

Section II ADMINISTRATION

Department Policy #2.23

Police Officer Lateral Entry Program

- I. Purpose: The purpose of the policy is to define the process used to guide the department on allowing officers with previous Law Enforcement experience to lateral transfer into our agency.
- II. Policy: It will be the policy of the department to recognize an applicant's previous law enforcement experience by providing a starting salary commensurate with the applicant's tenure in law enforcement.
- III. The Order:
 - A. In order to be considered for employment with this agency, applicants must meet all established pre-employment minimum requirements, as well as successfully complete all testing, screening, and background screening components. To be eligible for consideration within the lateral entry program the applicant must have had powers of lawful arrest and authorized to carry a weapon. All applicants wanting to be considered for the lateral entry program must possess an Indiana Law Enforcement Academy Certification or meet all of the requirements for the I.L.E.A. Waiver Requirement.
 1. Law Enforcement Experience is defined as: fulltime employment with a local, county, state, or federal agency that has primary responsibility for law enforcement and arrest powers.
 2. For the purposes of the Lateral Entry Program, military experience does not qualify.
 - B. The Lateral Entry Program will provide up to a maximum of three (3) years of starting salary/pay incentives for qualified candidates. Calculations for years of service will not include partial/seasonal years of service. The Lateral Entry Program does not recognize rank or seniority rights from the officer's previous employment. The below information will be used as a guide for entry-level salaries.

An officer granted employment under lateral entry shall begin employment as a probationary officer for pay, benefits and merit. Upon successful completion of the F.T.O. program, the lateral entry officer shall be granted pay and benefits as outlined in this policy, but will remain in a probationary status for merit for a period not to exceed one year as required by Merit Commission Rules and Regulation (Article II, Section L (1)).

1. Academy certification and one (1) year of law enforcement experience will equal the pay grade of a Patrol Officer, second class.

2. Academy certification and two (2) or more years of law enforcement experience will equal the pay grade of a Patrol Officer, first class.

C. Candidates accepting employment through the Lateral Entry Program will be entitled to the following vacation leave during their first year of employment upon successful completion of the F.T.O. program.

1. Two (2) or more years of law enforcement experience completed will be entitled to 40 hours vacation.
2. One hundred (108) hours of Personal Holiday time, which will be prorated for the employee's start date.
3. At the completion of the first year of employment the employee will receive additional vacation time based on current department policy and procedures.

D. Candidates wanting to be considered for the Lateral Entry Program must meet all of the requirements of the 1977 Indiana Police and Fire Pension Fund (PERF), and be accepted into the Pension Fund.

1. Out of state candidates and other applicants not currently a member of this fund must not have reached their 36th birthday at the time of employment.

Issue Date

06 /06 /2011

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3 : 5/20 /2014

By Order of the Chief:
