applies to both internal and external candidates.
  2. Either internal or external candidates may be considered for appointment to the position of Sergeant as determined by the Chief of Police and the Town Manager, on an as needed basis.
  3. An ideal candidate would have completed at least five (5) consecutive years of employment as a certified peace officer with either a Federal, State, Municipal, or County Law Enforcement agency, but is not required.
  4. Any combination of experience, training, and education will be considered on a case-by-case basis to determine qualification. An ideal candidate would have prior supervisory experience either in law enforcement or the private sector.
  5. The Chief of Police will determine if an applicant is qualified to hold the rank of Sergeant.
- C. Operations Lieutenant:
1. All candidates must be in good standing with the Department as determined by the Chief of Police. This applies to both internal and external candidates.
  2. Either internal or external candidates may be considered for appointment to the position of Operations Lieutenant as determined by the Chief of Police and the Town Manager, on an as needed basis.
  3. An ideal candidate would have completed at least ten (10) consecutive years of employment as a certified peace officer with either a Federal, State, Municipal, or County Law Enforcement agency, but is not required.
  4. Any combination of experience, training, and education will be considered on a case-by-case basis to determine qualification. An ideal candidate would have prior supervisory experience either in law enforcement or the private sector.
  5. The Chief of Police will determine if an applicant is qualified to hold the rank of Operations Lieutenant.

#### **6.04 PROMOTION SELECTION PROCESS**

- A. Corporal:
1. The Chief of Police will have oversight over the selection and the promotional process used.
  2. The selection process for Corporal shall be a four-step process and consist of the following:
    - a. A written job knowledge test (an 80% minimum score is required to pass and advance to the next phase for consideration).
    - b. Supervisor (Sergeants and Operations Lieutenant) evaluation of past performance and leadership potential. The Operations Lieutenant shall then forward a recommendation for each individual to the Chief of Police for consideration in the final decision. All applicants who passed the written job knowledge test will advance to the next phase of testing.
    - c. An oral interview with the Chief of Police to assess readiness for greater responsibility and fit for the position. The Chief of Police shall then send a

recommendation to the Town Manager making a recommendation of an individual(s) who should be promoted to the rank of Corporal.

d. Final approval is required by the Town Manager per Town policy.

3. The Chief of Police will fill vacancies at their discretion.

B. Sergeant:

1. The Chief of Police will have oversight over the selection and the promotional process used.

2. The selection process for Sergeant shall be a four-step process and consist of the following:

a. A written job knowledge test (an 80% minimum score is required to pass and advance to the next phase for consideration). Any applicant who already holds the rank of Corporal with the Department will not be required to take the written knowledge test again. All other candidates, internal and external, will be required to take the written knowledge test.

b. Supervisor (Sergeants and Operations Lieutenant) evaluation of past performance and leadership potential for internal candidates. The Operations Lieutenant shall then forward a recommendation for each individual to the Chief of Police for consideration in the final decision. All internal applicants will advance to the next phase of testing.

c. For external candidates, an oral board consisting of the Operations Lieutenant, one (1) Sergeant, one (1) supervisor with the rank of Sergeant or higher from another agency, the Town Personnel Director, and one (1) citizen shall be assembled to evaluate the candidate's potential for leadership. Successful applicants will also have to meet all hiring requirements for basic entry into the Department as required by the Wyoming POST Commission. The board shall make a recommendation to the Chief of Police for consideration in the final decision. Only applicants the board put forward will advance to the next phase of testing.

d. An oral interview with the Chief of Police to assess readiness for greater responsibility and fit for the position. The Chief of Police shall then send a recommendation to the Town Manager making a recommendation of an individual(s) who should be promoted to the rank of Sergeant.

e. Final approval is required by the Town Manager per Town policy.

3. The Chief of Police will fill vacancies at their discretion.

C. Operations Lieutenant:

1. The Chief of Police shall have oversight over the selection and the promotional process used.

2. The selection process for Operations Lieutenant shall be a two-step process and consist of the following:

a. The Chief of Police shall conduct an oral interview with applicants invited to participate in the testing process and make a recommendation to the Town Manager for hire or promotion of any individual the Chief of Police determines to be suitable fit for the position in the Department.

b. If the candidate is external, then the candidate must pass all requirements of the Wyoming POST Commission before appointment to the position.

c. Final approval is required by the Town Manager per Town policy.

3. The Chief of Police will fill vacancies at their discretion.

**6.05 DEMOTION IN RANK OR TERMINATION OF EMPLOYMENT**

- A. Operations Lieutenant, Sergeant, Corporal and Police Officer
  1. The Chief of Police may, at any time, and pursuant to the Town personnel policy, make a recommendation for demotion or termination to the Town Manager of any member who fails to appropriately carry out the duties required of a supervisory or police officer position.
  2. The Town Manager shall retain the final determination of demotion or termination of any individual.
  3. Any member reduced in rank may have their pay adjusted down to be commensurate with their ending rank.

