

Chapter 2 - Personnel Policies and Procedures

This section has to do with the Security Officer or Security Assistant, not their duties.

• 4-02/010.00 Security Officer Firearm Policy

CALIFORNIA PENAL CODE 12031(D) (4): Uniformed security guards or night watch persons employed by any public agency, while acting within the scope and course of their employment.

CALIFORNIA PENAL CODE 12031(D)(5): Uniformed security guards, regularly employed and compensated in that capacity by persons engaged in any lawful business, and uniformed alarm agents employed by an alarm company operator, while actually engaged in protecting and preserving the property of their employers or on duty or en route to or from their residences or their places of employment, and security guards and alarm agents en route to or from their residences or employer-required range training.

- Security Officers shall not carry a firearm until they have completed their firearms training and have shot a qualifying score.
 - Firearms issued to Security Officers shall be secured only in designated locker or safe within a County facility whenever the officer is not on duty.
 - Security Officers shall only carry a Department-issued firearm.
 - Security Officers are required to meet the peace officer handgun qualification standards as prescribed in the Manual of Policy and Procedures. Security Officers may, with the approval of their supervisor, take their duty weapon from their assigned place of work in order to practice qualifying for a shooting bonus. A "Security Officer Off-Duty Firearm Agreement" form, (See "Forms" on the CSDNet) shall be completed for each occasion a Security Officer wishes to practice with their weapon other than normal duty periods.
 - Security Officers shall not carry a backup or second firearm.
 - Security Officers are not expected to use or qualify with the shotgun.
 - Security Officers are eligible for bonus shooting pay.
 - Except as provided above, the policy, rules, and restrictions in the use of firearms, prescribed for deputy personnel in the Manual of Policy and Procedures, shall also apply to Security Officers.
-

• 4-02/015.00 Uniform and Safety Equipment

All Security Officers and Security Assistants shall possess at all times, a complete and serviceable uniform with the necessary equipment and identification to perform their assigned duty. Only uniform and safety equipment items specifically listed in this manual are authorized to be worn and/or carried by security personnel. Uniforms and equipment shall meet the specifications authorized by the Department. Items not listed are specifically prohibited. The omission of an item is not to be construed as permissive and/or approved. Items shall be replaced when they are so worn or damaged as to present an unacceptable appearance or do not meet current specifications.

Department equipment, identification, and uniforms which are stolen, lost, or damaged shall be immediately

reported to the Branch Supervisor.

Shoes - The uniform shoes shall be a uniform boot with the same specifications worn by Deputy personnel or a low-laced, plain-toed oxfords, with smooth finish, and black in color.

Name Plate - The name plate shall be attached to the outermost uniform garment and shall be clearly visible at all times.

Headgear - Only Department-authorized headgear shall be worn when in uniform.

• 4-02/015.05 Uniform for Security Officers

All security officer personnel shall maintain the uniform designated for their classification as listed below. Detailed specifications and descriptions of items are located in the Department's Manual Policy and Procedures.

(Note: Uniforms should be replaced annually, as needed. A uniform allowance is provided for the purpose of maintaining serviceable uniforms.)

BASIC UNIFORM:

Security Officer Badge
White Shirt (Long or Short Sleeved)
Approved Shoulder Patches
Name Tag
Green Class A Trousers
Black Basket Weave Belt
Black Field Jacket
Black Socks
Plain Black Shoes
Handgun Case
Three Magazines
Beretta Pistol or Approved Weapon
Magazine Pouch
Holster
Sam / Sally Browne (Gun belt)
Four Keepers
Handler 12 or Baton
Baton Ring
Handcuffs / Key
Handcuff Case
Key Holder
Whistle
Flashlight
Radio Holder
Protective Vest
Rain Jacket / Pants

OC Spray / Holder

• 4/-2/015.10 Uniforms for Security Assistants

All security assistant personnel shall maintain the basic uniform designated for their classification as listed below. Detailed specifications and descriptions of items are located in the Department's Manual Policy and Procedures.

(Note: Uniforms should be replaced annually, as needed. A uniform allowance is provided for the purpose of maintaining serviceable uniforms.)

