

RESOLUTION NO. 2023-_____

**A RESOLUTION BY THE CITY TO APPROVE CHANGES TO THE CITY,
POLICE DEPARTMENT AND FIRE DEPARTMENT PERSONNEL POLICIES**

WHEREAS, the City has a Personnel Policy, the Police Department has a Personnel Policy and the Fire Department has a Personnel Policy; and

WHEREAS, the City is amending all Personnel Policies to change the procedures for selling back unused vacation leave and amending the City and Fire Department Policies to amend the accrual of vacation leave; and

WHEREAS, the Police Chief has also revised Policy 03-007 regarding styling of Class B and Class C Uniforms; and

WHEREAS, it is the responsibility of the City Council to be the body to approve all policy decisions on the behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF PRAIRIE GROVE, ARKANSAS:**

That the City Council hereby approves the City's Personnel Policy, Police Department Policy 03-001, Police Department Policy 03-007, and the Fire Department Personnel Policy, attached to this Resolution, dated September 2023 and effective for the period January 1, 2023 through December 31, 2024.

PASSED AND APPROVED on this 18th day of September 2023.

APPROVED:

ATTEST:

David Faulk, Mayor

Christine Kelly, Clerk

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General Employees

3.1 Vacations:

Vacation will be accrued by all regular, non-fire department employees according to the following schedule of service:

| | |
|-------------------|-----------------|
| After one year | 10 working days |
| After five years | 15 working days |
| After seven years | 16 working days |
| After nine years | 17 working days |
| After 11 years | 18 working days |
| After 13 years | 20 working days |

— Vacation accrual will run from January 1 to December 31. New employees will receive 10 days vacation as of January 1st following their one-year anniversary. In addition they will accrue one day per five weeks of service from the date of their anniversary till December 31st. For example: An employee beginning on July 1, 1776 would be eligible for a full 10 days of vacation beginning on January 1, 1778 and would also receive 5 days vacation beginning July 1, 1777 for the remainder of that calendar year.

— Vacation days are equal to an 8-hour regular work day. Alternate schedules such as working 4, 10-hour days are the equivalent of a 40-hour week, thus the equivalent of 5 days vacation when taken off. In the event that vacation time is unused up to 5 days per year can be taken as pay at a regular daily rate. (i.e. : hourly rate for hourly employees, and salary ÷ 2080 for salaried employees, times 8 hours per day for each day unused.)

3.1 Vacations:

This vacation policy will be effective January 1, 2024. Any employee who, under the prior policy, would have been awarded a year's vacation on January 1, 2024 shall be awarded such vacation January 1, 2024. Once that employee has a balance below their maximum accrual level, they will begin accruing vacation under this new policy. Any employee hired prior to January 1, 2024 that would not, under the prior policy, be awarded a full year's vacation, shall be awarded any vacation they would have accrued between their hire date and December 31, 2023 on January 1, 2024.

Vacation will be accrued by all regular, non-fire department employees according to the following schedule of service:

| <u>Length of Employment</u> | <u>Accrual Rate</u> |
|-----------------------------|--|
| Up to 5 Years | 3.08 hours per pay period (max 80 hrs/26 pay periods) |
| 5 to 9 Years | 4.62 hours per pay period (max 120 hrs/26 pay periods) |
| 9 Years to 13 Years | 5.54 hours per pay period (max 144 hrs/26 pay periods) |

After 13 years 6.16 hours per pay period (max 160 hrs/26 pay periods)

An employee must work a minimum of three months with the City before being eligible to use accrued vacation leave.

An employee is limited to accruing no more than one-year's worth (26 pay periods) of vacation leave. For example, an employee with 5 to 9 years of service may accrue no more than 120 hours of vacation leave. Once they have accrued 120 hours of vacation leave, they will no longer accrue leave until they either use some or cash it in.

