

GENERAL ORDER 23.1.1

Career Development

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

The Career Development Program establishes methods and procedures to promote the improvement of individual skills, knowledge and abilities of all personnel.

DISCUSSION

Employees are our most valuable resource. The Springfield Police Department supports and encourages employees to continuously improve existing skills and pursue professional development. Career development includes enhancement of existing skills, and supervisory development.

POLICY

I

The primary goal of the Career Development Program is to make available to each employee specific educational and training opportunities for individual growth and job satisfaction. Voluntary and mandatory educational and training opportunities are available to employees at all levels within the organization. Career counseling is available to each member of the organization through a respective member's supervisors, command staff, the Professional Standards and Training Sergeant, and the Employee Assistance Program.

The Department incorporates a tuition reimbursement program for employees attending relevant academic courses at an accredited college. The reimbursement for tuition is described in the Springfield Police Association (SPA) and, Oregon Public Employee's Union (OPEU) agreements, and City Policy Manual as applicable to respective members.

The Springfield Police Department encourages all personnel to take advantage of the Career Development Program through counseling sessions provided by each employee's immediate supervisor in concert with the training officer.

II

Supervisory personnel will be involved in the Career Development Program and shall attend the Basic Supervisory Course sponsored by the Board on Public Safety Standards and Training within 1 year of promotion. The Basic Supervisory Course equips supervisors with specific knowledge and skills to enable them to:

1. Perform general counseling
2. Assess skills, knowledge and abilities
3. Inform employees of salary, benefits and training opportunities within the agency
4. Inform employees of educational opportunities and incentive programs
5. Be aware of the cultural background of ethnic groups
6. Use record keeping techniques
7. Understand career development programs of other agencies
8. Have knowledge of the availability of outside resources.

III

One of the primary components of the Career Development Program is career counseling provided by an employee's supervisor. Sworn employees may fill out a career development plan during the annual review indicating their career goals and areas of interest in training (Attachment A). The Professional Standards and Training Sergeant will send a reminder every three years. If training needs or interests are identified, additional opportunities may be requested or assigned through the Professional Standards and Training Unit.

IV

Training shall be offered through the office of training as it becomes available and as the need arises within the Department regardless of the employee's specific duty assignment. the Professional Standards and Training Sergeant will disseminate training opportunities that may be available to Department members. Training requests should correspond to the employee's career development plan.

V

The Professional Standards and Training Sergeant shall administer the Career Development Program. Support may be gained through local facilities for higher education as well as the Department on Public Safety Standards and Training.

To enhance the Career Development Program, the Springfield Police Department offers and encourages all personnel to take advantage of assignment rotation available at the various levels within the Department. To assist in career development planning a list of duties, required skills and abilities, and recommended skills and abilities are available to help guide decision making about job assignments and training requests (Attachment B).

Richard L. Lewis
Chief of Police