



# Carrboro Police Department

<b>Subject:</b> <b>Chapter 28: CAREER ADVANCEMENT POLICY</b>		<b>Chapter:</b> <b>V. Subsections</b>
<b>Issued: 12-06-16</b>	<b>Revised: 9/26/19</b>	<b>Page 1 of 5</b>

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## **I. PURPOSE**

The Career Progression Program provides officers with opportunities for training that will give them career advancement in addition to the Town’s competitive promotional opportunities program.

## **II. DEFINITIONS**

- A. Advancement: A noncompetitive process resulting in movement to Police Officer II and PO III may occur after employees successfully meets specific job performance, time-in-grade, and training requirements.
- B. Training Points: A formula awarding points for professional training and are cumulative throughout an employee’s career.
  - 1. Twenty classroom hours of approved law enforcement training equates to one (1) training point.
  - 2. Courses/Training will only be accepted toward the Career Progression Program if they are administered by a reputable agency, i.e. accredited community colleges, North Carolina Justice Academy, etc., and approved by the Chief of Police. The training officer will recommend any new course for approval.
  - 3. In general, efforts will be made to approve training requests so that officers can work toward their career progression; however, the needs of the agency will be the first priority in making decisions about approving training. At no time will an individual’s need to complete a class for career progression outweigh the needs of the agency or the fair application of training opportunities to other personnel.
  - 4. Basic Law Enforcement Training (BLET), military training, maintenance training (Canine & CIU), state mandated, and remedial training are not eligible for training points.



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- C. Education Points - all education points must be college level courses accredited by the U.S. Department of Education and the Council of Higher Education and Accreditation (CHEA).
  - 1. The successful completion of an Associate’s Degree (60 credit hours) equates to five (5) education points.
  - 2. The successful completion of a Bachelor’s Degree (120 credit hours) equates to ten (10) education points.
- D. Written Examination: An exercise designed to examine the progress or knowledge for non-competitive advancement.

### III. GENERAL GUIDELINES

- A. Full-time police officers are considered for advancement.
- B. Members must have received a proficient or higher evaluation on their previous annual performance evaluation.
- C. Personnel eligible to participate in the advancement process will submit a memorandum of intent through the chain of command to the Chief of Police.
- D. The candidate’s supervisor and each member in the chain of command will indicate approval or disapproval of the candidate’s suitability to participate in the process. Disapproval must be justified in writing and forwarded to the Chief of Police.
- E. To participate in an advancement process or promotional testing, a member must first be eligible for advancement through completion of all other requirements. Under extraordinary circumstances, exceptions may be made by the Chief of Police.
- F. Career Development testing will be conducted during December of each year. All advancement criteria must be met by the date of testing.
- G. Members will receive written confirmation of their advancement, at which time the member may contact Administrative Services to obtain the appropriate insignia.
- H. Time in previous rank is based on the sworn date and hire date for advancement. Upon fulfilling the requirements necessary for advancement, the officer will submit a memorandum to the Chief of Police containing the following information.
  - 1. Date of Basic Law Enforcement Certification;



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2. Date of employment with the Town of Carrboro;
  3. Complete list of required classes and dates attended; and
  4. Date awarded applicable law enforcement certificate(s).
- I. Disapproval must be justified in writing and forwarded to the Chief of Police. An officer who is not recommended for advancement by his/her supervisor will receive a written recommendation for improvement and a follow-up meeting for review by their respective supervisor. The officer has the right to appeal through the appropriate chain of command in accordance with Town and departmental policy.

## IV. MINIMUM REQUIREMENTS

### A. Police Officer II

1. Meet general guideline requirements;
2. Possesses at least Three (3) years of full-time sworn law enforcement experience, including a minimum of two (2) years continuous service with the Carrboro Police Department;
3. Achieved a minimum of fifteen (15) training points, including a maximum of five (5) education points for an Associates or Bachelor's degree;
4. Pass a written examination with a score of 80% or better;
5. Have not received any written reprimands or suspensions in the preceding 12 months;
6. Received a rating of "Proficient" or higher on the previous two (2) annual performance appraisals;
7. Completed a minimum sixteen (16) hours training in Community-Oriented Policing courses; and
8. Participate in a minimum of sixteen (16) hours of approved organized community events.



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## B. Police Officer III

1. Meet general guideline requirements;
2. Possesses at least five (5) years of full-time sworn law enforcement experience, including a minimum of two (2) years continuous service as a PO II with the Carrboro Police Department;
3. Achieved a minimum of forty (40) training points, including a maximum of ten (10) education points for an Associates or Bachelor’s degree;
4. Pass a written examination with a score of 80% or better;
5. Have not received any written reprimands or suspensions in the preceding 12 months;
6. Received a rating of "Proficient" or higher on the previous two (2) annual performance appraisals;
7. Completed a minimum eighty (80) hours advanced training in leadership, management, or supervision courses. No more than half required hours may be earned from an online format;
8. Completed a certified Field Training Officer course and serve as a department FTO for trainees;
9. Participate in a minimum of twenty (20) hours of approved organized community events within the previous two years; and
10. Have been awarded the Intermediate Law Enforcing Certificate by the North Carolina Criminal Justice Education and Standards Commission.

## V. COMPENSATION

- A. Each level Increase will depend upon the Police Department’s recommended fiscal year budget approval. The increase will be awarded at the beginning of the next pay cycle after process completion.
- B. All advancement will include a recommendation for a possible salary increase, dependent upon the approved funds available in the Police Department’s operating budget.



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