

Fort Collins Police Services

Policy Manual

 FORT COLLINS POLICE	POLICY	201
	TITLE	Police Officer Classification and Salary

201.1 PURPOSE AND SCOPE

It is the policy of Fort Collins Police Services to utilize a classification and salary system that ensures all police officers possess necessary skills and knowledge and receive salary commensurate with their work assignment.

This classification system is in addition to the City of Fort Collins Introductory Period for police officers that starts on the date of hire and continues for twelve months following the date of successful completion of the Field Training Officer Program unless extended by the Chief of Police.

201.2 LEVELS

(a) Level 1 – Recruit Officer I

1. Officers at this level are trainees (typically with no prior certification or experience).
 - (a) While at this level, an officer may be assigned to recruit training or a police training academy.
 - (b) While at this level, an officer must successfully complete a State of Colorado certified Basic Peace Officer Training (POST) Academy.
2. Failure to achieve POST certification within 12 months from date of hire may result in termination.

(b) Level 2 – Recruit Officer II (FCPS Mini-Academy [if applicable] and Field Training Program)

1. Officers at this level continue to be trainees.
2. Recruit Officer I's will move to this level upon successful completion of a POST-certified academy.
3. An officer who is certifiable, or who is currently certified as a peace officer in Colorado or another state, will be permitted to bypass Level 1 and be placed in this level upon commencing employment with Fort Collins Police Services.
4. Failure to achieve POST certification within 12 months from date of hire may result in termination.
5. While at this level, an officer must successfully complete the FCPS Mini-Academy (if applicable) and the Field Training Officer (FTO) Program.
6. In order to advance from Level 2 to Level 3, an officer must receive a written performance evaluation from the FTO Program Coordinator indicating consistent satisfactory performance.
 - (a) Failure to advance to Level 3 within 18 months from date of hire may result in termination.

(c) Level 3 – Recruit Officer III (FTO Graduates)

1. An officer at this introductory level is an independent police officer who can handle all duties associated with solo patrol and who is an asset to the Agency and the community.

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2. Officers in this level are assigned to a work unit, usually within the Patrol Division, where they learn to perform those duties associated with solo patrol and enhancing their law enforcement skills through practical experience and additional training.
 3. An officer must remain in Level 3 for a minimum of twelve months (probationary period), and a maximum of eighteen months from date of FTO graduation. Failure to advance from this level may result in termination, unless extended by the Chief of Police.
 4. In order to advance to Level 4, an officer must receive a written performance evaluation from his/her Patrol supervisor indicating consistent satisfactory performance working at full duty.
- (d) Level 4 – Police Officer (Completed 12-month introductory [probationary] period)
1. An officer at this level is an independent police officer who can handle all duties associated with solo patrol and who is an asset to the Agency and the community.
 2. Officers at this level have successfully completed their 12-month City introductory period and are increasing their skill levels and developing individual techniques and styles.
 3. An officer must remain in Level 4 for a minimum of 18 months, and a maximum of 24 months. Failure to advance from this level may result in termination, unless extended by the Chief of Police.
 4. In order to advance to Level 5, an officer must receive a written performance evaluation from his/her supervisor indicating consistent satisfactory performance.
- (e) Level 5 – Police Officer
1. An officer at this level is an independent police officer who can handle all duties associated with solo patrol and who is an asset to the Agency and the community.
 2. This is the career level for officers in this Agency, and all officers shall attain and maintain this level.
 3. Officers at this level must receive annual written performance evaluations indicating satisfactory performance in order to remain at this level.

201.3 LEVEL CHANGES

- (a) In the case of advancement to a higher level, the process is initiated by the officer who submits a request for a level change and supporting documentation to his/her immediate supervisor when the officer feels that he/she has met the criteria for advancement.
1. Within ten working days, the supervisor shall forward the request and documentation, along with his/her written recommendation, through the chain of command to the Deputy Chief or appropriate division assistant chief.
 2. Each individual from the chain of command shall have a maximum of ten working days from the date of receipt of the request to make his/her written recommendation and forward the request and documentation.
 3. The Deputy Chief or a division assistant chief shall make final approval/denial within ten working days from the receipt of the request.
- (b) In the case of a level reduction, the process is initiated by the officer's supervisor.
1. The process for a level reduction of an officer to a lower level shall be in accordance with current City policy.
 2. When an officer is reduced in level, he/she and his/her supervisor shall develop an action plan conditions of work performance, and timetables which will aid the officer in regaining the level from which he/she was demoted.

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- (a) If the level to which the officer is reduced has a minimum time requirement, that requirement does not apply to that officer.
- (b) If the action plan conditions of work performance, and time tables are not achieved, additional corrective action may be taken, including a further reduction in level or termination of employment.

201.4 TEMPORARY HIRING INCENTIVES

Temporary hiring incentives may be put into effect when the Chief of Police finds it necessary in order to recruit, hire and/or retain employees. Temporary hiring incentive will be administered by the Chief of Police in memorandum format. The incentives will remain in effect until the Chief of Police, or his/her designee, submits to the Agency an additional memorandum stating that the incentives have been revoked. Memorandums which outline current temporary hiring incentives will be maintained by the Office of the Chief.