An employee may "cash in" accrued vacation leave no more than once in any six-month period. An employee is limited to cashing in the lessor of 40 hours or ½ of the amount they would accrue for a six-month period (13 pay periods).

Fire Department Employees

3.1 Vacations:

Vacation will be accrued as follows:

| | |
|----------------------------|--------------------------|
| _____ After one year | _____ 120 hours per year |
| _____ After seven years | _____ 128 hours per year |
| _____ After nine years | _____ 136 hours per year |
| _____ After eleven years | _____ 144 hours per year |
| _____ After thirteen years | _____ 160 hours per year |

~~Vacation accrual will run from January 1 to December 31. New employees will receive 120 hours vacation as of January 1st following their one-year anniversary. In addition they will accrue 10 hours per month of service from the date of their anniversary till December 31st. For example: An employee beginning on July 1, 1776 would be eligible for a full 120 hours of vacation beginning on January 1, 1778 and would also receive 60 hours vacation beginning July 1, 1777 for the remainder of that calendar year.~~

~~Vacation may not be carried forward from year to year. In the event that vacation time is unused up to 40 hours per year can be taken as pay at the employee's regular hourly rate. (i.e. hourly rate for hourly employees, and salary ÷ 2080 for salaried employees). Any unused vacation at the end of a year in excess of 40 hours will be forfeited.~~

3.1 Vacations:

This vacation policy will be effective January 1, 2024. Any employee who, under the prior policy, would have been awarded a year's vacation on January 1, 2024 shall be awarded such vacation January 1, 2024. Once that employee has a balance below

their maximum accrual level, they will begin accruing vacation under this new policy. Any employee hired prior to January 1, 2024 that would not, under the prior policy, be awarded a full year's vacation, shall be awarded any vacation they would have accrued between their hire date and December 31, 2023 on January 1, 2024.

Vacation will be accrued by all regular, non-fire department employees according to the following schedule of service:

| <u>Length of Employment</u> | <u>Accrual Rate</u> |
|-----------------------------|--|
| Up to 5 Years | 4.62 hours per pay period (max 80 hrs/26 pay periods) |
| 5 to 9 Years | 4.94 hours per pay period (max 132 hrs/26 pay periods) |
| 9 Years to 13 Years | 5.24 hours per pay period (max 144 hrs/26 pay periods) |
| After 13 years | 6.16 hours per pay period (max 160 hrs/26 pay periods) |

An employee must work a minimum of three months with the City before being eligible to use accrued vacation leave.

An employee is limited to accruing no more than one-year's worth (26 pay periods) of vacation leave. For example, an employee with 5 to 9 years of service may accrue no more than 120 hours of vacation leave. Once they have accrued 120 hours of vacation leave, they will no longer accrue leave until they either use some or cash it in.

An employee may "cash in" accrued vacation leave no more than once in any six-month period. An employee is limited to cashing in the lessor of 40 hours or ½ of the amount they would accrue for a six-month period (13 pay periods).

Police Policy 03-001 Employee Benefits and Personnel Policy

17. Carry over of unused vacation and comp time

Employees who choose not to use all earned vacation and comp time in a calendar year may carry this time forward into the next calendar year for a maximum of 20 days (160 hours) earned vacation days and a maximum of 80 hours of comp time. No employee can schedule vacation/comp time over two weeks back-to-back without specific approval from the Chief of Police. **An employee may “cash in” accrued vacation leave no more than once in any six-month period. An employee is limited to cashing in the lessor of 40 hours or ½ of the amount they would accrue for a six-month period (13 pay periods).**

| | |
|---|---------------------------------|
| POLICY NAME: Grooming & Uniforms | |
| POLICY NUMBER: 03-007 | |
| EFFECTIVE DATE: 12-01-91 | REVISED DATE: 09/18/2023 |

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Purpose:

The purpose of this policy is to provide all employees with guidelines concerning proper clothing, uniform and grooming requirements when on duty or when representing this agency in any manner.

