



CITY OF MARIETTA/BLW  
POLICE CAREER  
DEVELOPMENT PLANS,  
FY 2023

**Police Career Development Plan  
Effective May 1, 2022**

The entry rate for police officers depends on education, military service, certification status, and law enforcement experience. All compensation for this program is a one-time award. No additional amount is awarded for the same educational achievement in the future.

<b>Entry Level</b>	<b>Salary</b>
New hire base salary	\$ 45,011.20
New hires with an Associate degree or equivalent hours or two years of active duty military service*	\$ 46,155.20
New hires with a Bachelor's degree or higher or four years of active duty military service**	\$ 47,320.00
Lateral hires with Georgia P.O.S.T. certification and law enforcement experience***	Market Rate****

\*=Officers hired at this level because of military service will not be eligible to collect AA pay later, but are eligible for BA/BS degree pay and the SPO promotion

\*\*= Officers hired at this level because of military service will not be eligible to collect educational pay later, but are eligible for the SPO promotion

\*\*\*=Must not be required to attend a Georgia Police Academy

\*\*\*\*=Determined based on incumbent officers with similar qualifications, but will not exceed the incumbent rate

**Promotion to Senior Police Officer (SPO) (pay grade 21P)** if employee has a BA/BS, obtains intermediate P.O.S.T. certification, and has a minimum of four years of continuous service with the MPD, **or** has a two-year degree (or equivalent credit hours), obtains intermediate P.O.S.T. certification, and has a minimum of seven years of continuous service with the MPD, **or** has a minimum of ten years of continuous service with the MPD and obtains intermediate P.O.S.T. certification (requires at least ten quarter hours or six semester hours).

Effective January 1, 2021: Employees classified as certified Georgia Peace Officers who have completed their working test period and have not been awarded any previous educational bonus are eligible for \$0.50 per hour for obtaining an AA/AS degree or equivalent hours and an additional \$0.50 per hour for obtaining a BA/BS degree. Police Officers through the rank of Major hired prior to January 1, 2021, will retain the right to be provided increased compensation depending on educational achievement and experience as designated in the former education incentive programs (see below):

Effective January 1, 2009: Employees classified as certified Georgia Peace Officers who have completed their working test period and have not been awarded any previous

educational bonus are eligible for \$0.87 per hour for obtaining an AA/AS degree or equivalent hours and will be awarded an additional \$0.88/hr upon completion of BA/BS degree.

Effective December 30, 2007: Current employees who have completed their working test period and have not been awarded any previous educational bonus are eligible for \$0.87 per hour for obtaining an AA degree and will be awarded an additional \$0.88/hr upon completion of BA/BS degree.

Effective January 1, 2006: All other police officers through the rank of Major receive a one-time educational pay increase of \$1,820 (\$0.87/hr) for an AA degree or equivalent or \$3,640 for a BA/BS (\$1.75/hr).

## **Police Field Training Officer Career Development Plan**

### **Field Training Officer**

- Requirements: Forty-hour Field Training Officer POST certification.  
Sixteen-hour MPD Police Training Officer Program orientation course.
- Compensation: \$1.00 per hour spent training with a recruit. No maximum hours per day.
- Duties: Train new recruits per established training guidelines.  
Serve as a mentor and coach for new officers.

### **Senior Field Training Officer**

- Requirements: Forty-hour Field Training Officer POST certification.  
Sixteen-hour MPD Police Training Officer Program orientation course.  
Intermediate POST certification.  
3,200 hours spent training recruits with positive peer and supervisory reviews.
- Compensation: \$1.50 per hour spent training with a recruit. No maximum hours per day.
- Duties: Train new recruits per established training guidelines  
Serve as a mentor and coach for new officers.  
Serve as a mentor and coach for Field Training Officers.

### **Master Field Training Officer**

- Requirements: Forty-hour Field Training Officer POST certification.  
Sixteen-hour MPD Police Training Officer Program orientation course.  
Intermediate and advanced POST certifications.  
General instructor certification.  
6,400 hours spent training recruits with positive peer and supervisory reviews.
- Compensation: \$2.00 per hour spent training with a recruit. No maximum hours per day.
- Duties: Train new recruits per established training guidelines  
Serve as a mentor and coach for new officers.

Serve as a mentor and coach for both Field Training Officers and Senior Training Officers.  
Assist with curriculum field training program development.  
Assist with the development and instruction of field training officer in-service training.

## **Public Safety Ambassador Field Training Officer Career Development Plan**

### **Field Training Officer (PSA)**

Requirements: Forty-hour Field Training Officer P.O.S.T. certification.  
Sixteen-hour MPD Training Officer Program orientation course.

Compensation: \$0.75 per hour spent training with a PSA recruit. No maximum hours per day.

Duties: Train new PSA recruits per established training guidelines (3-week program).  
Serve as a mentor and coach for new PSAs.

## **Police Services Representative Career Development Plan**

The Police Services Representative Career Development Plan will allow a Police Services Representative to be promoted from the entry level position to a Police Services Representative II. The proposed next level of the program will allow a Police Services Representative II to be promoted to a Police Services Representative III, which will be more comprehensive, present itself as a mentor to others in the Records Section, and provide extra customer service to the public.

The Supervisor of Police Services must submit documentation to the Chief of Police prior to each fiscal year of those employees who will qualify and when eligible for promotion. The Supervisor of Police Services will send a verification memo indicating the employees who have completed all requirements for promotion to Police Services Representative II or Police Services Representative III to the Chief of Police for final approval.

Upon approval, the Supervisor of Police Services will submit a signed Personnel Action Form along with the verification memo to the Chief of Police for signatures to be forwarded to the Human Resources Department.

### **Qualifications required for promotion to Police Services Representative II:**

- Police Services Representative must have at least 3 years' employment with the City of Marietta Police Department (includes working test period and demonstrate knowledge of the skills outlined)
- The Police Services Representative must not have any disciplinary problems or a substandard performance evaluation in the year prior to eligibility.
- The promotion will become effective the start of the next payroll period that promotion takes place.

The Police Services Representative must perform all the following and complete the required training:

- All front desk duties required by an entry level Police Services Representative.
- Answer all GCIC Hit Confirmations in allotted time.
- Process Criminal History requests for Police Officers/General Public
- Process impounds for towing companies and Officer impounds
- Print and process bonds to release subjects from jail through cash, property or bonding companies.
- Collect money and process permit applications.
- Collect money and process criminal history requests for the public
- Process and enter stolen items in the GCIC system.
- Monitor GCIC computer for incoming teletypes from other agencies
- Update the jail log with new arrestees, arraignment dates and releases

- Release impounds to registered vehicle owners.
- Successful completion of GCIC Training Course – How to Read A Rap Sheet.
- Successful completion of GCIC Training Course – Record Entry
- Successful completion of GCIC Training Course – Computerized Criminal History
- Successful completion of GCIC Training Course – Criminal Justice Information Handling

**Qualifications required for promotion to Police Services Representative III:**

- Must be a Police Services Representative II for 3 years or a total time with the Police Department of 7 years.
- Ability to perform all qualifications of a Police Services Representative and Police Services Representative II as listed above.
- Ability to process all Open Records requests.
- Required to train each year on all Open Records Requirements.
- Successful completion of GCIC Training Course – Records Restriction
- Successful completion of GCIC Training Course – Validation Training
- Successful completion of GCIC Training Course – Uniform Crime Reporting
- Attend GCIC Open Records Course each year