

 <b>Kinston Police Department</b>	<b><u>POLICY: Career Development</u></b>						<b><u>POLICY #:</u></b>  <b>100-12</b>
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		07/29/25					
<b>Approval: Chief of Police</b>							

## I. PURPOSE

The purpose of this policy is to establish a uniform and comprehensive career development program for employees of the Kinston Police Department.

## II. DEFINITIONS

Career Development Program: Program established by the Kinston Police Department and approved by the City Manager that is designed to provide the City with a professional and highly skilled workforce.

Department Approved Training: Department approved training will consist of training that is relevant to the development of the employee as it relates to skills, knowledge, and etc., needed to meet the needs of the department.

- a) Courses offered by or approved by the North Carolina Justice Academy or similar type training agency.
- b) Courses approved by the Chief of Police in advance of enrollment.
- c) Courses may be considered on a case-by-case basis to determine if the training is relevant to the needs of the Department.

## III. POLICY

### General Information

The ability of this agency to meet current and long-range goals and objectives in an efficient and effective manner is largely dependent upon the level of skill, knowledge and ability members bring to their individual assignments, duties and responsibilities. Therefore, it is the policy of this law enforcement agency to provide and recognize, to the degree possible, training and professional development opportunities and assistance to members in choosing, preparing, entering and progressing in agency job assignments and job specialties as well as individual professional growth opportunities that will promote production, efficiency and effectiveness in job performance and improve the overall level of job satisfaction.

The Career Development Program is a voluntary program designed to enhance the proficiency, performance and professional status of members of the Kinston Police Department.

For career development purposes, the Kinston Police Department utilizes the same point computation formula as the North Carolina Criminal Justice Education and Training Standards Commission Professional Certificate Program. This policy recognizes education, training as well as experience. For the purpose of calculating the combination of semester hours and job-related training, the following formula shall be used:

**(1 Semester Hour = 20 Hours of Approved Training (or) 20 Hours of Approved Training = (1) Semester Hour.**

Employees, who have met the requirements for particular levels set forth in this policy and are seeking reclassification, shall submit a Pay Classification Routing Form through their appropriate chain of command.

If an employee receives a (3) on a performance appraisal (yearly evaluation), the employee will not be eligible for advancement (SPO, Corporal, Sergeant, Captain, Major, Chief, and Administration Tech II, Administration Tech III, Administration Tech IV); however, after (6) months from receiving the performance appraisal, the employee may be eligible for advancement – depending on the position. The employee's supervisor will have to complete an up-to-date performance appraisal on the employee, detailing the improvement in score in order to advance.

### **Lateral Hiring Procedures**

The Kinston Police Department understands the benefits of lateral hiring practices within the Agency. Overtime, sworn and nonsworn personnel have been hired from other law enforcement agencies or similar entities that have been hired at a higher rate due to experience, training and/or certification.

For personnel who were hired and received a higher salary at the start of employment due to experience, training and/or certification, these additional pay increases were already figured in with the elevated pay increase upon being hired; therefore, those employees do not qualify for portions of the career development.

For personnel hired at an elevated level of pay compared to their counterparts, they will be placed in an elevated position upon their hire date (after July 1, 2020). (Example – a person with 5 years of full-time sworn law enforcement experience may be hired at a Corporal level instead of a police officer level.

In order for lateral entry officers to be placed in a PO I, PO II, SPO or Corporal position, lateral entry officers must have the equivalent years of full-time law enforcement service from a sworn law enforcement agency as required by the appropriate position level. For example, a four-year officer hired as a lateral officer from a different law enforcement agency would be eligible for the position of Corporal.

Regarding lateral entry officer, the agency hiring coordinator will be responsible for retrieving the lateral entry officer's training record and coordinate with the Chief of Police or his/her designee to review the lateral entry officer's training record. The Chief of Police or his/her designee will make the final decision regarding which position level the lateral entry officer will be placed in (PO I – Corporal).

Lateral entry officers are eligible for open supervisor positions based on their years of service as a law enforcement officer as well as training record and certifications. Lateral entry officers who are either eligible to be hired for an open position as a supervisor or who are eligible for a future

open supervisor position shall meet the same qualifications as a current Kinston Police Officer as stated in the rank's appropriate level per this policy (Sergeant – Major).

### **K9 Handler Team**

The Kinston Police Department recognizes the importance of utilizing police dogs to assist with day-to-day law enforcement functions. Police K9 handlers will be selected by the agency through a competitive selection process.

Prior to serving in the capacity of a K9 Officer, each K9 (police dog) and handler will complete the Law Enforcement K9 handler course, which consists of 400 training hours and involves both, the police patrol course and the detection canine handler course. After completing the Law Enforcement K9 handler course, the K9 Team will obtain additional K9 courses as well as monthly training. Each K9 Team will also complete the annual K9 certification.

After completing the Law Enforcement K9 handler course, K9 Officers shall receive a **5% pay increase**. If K9 Officer wishes to surrender their K9 status for any reason, such as request a transfer to a different division or abandon the K9 Team all together, the officer will have the 5% K9 pay increase taken away from their salary. The K9 position will then be offered to a different officer within the Agency.