Policy:

Employees of this agency are customer service representatives of this city and in that capacity, it is very important that all employees, both sworn and non-sworn, present a professional image to the public. It shall be the policy of this agency that all employees will consistently maintain a neat and clean appearance at all times during the performance of official duties or at any time that he/she is representing this agency in any manner.

Procedures:

A. Grooming

- a. Employees will keep their persons clean and sanitary by practicing the following:
 - i. Bathing daily and practicing good hygiene
 - ii. Wearing clean clothes that are free from unpleasant odors

b. Facial Hair

- i. Male officers shall be permitted to maintain the following approved styles of facial hair:

A. Clean Shaven – no facial hair (Figure 1).

- B. **Mustache** – hair below the nose and above the upper lip (**Figure 2**).
 - i. Shall be trimmed and not extend below the upper line of the upper lip.
 - ii. If worn alone, may not extend below the corners of the mouth.
 - iii. Extreme styles such as handlebar mustaches are prohibited.
- C. **Goatee** – a mustache that extends down around the side of the mouth and joins hair on the chin, also referred to as a circle beard (**Figure 3**).
 - i. Shall be worn with a mustache.
 - ii. The cheeks, jaw line, and neck shall remain clean shaven.
- D. **Natural Beard** – also referred to as a full set (**Figure 4**).
 - i. Shall be worn with a mustache.
 - ii. Shall cover the complete jaw line.
 - iii. Cheeks shall be shaved on and above the cheekbone.
 - iv. The neck shall be shaven on and below the Adam's apple.
 - v. shall not extend beyond the middle of the ear, even in width not to exceed 1" at the bottom.
- ii. The following styles of facial hair are **NOT** permitted:
 - A. Chin Strap Beards – Beards that are trimmed to a thin line along the jaw.
 - B. Patchy Beards – Beards of uneven or patchy growth.
 - C. Beards Taking Excessive Time to Grow – If, after one week of growth, the beard remains patchy.

D. Designer Stubble – Beards shorter than 1/16th of an inch.

iii. **All** facial hair shall conform to the following restrictions:

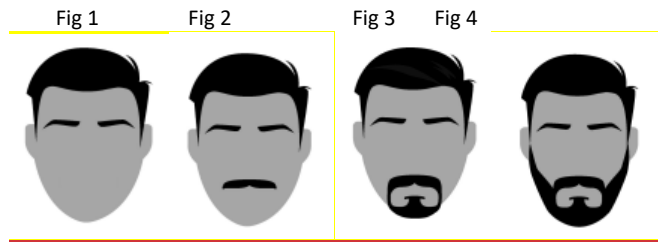
- A. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed $\frac{1}{4}$ of an inch.
- B. No portion of the beard shall be exceptionally longer than the rest.
- C. No designs may be shaved into facial hair.
- D. Facial hair must be neatly sculpted and trimmed at all times.
- E. Officers shall not claim a constant state of growth, only to avoid shaving on a regular basis; and,
- F. Officers in assignments where the frequent use of a negative pressure respirator is likely, will only be permitted to maintain a style of approved facial hair that does not come into contact with the seal.

iv. Supervisors shall:

- A. Ensure officers conform to an approved style of facial hair; and,
- B. If at any time a supervisor determines the facial hair is not within policy standards, the employee will be ordered to make required changes or return to a clean-shaven face within one normal scheduled workday for that officer in violation.

v. The first violation of the facial hair policy will result in a documented verbal counseling to the officer. A second violation will result in a written reprimand. A third and continued violations by the same officer will result in more severe disciplinary action including suspension without pay and up to termination.

vi. Any patrol supervisor failing to address known violations from officers on patrol will face the same disciplinary actions above.



