

Fort Collins Police Services Policy Manual

 FORT COLLINS POLICE	POLICY	201
	TITLE	Police Officer Classification and Salary
Effective Date: 08/03/2017 Revised Date: 01/07/2026		

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 the date of hire may result in termination.

(b) Level 2 – Recruit Officer II (FCPS lateral 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 at this level upon commencing employment with Fort Collins Police Services.
4. Failure to achieve POST certification within 12 months from the date of hire may result in termination.
5. While at this level, an officer must successfully complete the FCPS lateral academy (if applicable) and the Field Training Officer (FTO) Program.
6. 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 the date of hire may result in termination.

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(c) Level 3 – Probationary 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.
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. These officers remain under active review during the probationary period (refer to section 201.5 of this policy).
3. An officer must remain in Level 3 for a minimum of twelve months (probationary period), and a maximum of eighteen months from the date of FTO graduation. Failure to advance from this level may result in termination, unless extended by the Chief of Police.
4. 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. 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 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 in 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.

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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.
 - (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 timetables 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 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.

201.5 PROBATION PERIOD REQUIREMENTS

- (a) During the probationary period, the probationary officer shall:
 1. Complete a prescribed list of On-the-Job Tasks found in LEFTA under Custom Documents that assess tactical, interpersonal, ethical, and procedural competencies;
 2. Attend scheduled evaluation and mentorship meetings, performance reviews, and any other mandatory departmental briefings or sessions;
 3. Maintain satisfactory ratings across all performance categories, including attendance, conduct, and adherence to department policy.

201.6 PROGRAM SUPERVISION

- (a) The success and integrity of the Probationary Period is dependent on active oversight and consistent mentorship through collaboration between the Field Training Sergeant and the applicable Patrol sergeant. The Patrol sergeant is the primary supervisor of the probationary assigned to their shift. The Field Training Sergeant helps ensure the success of the probationary officer by:
 1. Coordinating and conducting regular meetings with each probationary officer to discuss progress, address concerns, and reinforce departmental expectations;
 2. Monitoring the timely and accurate completion of assigned On-the-Job Tasks and participation in required meetings;
 3. Providing structured feedback and guidance that fosters the officer's development and alignment with department standards;
 4. Ensuring that all On-the-Job Tasks have been thoroughly documented, reviewed, and verified for completeness and accuracy. Task documentation shall be maintained in the probationary officer's training file and may be used as supporting evidence during evaluation or disciplinary deliberations.

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- (b) In conjunction with the relevant Patrol leadership team and the Personnel and Training Lieutenant, the Field Training Sergeant will continue to make recommendations regarding:
 - 1. Whether to extend the Probationary Period based on performance assessments, task completion status, or unmet requirements;
 - 2. Implementation of disciplinary actions, up to and including termination, for conduct or performance that fails to meet established criteria.
- (c) This collaborative supervisory approach ensures fairness, transparency, and consistency in the evaluation and development of probationary officers.

201.7 PROVISIONS AND EXTENSIONS

- (a) Failure to meet the expectations outlined in this policy may result in one or more of the following actions:
 - 1. Extension of the probationary period for a reasonable duration up to eighteen months as determined by supervisory staff;
 - 2. Delay of advancement of Level IV;
 - 3. Disciplinary measures, up to and including termination of employment, if the officer demonstrates persistent deficiencies or misconduct.