If a K9 retires, the K9 Officer may be offered the choice of remaining to serve on as a K9 Officer; at which time a new K9 will be researched for purchase and the process of training the new K9 will take place. The K9 Officer will not lose the 5% K9 pay increase during the K9 retirement and purchase phase of the new K9. If the K9 Officer decides to not remain a K9 Officer, a new selection process will take place and the 5% K9 pay increase will be taken away from their salary (to be given to a new K9 Officer).

The Kinston Police Department intends to utilize (4) K9 Teams, all within the Patrol Division. The goal is to have (1) K9 Team on each squad. The agency will have a maximum of (4) members within the agency who are certified to serve as the agency's K9 handlers. The Chief of Police has the authority to add or subtract the number of K9 Teams within the agency. For more information on the K9 Program, see Kinston Police Department Policy and Procedure 900-5, Canine (K9) Operations.

### **Field Training Officer Incentive**

The Kinston Police Department recognizes the importance of the Field Training Program and Field Training Officers. Field Training Officers who have successfully passed an approved FTO Training Course and who have been selected by the agency to serve as an FTO shall receive a 5% pay increase.

An FTO must complete a certified FTO class and serve as an FTO prior to receiving a 5% FTO pay increase. In case an officer is unable to attend a certified FTO course, an "in-house" KPD FTO course will suffice; however, the FTO must complete a certified FTO course within (6) months of the in-house KPD FTO course.

The Kinston Police Department will utilize (8) Field Training Officers, all within the Patrol Division. The goal is to have (2) FTOs on each squad. FTOs will receive a **5% pay increase** while they serve as an FTO on the Patrol Division or while they await a police trainee. For example, an FTO may train a police trainee for (4) weeks and then not have a police trainee for the following 8 weeks; the FTO will be paid during the entire portion of their tenure on patrol while they serve

in the capacity of an FTO, whether they “currently” have a police trainee or they are awaiting a police trainee.

If an FTO wishes to surrender their FTO status for any reason, such as request a transfer to a different division or abandon the FTO practice all together, the officer will have the 5% FTO pay increase taken away from their salary. The FTO position will then be offered to a different officer within the Agency.

If an FTO is promoted from Corporal to Sergeant, instead of receiving the usual 10% pay increase for promotion, the newly promoted Sergeant will instead receive a 5% pay increase. The total increase for the promotion still equals 10% but instead of taking away the 5% FTO and then adding a 10% promotion increase, adding 5% increase will suffice for the promotion. The newly promoted Sergeant will no longer be considered an FTO and other than occasionally filling in as an FTO for a 12-hour shift if a police trainee’s FTO is off, the newly promoted Sergeant will no longer serve as an FTO. If a Sergeant has to fill in for an FTO that is off during a 12-hour shift, the Sergeant will not be compensated an additional 5% for FTO pay.

The Chief of Police has the authority to add or subtract the number of Field Training Officers within the agency. For more information on the FTO Program, see Kinston Police Department Policy and Procedure 900-5, FTO Program. The agency will have a maximum of (8) members within the agency who are certified to serve as the agency’s FTOs.

### **Federal Task Force Officer (TFO) Incentive**

The Kinston Police Department values its partnerships with federal law enforcement agencies and when able, utilizes these partnerships through task force initiatives to increase law enforcement initiatives to strengthen our community.

At the Kinston Police Department, a Task Force Officer (TFO) is a sworn KPD law enforcement officer who is temporarily assigned to work with a federal law enforcement agency. Kinston Police Department TFOs are deputized or cross-designated by a federal agency, which allows them to operate under federal authority for the duration of their assignment. Their primary responsibility is to collaborate with federal agents on specific cases, such as drug trafficking, organized crime, terrorism, or gang activity.

Depending on mutual interest from both, the Kinston Police Department and a federal law enforcement, a member of the Kinston Police Department may be assigned to work as a TFO for one of the following federal agencies:

- The Bureau of Alcohol, Tobacco, Firearms and Explosives Task Force (ATF).
- The Department of Homeland Security Investigation Task Force (HIS).
- The United States Marshal Service Task Force (USMS).
- The Drug Enforcement Administration Task Force (DEA).
- The Federal Bureau of Investigation Task Force (FBI).

When practical, the agency will notify members of the agency when a TFO position becomes available within the agency. However, depending on the TFO assignment available, the Chief of Police has the authority to assign KPD personnel as needed. The TFO must meet all mandatory qualifications by the respective federal agency and will have to apply for the TFO position with

the federal agency. The TFO application and approval process usually lasts over a year. Once approved for TFO status by the federal agency and sworn in by the respective federal agency, the TFO will remain a member of the Kinston Police Department but will be assigned as a TFO with the federal agency.

It will be the responsibility of the TFO to follow all policies and procedures of the federal agency as well as the Kinston Police Department. Additional guidance and procedures will be assigned to the TFO as needed.

