

	POLICY & PROCEDURE	SERIES # 629	PAGE 1 OF 5
	SUBJECT		EFFECTIVE DATE
	CAREER DEVELOPMENT		02/04/2021
			OVERSIGHT Prof. Standards
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #629 dated 01/18/08..		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the Hampton Police Division's Career Development Program.

II. POLICY:

A. It is the policy of the Hampton Police Division to provide sworn personnel an opportunity for individual growth and development at all levels. The Career Development Program is designed to promote and to improve the overall level of job satisfaction by providing:

1. Each officer with an annual review of the training, transfer, and promotional opportunities available;
2. All supervisory personnel with the training, staff support, and resource materials needed to fulfill counseling and evaluation responsibilities.

B. It is also the Division's policy to encourage sworn personnel to continue their formal education to achieve a minimum of a Bachelor's Degree from an accredited college or university in the field of Criminal Justice, Governmental Administration, Law Enforcement, Management, Public Administration, or other related fields. This will be done through:

1. Education Incentive pay – In accordance with established City Policy
2. Education Tuition Assistance – In accordance with established City Policy
3. Shift Preference to minimize work/school conflicts where feasible
4. Promotional Points for College Credits

III. PROCEDURE:

A. RESPONSIBILITIES OF DIVISION SUPERVISORS

1. As part of each officer's annual performance appraisal, supervisory personnel will conduct career counseling by completing the Career Development check-off sheet to include the following information:

APPROVED:
CHIEF OF POLICE



- a. A review of the officer's training record
 - b. A review of the training programs that are applicable to the individual's current assignment
 - c. A review of the requirements and procedures for lateral transfer within the Division
 - d. A review of the requirements and procedures within the Division which pertain to such areas as Career Development, transfers, employee benefits, Take Home Police Car program, Deferred Compensation, and the promotional system.
2. A Career Development Checklist overview is available to supervisor's to assist them in reviewing the checklist with subordinate personnel.

B. RESPONSIBILITIES OF THE PROFESSIONAL STANDARDS -COMMANDER

1. Administer the Career Development Program.
2. Maintain and distribute current information regarding schools and other training opportunities including:
 - a. In-service
 - b. Hampton Roads Criminal Justice Training Academy
 - c. City sponsored
 - d. Other (i.e., college courses, seminars, etc.)
 - e. Educational Assistance Programs.
3. Maintain and distribute information regarding requirements and procedures for promotion within the Division.
4. Maintain and distribute information regarding requirements for lateral transfer within the Division.
5. Maintain a record of all training provided to each officer.
6. Administer the mandatory in-service retraining and other proficiency training programs as components of the Career Development Program. Additionally, career specialties and related training will be identified and provided to supervisors in the career development counseling notebook and included as part of the annual career counseling.
7. Ensure that all personnel transferred to non-supervisory positions are scheduled to attend a skills development course applicable to that position (i.e., an officer transferred to the Vice Section is given an opportunity to attend a related school or course).
8. Ensure that personnel promoted or having a high probability of

promotion to the rank of Corporal are scheduled to attend a First Line Supervisor's training class or an equivalent course; that personnel promoted or having a high probability of promotion to the rank of Sergeant are scheduled to attend a Mid-managers training class or an equivalent course, and that personnel promoted or having a high probability of promotion to the rank of Lieutenant are scheduled to attend a Command level training class or an equivalent course. The Training Unit will schedule the appropriate training.

9. Those assignments that have been identified as specialized assignments, (see P&P 641) will continue to utilize the Division's Specialized Assignment checklist or another (approved) job specific training checklist. Job specific training checklists will be approved by the Training Unit Commander. Specialized Assignment checklists will cover the following areas:
 - a. Policies affecting the Unit
 - b. Supervision of the Unit (who does the employee answer to)
 - c. Administration of the Unit (who takes sick calls, etc.)
 - d. Management of the Unit (how resources & equipment is managed)
 - e. Support services of the Unit (other units available for assistance)
 - f. Goals and Objectives of the new Unit
 - g. Job Description for the new position (from Job Classif. Plan)
 - h. All tasks which receive supervised on-the-job training.

Both the supervisor administering the training and the employee receiving the instructions will initial/sign-off that the training was received. A copy of this will be forwarded to the Accreditation Manager and the original placed in the employee's file.