BASIC UNIFORM:

Security Assistant Badge
White Shirt (Long or Short Sleeved)
Approved Shoulder Patches
Name Tag
Green Class A Trousers
Black Basket Weave Belt
Black Field Jacket
Black Socks
Plain Black Shoes
Handcuffs / Key
Handcuff Case
Key Holder
Flashlight
Radio Holder
Protective Vest
Rain Jacket / Pants
OC Spray / Holder

• 4-02/020.00 Grooming and Dress Standards

Uniforms shall be worn in a military manner with uniform buttons secured at all times unless otherwise directed. Except for a field notebook and identification, nothing shall be carried in the pocket of any uniform which might produce an obvious bulge or protrusion.

Security personnel shall keep their persons clean and sanitary by frequent bathing. Proper barbering shall be practiced. Official uniforms shall always be kept as clean and neat as possible. Leather accessories shall be kept dyed and clean, metal parts shall be shined, and weapons shall be kept clean and serviceable.

Hair Grooming

Male Personnel:

Hair shall be neat, clean, properly trimmed, and well-groomed at all times while personnel are on duty. The hair shall be moderately tapered and may touch the shirt collar, but not extend below it. Wigs or hairpieces are

permitted if they conform to the above hairstyle standards. Hair shall not be of a style, length, or artificial color which is offensive to the general public. Hairstyles and/or wigs and hairpieces shall not interfere with the normal wearing of any regulation headgear.

Sideburns shall be trimmed so as not to extend below the bottom of the earlobe and shall end in a clean shaven horizontal line. The flare or terminal portion of the sideburn shall not exceed the width of the main portion of the sideburns by more than one-fourth of the un-flared width.

Mustaches shall be neatly trimmed and groomed and shall not extend below the upper lip line or corners of the mouth. Mustaches shall not extend to the side of the mouth by more than one-half inch beyond the corners of the mouth.

Beards shall not be permitted.

Female Personnel:

Hair shall be kept clean, neat, and well groomed at all times while on duty. The hairstyle shall not be worn in a manner which will jeopardize the safety of the employee or cause a hindrance in the performance of her duties. It shall not extend below the collar or below the eyebrows.

The hair shall be neatly styled, trimmed, and well groomed. It shall not be of a style, length, or artificial color which is offensive to the general public. Wigs or hairpieces are permitted if they conform to these standards.

Uniformed Male Personnel:

There is no restriction on the exposure of an undergarment with the open collar shirt, providing the undergarment is clean, white, and has a standard round or "V" collar. No turtlenecks.

Uniformed Female Personnel:

Appropriate undergarments, including brassiere, shall be worn.

Jewelry:

No visible necklaces, bracelets, or anklets shall be worn while in uniform. Female security personnel with pierced ears are permitted to wear a single stud earring (no larger than 3/8" in diameter) in each earlobe. All other visible jewelry shall be limited to rings and watches.

Note: The Medic-Alert necklace and bracelet shall be exceptions to the above regulations.

• **4-02/025.00 Department of Human Resources Policies and Practices**

Department of Human Resources policies and practices apply to security personnel (i.e., transfers, bilingual bonus pay, overtime, right to file grievances, performance evaluations, maternity leave, etc.).

• **4-02/030.00 Security Officer Benefits**

BENEFIT	DESCRIPTION OF ALLOWANCE
---------	--------------------------

Flex Plan Type	Choices
Sick Leave	(10) Days (First Year) (11) Days (Second thru Fourth Year) (12) Days (Fifth Year)
Deferred Income	Thrift Plan
FLSA Overtime Provisions	Cover
Holiday	Yes
Vacations	Yes (After One Year)
Injury Leave	Section 231 Benefits
Jury Duty Leave	Yes
Witness Leave	Yes
Bereavement Leave	Three Days
Civil Service Examination Leave	Yes
Military Leave	Yes
Unpaid Leave	Yes
Retirement	Yes
Step Advance	Yes
Shift Differential	Yes
Superior-Subordinate Pay	Yes
Standby Pay	Yes
Call Back Pay	Yes
Bilingual Pay	Yes
Sick Leave Buy Back	Yes
Sick Leave at Termination	Yes
Uniform Allowance	Yes

• **4-02/035.00 Security Assistant Benefits**

BENEFIT	DESCRIPTION OF ALLOWANCE
Flex Plan Type	Choices
Sick Leave	(10) Days (First Year) (11) Days (Second thru Fourth Year) (12) Days (Fifth Year)
Deferred Income	Thrift Plan
FLSA Overtime Provisions	Cover
Holiday	Yes
Vacations	Yes (After One Year)
Injury Leave	Section 231 Benefits
Jury Duty Leave	Yes
Witness Leave	Yes
Bereavement Leave	One Day