c. Hairstyle

- i. Hair will be neat and clean in appearance at all times.
- ii. While on duty, and in uniform, male officers will keep their hair trimmed according to the following guidelines:
 - A. The back will be neatly tapered, rounded or squared and may extend down to the top of the collar.
 - B. The length of the hair in front will not fall lower than one-half inch above the tops of the eyebrows.
 - C. The length of the bulk of the hair on the sides will not extend lower than half way down the ear.
 - D. Sideburns may extend downward to the bottom of the lowest part of the ear, but not below.
 - E. Sideburns will not be flared or any wider at the bottom than their natural width at the top.
- iii. While on duty, and in uniform, female officer's hair style shall be worn according to the following guidelines:
 - A. Hair will not extend below the bottom of the collar.
 - B. Hair will be styled in a fashion that will allow the hat/cap to be worn over the hair.
 - C. Conspicuous pins, barrettes and combs are not authorized.
 - D. Female officers working in non-uniform positions may wear their hair in a style that is not as restrictive. However, the hair should be relatively short and in a style and color that is non offensive to the general public.

d. Tattoos, Body Piercings, and Jewelry for Employees

- A. Officers in uniform may wear a wristwatch and / or an identification type bracelet.
- B. Rings may be worn, but only one on each hand is permitted. A wedding set will be considered as one ring.
- C. Necklaces may be worn as long as they are kept under the shirt and are not visible to the public.

- D. Earrings and ear studs will not be worn with the uniform.
- E. Tattoos shall not be offensive, obscene or otherwise inappropriate. The Chief of Police or designee will make the final determination as to what is or is not offensive. Tattoos on the neck, face, head, or scalp are prohibited. Tattoos not prohibited in this section are permissible and do not require covering while on duty.
- F. Items used by female officers to hold the hair in place will be concealed as much as possible and will be of a color and style that blends with the hair. Decorative items such as ribbons will not be worn in the hair.
- G. All other decorative jewelry is prohibited.

e. Makeup for Female Officers

- A. The use of makeup by female employees, both in uniform and plain clothes, will be conservative. This does not imply a plain look but is meant to eliminate gaudiness.

B. Non-Uniformed Appearance:

- a. Civilian's hair will be neatly styled, trimmed and well kept. It will not be of a style, length or artificial color which is offensive to the general public.
- b. Any employee whose current assignment may require any deviation from the above procedures, such as Detective or plain clothes undercover work, may make a request to the Chief of Police for approval of an exception. The said approval will automatically expire upon completion of the assignment.
- c. On duty officers wearing civilian clothing shall present a neat professional image. Civilian employees will present a business like appearance and wear proper office attire.
- d. Off duty officers, driving or riding in a city vehicle, shall dress in a manner that reflects a favorable image to the public. Dress which is specifically prohibited includes "cut-off" shorts, swimming attire, sleeveless T-shirts, tank tops or caps, shirts or patches or decals which are suggestive, obscene or which advertise products whose promotion might be detrimental to the law enforcement function, including, but not limited to liquor and illegal drugs. This section is not intended to apply to officers whose duties require dress that might be otherwise prohibited.

C. Uniforms and Equipment

- a. All personnel will be held personally accountable for the return of all department issued uniform items. No issued item is to become the property of any individual; all remain the property of the department.

- b. Items lost or damaged during law enforcement activities will be reported to the Chief of Police as soon as possible in writing.
- c. Replacement of items of personal purchase which are lost or damaged in the law enforcement activities will be determined on a case-by-case basis.
- d. Property lost or damaged as a result of law enforcement activities in connection with the arrest of an individual will be promptly reported. Replacement costs will be determined and the officer involved will include this amount in a follow up report. If possible the suspect will be charged with Criminal Mischief and reimbursement requested.
- e. All officers will be issued a body armor vest and carrier for use. Wear will be required for all personnel participating in raids, any barricade or hostage situation, or any situation deemed appropriate by the Chief of Police. Wear at other times is encouraged, but not required

