



TEXAS SOUTHERN UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Operations  
AREA: Campus Police

Policy 04.04.04

**SUBJECT: Peace Officer Proficiency Compensation**

I. PURPOSE AND SCOPE

This document shall serve to facilitate procedures and protocols for identifying and administering Peace Officer eligibility proficiency compensation for commissioned police officers of the Texas Southern University Department of Public Safety. Only TSU police officers meeting or exceeding the standards set forth by the Texas Commission on Law Enforcement Officers Standards and Education listed in this policy shall be eligible to receive peace officer proficiency compensation.

II. PEACE OFFICER PROFICIENCY CERTIFICATIONS

A. Basic Peace Officer Proficiency Certificate: To qualify for a basic peace officer proficiency certificate, a police officer must meet all proficiency requirements including:

1. One year experience as a peace officer; and
2. Successful completion of a course of instruction provided by the employing agency on federal and state statutes that relate to employment issues affecting peace officers and jailers, including:
  - a. Civil Service
  - b. Compensation, including overtime compensation and vacation time
  - c. Personnel files and other employee records
  - d. Management – employee relations in law enforcement organizations
  - e. Work-related injuries
  - f. Complaints and investigations of employee misconduct
  - g. Disciplinary actions and the appeal of disciplinary actions

**No peace officer proficiency certification compensation shall be granted for the Basic Peace Officer Proficiency Certificate.**

B. Intermediate Peace Officer Proficiency Certificate: To qualify for an intermediate peace officer proficiency certificate, a police officer must meet all proficiency requirements including:

1. Possession of a Basic Peace Officer Certificate;

2. One of the following combinations of training hours or degrees and peace officer experience;
3. Four hundred (400) training hours and eight (8) years experience as a peace officer;
4. Eight hundred (800) training hours and six (6) years experience as a peace officer;
5. Twelve hundred (1200) training hours and four (4) years experience as a peace officer or an associate's degree and four (4) years experience as a peace officer; or
6. Twenty-four hundred (2400) training hours and two (2) years experience as a peace officer or a bachelor's degree and two (2) years experience as a peace officer

If the Basic Peace Officer Certificate was issued or qualified for on or after January 1, 1987, the licensee must also complete all of the current Intermediate Peace Officer Certification courses, which include:

1. Child Abuse Prevention and Investigation
2. Crime Scene Investigation
3. Use of Force
4. Arrest, Search, and Seizure
5. Spanish for Law Enforcement
6. Asset Forfeiture
7. Racial Profiling
8. Identity Theft
9. Crisis Intervention Training

**A TSU commissioned police officer possessing an Intermediate Peace Officer Proficiency Certification shall be eligible for peace officer proficiency compensation as indicated in the compensation section (III) below.**

C. Advanced Peace Officer Proficiency Certificate: To qualify for an advanced peace officer proficiency certificate, a police officer must meet all proficiency requirements including:

1. Possession of an Intermediate Peace Officer Certificate and
2. One of the following combinations of training hours or degrees and peace officer experience:
  - a. Eight hundred (800) training hours and twelve (12) years experience as a peace officer;
  - b. Twelve hundred (1200) training hours and nine (9) years experience as a peace officer;
  - c. Twenty-four hundred (2400) training hours and six (6) years experience as a peace officer or an associate's degree and six (6) years experience as a peace officer;
  - d. A bachelor's degree and five (5) years experience as a peace officer

**A TSU commissioned police officer possessing an Advanced Peace Officer Proficiency Certification shall be eligible for peace officer proficiency compensation as indicated in the compensation section (III) below.**

**D. Master Peace Officer Proficiency Certificate:** To qualify for a master peace officer proficiency certificate, a police officer must meet all proficiency requirements including:

1. Possession of an advanced peace officer certificate; and
2. One of the following combinations of training hours or degrees and peace officer experience:
  - a. Twelve hundred (1200) training hours and twenty (20) years experience as a peace officer;
  - b. Twenty-four hundred (2400) training hours and fifteen (15) years experience as a peace officer;
  - c. Thirty-three hundred (3300) training hours and twelve (12) years experience as a peace officer or an associate's degree and twelve (12) years experience as a peace officer;
  - d. Four thousand (4000) training hours and ten (10) years experience as a peace officer;
  - e. A bachelor's degree and nine (9) years experience as a peace officer;
  - f. A master's degree and seven (7) years experience as a peace officer;
  - g. A doctoral degree and five (5) years experience as a peace officer.

**A TSU commissioned police officer possessing a Master's Peace Officer Proficiency Certification shall be eligible for peace officer proficiency compensation as indicated in the compensation section (III) below.**

**III. COMPENSATION SCALE**

<b>Master Certification</b>	<b>Advanced Certification</b>	<b>Intermediate Certification</b>	<b>Basic Certification</b>
<b>\$200 per month</b>	<b>\$100 per month</b>	<b>\$50 per month</b>	<b>No compensation</b>

- A. Peace Officer Proficiency Certification compensation shall be accrued during the university's fiscal year and distributed to the eligible police officer once a year at the end of the fiscal year for which the police officer is eligible for the specified compensation.
- B. TSU Police Officers must possess the associated certification on or before September 1<sup>st</sup> of the fiscal year to be eligible for the specified compensation rate.
- C. TSU Police Officers achieving any certification level during the fiscal year shall not be eligible for the specified compensation until September 1<sup>st</sup> of the next fiscal year.

D. TSU Police Officers hired and possessing any of the specified certification at the time of their employment date shall receive compensation in accordance with the scale and the months served.


E. TSU Police Officers terminated or resigning during the fiscal year shall receive compensation in accordance with the scale and the months served during the current fiscal year.

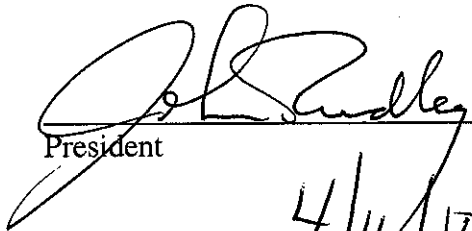
IV. REVIEW AND RESPONSIBILITIES

Responsible Party: Chief Operating Officer

Review: Every three years, on or before September 1

V. APPROVAL

  
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Chief Operating Officer

  
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President

Effective Date: 4/16/10