



Police Department

10 South Brentwood Blvd. • Clayton, Missouri 63105-1620 • (314) 645-3000 • FAX (314) 863-0285

DEPARTMENT GENERAL ORDER 23-04

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 09-17

DATE: January 31, 2023

CIVILIAN STAFFING

I. PURPOSE.

To identify the civilian staff positions within the police department, and the working conditions associated with same.

II. DEFINITIONS.

Civilian - A non-sworn police employee having no arrest authority. Civilians may be employed or affiliated with a law enforcement agency in a variety of supporting roles, and may be uniformed, but lack the full legal authority of sworn officers.

III. CIVILIAN POSITIONS.

The Police Department currently employs several civilian personnel. The positions, both full and part-time, staffed by civilians are identified as follows:

1. Administrative Supervisor
2. Administrative Specialist (Office of the Chief of Police)
3. Data Analyst
4. PA Assistant/Police Clerk
5. Records Clerk (Part Time)
6. Administrative Specialist (RCCEEG)

While many of the above civilian personnel work in close association with sworn officers, none possess the arrest authority granted to sworn personnel. As such, supervisors and/or commanders should not attempt to utilize civilian personnel in situations where their authority is limited or non-existent.

IV. EVALUATIONS.

Civilian personnel shall be evaluated via the Non-Sworn Non-Exempt Performance Evaluation form in accordance with the department guidelines.

At no time shall a civilian employee be responsible to evaluate sworn personnel.

V. EMPLOYMENT BENEFITS.

Civilian employees shall generally receive the same type of benefits afforded sworn members of the department. One major difference that should be noted however, is that civilian employees are covered under a Non-Uniformed Employees Pension Fund versus the Uniformed Employees Pension Fund for sworn officers.

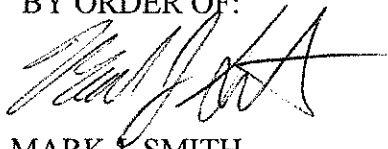
VI. SUPERVISION.

Civilian employees shall generally operate under, and be responsible to, a sworn supervisor or commander assigned to oversee the various operational and administrative functions of the Police Department. Contingent upon their assignment, a civilian employee may be responsible to supervise other civilian staff members employed by the department, yet at no time will a civilian supervise sworn personnel.

VII. HIRING PROCEDURES.

In those instances where an opening for a civilian position exists, department officials involved in the hiring process shall ensure that the position is clearly designated as a civilian position and that all potential candidates are aware of same.

BY ORDER OF:



MARK J. SMITH
Chief of Police

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