D. Uniform Requirements:

- a. All uniform clothing will be clean and pressed.
- b. All uniform clothing items and nylon gear will not be torn, frayed or patched.
- c. All leather gear, belt, holster, etc. as well as boots or shoes will be polished and clean at the beginning of their shift.
- d. All silver or brass items will be clean and properly polished.
- e. When in uniform, all pieces of the uniform and all uniform equipment will be worn.
- f. T-shirts worn under uniform shirts will be navy blue or black in color.
- g. Hats may be required on certain assignments which are non-violent or of a non-emergency nature, and require an officer to be in the public view, such as traffic control, foot patrol, funerals, etc.
- h. Baseball caps are optional but may be worn while on duty or responding to a call while off duty. Only the department approved hat will be worn.

E. Court Appearances:

- a. The police uniform is authorized dress for any court appearance except no officer will wear the uniform cap or hat in the courtroom.
- b. Male officers may substitute a suit for the uniform when appearing in Circuit Court. Minimum requirements for non-uniform court attire include:
 - i. Dress slacks
 - ii. Dress shirt
 - iii. Tie
 - iv. Suit jacket or sports jacket
 - v. Dress shoes
- c. Female officers may substitute conservative business suits or ensembles, dress slacks and blouse or dress, for the uniform when appearing in Circuit Court.

- d. For appearing in District Court officers may wear casual dress attire.
(No jeans or T-shirts)

F. Wearing of Uniforms

- a. No member of the department shall wear his/her uniform or any part of his/her uniform while he/she is under suspension for any cause. Members shall wear the uniform prescribed by the department in keeping with temperature or weather conditions.
- b. There is to be no other material, either permanent or temporary placed on any part of the uniform except those authorized by this policy, or some other statement of the Chief of Police.
- c. All ranking officers shall carry pens or pencils which must be predominately gold or blue in color. Only two pens or pencils will be carried in the shirt pocket.
- d. All patrolmen shall carry pens or pencils which must be predominately silver or blue in color. Only two pens or pencils will be carried in the shirt pocket.
- e. Badge:
 - i. The badge will be worn on the left side of the shirt and will be the department issued badge. The police officer's badge will be silver in color and the Chief of Police and Sergeant's badges will be gold in color.
- f. Name Tag & Awards:
 - i. The nameplate will be the department approved nameplate. The lettering on it will be the initial of the first name followed by a period, then the officer's last name. It will be worn with the bottom part 1/4 "above the top of the right pocket, centered over the pocket button.
 - ii. Officers may wear the embroidery cloth name tag on all shirts. These name tags will be navy blue background with silver or gold lettering, with Sergeant and above having gold lettering. Awards will be worn directly above the name tag centered over it. Officers with more than one award will wear them side by side up to three across. Or two across and a second row on top of the first, with those on the second row centered over the ones on the first or if the same number are in both rows directly over the ones in the first. Additional rows would be done the same way.
- g. Hat:
 - i. The hat shall be a straw campaign style with 3 1/4" wide brims, color graphite gray with dark blue band. Braid consisting of hat cord with acorns will be worn. Braid will be silver for officers and gold for Sergeant and above. The

strap will be made of leather and black in color. Rain covers will be made of clear material. During cold weather the officer may wear the approved navy blue watch cap.

h. Baseball Caps

- i. Caps will be of the type and style approved by the Chief of Police. Caps will be dark navy blue or black in color with a Prairie Grove Police cloth badge on the front and PGPD on the back. The cap will be a low profile baseball style cap with a solid back. This will be the only type baseball cap that will be worn.

i. Hat Badge:

- i. The regulation hat badge will be worn on the campaign hat.

j. Class B Duty Uniform Shirts:

- i. The shirt will be a 511 Patrol Duty Uniform shirt in regular or twill material. The shirts will be Dark Navy in color. Short sleeve and long sleeve shirts may be worn all year. A turtleneck or dickey, navy blue in color may be worn with the long sleeve shirt.
- ii. Shirts issued after January 1, 2021 will have the Prairie Grove Police Department patch on the left side and the American flag patch on the right side.
- iii. Shirts

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k. Tie:

- i. The tie will be navy blue in color and be one that is pre-tied. The tie will only be worn with the long sleeve shirt and only when directed by the Chief of Police.

l. Class B Duty Uniform Pants:

- i. Pants will be the 511 Patrol Duty Uniform in regular or twill material and will be Dark Navy in color.

