



ADMINISTRATIVE REGULATION

Effective Date: November 12, 2019 Administrative Regulation: 1-8

Revision Date: November 27, 2023 Supersedes: May 20, 2023

Approved By: William H. Ashton II

Subject: Hiring and Advanced Pay Steps Protocol for Sworn Law Enforcement Officers

I. Purpose

The purpose of this program is to recognize and compensate sworn law enforcement officer new hire employees. This regulation may be modified under authority of the town manager.

II. Employees Involved

Applicable sworn law enforcement officer new hires from any US state or territory.

III. Advanced pay steps

The following advanced pay steps are applied to all newly hired law enforcement officers:

Military experience, active or reserve: Must fulfill entire term and be honorably discharged. 5% increase above starting salary given.

Spanish Language Proficiency (oral): Achieve a level 9 or higher on the oral Language Proficiency Test. 5% increase above starting salary given.

Education: Bachelor's degree from accredited institution. No credit for associate degree. No additional credit for degrees beyond bachelors. 2.5% increase above starting salary given.

Sworn law enforcement experience: 1% credit given for 1 year of sworn law enforcement experience from an agency with primary law enforcement responsibility.

All advanced steps shall not exceed 20% above the minimum starting pay of the relevant rank. The Chief of Police and Director of HR reserve the right to determine advanced pay step eligibility.



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IV. Direct hires of Sworn law enforcement officers

Direct hire of Sworn law enforcement officers with 3-9 years of sworn experience in an agency with primary law enforcement responsibility, will be eligible for the Private First Class (PFC) rank and pay at the minimum of that rank. Applicable advanced pay steps will be applied to the new hire's pay, not to exceed 20% above minimum pay for relevant rank and pay scale. Benefits will be consistent with that of a regular sworn new hire. Experience as a sworn law enforcement officer in jobs other than sworn police officer does not qualify for hiring above the Police Officer 1 rank.

Direct hire of Sworn law enforcement officers with 10 or more years of sworn experience in an agency with primary law enforcement responsibility, will be eligible for the Senior Police Officer (SPO) rank and pay at the minimum of that rank. Applicable advanced pay steps will be applied to the new hire's pay, not to exceed 20% above minimum pay for relevant rank and pay scale. Benefits will be consistent with that of a regular sworn new hire. Experience as a sworn law enforcement officer in jobs other than sworn police officer does not qualify for hiring above the Police Officer 1 rank.

Direct hiring of Sworn law enforcement officers into any rank will pay at the minimum of the applicable rank. Applicable advanced pay steps will be applied to the new hire's pay. For specialty sworn positions from outside agencies, higher than 20% above minimum pay for relevant rank and pay scale may be granted by the Director of Human Resources.

A handwritten signature in black ink, appearing to read "William H. Ashton II", written over a horizontal line.

William H. Ashton II
Town Manager