**6.06 FIELD TRAINING OFFICER (FTO) PROGRAM**

- A. All new police officer members are required to successfully complete the Field Training Officer (FTO) Program prior to being certified as a Jackson Police Officer and prior to being deemed sufficiently fit and prepared to assume solo police officer responsibilities and duties.
- B. The Department shall use the “San Jose Model” of field training for all new trainee officers.
- C. The FTO Program shall include, but not be limited to, training in the Department’s policies and procedures, community driven policing, traditional and innovative policing tactics and skills, laws and ordinances, professionalism, ethics, and community and organizational values and expectations.
- D. Trainee officers shall be evaluated on a daily basis and their performance rated on a scale that is easily understandable. Trainee officers shall be made aware of learning or performance deficiencies in a timely manner and shall be provided reasonable time and methods to correct the deficiencies.
- E. Reckless actions or carless disregard for rules, regulations, or FTO direction by the trainee officer shall be evaluated and the trainee officer may be subject to dismissal from continuation in the FTO Program for such actions.
- F. Trainee officers shall remain in the FTO Program until they have successfully completed all phases of the FTO Program regimen and are deemed ready to move out of the training phases by the Operations Lieutenant.
  1. The Operations Lieutenant shall forward evaluations and recommendations to the Chief of Police relating to the trainee officer’s progress, deficiencies, and/or success or failure to complete the FTO Program.
  2. The Chief of Police shall make the final determination as to the fitness of the trainee officer to assume a position as a certified Jackson Police Officer and shall place a memorandum regarding the success or failure of each trainee officer in the trainee officer’s personnel file.
- G. Assignments:
  1. Corporals who have successfully completed a certified FTO course shall be utilized as the primary FTO. When staffing or assignment issues preclude the use of a Corporal as an FTO, Sergeants or Line officers who have completed certified FTO Training may be utilized as FTOs at the discretion of the Operations Lieutenant.
  2. The Operation Lieutenant shall make FTO/trainee assignments.
  3. Training officers shall be assigned to the training status based on their personal training abilities, current work assignments, and pending leave requests.
- H. Duration of Training

1. Entry-level trainee officers shall successfully complete the training program, as prescribed by the San Jose Model.
  2. Lateral-level trainee officers shall successfully complete the training program as prescribed by the San Jose Model unless the trainee officer can show proficiency in all aspects of the training program as demonstrated through an assessment process.
  3. Remedial-level field training terms may vary in length, dependent on the previous experience and expertise level of the trainee officer and the trainee officer's rate of successful progression.
  4. The critical overriding factor in the training of entry-level or lateral-level officers is the ability of the individual trainee officer to demonstrate high comprehension, skill and problem-solving abilities while conducting routine and non-routine policing and community service duties and responsibilities professionally, safely, effectively, efficiently ethically, responsively, and with a high degree of competence and compassion.
  5. All trainee officers, no matter their experience level, must satisfactorily complete all tasks and training assignments included in the FTO Program Manual and must do so within appropriate and reasonable time constraints as determined by the Operations Lieutenant.
  6. The trainee officer may be dismissed and their field training terminated at any time during the FTO process if it is determined the trainee officer has conducted themselves in a manner that is unethical or compromises the integrity of the Department or the profession or if the trainee officer demonstrates an inability to perform requirements of the training program.
- I. Limitations While on Training Status
1. No trainee officer, either entry-level or lateral-level, will be allowed to participate in any special programs or assignments until the completion of training. Trainee officers may be allowed to experience those assignments as observers, if the FTOs are involved as participants. Trainee officers shall not act solo in a special assignment until they have successfully completed the FTO Program.
  2. The FTO Program is an intense and demanding process that requires discipline, concentration, and continuous, though incremental, progression. It is critical that the training program is consistent, regimented, and absent intermission. Therefore, throughout the entirety of the training program, neither the trainee officer nor the trainer will be authorized to take an extended leave except for injury, sickness, or extreme emergency. All leave requests must receive authorization from the Operations Lieutenant and the Chief of Police.
- J. Methods of Training
1. The Field Training Trainee checklist will be the foundation for training the trainee officer. However, the list is not meant to be, nor should it be considered to be, all inclusive. FTOs are expected to provide the highest levels of training and content.
  2. The task areas are introduced to trainee officers by their trainers throughout four (4) separate training phases. Trainee officers must successfully demonstrate competency and be evaluated in all tasks and topic areas in each training phase before being allowed to continue to the next phase.
  3. FTOs are to document whether the trainee officer was tested verbally, tactically, and/or in writing for each area. FTOs are required to document and submit all

observations and testing results to the Operations Lieutenant for determination of the trainee officer's readiness to proceed to the next phase of the FTO Program.