Additional training for specialized assignment personnel will be provided as needed to accomplish Division and Unit Mission objectives. Also, newly transferred personnel should also be trained on unit procedures via a check off list, similar in format to the check off list utilized for specialized assignments.

10. Ensure that all supervisory personnel are trained in and are familiar with E.E.O.C. guidelines and Affirmative Action objectives established by the Chief of Police and City government.
11. Develop and maintain a list of schools and other training opportunities necessary to develop and maintain proficiency in those positions identified as career special positions.
12. Administer programs of temporary assignments and/or job rotation.
13. Through a process that solicits input from each level of the Division, review the use of temporary assignments and/or job rotation as a component of the Career Development program.

14. Continually search for training which will assist any and all supervisors in improving their supervisory skills and make appropriate assignments to such training.

C. SKILLS INVENTORY

Employees will list any specialized skills they have (i.e., heavy equipment operator) on the Employee's Information Sheet. Employee skill information will be maintained in the Personnel Unit for reference purposes.

D. SPECIALIZED TRAINING

There are numerous assignments which are considered a Career Development opportunity. These duties are not considered Specialized Assignments because they are not a "full-time" duty assignment (see P&P 641). These are duties and/or responsibilities that officers have that are in addition to their normal job assignment (i.e., Field Training Instructor, Radar Operator, etc.).

1. These tasks are performed on a voluntary basis by officers or used to enhance their knowledge, skills and abilities to perform their current duty assignment.
2. Each of these requires both pre- and/or post-assignment specialized training, and supervised on-the-job training.
3. See Appendix I for a list of these Specialized Training duties and the training required for each.
4. There are several other full-time assignments that require specialized training. See the individual policies for the training and re-training requirements for these positions:
 - Academy Instructor, P&P 628
 - Canine Officer, P&P 1105
 - Canine Training Supervisor, P&P 1105
 - Marine Patrol / Homeland Security, P&P 1506
 - Motorcycle Officer, P&P 1107
 - School Resource Officer, P&P 904
 - Training Coordinator, P&P 627

SPECIALIZED TRAINING – APPENDIX I

ASSIGNMENT	TRAINING REQUIRMENTS	RE-TRAINING REQUIREMENTS
Bicycle Officer	40 hour ATB On/Off Road Bicycle Training Course. (P&P 1508)	None
Breathalyzer Operator	40 hour Breathalyzer School	4 hours & re-test every 2 years
City Accident Investigator	16 hour basic Accident Investigation School beyond Recruit level training. (P&P 1006)	None
Crime Scene Processing	12 hour basic Crime Scene Processing	None
Defensive Tactics Instructor	Complete the General Instructor course, then complete the Defensive Tactics Instructor course.	Complete re-certification courses as required by DCJS.
Dive Team	Basic SCUBA Training Course (P&P 547)	Monthly Dive Team training exercises. (P&P 547)
Fatality Accident Investigator	80 hour Fatality School	None
Fingerprint Examiner	Completion of the American Institute of Applied Science Fingerprint Examiners Course.	None
Firearms Instructor	Complete the General Instructor course, then complete the Firearms Inst. Certification course.	Complete re-certification courses as required by DCJS.
General Instructor	Completion of 40 hour General Instructor School.	General Instructor In-service training every three years.
Hostage Negotiator	Completion of both a basic and advanced Hostage Negotiators Course. (P&P 524)	In-house training exercises as necessary. (P&P 524)
Marine Patrol Ancillary Officer	Completion of required American Boat Operator course. (P&P 1506)	None
Mobile Response Team (MRT)	Completion of In-house MRT training.	Monthly MRT Training exercises.
Patrol Training Officer (PTO)	Completion of Patrol Training Officer School (P&P 627).	None
Radar Operator	Successful completion of the DCJS "Basic Training Program in Radar Speed Measurement". (see P&P 1005)	Radar In-service training every 3 years. (P&P 1005)
Special Weapons and Tactics (SWAT) Team	Completion of In-house SWAT training.	Monthly SWAT Training exercises (position specific).
Taser Instructor	Complete the General Instructor course, then complete the Taser Inst. Certification course.	Complete re-certification courses as required by DCJS.
VCIN Certification	Completion of 24 hour VCIN qualification course.	4 hour recertification every 2 years.

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