Due to the complexities of the TFO applications and acceptance process, TFOs will serve in the TFO position for a minimum of 5 years. TFOs will receive a **5% pay increase** while they serve the agency as an TFO. If a TFO wishes to surrender their TFO status for any reason, such as request a transfer to a different division, or the federal agency terminates the TFO's contract, or the TFO wishes to abandon the TFO practice all together, the officer will have the 5% TFO pay increase taken away from their salary. The TFO position will then be offered to a different officer within the Agency. The agency will have a maximum of (2) members within the agency who serve as the agency's TFOs.

### **Drug Recognition Expert (DRE) Certification**

The Drug Recognition Expert (DRE) Certification is a specialized training program designed to equip law enforcement officers with the skills to accurately identify impairment caused by various types of drugs. The certification process involves a rigorous curriculum that combines classroom instruction, field training, and proficiency testing. Officers learn to use a systematic, 12-step evaluation process to determine whether a person is under the influence of drugs, and if so, which category of drugs is involved. The DRE Certification is recognized internationally and is crucial in enhancing the effectiveness of DUI enforcement, ensuring the safety of roadways, and aiding in the prosecution of drug-impaired drivers. The program is overseen by the International Association of Chiefs of Police (IACP) and provides officers with the tools to make informed, evidence-based decisions in the field.

In order to become the agency's DRE, the member must have successfully passed the DRE Training Course, as well as complete the mandatory certification-phase. In order to retain the DRE Certification incentive, an agency DRE must keep their specialty certification up-to-date. Agency members who have successfully passed the DRE Training Course as well as completed the mandatory certification-phase, and who have been selected by the agency to serve as a DRE Specialist shall receive a **5% pay increase**. The agency will have a maximum of (3) members within the agency who are certified to serve as the agency's Drug Recognition Experts.

### **SWAT Team Incentive**

Professional developmental standards are key elements to an effective SWAT Team and are created to enhance the safety, performance and professionalism of SWAT operators. The Kinston Police Department recognizes the importance of training and education and compensates sworn personnel who excel as members of the SWAT Team.

SWAT Team members who serve a total of 7 years of service are eligible to retain their SWAT Team incentive over the course of their career. Members who are dismissed or leave the SWAT Team on their own are not eligible to retain the SWAT Team incentive. The total amount of the SWAT Team incentive is divided into three phases for a total of 5%. In order to meet the

requirements for the SWAT Team incentive, members of the Agency must meet the following qualifications:

### **SWAT Operator**

- One year as a SWAT Operator
- Completion of Basic SWAT or SWAT Operator I course
- Completion of: NIMS 100, 200, 700 & 800 (on-line)
- Completion of: (1) Elective course: See SWAT section in Appendix
- Pass Physical Fitness Exam
- Score 90%, or better, on all weapons' qualifications
- No adverse disciplinary action
- Approval of SWAT chain of command
- Completion of 150 hours of approved training
- 75% attendance of training and missions
- **Employees meeting the requirements of this program will receive a 2% percent pay increase.**

### **SWAT Senior Operator**

- Three years as a SWAT Operator, and
- Completion of Advanced SWAT or SWAT Operator II course
- Completion of an approved Tactical Medical Course
- Completion of: (2) additional elective courses: See SWAT section in Appendix
- Pass Physical Fitness Exam
- Score 90%, or better, on all weapons' qualifications
- No adverse disciplinary action
- Approval of SWAT chain of command
- Completion of 300 hours of approved training
- 75% attendance of training and missions
- **Employees meeting the requirements of this program will receive a 2% percent pay increase.**

### **SWAT Master Operator**

- Five years as a SWAT team Operator, and,
- Completion of a Tactical Leadership Course
- Completion of: (3) additional elective courses: See SWAT section in Appendix (*a total of 6 elective courses for the full 5%*)
- Completion of Police Law Institute (PLI)
- Pass Physical Fitness Exam
- Score 90%, or better, on all weapons' qualifications
- No adverse disciplinary action
- Approval of SWAT chain of command
- Completion of 600 hours of SWAT training
- 75% attendance of training and missions

- **Employees meeting the requirements of this program will receive a 1% percent pay increase.**

*\*See a list of SWAT Courses in the appendix portion of this policy & procedure*

## **Supervisor Development Program**

A supervisor's professional and leadership development is critical to the success and future growth of the Kinston Police Department. Historically speaking, when police officers are promoted to a supervisor position, their career development can become idled until they are eligible for further promotion. It is important for the Kinston Police Department to model a supervisor development system that motivates and encourages our future and current leaders of the organization to continue developing as life-long learners of the law enforcement profession.

In order to promote an agency of learning and leadership, the Kinston Police Department has implemented the Supervisor Development Program within the agency. The Supervisor Development Program is a proactive approach toward professional development and although it is greatly encouraged for all supervisors to participate, it is not mandatory. In order to be eligible and advance in the Supervisor Development Program, a member of the organization must be a supervisor in good standing, must meet the minimum required standards of each of the (3) phases of the Supervisor Development Program and must meet the minimum time period within each phase of the Supervisor Development Program

The Supervisor Development Program is an extension of the agency's Career Development Program and is designed to increase the leadership development of the agency's supervisors by recognizing a strategic combination of self-discipline, higher education, supervisor experience and advanced law enforcement training. **The total incentive amount of Supervisor Development Program is 7.5%.** The Supervisor Development Program was designed for the supervisor who has dedicated their career through higher learning education and advanced leadership training, while at the same time, possessing the strategic foresight in personal and agency growth. The Supervisor Development Program is difficult to achieve because it requires dedication from supervisors toward leadership advancement and the approach that the success of the Kinston Police Department hinges on the caliber of its leadership.

In order to meet the requirements for the Supervisor Development Program incentive, supervisors within the agency must meet the following qualifications:

### **Advanced Supervisor I**

- Must have served as a supervisor (Sergeant or above) for at least (2) years.
- Must meet all minimum qualifications of the Career Development Program for PO – Corporal.
- Have obtained an Intermediate Certificate NC CJ Standards.
- Must have received a satisfactory employee evaluation with no rating below a four (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 24 months.
- Completion of (3,000) cumulative hours of department approved training (excludes BLET and mandatory in-service training).
- Completed, hold certification or have (5) of the following (*or equivalent approved by the Chief and, not previously received compensation for the certification*):

- FTO and Advanced FTO Training Certificate(s)
  - Budgeting for Police Managers (NCJA – Online)
  - General Instructor Certification
  - Conducted Energy Certification *or* CVSA Certification
  - West Point Leadership from Methodist University
  - Leadership Institute (NCJA) or a similar management school such as The Management Institute (Coastal Plain Law Enforcement Training Center), or The Leadership Institute (Pitt) or equivalent.
  - NC Chief's Leadership Institute
  - Law Enforcement Executive Program (LEEP) From NCSU
  - FBI LEEDA Trilogy Series
  - Supervision of Police Personnel from Northwestern University
  - NCJA Certificate Program: Criminal Investigation Certificate or Tactical Training Certificate or Traffic Crash Investigation & Reconstruction Certificate or Community Policing Certificate Program or Leadership Certificate Program (*can utilize up to two NCJA Certificate Program from this list*)
  - NC Gang Investigator: Street Gang Specialist Certificate
  - Special Instructor Certification
  - School of Police Staff & Command from Northwestern University.
  - Administrative Officers Management Program from NCSU
- Any supervisor meeting the requirements for this incentive will receive a **2.5% percent pay increase**.

### **Advanced Supervisor II**

- Must have served as a supervisor (Sergeant or above) for at least (2) years and served as an Advanced Supervisor I for (2) years, for a total of (4) years as supervisor.
- Have obtained an Advanced Certificate NC CJ Standards.
- Must have received a satisfactory employee evaluation with no rating below a four (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 24 months.
- Completion of (4,500) cumulative hours of department approved training (excludes BLET and mandatory in-service training).
- Completed, hold certification or have (7) of the following (*or equivalent approved by the Chief and, not previously received compensation for the certification*):
  - FTO and Advanced FTO Training Certificate(s)
  - Budgeting for Police Managers (NCJA – Online)
  - General Instructor Certification
  - Conducted Energy Certification *or* CVSA Certification
  - West Point Leadership from Methodist University
  - Leadership Institute (NCJA) or a similar management school such as The Management Institute (Coastal Plain Law Enforcement Training Center), or The Leadership Institute (Pitt) or equivalent
  - NC Chief's Leadership Institute



- Law Enforcement Executive Program (LEEP) From NCSU
  - FBI LEEDA Trilogy Series
  - Supervision of Police Personnel from Northwestern University
  - NCJA Certificate Program: Criminal Investigation Certificate or Tactical Training Certificate or Traffic Crash Investigation & Reconstruction Certificate or Community Policing Certificate Program or Leadership Certificate Program (*can utilize up to two NCJA Certificate Program from this list*)
  - NC Gang Investigator: Street Gang Specialist Certificate
  - Special Instructor Certification
  - School of Police Staff & Command from Northwestern University
  - Administrative Officers Management Program from NCSU
- Any supervisor meeting the requirements for this incentive will receive a **2.5% percent pay increase**.

### **Advanced Supervisor III**

- Must have served as a supervisor (Sergeant or above) for at least (2) years and served as an Advanced Supervisor I for (2) years and as an Advanced Supervisor II for (2) years for a total of (6) years as supervisor.
- Must have received a satisfactory employee evaluation with no rating below a four (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 24 months.
- Completion of (6,000) cumulative hours of department approved training (excludes BLET and mandatory in-service training).
- Completed, hold certification or have (8) of the following (or equivalent approved by the Chief and, not previously received compensation for the certification):
  - FTO and Advanced FTO Training Certificate(s)
  - Budgeting for Police Managers (NCJA – Online)
  - General Instructor Certification
  - Conducted Energy Certification or CVSA Certification or DRE Certification
  - West Point Leadership from Methodist University
  - Leadership Institute (NCJA) or a similar management school such as The Management Institute (Coastal Plain Law Enforcement Training Center), or The Leadership Institute (Pitt) or equivalent
  - NC Chief's Leadership Institute
  - Law Enforcement Executive Program (LEEP) From NCSU
  - FBI LEEDA Trilogy Series
  - Supervision of Police Personnel from Northwestern University
  - NCJA Certificate Program: Criminal Investigation Certificate or Tactical Training Certificate or Traffic Crash Investigation & Reconstruction Certificate or Community Policing Certificate Program or Leadership Certificate Program (*can utilize up to two NCJA Certificate Program from this list*)
  - NC Gang Investigator: Street Gang Specialist Certificate
  - Special Instructor Certification