4. Refer to the Jackson Police Department Field Training Officer Program Manual for more detailed descriptions of tasks and topic areas, training phases, and comprehensive FTO Program specifics.

## **6.07 WORK ENVIRONMENT**

- A. In an effort to promote a positive workplace environment, where members can thrive and have the opportunity to achieve professional success, the following policies shall be strictly adhered to by all members of the Department. Additionally, all members of the Department shall strive to adhere to the core values set forth by the Chief of Police and the Town of Jackson.
- B. Protected Classes
  1. Members of the Department will not discriminate against new applicants or existing members on the basis of age, race, sex, color, religion, national origin, disability, or any other status protected by Federal, State, or Local Laws.
- C. Harassment
  1. Members of the Department will not engage in harassment, which includes, but is not limited to, verbal, written, electronic, telephonic, or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.
- D. Supervisory Oversight/Disciplinary Procedures
  1. Nothing in this policy shall be interpreted to suggest that supervisory oversight or disciplinary procedures taken against a member who violates any provisions of this policy manual or of the Town of Jackson policy manual, or fails to meet performance requirements of their position shall be construed as harassment.
  2. The command staff has the full authority to exercise reasonable disciplinary measures against any member to ensure adherence of the member to all policies and procedures adopted by the Department.
- E. Whistle blower Provision
  1. The Department prohibits retaliation against any member for filing a complaint under this policy or for assisting in a complaint investigation.
- F. Reporting Violations
  1. If an applicant or member of the Department believes there has been a possible violation of this policy or retaliation standard, they should follow the complaint procedure contained in the Town of Jackson Personnel Rules and Regulations Manual. Every member is expected to and has a duty to report known violations of this policy.
- G. Joint Departments
  1. If the member has a legitimate reason to feel they cannot report a violation to their immediate supervisor or to the Town, the member should consider reporting the complaint to the Teton County Human Resources Department if the division is a jointly funded department.

## **6.08 PHYSICAL TRAINING (WORKOUTS)**

- A. Workouts on Airport Assignment
  1. Members must place an emphasis on public safety when considering working out at the airport. If the facility is busy or has a sizeable number of occupants in or



around the airport, the member should not work out until things have significantly slowed before leaving the high occupancy areas.

2. If the TSA checkpoint is open, a member shall not work out. Working out might not be possible on every shift, especially in the summer.
  3. Members are expected to be in the immediate area where inbound flights will arrive within 15 minutes of the expected arrival time of the flight when possible. All workouts should be completed before that window of time and allow ample time for the member to travel to the incoming passenger area or to address a backflow alarm.
  4. Workouts should not exceed 1-hour in duration, to include uniform dress down and dress up activities.
  5. Members are not permitted to completely dress down at any time while working the airport detail. Members may remove their uniform shirt, protective vest, and duty belt, but may not remove their uniform pants, under black t-shirt, or duty boots while working out.
  6. Officers are expected to have their portable radios in the immediate area while working out and monitor the radio for activity that would dictate returning to duty.
- B. Workouts on in Town Assignment
1. Members, sworn and non-sworn, shall be permitted to work out at any time their immediate supervisor gives them approval to do so.
  2. Supervisors should not grant permission to work out when public safety would be compromised, needed service would be inhibited, or minimum staffing levels would not be maintained without other arrangements being made for coverage.
  3. Supervisors should not grant permission to work out at times when it is busy, such as morning and afternoon school zone activity, rush hours, special events, DWUI peak enforcement hours, etc. A common-sense approach is the expectation.
  4. Members are permitted to completely dress down to work out attire when permission is granted by a supervisor to work out, unless otherwise directed based upon an evolving environment suggesting it would not be feasible.
  5. Members who take radio calls for service should advise dispatch they will be 10-6 training in the basement and available by landline, cellular, or radio if needed.
  6. Members who take radio calls for service are expected to have their portable radio in the immediate area and to monitor call activities. Members should self-initiate returning to duty if calls for service dictate doing so or when directed by a supervisor. A common-sense approach is expected.
  7. Uniform members, sworn or non-sworn, are not permitted to work out on duty at any location other than the Town gym unless doing so as a sanctioned training event or exercise that is approved by a supervisor.
  8. Workouts should not exceed 1-hour in duration, to include uniform dress down and dress up activities.
  9. Non-uniform members who work away from the main Town Hall campus may be granted permission on a case-by-case basis to work out at alternate locations if pre-approved by the Operations Lieutenant.