

**Police Leadership Certification Program (VPMA)****PURPOSE**

The purpose of the Management Leadership Incentive Program is to provide compensation and recognition for Supervisors and Managers who have acquired special skills and demonstrated their worth to the organization through years of service, academic achievement and by developing a breadth of knowledge through assignment to specialties within the Department. The incentive program is intended to encourage ongoing development through higher level course work.

The Department recognizes that managers increase their relative value to the organization through a consistent effort to enhance their formal education and professional training, and by seeking assignment to one or more of the specialty assignments available to supervisors. The Department also recognizes that managers who dedicate a number of years as managers to the service of the City of Vacaville acquire knowledge of the local community, employee and organizational issues, and knowledge as a leader that provides an added value to their work. The Leadership Incentive Program is being implemented to provide a visible means of recognizing such managers, as well as compensating them for their persistent work to professionally develop their expertise.

**AUTHORITIES**

The compensation for obtainment of the certification is governed by the applicable MOU.

**POLICY****Requirements for Participation**

The Leadership Incentive Program is composed of two incentive levels for Sergeants, two incentive levels for Lieutenants, and two levels for Captain. The levels of compensation are independent of one another and are not cumulative.

**SERGEANT**

The requirements of the two levels of the Leadership Incentive Program for Sergeants are:

**Leadership Level I**

- Minimum service of four (4) years as a Police Sergeant with the City of Vacaville.
- Most recent evaluation must have an overall rating of meets standard or higher. Possession of a POST Supervisor Certificate.

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Possession of an AA/AS degree from an accredited college or university with a major in Criminal Justice, Public Administration, Management, the social sciences, or a major related to policing.

Sergeants who possess a BA/BS degree from a college or university as described in the preceding paragraph will be eligible for participation at Level I at the completion of three (3) years as a Sergeant as long as all other requirements have been met.

Must have been selected and assigned to a specialty assignment as noted below. The period of assignment shall be for a minimum period of two years (collateral specialties require three years' service). If a Sergeant is transferred temporarily to Patrol due to staffing considerations, it shall not be counted as a break in specialty service. Specialty assignments include:

1. Investigative Services Section Supervisor
2. VICE Team Supervisor
3. Crime Impact Team Supervisor
4. Special Victims Unit Supervisor
5. Youth Services Section Supervisor
6. Traffic Section Supervisor
7. Office of Professional Standards Supervisor
8. Community Response Unit Supervisor

The following collateral specialties require three years of assignment:

1. Field Training Officer Program Supervisor
2. Technology & Projects Coordinator
3. Special Weapons and Tactics Team Supervisor
4. Crisis Incident Negotiation Team Supervisor
5. Firearms Instructor Supervisor
6. Defensive Tactics Instructor Supervisor
  
7. K-9 Supervisor
8. EVOG Training Supervisor
9. Mobile Field Force Supervisor
  
10. Fleet Supervisor
11. Public Information Officer
12. Social Media Team Supervisor
13. Bicycle Patrol Unit Supervisor

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If a Sergeant is moved from a specialty by the Department in the interest of the Department (and not for performance issues), the Sergeant will be credited for the time spent in that specialty (e.g., moving out after 6 months, time will be added to a subsequent specialty).

The Level I Sergeant will wear a single rocker under the three Sergeant chevrons on each sleeve of the police uniform.

**Leadership Level II**

- Minimum service of seven (7) years as a Police Sergeant with the City of Vacaville.
- Most recent evaluation must have an overall rating of meets standard or higher.
- Possession of a POST Supervisory Certificate.
- Completion of the Sherman Block Supervisory Leadership Institute (SLI) or other similar leadership programs as approved by the Chief of Police.

Possession of a BA/BS degree from an accredited college or university with a major in Criminal Justice, Public Administration, Management, the social sciences, or a major related to policing.

Sergeants who possess a MA/MS degree from a college or university as described in the preceding paragraph will be eligible for participation at Level II at the completion of six years as a Sergeant as long as all other requirements have been met.

Must have been selected and assigned to two different specialty assignments as noted below. The period of assignment for each assignment shall be for a minimum period of two years (collateral specialties require three years service). If a Sergeant is transferred temporarily to Patrol due to staffing considerations, it shall not be counted as a break in specialty service. Specialty assignments and their requirements shall conform to the same standards as described in Level I of the program. If a Sergeant is moved from a specialty by the Department in the interest of the Department (and not for performance issues), the sergeant will be credited for the time spent in that specialty (e.g., moving out after 6 months, time will be added to a subsequent specialty).

The Level II Sergeant will wear a single rocker under the three Sergeant's chevrons, and will also wear a five-point star in the field between the lowest chevron and the rocker. Sergeants who were hired prior to 7/1/85 who are not eligible for participation, and who otherwise meet all requirements of this program, will wear the described uniform device in recognition of their service to the agency.

