

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 | Grade 16 Minimum |
| 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) | 3% increase to Grade 16 Step 2 |
| 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) Crisis Intervention Training Certification (40 hours) Criminal Investigation through Traffic Law Enforcement (24 hours) Patrol/Traffic Related Elective Courses (16 hours) Officer Choice Elective Courses (16 hours) | 4% increase to Grade 16 Step 3 |
| 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) | 5% increase or Grade 17 minimum (whichever is greater) |
| 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) | 6% increase or Grade 18 minimum (whichever is greater) |
| 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% increase or Grade 19 minimum (whichever is greater) |
| Sergeant (SGT) |  | Minimum 1 year as SPO or higher | 24 months | *****By promotional process only***** | 5% increase or Grade 20 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% increase or Grade 21 minimum (whichever is greater) |
| 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% increase or Grade 22 minimum (whichever is greater) |
| Lieutenant |  | As designated by the Chief of Police | 24 months | *****By promotional process only***** | 5% increase or Grade 23 minimum (whichever is greater) |
| Assistant Chief (Major) |  | As designated by the Chief of Police | 24 months | *****By promotional process only***** | 5% increase or Grade 25 minimum (whichever is greater) |