



Lateral Entry Pay Policy and Request Form

Rev July 2015

In accordance with the Collective Bargaining Agreement between the GPOA and the City of Greeley, the level at which new employees enter the salary schedule shall be determined by the Police Chief and the Human Resources Director. These standards are set forth as a guideline.

Offers of lateral entry will be made in conjunction with the Conditional Job Offer with the provision that the lateral entry pay will be granted retroactive to the original date of employment as a Police Officer upon successful completion of the FTO program. Applicants seeking Lateral Entry should submit a Lateral Entry Qualifications form and attach documentation to indicate that the training and assignment requirements have been met. Request and documentation of qualification for Lateral Entry MUST be submitted no later than at the time Conditional Job offer being extended. Requests for Lateral Entry made after the Conditional Job offer has been accepted will not be considered.

Step	Lateral Entry Standards (summary)
Step A	<ul style="list-style-type: none"> • POST Certified or eligible for POST certification. • less than 3 years patrol experience
Step B	<ul style="list-style-type: none"> • Must meet Step A requirements plus • 3+ years experience at comparable size agency (no less than 50% the size of GPD); • specialized training in 3 qualified areas (*See A below for details)
Step C	<ul style="list-style-type: none"> • Must meet Steps A & B requirements plus • 5+ years experience as sworn officer in agency of comparable size or larger and • must have worked in 2 qualified specialized assignments for at least 6 months each (See B below for details)
Step D	<ul style="list-style-type: none"> • Must meet Steps A, B, and C requirements plus • have supervisory experience equivalent to GPD Sergeant (must have successfully passed probation as supervisor)

A. Qualified Specialized Training (For Step 3)

1. Traffic Accident Investigation above the standard level.
2. Drug Recognition Enforcement (DRE)
3. Certified Instructor such as: Intoxilizer, H.G.N., Firearms, Arrest Control/Self Defense, Taser, Driving, FTO.
4. Field Evidence Technician
5. Interview and Interrogation
6. Polygraph Operator
7. Other areas of training will be considered on a case by case basis.

B. Qualified Specialized Assignments (for Step 4 and higher)

1. Drug Task Force Officer



2. School Resource Officer
3. Crisis/Hostage Negotiator
4. SWAT Officer
5. Crime Prevention Officer
6. Investigator
7. Explosives Ordinance Disposal Officer
8. Gang Unit Officer
9. Canine Officer
10. Other specialized assignments will be considered on a case by case basis.

LATERAL ENTRY REQUEST AND QUALIFICATION FORM

Applicant / Employee Name _____

Applicants and employees who desire Lateral Entry must submit this completed form and attach certification or other proof that the requirements have been satisfied.

Department approval only:		
Pay Step Requested:	____B	____C
Pay Step Awarded	____B	____C
Reviewed and Authorized by _____		
Date _____		

Request entry at Step B:

Served at another comparably sized police department - Please provide documentation below:

- Name of department: _____
- Number of sworn employees in this department: _____
- Position Title: _____
- Dates worked at this rank: From ____/____/____ to ____/____/____
- Specialized Training (please list above for examples and attach certificates of training).



Request for entry at Step C

Served at another comparably sized police department - Please provide documentation below:

- Name of department: _____
- Number of sworn employees in this department: _____
- Position Title: _____
- Dates worked at this rank: From ____/____/____ to ____/____/____
- Specialized Training:
 - _____
 - _____
 - _____

Specialized Assignments:

Area:	Dates worked in this assignment
_____	_____
_____	_____
_____	_____

Request for entry at Step D

Served at another comparably sized police department - Please provide documentation below:

- Name of department: _____
- Number of sworn employees in this department: _____
- Position Title: _____
- Dates worked at this rank: From ____/____/____ to ____/____/____
- _____
- _____
- _____

Specialized Assignments:

Area:	How long assigned:
_____	_____
_____	_____
_____	_____

- Supervisory experience
- Rank _____
- Dates worked at this rank: From ____/____/____ to ____/____/____
- Number of employees supervised: _____