- School of Police Staff & Command from Northwestern University
- Administrative Officers Management Program from NCSU
- Any supervisor meeting the requirements for this incentive will receive a **2.5% percent** pay increase for a **total of 7.5% percent pay increase for the Supervisor Development Program.**

## **Kinston Police Department Career Development Steps: Sworn Personnel**

### **Police Officer I**

This level is designed to further Kinston Police Department sworn employees' capabilities in the performance of their duties. The requirements for certification to a Police Officer I status requires:

- Minimum of (1) year of full-time sworn law enforcement service with the Kinston Police Department. Lateral entry officers must have the equivalent years of full-time law enforcement service from a sworn law enforcement agency.
- Must have received a satisfactory employee evaluation with no rating below a (3) on the most recent performance appraisal.
- Employees meeting the requirements for this position will be placed in the **Police Officer I** pay grade or receive a **5% percent pay increase**, depending on the current HR policy.

### **Police Officer II**

This level is designed to further Kinston Police Department sworn employees' capabilities in the performance of their duties. The requirement for certification to a Police Officer II status requires:

- Minimum of (2) years of full-time sworn law enforcement service with the Kinston Police Department and must hold the rank of Police Officer I for one year. Lateral entry officers must have the equivalent years of full-time law enforcement service from a sworn law enforcement agency.
- Completion of a minimum of (6) semester hours of college credit, (120) cumulative hours of Department approved training (excludes BLET and mandatory in-service), or the combination of the two based on the (1) college hour = (20) training hours formula.
- Must have completed a department approved Community Policing course.
- Must have annually participated in at least (4) community activities within the year: Community Meetings, Coffee with a Cop, National Night Out, Reading with Kids, The Gate, Pizza with the Police or equivalent.
- Must have received a satisfactory employee evaluation with no rating below a (3) on the most recent performance appraisal and not sustained an internal investigation that resulted in a Final Written Warning in the past 12 months.
- Any Employee meeting the requirements for this position will be placed in the **Police Officer II** pay grade or receive a **5% percent pay increase**, depending on the current HR policy.

### **Senior Police Officer**

This program is designed to prepare the Kinston Police Department sworn employees to become candidates for supervisory positions within the organization. The requirements for this position are:

- Minimum of (3) years of full-time sworn law enforcement service with the Kinston Police Department and must hold the rank of Police Officer II for (1) year. Lateral entry officers must have the equivalent years of full-time law enforcement service from a sworn law enforcement agency.
- Completion of a minimum of (24) cumulative semester hours of college credit, (480) cumulative hours of department approved training (excludes BLET and mandatory in-service), or the combination of the two based on the (1) college hour = (20) training hours formula.
- Must have completed Credible Leadership I (Free – Wake Technical Community College).
- Must have completed: ICS 100 & ICS 200; both courses are offered free online from FEMA.
- Must have completed at least (2) of the following Department approved courses: Leadership (multiple options), K9, Verbal Judo or De-escalation, Community Policing, Media Relations or Advanced Speaking Skills, Investigations or Drug Enforcement for Patrol Officers, Officer Survival or equivalent type of courses approved by the Chief of Police or his/her designee.
- Agency sponsored event - must have annually participated in at least (4) community activities within the past year: Community Meetings, Coffee with a Cop, National Night Out, Reading with Kids, The Gate, Pizza with the Police or equivalent.
- Must have received and maintained a satisfactory employee evaluation with no rating below a (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 12 months.
- If a candidate is not eligible for promotion due to the infrequency or unavailability of a required course, an exemption may be granted at the discretion of the Chief of Police. However, if promoted, a (1) year grace period will be granted to complete the required course (no more than one course).
- Any Employee meeting the requirements for this position will be placed in the **Senior Police Officer** pay grade or receive a **5% percent pay increase**, depending on the current HR policy.

### **Corporal**

This program is designed to prepare the Kinston Police Department sworn employees to become candidates for supervisory positions within the organization. The requirements for this position are:

- To be eligible for this position, an officer must have (4) years of full-time sworn law enforcement service with the Kinston Police Department and must hold the rank of Senior

Officer for (1) year. Lateral entry officers must have the equivalent years of full-time law enforcement service from a sworn law enforcement agency.

