

**Burleson Police Department  
Administrative Policy and Procedures**

Number: 02-004.1  
Document Title: Lateral Entry Salary Program-Sworn  
Effective Date: 07/11/2017  
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CALEA Standards Referenced: 4.3.2; 22.1.1a; 31.4.1; 33.4.1; 33.4.3

ISSUING AUTHORITY: \_\_\_\_\_  
Billy Cordell, Chief of Police

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I. Policy

The Burleson Police Department's lateral entry salary program compensates TCOLE certified police officers with a minimum of two years prior service upon successfully completing their field-training program. Lateral police officer applicants starting salary will be based on the qualified years of continuous service at their current department, up to **six** years. Lateral police officers hired under this policy may not exercise their previous seniority rights for any benefit(s) outside of the starting salary. [22.1.1a]

II. Requirements

- A) Applicants must meet existing requirements as outlined in City of Burleson and the Burleson police manuals, including passing the entry-level test. [31.4.1]
- B) Applicants must hold a current peace officer license from the Texas Commission on Law Enforcement (TCOLE).
- C) Out of state applicants must challenge and pass the TCOLE state exam before a final job offer will be made by the Burleson Police Department.
- D) Applicants must be a currently employed full-time, paid peace officer employed by a municipality, Sheriff's Office, or the Department of Public Safety, with a minimum of two years patrol experience handling a full array of police work.
- E) Applicants must work in a comparable size city or for a department with a minimum of thirty (30) paid, full-time, sworn peace officers. Those that do not meet these requirements will be evaluated on an individual basis.
- F) Applicants must successfully complete the field training as required by BPD to include weapons proficiency prior to moving into the appropriate salary range. [4.3.2 / 33.4.1/ 33.4.3]

III. Exclusions

Employment/ experience with the following do not qualify for the lateral transfer.

- A) School or university law enforcement
- B) Military police