

# Senior Officer Progression and Master Officer Program

## 1027.1 PURPOSE AND SCOPE-SENIOR OFFICER PROGRESSION AND MASTER POLICE OFFICER

To provide a uniform procedure for the submission and processing of requests for consideration for advancement to the position of Senior Police Officer and Master Police Officer Status.

## 1027.2 DEFINITIONS-SENIOR POLICE OFFICER

- (a) **Senior Police Officer** - That classification which a police officer may progress to, or continue to be ranked as, when all requirements as set forth by the BART Police Department are satisfied. There are two (2) levels of Senior Police Officer:
  - 1. Senior Officer Intermediate, and
  - 2. Senior Officer Advanced. (Each level requires different minimum qualifications.)
- (b) **Non-Credit Time** - Time that does not count toward service-time experience in determining senior officer progression eligibility. Non-credit time includes the following:
  - 1. Any non-paid leave of absence
  - 2. Employee receiving disability insurance after thirty-one (31) continuous days
  - 3. Any suspensions of more than fifteen (15) days
  - 4. Employee is placed on industrial injury disability leave (4850 time) after thirty-one (31) continuous days
  - 5. Employee placed on Temporary Modified Duty Assignment or on an extended leave of absence after thirty-one (31) continuous days on industrial or non-industrial injury disability
  - 6. Employees on Administrative Leave after thirty-one (31) continuous days

## 1027.3 MINIMUM REQUIREMENTS-SENIOR OFFICER PROGRESSION

Only full-time paid status is applicable in determining years of service-time experience for senior officer progression. All time, based on days, weeks or months on non-credit status shall be deducted from the total service-time experience. All candidates seeking final approval for senior officer progression must have received an annual rating of "competent" or better in all categories on his/her Employees Performance Evaluation within six months of his/her request for senior officer progression; a positive recommendation by the Support Services Deputy Chief; and have met the qualifications for Senior Officer Intermediate or Advanced described below.

- (a) **Senior Officer Intermediate:**

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- (a) ~~A twelve (12) month probationary period and an additional twenty-four (24) month non-probationary period as a police officer with the BART Police Department.~~ Thirty-six (36) calendar months of employment
- (b) Possession of an Intermediate P.O.S.T. Certificate.
- (b) **Senior Officer Advanced:**
  - (a) Police Officers must have completed the following:
    - (a) ~~A twelve (12) month probationary period and an additional twenty-four (24) month non-probationary period as a police officer with the BART Police Department.~~ Thirty-six (36) calendar months of employment
    - (b) Possession of an Advanced P.O.S.T. Certificate.
- (c) **Prior Law Enforcement Experience:**
  - (a) If approved by the Chief in his or her discretion, sworn officers with prior sworn officer experience may be paid a starting salary rate of not less than Step 1 of the salary range for Police Officer until successful completion of their probationary period
  - (b) Initial appointments of persons with prior police experience (with credit for such experience to be determined by the Chief of Police) may be made at any step through the Senior Police Officer range as determined appropriate by management subject to successful completion of all probationary requirements
  - (c) Passing of probationary interview shall suffice when submitting required documentation for Senior Intermediate or Senior Advanced officer pay in lieu of evaluation

#### **1027.4 REQUESTING OFFICER'S RESPONSIBILITY**

A qualified police officer desiring progression to senior officer status shall submit a memorandum of request for Senior Officer Intermediate or Advanced status and a copy of his/her Intermediate or Advanced P.O.S.T. Certificate via the chain of command to the Support Services Deputy Chief.

An officer may apply for an Intermediate or Advanced Certificate from P.O.S.T. up to thirty (30) days in advance of his/her actual date of eligibility. Upon meeting the required service time for advancement to Senior Officer Intermediate or Advanced and receiving a competent or better rating on his/her Employee Performance Evaluation, the officer shall submit a memorandum of request and a copy of his/her application for a P.O.S.T. Certificate, signed by the Chief of Police, to the Support Services Bureau Deputy Chief and retain a copy of each document for himself/herself. Upon receipt of his/her certificate, the officer shall forward a copy of the P.O.S.T. Certificate to the Support Services Bureau Deputy Chief.

Memorandums requesting progression to senior officer will not be accepted prior to the actual date of eligibility.

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Fully completed and qualifying senior officer progression shall be retroactive to the date when the request was received by the officer's immediate supervisor, or in his/her absence, a command-level officer.

The requesting officer shall include the following information in a memorandum of request to his/her immediate supervisor for review and approval:

- His/her date of hire as a police officer with the BART Police Department, the date he/she completed probation and the actual date of eligibility;
- The names and dates of service of all police department(s) where he/she was previously employed as a sworn police officer;
- All dates involving non-credit time.

#### **1027.5 SUPERVISOR'S RESPONSIBILITY**

The officer's immediate supervisor at the time of application shall be responsible for the following:

- (a) Signing and dating receipt of the required documents submitted by the officer for progression and returning a copy of same to the officer for his/her records;
- (b) Verifying the officer's service time by contacting the Administrative Services Supervisor to obtain records of non-credit status time. The supervisor shall confirm the officer's date of hire as a police officer with the BART Police Department and the total service time. Any non-credit status time shall be noted and subtracted from the total service time;
- (c) Verifying all prior service time as a sworn police officer, including the names of the agencies and the dates of service. Only service time as a full-time paid non-probationary police officer shall be counted. Service time as a reserve officer or non-sworn classification (e.g. cadet, aide, dispatcher, jailer, parking control aide or community service assistant) shall not be counted;
- (d) Verifying that the correct P.O.S.T. Certificate has been attached to the memorandum of request or a copy of the officer's application for a P.O.S.T Certificate signed by the Chief of Police has been attached to the request;
- (e) Ensuring that the officer has received an annual evaluation within six months of the memorandum of request. If no evaluation is on file, the supervisor will complete an evaluation within ten (10) calendar days of the receipt of the memorandum of request;
- (f) Forwarding the completed memorandum of request and supporting documentation to the Support Services Deputy Chief via the chain-of-command.

#### **1027.6 SENIOR OFFICER REVIEW -SUPPORT SERVICES BUREAU**

Memorandums of request to senior officer status will be reviewed and processed by the Support Services Bureau Deputy Chief. If the officer meets the qualifications for progression, the application shall be approved and processed accordingly. The Deputy Chief will review the officer's request and performance evaluation to confirm that the officer is rated competent or better in all performance categories, and approve the necessary certification documents. The decision to grant

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progression will be made within 30 calendar days of the receipt of the completed senior officer application package and in accordance with applicable BPOA Bargaining Agreement language.

Progression shall be contingent upon merit and completion of the requirements for either step of the classification and approval of necessary certification documents. Merit eligibility shall be determined by a competent or better performance rating in all applicable performance categories.

In the event an officer is denied progression, he or she will be informed of the reason (s) for denial with within 30 days of the decision.

#### **1027.7 OFFICE OF THE CHIEF**

The Chief of Police or his/her designee shall review all documents relating to the officer and will make the final determination whether an officer is awarded Senior Officer status.

#### **1027.8 SUPPORT SERVICES BUREAU**

The Support Services Deputy Chief will notify the Human Resources Department when an officer is granted a Senior Police Officer status as determined by the Chief of Police. A copy of such determination will be placed in the affected officer's personnel file.

#### **1027.9 CONTINUED RANKING**

Once attained, senior officer status shall become permanent.

#### **1027.10 MASTER OFFICER PROGRAM**

Only employees in the rank of Master Police Officer at the time of full ratification of the 2018-2022 BPOA collective bargaining agreement may remain in the rank of Master Police Officer. No Officers may enter the rank of Master Police Officer after said ratification.