

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: CAREER DEVELOPMENT PROGRAM

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I. Purpose

To encourage employees to pursue higher education through formal schooling opportunities and police related schools and to establish a program to reward employees through a career development program in accordance with City of Covington Personnel Policies 604 and 702.

II. Statement of Policy

It shall be the policy of the Covington Police Department to work closely with the Department of Personnel to develop and administer a Career Development Program for police employees. Courses may be added or deleted at the discretion of the Police Department and the Department of Personnel. Personnel assigned to career development activities should be trained in those duties. Furthermore, it shall be the responsibility of each employee to ensure that copies of certificates and/or diplomas are provided to the Police Department's Training Officer for inclusion in the employee's training file and for calculation into the Career Development Program.

III. Position Requirements - Police Officer I (Pay Grade 7)

- A. Basic Mandate Certification with six months of employment.
- B. Incentive Level I-1 (basic qualifiers)
 - 1. **POI - Group 1** (80 hours of classes listed below):
 - a. Criminal Procedures (40 hrs)
 - b. Officer Survival (40 hrs)
 - c. First Responder (48 hrs)
 - d. Health & Wellness Awareness (22 hrs)
 - e. Interpersonal Communication (8 hrs)
 - f. Field Training Officer (40 hrs)

2. **POI – Group 2** (60 hours of classes listed below):
 - a. Radar (16 hrs)
 - b. Lidar (Laser) (8 hrs)
 - c. Stress Management (16 hrs)
 - d. Survival Spanish for L.E. Officers (40 hrs)
 - e. L.E. Response to Domestic Violence (24 hrs)
 - f. Community Oriented Policing - Introduction (16 hrs)
 3. **POI – Group 3** (64 hours of classes listed below):
 - a. Drugs That Impair Driving (8 hrs)
 - b. DUI Case Preparation and Courtroom Presentation (24 hrs)
 - c. DUI Case Report Writing (8 hrs)
 - d. DUI Detection and Standardized Field Sobriety Testing (24 hrs)
 - e. B.A.T. - Basic (16 hrs)
 - f. DUI Detection and SFST Instructor Course (40 hrs)
- C. Incentive Level I-2
1. Associate's Degree **or**
 2. Two (2) from Level I-1
- D. Incentive Level I-3
1. Associate's Degree **and** one (1) from Level I-1 **or**
 2. Three (3) from Level I-1
- E. Incentive Level I-4
1. Bachelor's Degree **or**
 2. Associate's Degree **and** two (2) from Level I-1

IV. Position Requirements - Police Officer II (Pay Grade 8)

- A. Total of four (4) years experience as a full time police officer **plus** Intermediate Certificate **or** Associates/Bachelors/Masters Degree **with** 80 hours approved by POST.
- B. Incentive Level I-1
 - 1. **POII – Group 1** (80 hours of classes listed below):
 - a. Advanced Traffic Law (24 hrs)
 - b. Crime Scene Processing (32 hrs)
 - c. Advanced Firearms (32 hrs)
 - d. Specialized Patrol Techniques (14 hrs)
 - e. Interviews and Interrogations (24/40 hrs)
 - f. Search Warrants & Affidavits (16 hrs)
 - g. High Risk Search Warrants (32hrs)
 - h. Advanced Report Writing (16 hrs)
 - i. Field Training Officer (40 hrs)
 - 2. **POII – Group 2** (All of classes listed below):
 - a. Radar (16 hrs)
 - b. Lidar (Laser) (8 hrs)
 - c. Stress Management (16 hrs)
 - d. Survival Spanish for L.E. Officers (40 hrs)
 - e. L.E. Response to Domestic Violence (24 hrs)
 - f. Community Oriented Policing - Introduction (16 hrs)
 - 3. **POII – Group 3** (80 hours of classes listed below):
 - a. Burglary Suppression & Apprehension (24 hrs)
 - b. Criminal Investigations (80 hrs)
 - c. Homicide Investigations (40 hrs)
 - d. Interviews & Interrogations II (40 hrs)
 - e. Criminal Apprehension for Patrol (40 hrs)
 - f. Defensive Tactics (40 hrs)

