

## GENERAL ORDER 23.3.1

### DPSST Officer Certification

**GENERAL ORDER CROSS-REFERENCE: None.**

#### SUMMARY

Describes the Intermediate and Advanced Officer Certification Process.

#### DISCUSSION

Intermediate and Advanced DPSST certification are professional milestones required for certified employees' incentive pay. Certification beyond the basic level requires a combination of training, experience and educational achievement. Current First Aid and CPR cards remain elements for all certification levels.

#### POLICY

##### I

The Department of Public Safety Standards and Training requires official certified copies of all college transcripts used as documentation for certification based upon educational achievement.

##### II

Responsibility for obtaining certification is shared between the individual officer and the department. Each officer is expected to track their own progress towards the next level of certification and contact the department training officer when they are prepared to apply for the next level.

##### III

The Professional Standards and Training Unit shall maintain employee training and employment records. Applications based upon educational credits cannot be completed without the necessary documentation provided by college transcripts. It is the officer's responsibility to obtain the necessary transcripts prior to submitting their application. Obtaining them in advance will expedite completion of the application.

##### IV

Prior planning is recommended to ensure timely processing of your application. The department cannot control the time required for DPSST processing, but will pay retroactively for certification based upon the date the completed application is signed by the Chief.

Employees with questions regarding eligibility for certification or assistance with the process should contact the Professional Standards and Training Sergeant

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Richard L. Lewis  
Chief of Police