**DUBLIN POLICE DEPARTMENT**

**STANDARD OPERATING PROCEDURE**

**SECTION: I-007 TIER PROGRESSION**

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**STANDARD COVERED *CHIEF KEITH MOON***

## I. PURPOSE

To assist personnel in their advancement while in the criminal investigations division and to ensure department objectives are met. The progression also ensures officers in the detective 1-3 positions are given the proper training to complete their job assignments.

**II. PROCEDURES**

The following outline of progression is as follows:

Detective 1: This position is an entry-level position for an officer with a minimum of two years of law enforcement experience and a minimum of two years of service with the Dublin Police Department. While at the Detective 1 level, officers will be closely monitored and instructed on proper policies and procedures relating to investigations. They will also complete certain classes and a specific time in grade before being considered for advancement to the Detective 2 level.

Detective 2: Meet the following prerequisites:

1. Have completed a class or equivalent for Crime Scene Investigations, Search and Seizure for Law Enforcement, and Interviews and Interrogations.

2. Complete 3 years of service at the Detective 1 level.

Detective 3: Meet the following prerequisites:

1. Have completed a class or equivalent for Gang Investigator, Homicide Investigations, Financial Investigation Fundamentals, and Child Victim Fundamentals.

2. Complete 2 years of service at the Detective 2 level.

Detective 4 /CID Commander): Meet the following prerequisites:

1. Have completed 10 years of service with the Dublin Police Department.

2. Have completed all prerequisites for Detective 1-3.

3. Have completed Supervision Levels 1-3 classes or equivalent.

4. Have demonstrated strong leadership skills and a high degree of proficiency in criminal investigations.

If the listed classes are not available at any state or local academy, the department may send the detective to any school or jurisdiction to complete the training if feasible. The CID Commander will aid and assist all detectives in the completion of the stated prerequisites.

It is the responsibility of the detective to ensure that they have met the required prerequisites to apply for advancement to the next level.

When prerequisites are met, detectives may apply for advancement by sending a statement of completion to the CID Commander.

The statement of completion will include the detective’s request to advance supported by documentation to show time in grade and successful completion of the required training classes.

The application will then be forwarded to the Assistant Chief of Police for approval. Once approved, the detective will advance in the next pay cycle, but not less than (7) seven days before the end of a pay period.

Any detective wishing to transfer to another division, upon meeting certain requirements may laterally transfer with the following translation:

1. Detective 1 = Officer

2. Detective 2 = Corporal (Prior completion of Supervision Level 1 and 2 required, or equivalent).

3. Detective 3 = Sergeant (Prior completion of Supervision Levels 1, 2, and 3 required, or equivalent).

If there are not adequate personnel at any level who meet the requirements as specified above, or when circumstances otherwise warrant, the Chief of Police is authorized to modify the requirements to provide an adequate number of personnel to compete in the process, appoint someone to the position, negate the process entirely, or consider outside applicants. The Chief’s decision to circumvent given requirements shall be considered final.