

**Senior Police Officer Certification Program (VPOA)****PURPOSE**

The purpose of the Senior Police Officer Program (SPOP) is to provide compensation and recognition for Police officers 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 Senior Police Officer Program is applicable to all employees in the classification of Police Officer and Lead Detective.

The Department recognizes that a Police officer increases 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 all police officers. The Department also recognizes that police officers who dedicate a number of years to the service of the City of Vacaville acquire knowledge of the local community, crime trends and related issues that provides an added value to their work as an officer. The SPOP is being implemented to provide a visible means of recognizing such officers, 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 requirements of the three levels of the SPOP are summarized as follows:

**Senior Police Officer I**

- Successful completion of probation as a Police Officer
- Two years paid and continuous experience with the City of Vacaville
- POST Basic Certification

**Senior Police Officer II**

- Minimum service of six (6) years as a Police Officer with the City of Vacaville. A lateral officer may substitute up to three years of full-time CA Peace Officer service with another law enforcement agency toward fulfilling this requirement or up to three years of full-time law enforcement service with an out-of state law enforcement agency that participates in its state's "POST-type" program and that "POST-type" program includes an equivalent individual Basic Certificate or license.

**Senior Police Officer Certification Program (VPOA)**

- Must have completed a minimum of 30 college semester units.
- Must have obtained an Intermediate POST Certificate.
- Must have been selected and assigned to a specialty assignment as noted below. The period of assignment shall be for a minimum period of one year unless otherwise indicated below. If an officer is transferred temporarily to Patrol due to staffing considerations, or is transferred to a second specialty without a break in specialty assignment time of at least six months, the requirement for the one-year minimum time will be waived. A lateral officer may substitute three years in a full-time specialty assignment with their previous law enforcement agency to fulfill this requirement. Prior assignment to Special Weapons and Tactics Team and Crisis Incident Negotiation Team need not have been “full-time” assignments to count. All approval of previous assignments with another law enforcement agency will be reviewed and determined at the discretion of the Chief or designee. Specialty assignments include:
  - Investigative Services Division Detective
  - Community Response Unit
  - Youth Services Section
  - Traffic - Motors and Traffic Officers
  - K9 Program
  - Field Training Officer
  - Corporal
  - Special Weapons and Tactics Team (requires 3 years)
  - Crisis Incident Negotiation Team (requires 3 years)
  - Firearms Instructor (requires 3 years)
  - Defensive Tactics Instructor (requires 3 years)
  - Mobile Field Force (requires 3 years, cannot be counted if on SWAT team)
  - EVOG Instructor (requires 3 years)
  - CVSA Examiner (requires 3 years)
  - Armorer (requires 3 years, cannot be counted if Firearms Instructor)
  - Honor Guard (requires 3 years)
  - Cadet Advisor (requires 3 years)
  - Social Media Team (requires 3 years)
  - Drone Operator - Licensed (requires 3 years)

The SPO II will wear a single chevron on each sleeve in recognition of being advanced to SPO II status.

**Senior Police Officer Certification Program (VPOA)****Senior Police Officer III**

- Minimum service of ten (10) years as a Police Officer with the City of Vacaville. A lateral officer may substitute up to three years of full-time CA Peace Officer service with another law enforcement agency toward fulfilling this requirement or up to three years of full-time law enforcement service with an out-of state law enforcement agency that participates in its state's "POST-type" program and that "POST-type" program includes an equivalent individual Basic Certificate or license.
- Must have completed a minimum of 60 college semester units and have obtained an Advanced POST Certificate. Officers who have been awarded a Bachelor's degree from an accredited college or university in criminal justice, the social sciences, or a related field, will be eligible for elevation to SPO III upon completing nine (9) years' service with the Vacaville Police Department (a lateral officer may substitute up to three years' service as described above).
- Must have been assigned for a minimum of one year in two distinct specialty assignments (including qualifications in specialties as described in the preceding section). The exception to a full year's service in a specialty as described in the SPO II guidelines shall also apply for SPO III consideration of specialty service.
- Must have returned to Field Services as a patrol officer for a minimum of six months between specialty assignments outside of the Field Services Division, unless the Department allows a transfer to a second specialty in accordance with General Orders. In the case of specialty service without an interim transfer to Field Services, the officer will be eligible for credit for two specialties as required for participation in the SPOP program.

The SPO III will wear two chevrons on each sleeve of the police uniform in recognition for being advanced to SPO III status.

**Duties**

The SPO will work duties similar to those of other incumbents in their particular job assignment. If assigned as an OIC or acting watch commander, the SPO will not be eligible for an increase in pay for the time they work as an OIC or acting watch commander in a line or specialty assignment, except as described in the "Compensation" section of this document.

Utilization of SPO's in an OIC capacity shall not be used as a substitute for filling of vacancies or long-term absences at the Police Sergeant rank in lieu of permanent or temporary promotion pursuant to current practice.

**Senior Police Officer Certification Program (VPOA)**

The unit, team or shift supervisor may task the SPO with adjunct duties as desired in recognition of the SPO's experience and value to the organization. The SPO is not eligible for added compensation to fulfill requirements in this capacity beyond that paid through regular or overtime compensation. Such adjunct duties shall not include compensated Patrol specialties (e.g., FTO), which will continue to be compensated pursuant to the applicable MOU provisions.

**Compensation**

SPO I/II/III's will be compensated pursuant to MOU Section 18. Current compensation is 2.5% for Level I, 6% for Level II and 11% for Level III (no compounding).

An SPO I, II or III serving as a Field Training Officer in the Field Services Division shall be compensated as described above in conjunction with the pay provisions of the FTO section of the MOU.

An SPO I, II or III serving as an FTO shall not qualify for any OIC compensation to the preceding paragraph or any other provision (i.e., 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 Department.
2. Upon satisfactory review, begin compensation with the pay period immediately after all required documentation has been received and approved by Human Resources.