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m. Leather Gear:

- i. All leather uniform items will have the basket weave design. The Sam Browne belt will be a lined black basket weave design belt. The holster will be basket weave to match the belt. The belt may be worn with or without a buckle. Leather keepers may be worn. No emblems, pins, buttons or additional equipment not approved will be worn on the belt.

- n. Pepper Spray Case:
 - i. May be either the open top or closed top case.
- o. Handcuff Case:
 - i. The handcuff case will be basket weave to match the Sam Browne belts. The handcuff case may be either the double or single type.
- p. Magazine Pouch / Cartridge Carrier:
 - i. Officers will carry a double magazine pouch or speed loaders or a cartridge carrier designed to hold twelve cartridges.
- q. Other Leather Items:
 - i. Officers may wear a baton holder, latex glove holder, flash light holder, extra handcuff case, pager or phone case.
- r. Nylon Duty Gear:
 - i. Officers will have the option of wearing nylon duty gear. The policy on leather gear set in sections m through q will also be applied to the nylon gear. No officer will be allowed to wear dirty, frayed or badly faded nylon gear. Just as with other uniform items, a neat, clean, professional appearance will be maintained.
- s. Jackets:
 - i. Jackets will be navy blue in color. The jacket will have the Prairie Grove Police Department patch sewn on the shoulders. A cloth badge will be sewn on the left chest.
- t. Footwear:
 - i. Officer's footwear will be black in color. Officers may wear military style boots either all leather or leather with nylon uppers. Boots may be high top or quarter top. Wellington type boots may also be worn. No cowboy style boots will be allowed. Leather lace up shoes may be worn. Leather uniform shoes with a small amount of nylon will be acceptable, with the approval of the Chief of Police. The soles of all footwear will have a black edge and all stitching will be black. All leather will be smooth with no ornamental design, straps or buckles.

- u. Raincoat and Accessories:
- i. All raincoats will be green, yellow, orange, black, or navy in color with "POLICE" printed on the back. The raincoat may have a hood that may be worn instead of the hat during inclement weather. Raincoats may be full or jacket length. Officers may also wear rain pants which can be, green, yellow, orange, navy, or black in color. The rain pants will only be worn during inclement weather.
- v. Class A Uniform:
- i. Class A will be long sleeved 511 shirt, hat and tie. Class A will only be worn on special occasions, by order of the Chief of Police.
- w. Class C (soft) uniform:
- i. Class C uniform will be 511, khaki style pants and a navy-blue polo shirt with the officer's name and badge embroidered on the front of the shirt. No other colors will be worn other than khaki for the pants and dark navy-blue for the shirt. The Chief of Police will approve the wearing of Class C uniforms for special assignments, other job duties, and off-duty security events.
 - ii. Outer Vest Carriers
Outer Vest carriers dark navy in color in the 511 style may be worn if approved by the Chief of Police.

Approved By:

Chris Workman
Chief of Police

September 18th, 2023

Date

I have read and understand this procedure.

Signature of member receiving procedure

Date

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Deleted: fatigue uniform in navy blue. The class C uniform should have a Prairie Grove Police Department patch on the both shoulders. A cloth badge should be sewn on the left breast. A navy blue T-shirt with the word "POLICE" on front and/or back may be worn. The gun belt will be a black basket weave design or a nylon gun belt can be worn. Class C will be worn at the discretion of the Chief of Police. A Class C uniform may be worn when an officer is off duty and called out unless otherwise directed by a supervisor.

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