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## Personnel Order Procedure

### 213.1 PURPOSE AND SCOPE

This procedure provides guidelines for the issuance of Personnel Orders.

### 213.2 PERSONNEL ORDERS

Personnel Orders are created out of the Office of the Chief of Police. Personnel Orders announce and document all hiring of new personnel, completion of FTO, promotions, transfers, separations, and other changes in employee status in the Police Department.

### 213.3 NOTIFICATIONS

The Office of the Chief of Police shall be notified of circumstance that require the creation of Personnel Orders.

The Personnel and Training (P&T) Unit is responsible for notifications when hiring new personnel or when personnel are separating from employment with Union City PD.

Supervisors and/or Program Managers are responsible for making notifications when their employees:

- (a) Complete the Field Training Officer (FTO) program.
- (b) Promote.
- (c) Transfer or experience other changes in employee status that require a Personnel Order.

Notification to the Office of the Chief of Police shall be documented in writing and can be in the form of an email or official memorandum.

### 213.4 PERSONNEL ORDER PROCEDURE

Complete the following steps when completing a Personnel Order:

- (a) Go to the [REDACTED]
- (b) Double Click on "Personnel Orders"
- (c) Double Click on "LOG - CONFIDENTIAL - personnel orders"
- (d) Double Click on Tables/Personnel Order (left side)
  - 1. Scroll to bottom of list and look at the last order number used
- (e) Use the next corresponding number for your new personnel order
  - 1. Fill-out Each Column – Last, First Name, Order Number, Subject of Order, Date Issued, Position To, Position From, and Effective Date.  
(Examples of "Subject of Order") - appointment, completion of FTO/reclassification, specialty appointment, transfer, industrial disability retirement, layoff, promotion, release of probationary employment, rehire, resignation, retirement, separation, voluntary demotion, etc.

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2. Remember the next corresponding number for your new personnel order
- (f) Close “LOG – CONFIDENTIAL – personnel orders)
- (g) Open the current date folder (For example: 2018)
- (h) Open the last (word) personnel order
  1. Change the personnel order number to the next corresponding number (For example: If it was 2018–01, change it to 2018-02)
  2. Change the date
  3. Enter the new subject (For example: Appointment)
  4. In the body of the personnel order, type the effective date, name of employee and badge number, and subject of order (For example: appointed to the position of xxxxx.)
- (i) Print it out and give it to the Chief of Police for his signature (In his absence, a Captain can sign)
- (j) Save the personnel order in the Personnel Orders folder in the [REDACTED]
  1. After it is signed by the Chief of Police, go to copier and scan it to yourself
- (k) In your email, take the scanned PDF copy and rename it (For Example: Personnel Order No. XXXX-XX) and save it to the personnel order folder in the [REDACTED]
- (l) Take the completed PDF copy and email it to the UCPD Captains, UCPD Lieutenants, UCPD Sergeants, COA's P&T, Payroll, Office Coordinator, and to the IT department
- (m) Print out a copy of the signed Personnel Order and file in the employee's personnel file. (All original copies are kept in a file for our records).

### **213.5 REVISIONS**

Adopted: June 21, 2019