



# Apex Police Department General Order



<b>Title</b> Career Progression		<b>Order Number</b> 206-18
<b>Effective Date:</b> August 6, 2018	<b>Amends:</b> 206-15	
<b>CALEA Standard:</b> 33.8.3	<b>Rescinds:</b>	
<b>Reference:</b> Police Officer Career Progression Matrix Telecommunicator Career Progression Matrix	<b>Pages:</b> 2	
<b>Forms:</b> F206 – Career Progression Tracking		

## Career Progression

### Purpose

The purpose of this directive is to establish the criteria for career development procedures for the Apex Police Department.

### Policy

It is the policy of the Apex Police Department to have a program that will provide for a career progression program for non-supervisory police officers and telecommunicators.

### Definitions

*Career Progression* - A noncompetitive process resulting in advancement from one non-supervisory position to another based upon the successful completion of required training and achievement of required certifications.

### Procedures

#### General Procedures for Career Progression (33.8.3)

1. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement to the next level. These positions include:

## Career Progression

- Sworn Police Officer
    - Police Officer I (entry level)
    - Police Officer II
    - Master Police Officer
    - Senior Police Officer
  - Telecommunicator
    - Telecommunicator I (entry level)
    - Telecommunicator II
    - Senior Telecommunicator
2. Employees must complete the core training requirements established in either the Police Officer Career Progression Matrix or the Telecommunicator Career Progression Matrix.
- **NOTE:** The appropriate matrix outlines the minimum criteria or eligibility requirements for each level of advancement for non-supervisory police officers and telecommunicators.
3. Each employee who desires a career progression advancement, and has met the minimum requirements for the desired position, will fill out form F206 - *Career Progression Tracking* and forward it to the Chief of Police through the chain of command.
- The reviewing supervisor will attach comments and must certify that the acceptable level of performance cited in the most recent evaluation continues to exist and that there have been no disciplinary actions within the preceding year. (**NOTE:** Disciplinary action includes written warnings, suspensions, or demotions as outlined in General Order 310 – *Disciplinary System and Grievance Procedures*.)
  - The application will be forwarded for review and approval by the applicant’s supervisor, command level officer, if applicable, Division Commander and Chief of Police.
  - The Chief of Police will review and approve or deny the request, stating reason(s) for denial if applicable.
  - Completed forms will then be sent to the Town of Apex Human Resources for verification and processing.
    - A copy will be maintained in the Administrative Division files.

Text in “Green” notes significant change to policy.

**BY ORDER OF:**



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John W. Letteney  
Chief of Police