

POCAP Structure and Requirements

Level	Insignia	Time in Grade Requirement	No disciplinary actions within previous	Required Certifications/Training	Pay Increase %
Probationary Officer (PBO)	N/A	N/A	N/A	H.S. Diploma B.L.E.T Certification Probationary Certification from North Carolina Criminal Justice Education Training and Standards	Hiring Rate
Police Officer (PO)	N/A	Release from Probationary Status	6 months	Completion of Department Field Training Program (280 hours) Release from Probationary Status DCI Certification (16 hours)	5% (Grade 16 - Minimum) Based on Town Policy
Police Officer I (POI)		Minimum 1 year as PO	6 months	General Certification ICS-100 (4 hours) ICS-200 (4 hours) ICS-700 (4 hours) Alco-Sensor Certification (8 hours) Standardized Field Sobriety Testing Certification (24 hours) EC/IRII Certification (40 hours) Intro to Traffic Crash Investigation (40 hours) Criminal Investigation through Traffic Law Enforcement (24 hours) Patrol/Traffic Related Elective Courses (16 hours) Officer Choice Elective Courses (16 hours)	2.5%
Advanced Police Officer (APO)		Minimum 2 years as POI	12 months	ICS-800 (4 hours) Field Training Officer Certification (40 hours) Verbal Judo (16 hours) Police Law Institute (76 hours) General Criminal Investigations (40 hours) Patrol/Traffic Related Elective Courses (24 hours) Officer Choice Elective Courses (20 hours)	3%
Senior Police Officer (SPO)		Minimum 2 years as APO	12 months	At-Scene Traffic Crash Investigation (80 hours) Interview and Interrogation (40 hours) Basic Narcotics Investigation (32 hours) Investigations Related Elective Courses (40 hours) Leadership/Supervisory Related Elective Courses (28 hours) Officer Choice Elective Courses (40 hours)	5%
Master Police Officer (MPO)		Minimum 2 years as SPO	24 months	Intermediate Law Enforcement Certification Field Training Officer Supervisor (20 hours) First Line Supervision (40 hours) ICS-300 (16 hours) ICS-400 (8 hours) Leadership/Supervisory Related Elective Courses (60 hours) Investigations Related Elective Courses (32 hours) Officer Choice Elective Courses (72 hours)	7.5%
Sergeant (SGT)		Minimum 1 year as SPO or higher	24 months	*****By promotional process only*****	5% or Grade 19 minimum (whichever is greater)
Senior Sergeant (SSGT)		Minimum 2 years as SGT	24 months	Leadership Development for LE Managers (40 hours) Internal Affairs Investigation Course (36 hours) Background Investigations Course (40 hours) Community Oriented Policing Related Courses (48 hours) Public Speaking/Relations Related Courses (16 hours) Admin/Personnel Related Elective Courses (32 hours) Officer Choice Related Elective Courses (48 hours)	5%
Master Sergeant (MSGT)		Minimum 2 years as SSGT	24 months	Advanced Law Enforcement Certification Budgeting for Police Managers (52 hours) Property and Evidence Room Management (16 hours) Community Oriented Policing Courses (32 hours) Admin/Personnel Related Elective Courses (60 hours) Officer Choice Related Elective Courses (40 hours)	5%
Lieutenant		As designated by the Chief of Police	24 months	*****By promotional process only*****	5% or Grade 20 minimum (whichever is greater)
Assistant Chief (Major)		As designated by the Chief of Police	24 months	*****By promotional process only*****	5% or Grade 22 minimum (whichever is greater)