- g. Law Enforcement Crisis Intervention Team Training (40 hrs)
 - h. Evidence Presentation (16 hrs)
4. **POII – Group 4** (80 hours of classes listed below):
- a. Instructor Training (80 hrs)
 - b. PowerPoint for Instructors (40 hrs)
 - c. Defensive Tactics Instructor (80 hrs)
 - d. Firearms Instructor (80 hrs)
 - e. Glock Firearms Instructor (24 hrs)
 - f. Glock Armorer Course (8 hrs)
 - g. Shotgun Instructor (40 hrs)
 - h. D.A.R.E. Instructor
5. **POII – Group 5** (120 hours of classes listed below):
- a. On-Scene Accident Investigation Level 1 (80 hrs)
 - b. On-Scene Accident Investigation Level 2 (80 hrs)
 - c. Traffic Accident Reconstruction Level 1 (40 hrs)
 - d. Traffic Accident Reconstruction Level 2 (24 hrs)
 - e. Traffic Accident Reconstruction Level 3 (40 hrs)
 - f. Traffic Accident Reconstruction Level 4 (40 hrs)
 - g. Traffic Accident Reconstruction Level 5 (40 hrs)
- C. Incentive Level I-2
- 1. Associate's Degree **or**
 - 2. Two (2) from Level I-1
- D. Incentive Level I-3
- 1. Associate's Degree **and** one (1) from Level I-1 **or**
 - 2. Three (3) from Level I-1

- E. Incentive Level I-4
 - 1. Bachelor's Degree **or**
 - 2. Associate's Degree **and** two (2) from Level I-1

V. Position Requirements - Police Officer III (Pay Grade 9)

- A. Total of five (5) years of experience as a full time police officer **plus** Advanced Certificate **or** Bachelors/Masters Degree **with** 80 hours approved from POST.
- B. Incentive Level I-1
 - 1. Supervision Modules (120 hrs) (GPSTC)
 - 2. **POIII – Group 1** (All of the classes listed below):
 - a. Radar (16 hrs)
 - b. Lidar (Laser) (8 hrs)
 - c. Stress Management (16 hrs)
 - d. Survival Spanish for L.E. Officers (40 hrs)
 - e. L.E. Response to Domestic Violence (24 hrs)
 - f. Community Oriented Policing - Introduction (16 hrs)
 - 3. **POIII – Group 2** (80 hours of classes listed below):
 - a. Burglary Suppression & Apprehension (24 hrs)
 - b. Criminal Investigations (80 hrs)
 - c. Homicide Investigations (40 hrs)
 - d. White Collar/Financial Investigations (40 hrs)
 - e. Interviews & Interrogations II (40 hrs)
 - f. Criminal Apprehension for Patrol (40 hrs)
 - g. Investigating Computer Crimes (40 hrs)
 - h. Basic Asset Forfeiture (24 hrs)
 - i. Defensive Tactics (40 hrs)
 - j. Law Enforcement Crisis Intervention Team Training (40 hrs)
 - k. Evidence Presentation (16 hrs)
 - 4. **POIII – Group 3** (80 hours of classes listed below):
 - a. Instructor Training (80 hrs)

