

SAN DIEGO POLICE DEPARTMENT PROCEDURE

DATE: MARCH 17, 2020

NUMBER: 5.13 - PERSONNEL

SUBJECT: EDUCATIONAL INCENTIVE PAY PROGRAM

RELATED POLICY: [5.13](#)

ORIGINATING DIVISION: TRAINING AND VOLUNTEER SERVICES

NEW PROCEDURE:

PROCEDURAL CHANGE: **MINOR CHANGES**

SUPERSEDES: DP 5.13 – 03/11/16

I. PURPOSE

This Department procedure establishes guidelines for the Educational Incentive Pay Program.

II. SCOPE

This procedure applies to all sworn members of the Department.

III. BACKGROUND

- A. Effective July 1, 1984, the City of San Diego agreed to adjust its Educational Incentive Pay Program to the specifications stated in Article 15 of the POA/City Memorandum of Understanding. The terms and conditions are described below.
- B. It is the responsibility of the individual officer to notify the Police Officer Standards and Training (POST) School Coordinator of any upcoming POST Certificates (Intermediate/Advanced) that he/she may be eligible to receive.

IV. DEFINITIONS

- A. College units are semester units. Quarter units are calculated at a ratio of two-thirds of a whole semester unit.
- B. Training Points - credits accumulated by attending courses that are sponsored by POST or recognized by POST for the purpose of accumulating training points (e.g. courses offered by the California Narcotic Officer’s Association and the California Police Officer’s Association). Courses also qualifying for training points are Menu classes offered by the San Diego Police Department’s In-Service Training Unit and any classes determined to be related to law enforcement. Training points accrue at a ratio of one training point for every 20 hours of instruction.

V. QUALIFICATION REQUIREMENTS FOR INTERMEDIATE/ADVANCED CERTIFICATES

The following requirements have been set forth by California Police Officer Standards and Training for achieving Intermediate and Advanced P.O.S.T. certificates.

- A. Requirements for Intermediate POST Certificate

<u>If you have</u>		<u>You will also need</u>	
Years experience	College degree	College units	Training points
2 yrs.	BA/BS	---	---
4 yrs.	AA/AS	---	---
4 yrs.	---	45	45
6 yrs.	---	30	30
8 yrs.	---	15	15

- B. Requirements for Advanced POST Certificate

<u>If you have</u>		<u>You will also need</u>	
Years experience	College degree	College units	Training points
4 yrs.	MA/MS	---	---
6 yrs.	BA/BS	---	---
9 yrs.	AA/AS	---	---
9 yrs.	---	45	45
12 yrs.	---	30	30

- C. Officers shall provide In-Service Training with copies of college transcripts showing college credits and certificates showing proof of training points earned.
1. Applications with supporting data will then be forwarded to POST for the issuance of the appropriate certificate.
 2. In-Service Training will notify Payroll regarding the eligibility of the officer to receive additional pay.