Civil Service Examination Leave	Yes
Military Leave	Yes
Unpaid Leave	Yes
Retirement	No (After 10 months)
Step Advance	Yes
Shift Differential	Yes
Superior-Subordinate Pay	No
Standby Pay	Yes
Call Back Pay	Yes
Bilingual Pay	Yes
Sick Leave Buy Back	No
Sick Leave at Termination	No
Uniform Allowance	Yes

• 4-02/040.00 Intra-Division Transfer Policy for Security Officers, Security Assistants and Court Service Specialists

Transfers Out of Court Services Division:

Transfers of Security Officers (SO) and Security Assistants (SA) out of Court Services Division (CSD) to other divisions shall be governed by provisions of the Manual of Policy and Procedures, Sections 3-02/010.35.

Transfer into Court Services Division:

Security Officers/ Assistants desiring transfers into CSD may request a transfer to East, West, or Central Bureaus. Employees may not request transfers to a specific court within a Bureau. It is the policy of CSD to fill vacancies at courts through Intra-Division transfers, then they will be filled with employees transferring into the Division.

Transferring employees shall be assigned to vacant positions in the Bureau of their choice based upon the following criteria applied in the following order:

- Choice
- Department Seniority
- Travel distance from residence

Transferring employees will be required to remain at their first unit of assignment for one year. However, they may submit an Intra-Division transfer request form at any time.

Security Officer, Security Assistant, and Court Services Specialists, wishing to transfer from one Court

Services unit of assignment to another shall submit an Intra-Division Transfer Request form requesting up to a maximum of six (6) units in order of their preference. They shall submit the request through the operation's staff of the requesting employees' Bureau for approval prior to being submitted to CSD Personnel Representatives.

Intra-Division Transfers

Intra-Division transfers shall be based upon Division seniority. The Division seniority date is defined as the date a Security Assistant/Officer or Court Services Specialist transferred into CSD for the current, uninterrupted period of assignment. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If Division seniority dates are equal, then the employee having the most Department seniority will receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the employee who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are is also equal, then the transfer shall be resolved alphabetically.

Division Displacements

The following criteria shall be used in the event employees are curtailed/displaced from their branch/courthouse due to a Superior Court Service Level reduction:

- Solicit interested employees to be voluntarily transferred from affected branch/courthouse
- If an insufficient number of employees request to be voluntarily transferred then the employee having the least branch/courthouse seniority shall be displaced.
- If branch/courthouse seniority dates are equal, then the employee having the least Department seniority shall be displaced.
- If Department seniority dates are equal then the employee having the least County seniority shall be displaced.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

In the event that the affected branch/courthouse reopens or the staffing levels are restored, the curtailed/displaced employee shall, on the basis of seniority, be entitled to a one-time only first right of refusal to return to their former assignment before any other employee is permitted to transfer.

Temporary Overtime Reduction Assignments (TORA)

In the event that a branch/courthouse falls below minimum staffing level, employees from another branch/courthouse within the same bureau may be temporarily reassigned to ensure that the minimum staffing level is maintained. The selection shall be based on the following criteria:

- Solicit interested employees to be voluntarily transferred from affected branch/courthouse.
- If an insufficient number of employees request to be voluntarily transferred then the employee having the least branch/courthouse seniority shall be displaced.
- If branch/courthouse seniority dates are equal, then the employee having the least Department seniority shall be displaced.
- If Department seniority dates are equal then the employee having the least County seniority shall be displaced.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

Court Services Specialists

If a transfer list is not available, or if an employee on a transfer list refused an assignment based on the Division needs the unit shall select a candidate from the current CSS Certification List.

Transfer Preference List

Court Services Division Personnel Representatives shall develop transfer preference lists for each branch, in order of seniority, and shall affect transfers to fill vacancies as needed based upon Divisional priorities. CSD Personnel Representatives shall announce an initial update period in which the employees may submit their Intra-Division Transfer Requests forms.

Thereafter, a Transfer Preference List composed of personnel who have submitted timely and approved transfer requests shall be promulgated. Transfer and deletion requests forms may be submitted at any time; however, the transfer preference list will be updated only twice a year (prior to January and July).