- b. PowerPoint for Instructors (40 hrs)
 - c. Defensive Tactics Instructor (80 hrs)
 - d. Firearms Instructor (80 hrs)
 - e. Glock Firearms Instructor (24 hrs)
 - f. Glock Armorer Course (8 hrs)
 - g. Shotgun Instructor (40 hrs)
 - h. D.A.R.E. Instructor (80 hrs)
 - i. D.A.R.T. (40 hrs)
 - j. Public Safety Diver (40 hrs)
 - k. Divemaster (80 hrs)
 - l. Hostage Negotiations (40 hrs)
 - m. Advanced Hostage Negotiations (40 hrs)
5. **POIII – Group 4** (120 hours of classes listed below):
- a. On-Scene Accident Investigation Level 1 (80 hrs)
 - b. On-Scene Accident Investigation Level 2 (80 hrs)
 - c. Traffic Accident Reconstruction Level 1 (40 hrs)
 - d. Traffic Accident Reconstruction Level 2 (24 hrs)
 - e. Traffic Accident Reconstruction Level 3 (40 hrs)
 - f. Traffic Accident Reconstruction Level 4 (40 hrs)
 - g. Traffic Accident Reconstruction Level 5 (40 hrs)
6. **POIII – Group 5** (120 hours of classes listed below):
- a. Marijuana Identification (16 hrs)
 - b. Drug Identification Course (40 hrs)
 - c. Domestic Drug Interdiction (24 hrs)
 - d. Introduction to Drug Enforcement (80 hrs)
 - e. Undercover Drug Investigations (92 hrs)
 - f. Physical Surveillance School (56 hrs)
 - g. Clandestine Drug Labs (40 hrs)

- h. Drug Recognition Expert School (72 hrs)
 - i. Drug Recognition Expert Instructor (40 hrs)
 - j. Drug Recognition Expert Recertification (8 hrs)
- C. Incentive Level I-2
- 1. Associate's Degree or
 - 2. Two (2) from Level I-1
- D. Incentive Level I-3
- 1. Associate's Degree and one (1) from I-1 or
 - 2. Three (3) from I-1
- E. Incentive Level I-4
- 1. Bachelor's Degree or
 - 2. Associate's Degree and two (2) from I-1

VI. Sergeant - Incentive Requirements (Pay Grade 11)

- A. Incentive Level I-1
- 1. Management Development Program - University of Georgia
 - 2. Supervision Modules (120 hrs) (GPSTC)
 - 3. Instructor Training (80 hrs) and 80 hours from P.O. III
- B. Incentive Level I-2
- 1. Associate's Degree or
 - 2. Two (2) from I-1
- C. Incentive Level I-3
- 1. Associate's Degree and one (1) from I-1 or
 - 2. Three (3) from I-1
- D. Incentive Level I-4
- 1. Bachelor's Degree or
 - 2. Associate's Degree and two (2) from I-1

VII. Lieutenant - Incentive Requirements (Pay Grade 12)

- A. Incentive Level I-1

1. Management Development Program - University of Georgia
 2. FBI National Academy (11 weeks)
 3. Management Modules (120 hrs) (GPSTC)
 4. Georgia Law Enforcement Command College
 5. Public Safety Learning Institute - Mercer University
- B. Incentive Level I-2
1. Associate's Degree **or**
 2. Two (2) from I-1
- C. Incentive Level I-3
1. Associate's Degree **and** one (1) from I-1 **or**
 2. Three (3) from I-1
- D. Incentive Level I-4
1. Bachelor's Degree **or**
 2. Associate's Degree **and** two (2) from I-1

VIII. Captain - Incentive Requirements (Pay Grade 15)

- A. Incentive Level I-1
1. Management Development Program - University of Georgia
 2. FBI National Academy (11 weeks)
 3. Southern Police Institute Administrative Officer's Course (12 weeks)
 4. Northwestern University Center for Public Safety School of Police Staff and Command (10 weeks)
 5. Georgia Law Enforcement Command College
 6. Public Safety Learning Institute - Mercer University
- B. Incentive Level I-2
1. Associate's Degree **or**
 2. Two (2) from I-1
- C. Incentive Level I-3
1. Associate's Degree **and** one (1) from I-1 **or**

2. Three (3) from I-1
- D. Incentive Level I-4
1. Bachelor's Degree or
 2. Associate's Degree and two (2) from I-1

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton
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Chief of Police