



July 9, 2017, marks the third of four pay raises for employees working under our current Memorandum of Understanding (MOU) contract. I want to take this time to encourage our members to apply for all California Commission on Peace Officer Standards and Training (POST) Certificates they have earned and are eligible to receive. *Possessing the POST Intermediate and/or Advanced Certificates means more money in your paycheck*; however, you have to apply for the certificates from POST. Receiving these certificates is not automatic, as it is with your Basic POST Certificate, because there are training and educational requirements set forth by POST Sacramento that must also be met, not just time in a pay grade.

Let's start with what the certificates mean for you in terms of your paycheck:

**Basic POST Certificate:** The 3 percent bonus for possessing the Basic POST Certificate was added to our base salary in 2011, so that one is automatic and you are already receiving it once you pass probation.

**Intermediate POST Certificate:** Unit employees who currently hold, or who successfully complete POST requirements for and present an Intermediate POST Certificate, shall be paid *1 percent of regular salary*.

**Advanced POST Certificate:** Unit employees who currently hold, or who successfully complete POST requirements for and present an Advanced POST Certificate, shall be paid *2 percent of regular salary*.

I am always surprised when I talk to members about their POST Certificates and learn that they either did not know they were entitled to the certificate, did not know the requirements to receive the certificates or, in the worst cases, had just not taken the time to apply for the certificates. This means thousands of dollars each year that members are not receiving. *That is money you are entitled to*. Take the time to apply. Who turns down money they have earned?

The POST Liaison Unit at LAPD has streamlined the application process for you. The helpful folks in this unit will receive and review your paperwork to ensure that everything is in order and will then forward the necessary documents to POST Sacramento. POST Sacramento issues the certificates that are delivered to the POST Liaison Unit and entered into a database that will

then trigger you receiving the bonus in your paycheck. For payroll purposes, the effective date of the bonus for the Intermediate and Advanced Certificates shall be the beginning of the payroll period following the operative date of the certificate(s). POST Liaison Unit personnel will contact employees via email to advise when the certificates are received.

The POST Liaison Unit is located on the Sixth Floor of Police Headquarters Facility in Room 650. *The unit recently moved from the second floor.* This unit of hardworking civilian personnel is happy to assist you with any questions or issues that you may have regarding POST Certificates. They can help you to figure out what training and educational points you have and whether or not you qualify. You can reach them by telephone at (213) 486-0798, by email at **postliaison@lapd.online**, or visit them in person. Hand carry documents whenever possible or send via Department Mail to Stop 400 and follow up with a phone call to ensure they are received.

Many LAPD POST-Certified courses qualify for educational credits with College of the Canyons. It is important when you attend Department training and are asked to fill out the College of the Canyons application that you take the time to do so. If not, you are losing valuable college credits that cost you nothing! The POST Liaison Unit can also assist with determining College of the Canyons credits for specific courses and obtaining official transcripts.

**College transcripts:** The college attended must be a recognized, accredited college. Attach a copy of your college transcript(s) or a copy of your college diploma to your Certificate application. If you attended more than one college, a transcript from each institution is necessary. POST Sacramento will only accept official transcripts. Copies of the official transcript are acceptable. The courses taken may be on any subject, not just law enforcement related.

Below is a quick summary of requirements for each certificate. More detailed information regarding POST Certificates, including certificate requirements, POST application instructions, and POST certificate application are available on the LAPPL website: **lapd.com**, under the “Members” tab in the “Forms and Guides” section. These documents are also available on the Department LAN on the POST Liaison Unit page.

You may also download the POST Certificate Application and review your official POST training transcripts by logging into the POST website: **post.ca.gov** and creating a PASS account if you have not already done so. This is the same account that you use when logging into the POST Learning Portal. Once you are logged in, you can download your training profile: Training > My Training Status > Online POST Profile. Your profile will help you determine how many training points you have earned.

## **Quick summary**

### **What are the certificate requirements?**

POST definition of “training points:” 20 classroom hours of police training equals one training point.

POST definition of “education points:” One school semester unit equals one education point, and one school quarter unit equals two-thirds of a semester unit.

Employee shall have acquired the following combinations of education in either semester units or degrees combined with the prescribed years of law enforcement.

As always, you may reach me at (818) 416-6495 or at [LouTurriaga@lappl.org](mailto:LouTurriaga@lappl.org).  
Stay safe!