



WRITTEN DIRECTIVE	No. PD24 0216	Page: 1 of 4
	Effective Date:	4-19-2024
	Supersedes/ Amends:	PD23(2)-0216
	Reference:	33.8.3
Subject: PUBLIC SAFETY PAY PLAN COMPENSATION		



I. Purpose

The purpose of this directive is to establish sworn officer progression and promotional compensation procedures for the Lynchburg Police Department (LPD).

II. Policy

It shall be the policy of the LPD to compensate sworn officers following the Public Safety Pay Plan (PSPP) scale that went into effect on July 5, 2023. All sworn officers employed as of July 5, 2023, were transitioned into the plan and will progress annually. PSPP requirements and criteria will be job-related and nondiscriminatory.

III. Procedure

A. RESPONSIBILITIES

1. The Chief of Police will be responsible for the administration of the department PSPP, and may utilize the assistance of:
 - a. The Director of the City Human Resources Department;
 - b. Department command staff members at the Deputy Chief, Captain, and other levels as required;
 - c. Consultants; and
 - d. Other persons deemed appropriate by the Chief of Police.
2. The Chief of Police has approved the procedures outlined below to regulate the sworn officer PSPP as described within this directive.
3. Progressions from Recruit/Officer through Police Officer III, Line 2 Step L, are applied annually. Promotions, starting at the rank of Sergeant are outlined within this directive and will follow the PSPP.
4. The Chief of Police will have the final authority in all PSPP procedures and decisions.

5. Compensation assigned to the PSPP will be subject to approval by the City Manager in accordance with the City of Lynchburg compensation policies.

B. GENERAL PROCEDURES

1. The department structure contains four police officer ranks obtainable through the PSPP program:
 - a. Recruit/Officer (Line 1, Step A): Starting as a non-sworn position assigned from the point of employment as a non-certified trainee while completing the basic or accelerated police academy, then swearing-in as an LPD Police Officer, completing the LPD Field Training Officer (FTO) program.
 - b. Police Officer I (Line 1, Step B): A sworn police officer. Served a minimum of one year from the academy start date and completion of the initial employment period.
 - c. Police Officer II (Line 1, Steps C-D): A sworn police officer, who has served a minimum of one year as a POI.
 - d. Police Officer III (Line 2, Steps A-L): A sworn police officer, who has served a minimum of two years as a POII.
2. The department structure contains four supervisory ranks obtainable through promotion, which are then eligible for compensation within the PSPP. The ranks are as follows:
 - a. Sergeant (Line 2, Steps A-J);
 - b. Lieutenant (Line 4, Steps A-H);
 - c. Captain (Line 5, Steps A-H);
 - d. Deputy Chief (Line 6, Steps A-H).
3. Under the LPD's Lateral Transfer Program, Virginia DCJS-certified police officers are hired as either Police Officer I, Police Officer II, or Police Officer III.
 - a. Virginia certified officers' PSPP placement will be determined using up to 100% of their similar sworn law enforcement experience, and will not surpass a current Lynchburg Police Department employee with equal service.
 - b. Certified officers who are hired under the Lateral Transfer Program will not be required to meet any of the other criteria in this directive for the rank at which they are initially hired.
 - c. Special circumstances may be considered for in-state lateral hires on a case-by-case basis, with the final decision made by the Chief of Police.

4. Under the Lynchburg Police Department's Lateral Transfer Program, out-of-state certified police officers will be employed at the rank of Recruit/Officer and will remain in this rank until they complete their designated academy and FTO program. Upon release from the FTO program, officers will begin their initial employment period, transition into their PSPP placement, and align with the annual progression that occurs each July.
 - a. Out-of-state certified PSPP placement will be determined using up to 100% of their similar sworn law enforcement experience and will not surpass a current Lynchburg Police Department employee with equal service.
 - b. Out-of-state officers who are hired under the Lateral Transfer Program will not be required to meet any of the other criteria in this directive for the rank at which they are initially placed after completion of the academy and FTO program.
 - c. Special circumstances may be considered for out-of-state lateral hires on a case-by-case basis, with the final decision made by the Chief of Police.

C. PROGRESSIONS

34.1.4, 34.1.6

1. Progressions within the pay plan will be conducted on an annual basis and will follow the PSPP – LPD scale. Officers who received a punitive disciplinary action at the level of suspension or higher (as defined by PD-0212, Disciplinary System) during the previous fiscal year are not eligible for progression.
2. Sworn officers who reach the maximum salary within their rank will receive the City's general wage increase (GWI) up to a maximum of 2.5%. If the City does not provide a GWI, officers who have already reached the maximum salary within their rank will not receive an increase that year.

D. PROMOTIONS

1. Promotional Procedures for the LPD are outlined in the Promotional Selection Directive PD-0213.
 - a. An officer's existing rank and salary will be used to evaluate and establish their new promotional rank and salary within the PSPP framework.
 - b. Officers will be promoted to the minimum salary associated with their new rank or receive an increase of 7.5%, whichever is greater.
 - c. If the 7.5% increase falls between steps within the PSPP, the officer will be moved to the higher step.

34.1.2

2. The Chief of Police, assisted by the Deputy Chiefs, the Captains, or other persons at the Chief's discretion, will be responsible for reviewing the Public Safety Pay Plan Compensation directive and for making necessary program revisions as deemed appropriate.

Original Signed

Ryan M. Zuidema
Chief of Police

April 19, 2024

Date