**LIEUTENANT**

The requirements and compensation of the two levels of the Leadership Incentive Program for Lieutenant are:

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An employee can qualify for Lieutenant Leadership Level I in the following two ways:

1. A newly promoted Lieutenant possesses Sergeant Leadership Pay Level II at the time of the promotion;

-OR-

2. The employee must have a minimum three (3) years experience as a Lieutenant with the City of Vacaville;

-AND (in addition to 1 or 2 above)

The employee meets the following criteria:

- Possession of a MA/MS degree from an accredited college or university with a major in Criminal Justice, Public Administration, Management, the social sciences, or a major related to policing.
- Most recent evaluation must have an overall rating of meets standards or higher.

There will be no change in the uniform device for participants in this program.

**Leadership Level II**

An employee can qualify for Lieutenant Leadership Level II in the following two ways:

1. If an employee promoted to Lieutenant as described above and he/she already held the Sergeant Leadership Pay at Level II, he/she must serve as a Lieutenant with the City of Vacaville for a minimum of three (3) years before he/she can qualify for the Lieutenant Level II Pay;

-OR-

2. If an employee had to serve three (3) years as a Lieutenant before the employee were eligible for Level I Pay, he/she must serve as a Lieutenant with the City of Vacaville for a minimum of five (5) years before he/she can qualify for the Lieutenant Level II Pay;

-AND (in addition to 1 or 2 above)-

The employee meets the following criteria:

- Possession of a MA/MS degree from an accredited college or university with a major in Criminal Justice, Public Administration, Management, the social sciences, or a major related to policing.
- Graduation from the POST Command College, FBI National Academy, LAPD Leadership Program, or others as approved by the Chief of Police.

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- Most recent evaluation must have an overall rating of meets standard or higher. There will be no change in the uniform device for participants in this program.

**CAPTAIN**

The requirements and compensation of the two levels of the Leadership Incentive Program for Captain are:

**Leadership Level I**

An employee can qualify for Captain Leadership Level I in the following ways:

1. A newly promoted Captain possesses Lieutenant Leadership Pay Level II at the time of the promotion;

-OR-

2. The employee must have a minimum of three (3) years experience as a Captain with the City of Vacaville;

-AND (in addition to 1 or 2 above)-

The employee meets the following criteria:

- Possession of a MA/MS degree from an accredited college or university with a major in Criminal Justice, Public Administration, Management, the social sciences, or a major related to policing.
- Graduation from the Police Executive Research Forum (PERF) Senior Management Institute for Police (SMIP) Program or other Executive Leadership Program not previously attended, or counted towards qualification of previously received incentive (POST Command College, FBI National Academy), as approved by the Chief of Police.
- Most recent evaluation must have an overall rating of exceeds standards or higher.

There will be no change in the uniform device for participants in this program.

**Leadership Level II**

An employee can qualify for Captain Leadership Level II in the following ways:

1. If an employee promoted to Captain as described above and he/she already held the Lieutenant Leadership Pay at Level II, he/she must serve as a Captain with the City of Vacaville for a minimum of three (3) years before he/she can qualify for the Captain Level II Pay;

-OR-

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2. If an employee had to serve three (3) years as a Captain before the employee were eligible for Level I Pay, he/she must serve as a Captain with the City of Vacaville for a minimum of five (5) years before he/she can qualify for the Captain Level II Pay;

-AND (in addition to 1 or 2 above)-

The employee meets the following criteria:

- Possession of a MA/MS degree from an accredited college or university with a major in Criminal Justice, Public Administration, Management, the social sciences, or a major related to policing.
- Graduation from the Police Executive Research Forum (PERF) Senior Management Institute for Police (SMIP) Program or other Executive Leadership Program not previously attended or counted towards qualification of previously received incentive (POST Command College, FBI National Academy), as approved by the Chief of Police.
- Possession of a post-graduate level certificate from an accredited Police Executive Leadership Program, as approved by the Chief of Police.
- Most recent evaluation must have an overall rating of exceeds standards or higher.

There will be no change in the uniform device for participants in this program.

**Compensation**

Compensation for obtainment of a certification shall be outlined in and controlled by the applicable MOU. Current rates are 5% for level I and 10% for level II (no compounding).

**RESPONSIBILITIES**

**EMPLOYEE.** It is the responsibility of the employee to:

1. Provide the application to Human resources and the department's Training Manager.
2. Provide any supporting documentation with application for approved programs/projects that meet the above outlined criteria to Human Resources and the department's Training Manager.

**HUMAN RESOURCES.** It is the responsibility of Human Resources to:

1. Review application and all supporting documentation from the Police Department.
2. Upon satisfactory review, begin compensation with the pay period immediately after all required documentation has been received and approved by Human Resources.