- Completion of a minimum of (30) cumulative semester hours of college credit, (600) cumulative hours of department approved training (excludes BLET and mandatory in-service), or the combination of the two based on the (1) college hour = (20) training hours formula.
- Must have completed Credible Leadership II (Free – Wake Technical Community College)
- Must have completed: NIMS 700 & NIMS 800; both courses are offered free online from FEMA.
- Must have completed at least (2) of the following department approved courses: First Line Supervisor, Advanced Leadership, PLI, Basic Instructor, Advanced Investigations, Advanced Officer Survival or equivalent type of courses approved by the Chief of Police or his/her designee.
- Agency sponsored event - must have annually participated in at least (4) community activities within the past year: Watch Meetings, Coffee with a Cop, National Night Out, Reading with Kids, The Gate, Pizza with the Police or equivalent.
- Must have received and maintained a satisfactory employee evaluation with no rating below a (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 12 months.
- If a candidate is not eligible for promotion due to the infrequency or unavailability of a required course, an exemption may be granted at the discretion of the Chief of Police. However, if promoted, a (1) year grace period will be granted to complete the required course (no more than one course).
- Any Employee meeting the requirements for this position will be placed in the **Corporal** pay grade or receive a five percent **5% percent pay increase**, depending on the current HR policy and based on available position(s).

### **Sergeant**

An employee in this class is responsible for the efficient performance of a small group of police officers assigned to a team or unit.

- Duties include advising and instructing officers when routine problems arise in the field, assisting in the training of inexperienced police officers, performing special criminal identification work, patrolling the city in a police car or on foot, investigating disturbances and crimes, and performing traffic control work.
- The number of allotted positions for Sergeant will be determined by the Chief of Police. Placement into this rank will be based on a promotional process determined by the Chief of Police. The requirements for this position are:
- Minimum of (4) years of full-time sworn law enforcement service.

- Completion of a minimum of (48) cumulative semester hours of college credit, (960) cumulative hours of department approved training (excludes BLET and mandatory in-service), or the combination of the two based on the (1) college hour = (20) training hours formula.
- Must have completed Credible Leadership III (Free – Wake Technical Community College).
- Must have obtained an Intermediate Law Enforcement Officer Certification from Training and Standards.
- Must have completed at least (3) of the following Department approved courses: First Line Supervisor, Tactical Leadership, New Sergeant, Credible Leadership IV, Officer Involved Shootings, Leadership in Public Safety Organizations or equivalent type of courses approved by the Chief of Police or his/her designee.
- Agency sponsored event - must have annually participated in at least (4) community activities within the past year: Community Meetings, Coffee with a Cop, National Night Out, Reading with Kids, The Gate, Pizza with the Police or equivalent.
- Must have received a satisfactory employee evaluation with no rating below a (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 12 months.
- If a candidate is not eligible for promotion due to the infrequency or unavailability of a required course, an exemption may be granted at the discretion of the Chief of Police. However, if promoted, a (1) year grace period will be granted to complete the required course (no more than one course).
- Any employee promoted to this rank will be placed in the **Sergeant** pay grade or receive a minimum of **10% pay increase**, depending on the current HR policy and based on available position(s). As of July 1, 2025, there are (10) Sergeant positions within the Kinston Police Department.

***\*FTOs promoted to Sergeant will lose their 5% FTO incentive prior to being promoted to Sergeant.***

### **Captain**

An employee in this class is responsible for supervising, planning and directing activities of police officers and civilian personnel. Work involves observing and evaluating the work of employees and giving advice for improvement in methods and procedures. The work is performed with a considerable degree of independence within the scope of Departmental policies and procedures.

- The employee must exercise considerable initiative and make decisions based on knowledge and experience. Placement into this rank will be based on a promotional process determined by the Chief of Police. The minimum requirements for this position are:
- Minimum of (6) years of full-time sworn law enforcement service, including (1) full year as Sergeant.
- Completion of a minimum of (60) cumulative semester hours of college credit, (1,200) cumulative hours of department approved training (excludes BLET and mandatory in-service training), or the combination of the two based on the (1) college hour = (20) training hours formula.
- Must have completed Credible Leadership IV (Free – Wake Technical Community College).
- Have obtained an Advanced Law Enforcement Officer Certification from Training and Standards.
- Must have completed a department approved Internal Affairs course.
- Agency sponsored event - must have completed (1) of the following training courses: West Point Leadership, Leadership Institute (NCJA), Leadership Institute (Coast Plain Law Enforcement Training Center), Leadership Institute (Pitt) or equivalent type of courses approved by the Chief of Police or his/her designee.
- Must have annually participated in at least (4) community activities within the past year: Community Meetings, Coffee with a Cop, National Night Out, Reading with Kids, The Gate, Pizza with the Police or equivalent.
- Must have received a satisfactory employee evaluation with no rating below a (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 12 months.
- If a candidate is not eligible for promotion due to the infrequency or unavailability of a required course, an exemption may be granted at the discretion of the Chief of Police. However, if promoted, a (1) year grace period will be granted to complete the required courses (no more than one course).
- Any employee promoted to this rank will be placed in the **Captain** pay grade or receive a minimum of **10% pay increase**, depending on the current HR policy and based on available position(s). As of July 1, 2025, there are (6) Captain positions within the Kinston Police Department.

