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# New Hire, Swearing-in, and Promotional Ceremonies

## 1030.1 PURPOSE AND SCOPE

An employee's appointment, swearing-in, and/or promotion is a significant moment in one's career and worthy of acknowledgment. This procedure provides general guidelines for these events.

## 1030.2 GENERAL PROCEDURES

All newly hired sworn employees shall take and affirm the Oath of Office on the first practical day after employment and before the officer becomes engaged in police duties as outlined in Lexipol Policy 104 Oath of Office. The employees will be sworn in by the Chief Of Police during their FTO orientation. The swearing in will be coordinated by the FTO Supervisor and the location of the ceremony will be at the discretion of the Chief and based on the number of attendees. Other promotional ceremonies will be coordinated by the Personnel and Training Supervisor and held as follows:

- Ceremonies may be held on an as needed basis in The City Council Chambers on days where the chambers are available.
- Absent division commander approval, promotional ceremony attendance is mandatory for the employee being recognized.
- Friends and family members of each recognized employee are encouraged to attend the ceremony. The number of guests (friends/family members) allowed to attend the ceremony must be approved by the P&T supervisor and might be limited based on the number of employees being recognized.
- Upon completion of the ceremony, guests will be invited to a short reception inside the common areas of the PD or city council chambers. This reception will include light refreshments and a staff guided department tour if one can be accommodated.

## 1030.3 ADDITIONAL ROLES/RESPONSIBILITIES

It is the responsibility of the P&T supervisor to coordinate the ceremony and ensure the completion of all below listed tasks. The P&T Supervisor may request assistance from other available staff members to coordinate activities necessary for the ceremony:

- Calendar invites should be sent to the command staff which notifies them of the upcoming ceremony. This should be completed as soon as practical after the ceremony date has been set.
- Reservation of the Council Chambers or other venue. This includes ensuring the set-up of any audio-visual equipment.
- Notify current employees of the ceremony through department email (date, time, location, etc).
- Create an agenda to provide an outline of events as well as identify both presenters and involved employees.

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- Short biographies (bios) for involved employees should be authored and printed.
- As soon as practical, the agenda and short bios for new employees should be provided to the Personnel & Training Lieutenant for approval before being forwarded to the Division Captain.
- The Personnel & Training Lieutenant and Division Captain should be provided a list of family members and/or notable friends attending the ceremony along with the name of the individual who the employee wishes to assist with the pinning of the badge. This should be completed as soon as practical after the ceremony date has been set.
- Prepare and print "Oath of Office" signature forms to be used during the ceremony.
- Create an event program with photos and short bios for each new employee.
- Coordination of a reception to be held after the ceremony. This reception will include light refreshments and a staff guided department tour if one can be accommodated.
- Coordination of a department photographer.
- Framing of signed Oath of Office and/or promotional documents.

\*Additionally, awards and commendations are typically acknowledged during regularly scheduled City Council meetings, where a Council Resolution is presented to the recipients, as outlined Lexipol Policy 1030 Awards and Commendations.

### **1030.4 REVISIONS**

Adopted Procedure: December 14, 2021