Law Enforcement Officer Additional Pay Form (2019)

Managers are responsible for assigning these additional duties to individual positions within their departments. This form is to document the assignment of those duties to the listed individual as of the date indicated on the form.

How to use this document: Review the descriptions below to determine Police Officer eligibility for different types of additional pay. Police Officers must meet and maintain the minimum qualifications listed in order to be eligible for additional pay. Police Officers assigned multiple duties are eligible to receive additional pay for each duty assigned.

The Chief of Police or his/her designee must complete and sign form along with eligible Police Officer to ensure understanding and commitment from both parties. For long-term assignments, the dates on the form should follow the fiscal year, beginning on July 1 and ending on June 30. If changes occur mid-year, the dates would need to reflect the current status of the fiscal year. Example: Officer is assigned detective duties for 1 year – form dates would be 7/1/19 till 6/30/20 OR Officer is assigned detective duties for 9 months – form dates would be 9/1/19 till 6/30/20. Remember that eDoc dates should correspond with appropriate biweekly payroll dates.

A copy of the signed agreement should be retained in the campus department’s employee file, as well as attached to the Notes and Attachments section of the Additional Pay eDoc.

Detective Duties: Primarily assigned duties as an Investigator and act as department expert in investigative work. May train other officers on the techniques and methods used to investigate crimes.

Qualifications & Duties: (experience, education, training, certification, etc.)
- A recommended minimum of 1 year of full-time service as a certified Law Enforcement Officer with the IUPD.
- Stay knowledgeable on current investigative approaches to crimes.

Investigative duties include, but are not limited to, the following:
1. Take control of crime scenes to personally investigate or provide investigative guidance for the following:
   - photographing, videotaping, sketching crime scenes,
   - lifting latent finger prints,
   - locating and interviewing suspects, victims and witnesses,
   - writing and submitting probable cause affidavits to the court for subpoenas and search warrants,
   - communicate with prosecutor’s office personnel about the progress of ongoing investigations and preparation of cases for trial,
   - submit evidence to the State Police Lab,
   - collect, record, and preserve evidence, etc.
2. Continually evaluate department police reports, looking for crime patterns.
3. Be selected as the primary contact regarding all investigations.
4. Provide guidance to other officers in the investigation of crimes.
5. Conduct background checks of prospective IUPD employees and on persons of concern.

Occasional assignment to detective duties or as an Investigator or a designation of “light duty” for an untrained officer does not constitute eligibility for additional pay.
**Field Training Officer (FTO):** Undergo an approved specialized Basic FTO Course, attain FTO certification from an accredited FTO organization such as NAFTO, National Association of Field Training Officer certification, and be assigned the duties as a Field Training Officer. Act as role model to new officers, teach them the policies of the department and how to correctly apply concepts learned in the classroom to the job and situations that occur, and evaluate the trainee on his/her progress in the program.

**Qualifications:** (experience, education, training, certification, etc.)

1. Minimum of 2 years of full-time service as a certified Law Enforcement Officer with the IUPD.
2. Attain and maintain a Law Enforcement Instructor certification by the Indiana Law Enforcement Training Board (ILETB), or successfully complete an ILETB-approved instructor development course within one year of appointment as an FTO.
3. Graduate from an IUPD-approved FTO Basic Course or successfully complete this course within one year of appointment as a FTO.
4. Complete and submit the FTO Application to the FTO Coordinator for your campus.
5. Achieve a passing score on the FTO Application Examination.
6. Receive a recommendation for appointment as a FTO from the FTO Interview and Selection Board for your campus.
7. Be selected from the recommendation list and appointed by the Chief of Police as a FTO.

**Training Instructor:** Undergo specialized training in an authorized LETB-certified Instructor Development Program and maintain certification as an LETB Certified Instructor with the Indiana Law Enforcement Training Board (ILETB). Prepare class materials, teach classes, and provide learning assistance. Teach a variety of law enforcement subjects or psychomotor skill classes as required by the ILETB or authorized by the Chief of Police for the annual in-service training requirement.

**Qualifications:** (experience, education, training, certification, etc.)

1. Successfully complete an ILETB-approved Instructor Development course.
2. Achieve and maintain an ILETB Instructors Certification.
3. Be reviewed annually by Training Coordinator for respective campus and receive recommendation to continue instruction.
4. Conduct training and instruction for the IUPD as directed by the respective Chief of Police and the IU Director of Public Safety.
Statement of Support
Additional Pay for Law Enforcement Officers

Employee Name (print) ____________________________ Dept. ____________________________

Position Title ____________________________ Position Number ____________________________

Date Assignment Started ____________________________ Anticipated End Date ____________________________

Type(s) of Additional Pay (mark assigned duties with an “X”):

☐ Detective Duties: Primarily assigned duties as an Investigator and act as department expert in investigative work. May train other officers on the techniques and methods used to investigate crimes.

☐ Field Training Officer: Undergo the specialized Basic FTO Course, maintain NAFTO, National Association of Field Training Officer certification, and assigned duties as a Field Training Officer. Act as role model to new officers, teach them the policies of the department and how to correctly apply concepts learned in the classroom to the job and situations that occur, and evaluate the trainee on his/her progress in the program.

☐ Training Instructor: Undergo specialized training in an authorized LETB-certified Instructor Development Program and maintain certification as a LETB Certified Instructor with the Indiana Law Enforcement Training Board (ILETB). Prepare class materials, teach classes, and provide learning assistance. Teach a variety of law enforcement subjects or psychomotor skill classes as required by the ILETB or authorized by the Chief of Police for the annual in-service training requirement.

I have reviewed the requirements for the additional pay with said employee and authorize that this individual is eligible to receive pay for the additional duties assigned above.

__________________________________________________ ____________________________
CHIEF OF POLICE SIGNATURE DATE

I hereby acknowledge the requirements that must be met in order for me to receive the additional pay(s) and will maintain such requirements in order to continue receiving additional pay(s).

__________________________________________________ ____________________________
EMPLOYEE SIGNATURE DATE