I. INTRODUCTION

This directive establishes guidelines for law enforcement officers from other agencies who may be considered for employment on a lateral transfer basis.

II. POLICY

A. Applicants must have been a full time non-probationary law enforcement officer with at least one (1) year of experience to be considered for employment.

B. Applicants will not be considered for employment if the intended separation from their recent employer or any prior law enforcement employer is due to pending termination related to disciplinary action.

C. Applicants must successfully complete the employment process required of all law enforcement applicants to include: Written Entrance Exam, Physical Abilities Test, Polygraph, Background Investigation, Oral Board, Physical Examination, and Psychological Evaluation.

D. All in-state and out-of-state applicants desiring a lateral transfer must have a current Peace Officer Standards and Training (POST) Class A certification as required by the State of Missouri.

III. GUIDELINES

A. The Training Division will determine, on a case by case basis, the training needs of each lateral transfer applicant.

B. The Human Resources Division (HRD) will determine the eligibility of each lateral transfer applicant.
C. Lateral transfers are required to successfully complete:

1. A training period with a Field Training Officer identical to a law enforcement member who graduates from a full training academy.

2. A six (6) month minimum probationary period to commence at the beginning of their lateral transfer training period.

D. The beginning salary for lateral transfers will be determined by HRD and will not exceed the salary of an existing sworn member with the same uninterrupted years of service.

E. Exceptions to this directive must be approved by the Chief of Police.

David Zimmerman
Acting Chief of Police

Adopted by the Board of Police Commissioners this ___ day of________________, 20__.

Leland Shurin
Board President

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