## Major

- An employee in this class is responsible for supervising, planning and directing activities of police officers and civilian personnel at the administrative level of the organization. The position conducts responsible administrative work commanding one of the major divisions of the organization. Work is performed under the limited supervision of the Chief of Police.
- The employee must exercise considerable initiative and make decisions based on knowledge and experience. Placement into this rank will be based on a promotional process determined by the Chief of Police. The minimum requirements for this position are:
- Minimum of (10) years of full-time sworn law enforcement service.
- Have obtained a Bachelor's degree with coursework in public administration, law enforcement administration, or related field and extensive experience of a wide and progressively responsible nature in police services supervision equivalent to the rank of Captain, or equivalent combination of education and experience.
- Must have completed Credible Leadership V (Free – Wake Technical Community College).
- Must have completed: ICS 300 & ICS 400.
- Must have received a satisfactory employee evaluation with no rating below a (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 12 months.
- Any employee promoted to this rank will be placed in the **Major** pay grade or receive a minimum of **10% pay increase**, depending on the current HR policy and based on available position(s). As of July 1, 2025, there are (3) Major positions within the Kinston Police Department.

### **Chief of Police**

- An employee in this class is responsible for planning, organizing, coordinating and overseeing the multiple activities, function and personnel of the department. Work involves formulating policies and procedures governing the administration, management, supervision and operations of the department and ensures that same are carried out. The position reviews departmental activity reports; plans weekly objectives; prepares and submits a variety of reports; attends City Council meetings. The employee must exercise considerable initiative and make decisions based on knowledge and experience. There will be (1) allotted positions for Chief of Police.
- Placement into this rank will be based on a promotional process determined by the City Manager. The minimum requirements for this position are:

- Have obtained a Bachelor's degree with coursework in in public administration, law enforcement administration, or related field or extensive experience of a wide and progressively responsible nature in police services supervision, or equivalent combination of education and experience.
- Appropriate advanced degree highly preferred, along with executive law enforcement training (e.g. FBI National Academy, Administrative Officers Management Program, PERF, LEEP, etc.) and minimum of 10 years law enforcement experience and 5-7 years of cross-functional and progressively responsible experience including administrative and command work at the equivalent rank of Captain, Major, Assistant/ Deputy Chief, or higher.
- Additional requirements will be determined by the City Manager. Any employee promoted to this rank will be placed in the Chief's pay grade and pay will be determined by the City Manager.

## **Kinston Police Department Career Development Steps: Nonsworn Personnel**

### **Administrative Technician I**

This program is designed to enhance the knowledge of Kinston Police Department employees and increase their job capabilities within the organization. Experience from prior positions with Department's will be evaluated on a case-by-case situation.

- The requirements for certification to an Administrative Technician I status requires:
- Minimum of (1) year of service within the administrative police discipline.
- Must have completed DCI Module 1 – General Inquiries, Module 2 – Criminal Records Inquiries and Module 3 – File Transactions, and maintain certifications.
- Must have completed an Agency approved “Managing Public Records” course
- Must have completed an Agency approved “Customer Service Skills” course
- Agency sponsored event - must have annually participated in at least four (4) community activities within the past year: Community Meetings, Coffee with a Cop, National Night Out, Reading with Kids, The Gate, Pizza with the Police or equivalent.
- Must have received a satisfactory employee evaluation with no rating below a (3) on the most recent performance appraisal and not sustained internal investigation that resulted in a suspension in the past 12 months.



- Any Employee meeting the requirements for this position will receive a **5% percent pay increase**, depending on the current HR policy.

## **Administrative Technician II**

This level is designed to further Kinston Police Department administrative employees' capabilities in the performance of their duties. The requirements for this level are as follow:

- Minimum of (3) years of service within the administrative discipline and must hold the rank of Administrative Technician I for (1) year.
- Completion of a minimum of (6) semester hours of college credit, (120) cumulative hours of department approved training, or the combination of the two based on (1) college hours = (20) training hours formula.
- Completion of NCLM Online Training: Cybersecurity: Data Privacy and Safe Computing.
- Completion of NCLM Online Training: Management Basics or Leadership Fundamentals.
- Completion of a department approved DDACTS Training Course.
- Agency sponsored event - must have annually participated in at least (4) community activities within the past year: Community Meetings, Coffee with a Cop, National Night Out, Reading with Kids, The Gate, Pizza with the Police or equivalent.
- Must have received a satisfactory employee evaluation with no rating below a (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 12 months.
- Any Employee meeting the requirements for this position will receive a **5% percent pay increase**, depending on the current HR policy.

## **Administrative Technician III**

This level is designed to further Kinston Police Department administrative employees' capabilities in the performance of their duties. The requirements for this level are as follow:

- Minimum of (5) years of service within the administrative discipline and must hold the rank of Administrative Technician II for (1) year.
- Completion of a minimum of (24) cumulative semester hours of college credit, (480) cumulative hours of department approved training, or the combination of the two based on (1) college hours = (20) training hours formula.
- Must have cross trained and demonstrated proficiency in (1) additional administrative area of responsibility to include: Crime Lab, Records, Logistics, Investigations or Community Relations; for a total of (2) areas of competency. The police department's administrative

team will coordinate with the City of Kinston Human Resources Department to measure a candidate's proficiency in both areas of competency.

