

Example #3. An employee who was promoted to Sergeant on 01/01/2000 would have a date of rank of 01/01/2000. If that same employee served as a Sergeant until 01/01/2001 and was promoted to Lieutenant and served until 01/01/2004, but was subsequently demoted to Sergeant on that date, the employee's date of rank would revert to his original date of rank of 01/01/2000.

In the event of circumstances not covered in this policy, decisions regarding seniority dates will be made on a case-by-case basis by the Sheriff or his designee.

O. PROMOTIONS

It will be the policy of the Gwinnett County Sheriff's Department to promote candidates for each authorized position based on the most suitable qualifications for the position, compliance with the Gwinnett County Merit System Rules and Regulations, and other applicable state and federal law. The Department will work directly with the Gwinnett County Human Resources Department regarding all phases of promotion and promotional testing. All promotional testing for Departmental employees is an integral part of the total selection process and, therefore, must meet the legal, professional, and administrative requirements for selection procedures. This must be done to ensure validity, utility, and minimum adverse impact. All testing and other criteria used for promotions will be job related and nondiscriminatory.

The promotional assessment process is considered to be a confidential evaluation of a candidate's suitability for promotion. The results of the assessment shall be maintained accordingly by the Department and the Human Resources Department.

Oral interviews of the candidates selected for promotion will be conducted by the Chief Deputy or his designee prior to the appointment to probationary status. This interview will be conducted in a format approved by the Chief Deputy.

Lateral entry for the purposes of promotion will be allowed by the Gwinnett County Sheriff's Department only for those appointed positions holding the rank of Captain or higher.

P. EXTRA-DUTY EMPLOYMENT

Employees when authorized by the Sheriff or his designee, and pursuant to state law, are allowed to engage in extra-duty employment provided they have attended the 4 hour block of instruction on extra-duty employment. There are certain other provisions that must be complied with as well. They are as follows:

1. FORM REQUIRED - The outside employment form required by this Department must be properly filled out and submitted to the immediate supervisor who forwards it through channels to the Division Commander. All extra-duty job approvals expire on December 31 of each year; therefore, a new form for each job must be submitted in January of each New Year.
2. PRIOR APPROVAL REQUIRED - The above-mentioned form must be approved by the Division Commander or his designee before any employee engages in any type of extra-duty employment. After approval the form will be forwarded to Professional Standards for filing.
3. INTERFERENCE WITH WORK SCHEDULE - Employees will not allow extra-duty employment to interfere in any way with their scheduled duties. No employee will work

another job for more than six (6) of the twelve (12) hours preceding their tour of duty.

4. CONDUCT - No employee will engage in any type of extra-duty employment which may raise the question of honesty, respect, dignity, integrity or loyalty to the Department or to the laws which they are sworn to uphold.
5. WEARING OF UNIFORM - If any employee is engaged in extra-duty employment which requires wearing the Department uniform, the entire uniform will be properly worn.
6. PROHIBITED WORK - No employee is permitted to engage in extra-duty employment for any employer or establishment where:
 - a. The secondary employment involves the use of Department records.
 - b. The secondary employment involves the collection of debts or repossession of property.
 - c. The secondary employment involves the employee working for, or in conjunction with a private investigator(s) or lawyer(s) unless authorized by the Sheriff or Chief Deputy.
 - d. It appears from the employee's sick leave record, or other evidence, that secondary employment may impair their health or ability to discharge Departmental obligations.
 - e. Secondary employment, or the place where it is performed, is such as to impair the employee's efficiency or capabilities as a member of the Department, or to interfere with their response to any emergency call.

Deputies will not be authorized to work extra-duty law enforcement related jobs until they have successfully completed the Peace Officer Standards and Training Council (POST) Basic Mandate Training Course.

7. SPECIAL RULES FOR BUSINESSES SELLING ALCOHOLIC BEVERAGES

- a. Employment at any bar, lounge, package store or other establishment selling alcoholic beverages either for take-out or on-premises consumption, will be mainly restricted to policing of parking lots for the purpose of serving as a deterrent to thefts, property damage, arguments, fights, open container violations, disorderly conduct or other violations.
- b. Officers will not routinely patrol the interior of such establishments or act as a "bouncer" for the establishment. Officers will enter the lounge or bar area only to enforce the law or prevent a violation thereof. Officers will, however, station themselves at the entry door, lobby, foyer, etc., in order to prevent or control any of the activities cited in paragraph "a" above.
- c. Officers will be limited to checking the identification of persons who appear, or are suspected, to be under age when they have purchased or are attempting to

purchase alcoholic beverages. Any checking of identification for entry purposes will be a function of the management.

- d. Under no circumstances will an Officer be allowed to loiter in the lounge or bar area of such establishments before, during, or after their extra job duties, while in uniform.
- e. All Officers should be mindful of the fact that, while in public view in an establishment which serves alcoholic beverages, their actions are under close scrutiny by both patrons and employees of the establishment. Each Officer should insure that not only do their actions conform to the Rules and Regulations of the department, but also the action of the establishment's management, employees and patrons conform to applicable state law and city ordinances.

8. AUTHORITY

The Sheriff reserves the right to require any employee to discontinue any outside employment if, at his discretion, the outside employment is unsatisfactory. Failure to comply with the Sheriff's request will result in disciplinary action.

Q. DRUG AND ALCOHOL FREE WORKPLACE POLICY STATEMENT

Gwinnett County Government recognizes the use and abuse of alcohol and drugs as potential risks to the health, safety and security of employees, customers and the general public. Accordingly, the County's policies are directed at providing a safe workplace by eliminating the potential for accidents and injury caused, or contributed to, by the use or abuse of drugs or alcohol. All County employees are expected to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with the County's policies is made a condition of continued employment.

The County prohibits employees from the unlawful manufacture, possession, use, distribution, or purchase of non prescribed drugs and intoxicants on County premises and from working, or reporting to work, under the influence of alcohol, illegal drugs, or intoxicants. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

The County maintains an employee assistance program (EAP) that provides confidential services to employees who seek help in dealing with drug addiction, alcoholism, and other personal matters requiring confidential counseling. If an employee identifies himself or herself as having a chemical addiction or dependency, and requests assistance in seeking proper treatment for such illness before the occurrence of behavioral or performance problems and before notice of an upcoming drug or alcohol test, the employee will be protected from termination or discipline for admitting their dependency and seeking treatment, so long as they comply with and fulfill all requirements of the treatment program.

R. ZERO TOLERANCE POLICY

An employee found to be under the influence of alcohol or illegal drugs, or other illicit chemical substances while on duty or on County premises shall be subject to immediate termination of employment, and shall be expelled from the County premises, in accordance with the Gwinnett County Merit System Rules and Regulations, Drug-Free Workplace Policy, and Employee Handbook. Any use of alcohol, illegal drugs or other illicit chemical substances shall be treated as a