
COMPENSATION AND BENEFITS

CAREER DEVELOPMENT PROGRAM

Purpose: To provide opportunities for individual growth and development at all levels and promote productive, efficient and effective job performance and improve overall job satisfaction.

Policy Statement: It is the policy of this Department that all sworn members may receive counseling and assistance in choosing, preparing, entering or progressing in job assignment or job specialty.

Summary of Changes: New format.

Procedure:

1 Career Development Program [CALEA 33.8.3]

The Career Development Program fosters the improvement of knowledge, skills and abilities of sworn members in order to successfully meet Department tasks and is based on career counseling and in-service training. The program is voluntary and is intended to provide members equal access to training and development opportunities relevant to their assignment.

1.1 Career counseling involves the interaction of counselor/supervisor and member to provide guidance that may assist the member in choosing, preparing, entering or progressing in a job assignment. Career counseling identifies the following elements:

1.1.1 Knowledge, skills and abilities (KSA) of each member relative to present and future job assignments;

1.1.2 In-service training requirements; and,

1.1.3 The extent to which training fulfills the member's and Department's expectations.

1.2 In-service training is to provide an advanced level of instruction that enhances a member's overall potential for upward mobility or job satisfaction. The two aspects of in-service training are proficiency and career specialty.

1.2.1 Proficiency in-service training is designed to maintain and enhance KSA's needed to perform the duties and responsibilities of the assigned job.

1.2.2 Career specialty in-service training is designed to stimulate personnel to improve the KSA's needed to perform job functions required in specialized areas as well as compete for new areas of interest and specialization that may enhance the potential for upward mobility.

1.3 The Career Development Program will be administered during the Performance Evaluation process by supervisors who have received specialized training in career development. Additional elements of the Career Development Program includes, but are not limited to:

1.3.1 Supervisors will meet subordinates at their request and discuss career goals and opportunities.

1.3.2 Training Unit will provide an in-service training curriculum covering a wide range of topics that promote Career Development.

1.3.3 All members will have the opportunity to partake of in-service training and choose elective courses pertaining to the member's interests and goals.

1.3.4 The Department will assist members in planning their career paths through the utilization of formal schooling and law enforcement related training courses provided by outside agencies.

1.4 As personnel are promoted, it is recognized that knowledge, skills and abilities germane to supervisory and management positions will be required. As such, the Department will provide management training to members as soon as practical following their promotion. [CALEA 33.8.2]

1.4.1 Supervisors will receive mandatory in-service training as well as elective training pursuant to the Career Development Program.

2 Career Development Counseling Training

2.1 All supervisors will receive training in Career Development counseling in order to provide increased knowledge and skills in the following: [CALEA 33.8.1]

2.1.1 General counseling techniques;

2.1.2 Techniques for assessing knowledge skills and abilities;

2.1.3 Salaries, benefits and training opportunities of the Department;

2.1.4 Educational opportunities and incentive programs;

2.1.5 Awareness of the cultural background of ethnic groups in the program;

2.2 The Commander of the Professional Development Division will administer the Career Development Program subject to approval of the Chief of Police.

2.2.1 The Training Unit will be responsible for providing Career Development training to all supervisors.

Mike Davis
Chief of Police