- If a candidate is not eligible for promotion due to the infrequency or unavailability of a required course, an exemption may be granted at the discretion of the Chief of Police. However, if promoted, a (1) year grace period will be granted to complete the required course (no more than one course).
- Agency sponsored event - must have annually participated in at least (4) community activities within the past year: Community Meetings, Coffee with a Cop, National Night Out, Reading with Kids, The Gate, Pizza with the Police or equivalent.
- Must have received and maintained a satisfactory employee evaluation with no rating below a (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 12 months.
- Must have completed: ICS 100 & ICS 200; both courses are offered free online from FEMA.
- Any Employee meeting the requirements for this position will receive a **5% percent pay increase**, depending on the current HR policy.

### **Senior Administrative Technician**

This program is designed to prepare the Kinston Police Department administrative employee to become a more incumbent employee within the organization. The requirements for this position are:

- Minimum of (7) years of service within the administrative discipline and must hold the rank of Administrative Technician III for (2) years.
- Completion of a minimum of twenty-four (48) cumulative semester hours of college credit, (960) cumulative hours of department approved training, or the combination of the two based on the (1) college hours = (20) training hours formula.
- Must attend NCSBI required DCI TAC/ATAC training and be designated as an agency ATAC. Must perform ATAC duties during the absence of the agency TAC.
- Completion of NCLM Online Training: Excelling as a Manager or Supervisor (This is a 9-part series and completion of all 9 parts are required) (4 hrs.)
- If a candidate is not eligible for promotion due to the infrequency or unavailability of a required course, an exemption may be granted at the discretion of the Chief of Police. However, if promoted, a (1) year grace period will be granted to complete the required course (no more than one course).

- Agency sponsored event - must have annually participated in at least (4) community activities within the past year: Community Meetings, Coffee with a Cop, National Night Out, Reading with Kids, The Gate, Pizza with the Police or equivalent.
- Must have received and maintained a satisfactory employee evaluation with no rating below a (4) on the most recent performance appraisal and not sustained an internal investigation that resulted in a suspension in the past 12 months.
- Must demonstrate the ability to work independently when the supervisor is unavailable.
- Any Employee meeting the requirements for this position will receive a **5% percent pay increase**, depending on the current HR policy.

## Appendix

<p><b>When an opening arises for a ranking position and the Chief of Police requests interest from officers who are eligible in the rank of Sergeant – Captain, an eligible officer may submit the request in writing via KPD memorandum to their Division Major and provide corresponding documentation showing the required criteria. Each Division Major shall be responsible for reviewing the request and forwarding the request to the Chief of Police for final approval of eligibility.</b></p>	
<p><b>*Examples of On-line Training and location: below</b></p>	
<p><u>Richmond Community College</u></p> <p>Online Executive Management - 300 hours</p>	<p><a href="http://richmondcc.edu">Law Enforcement Officer Training   Richmond Community College (richmondcc.edu)</a></p>
<p><u>Wake Technical Community College</u></p> <p>Credible Leadership I - 100 hours Credible Leadership II - 100 hours Credible Leadership III - 100 hours Credible Leadership IV - 100 hours Credible Leadership V - 100 hours</p>	<p><a href="http://waketech.edu">Continuing Education Reservation System (waketech.edu)</a></p>
<p><u>St. Petersburg College</u></p> <p>Multiple courses offered - 200 hours</p>	<p><a href="http://spcollege.edu">St. Petersburg College - Center for Public Safety Innovation at Allstate Campus (spcollege.edu)</a></p>
<p><u>FEMA</u></p> <p>ICS/NIMS – 100, 200, 700, 800 Multiple courses offered – 200 hours</p>	<p><a href="http://ndemu.edu">FEMA National Disaster &amp; Emergency Management University (NDEMU)</a></p>
<p><u>North Carolina Justice Academy</u></p>	<p><a href="http://ncdoj.gov">NCDOJ</a></p>
<p><u>Policeone.com</u></p>	<p>*KPD personnel are eligible to utilize</p>

		policeone.com (See the Training Supervisor for sign-in details)
<b>SWAT Team Incentive – Approved Courses</b>		
Credible Leadership I-V (Online) CIT Officer Survival Active Shooter Robbery Response Tactics Hostage Negotiations Course	Basic Rifle <i>or similar</i> Tactical Handgun <i>or similar</i> Basic Shield <i>or similar</i> High Risk Warrant Service <i>or similar</i> Search Warrant Preparation <i>or similar</i> Basic Sniper <i>or similar</i>	SWAT Symposium or similar Officer Safety Critical Incident / Debriefing or similar Rapid Deployment Firearms Instructor PT Instructor
<u>Approved Training Institutions:</u> NCJA, Wake Tech, Coastal Plain Law Enforcement Center (Wilson), Pitt Community College, etc. <b>*Or equivalent type of courses approved by the Chief of Police or his/her designee.</b>		