

517 EMPLOYMENT OF PERSONS WITH PRIOR EXPERIENCE

- I. Purpose: To outline the department policy for reinstating, re-employing, or employing officers with previous full time sworn law enforcement experience.

- II. Discussion: It is the intent of this policy to outline the criteria for determining the proper classification and pay step of officers returning to the department or employed having previous full time law enforcement experience in a sworn capacity. In all cases, the reinstatement, re-employment, and employment of new officers will be at the discretion of the chief of police. This policy is not applicable to non-sworn employees.

- III. Definitions:
 - A. Reinstated: Sworn individuals who return to the department within 180 days of their separation and who had completed the required probationary requirements during their previous tenure.

 - B. Re-employed: Sworn individuals who return to the department after 180 days from their separation date or who did not complete the required probationary period during their previous tenure.

 - C. New Employment With Previous Full Time Sworn Law Enforcement Experience: Individuals who have no previous employment history with the Tampa Police Department, but have accumulated experience while serving as a full time sworn law enforcement officer with a comparable law enforcement agency, and are being hired as sworn officers. The previous full time law enforcement experience must have been accumulated within the 4-year period prior to the hiring date.

- IV. Policy:
 - A. Reinstatement:
 - 1. Sworn employees who are reinstated within sixty days of their separation date will be reinstated at the same pay step held before separation if reinstated to the same pay grade; if the employee is reinstated to a lower pay grade, the employee is placed at the appropriate step which would have been used for a change in assignment or voluntary demotion as specified in the PBA Contract. The salary review date will be the date of reinstatement.

 - 2. Sworn employees who are reinstated later than sixty days and up to 180 days from their date of separation will be reinstated 1.0 step below the pay step held before separation if reinstated to the same pay grade; if the employee is reinstated to a lower grade, the

employee is placed 1.0 step below the appropriate step which would have been used for a change in assignment or a voluntary demotion as specified in the PBA Contract. The salary review date will be the date of reinstatement.

3. Sworn employees who are reinstated will not be placed on probation.

B. Re-employed:

1. Sworn employees returning to the department who did not complete probation during their previous tenure will be required to complete a probationary period for their particular position as though they were new employees.
2. Sworn employees returning to the department who had completed their probation during the previous tenure will be placed on probation for six months.
3. Sworn employees who are re-employed will start at the first pay step of their particular classification if they have less than two years experience.
4. Sworn employees having two years or more, but less than four years, of experience will begin at the second step of their particular classification.
5. Sworn employees with four years or more experience will begin at the third step of their particular classification.
6. The salary review date will be the date of re-employment. Pay step increases will be awarded per standard procedure.

C. New Employment with Previous Law Enforcement Experience: Sworn personnel having previous full time sworn law enforcement experience, accumulated within the four year period prior to the hiring date, must be state law enforcement certified and meet all other employment requirements.

1. Sworn personnel employed by the Tampa Police Department will be required to serve a normal probationary period (twelve months) regardless of previous experience.
2. Sworn personnel with less than two years previous full time sworn law enforcement experience will start at the first step of their particular classification.

3. Sworn personnel having two years or more, but less than four years, of previous experience as a full time sworn law enforcement officer will begin at the second step of their particular classification.
4. Sworn personnel with four years or more previous experience, as a full time sworn law enforcement officer will begin at the third step of their particular classification.
5. The salary review date will be the date of appointment as a police officer. Pay increases will be awarded per standard operating procedure.

Supersedes SOP 517, dated 12/06.