

Chattanooga Police Department - Policy Manual

PER-16 – LATERAL ENTRY

Amends/Supersedes: PER-16 (07/01/03)

Date of Issue: 02/06/06

CALEA 32.1.1

PURPOSE

The purpose of this general order is to establish clear and concise standards governing the employment of current or former law enforcement officers from this or other law enforcement agencies.

I. POLICY

A. The Chattanooga Police Department shall conform to the City of Chattanooga Personnel Ordinance reflected in Section 2-136 of the City Code, Chattanooga Police Department Personnel Recruiting and Selection Criteria (General Orders PER-11, PER-12), P.O.S.T. hiring rules (T.C.A. 38-8-105 Chapter 1110-2-.03) and P.O.S.T. training requirements (T.C.A. 38-8-104 Chapter 1110-7) in selecting applicants for lateral entry consideration.

B. Any currently employed Chattanooga Police Department officer (private) who has at least 2 years of past patrol experience as a certified officer and less than a 5 year break in police service, may submit a request for a salary evaluation. Application for a salary evaluation shall be made within ninety (90) days of the effective date of this policy. These officers shall submit the request, by memo, to the Police Personnel office to be considered for evaluation. Proof of past certification shall be included. Back-pay is not authorized. These officers may be given credit for up to 10 years of prior experience. This policy applies to privates only. No credit shall be given to any other ranks.

II. MINIMUM QUALIFICATIONS

A. The candidate shall have at least 2 years of police patrol experience as a certified sworn officer in a city, county, state, military police, or federal police agency and not have more than a five (5) year break in service. Preference shall be given to former officers with not more than a two (2) year break in service. No candidate shall be eligible for hire whose certification has been revoked for cause.

B. All candidates shall be currently or previously certified law enforcement officers. Such certification may be from any state.

C. Education

1. Candidate shall have successfully completed (minimum 2.0 grade point average) from an accredited college or university one of the following:

- a. 60 semester hours (90 quarter hours);
- b. Received an associate degree; or
- c. Have had a minimum of 3 years honorable active military service.

2. For the purposes of department educational requirements, an accredited college or university is one which is accredited by one of the regional accrediting bodies recognized by the U.S. Department of Education. Thus, degrees and/or course work gained by Internet and/or correspondence courses not accredited by one of these main regional accrediting bodies shall not be considered as meeting the educational requirements set forth above.

D. All candidates shall meet all other requirements for selection as a police officer as established by the Sworn Personnel Selection Process (General Order PER-12).

III. SELECTION PROCESS

A. The City Personnel Office and the Chattanooga Police Training, Personnel & Operational Support Division shall maintain on file a current manual that describes all components of the selection process. The manuals shall

describe the selection process and shall include information about the development, fairness, administration, scoring, and interpretation of all elements used in the selection process.

B. The selection process shall include the following: [32.1.1]

1. Application;
2. Written test (waived)
3. Physical ability test;
4. Background Investigation;
 - a. Pre-Interview;
 - b. Polygraph exam; and
 - c. Follow-up interview, if applicable; and
5. Final interview.

IV. PAY AND BENEFITS

A. Officers hired under the provisions of this policy shall be assigned to a pay step according to the following criteria:

Previous Service*				Pay Step		
2 – 3	years	or	24 – 47	months	S2	\$30,880
4 – 5	years	or	48 – 71	months	S3	\$32,324
6 – 7	years	or	72 – 95	months	S4	\$33,769
8 – 9	years	or	96 – 119	months	S5	\$35,212
10 +	years	or	120 +	months	S6	\$36,657

*Note – Only previous service as a certified law enforcement officer shall be credited.

B. A certified officer entering employment with the Chattanooga Police Department shall not be granted seniority for any purpose other than pay grade placement. Eligible candidates shall be hired at the patrol officer rank only. All department promotional requirements shall be met to be considered for promotion to a higher rank (General Order PER-7). [34.1.3g]

V. TRAINING

All selected candidates who are hired under these provisions shall attend a minimum eight (8) week Chattanooga Police Department academy and successfully complete a modified field training program lasting a minimum of four (4) weeks. Curriculum for the academy training and field training shall be determined by the department's Training, Personnel & Operational Support Division Commander.