




## ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

<b>Chapter: 5</b> Procedures	<b>Effective Date:</b> January 18, 2019	<b>Amends/Supersedes:</b> March 1, 2005	<b>By Authority of the Chief of Police</b>   Charles A. Penn
<b>Accreditation Standard(s):</b> PER.05.01, PER.05.02, PER.05.03			

### 513.06 Career Development

#### I. Policy

To provide employees an opportunity for individual growth and development at all levels and encourage personnel to continue their formal education to achieve a minimum of a Bachelor's Degree from an accredited college or university. The Career Development Program is designed to promote productive, efficient, and effective job performance and to improve the overall level of job satisfaction by providing:

- A. Each employee with an annual review of the training, transfer, and promotional opportunities available at his/her level.
- B. All supervisory personnel with the training, staff support, and resource materials needed to fulfill their counseling and evaluation responsibilities.
- C. The Chief of Police with an annual review of the effectiveness of the Career Development Program, to include an assessment of the department's compliance with any equal employment opportunity or affirmative action objectives established by the Department and the County government.

#### II. Procedure

- A. Responsibilities of the Systems Management Division Commander
  - 1. Administer the Career Development Program.
  - 2. Maintain and distribute current information regarding schools and other training opportunities including:
    - a. Departmental In-service.
    - b. NVCJA.
    - c. County sponsored.
    - d. Other (i.e., college courses, seminars, etc.).
    - e. Educational assistance programs.
  - 3. Maintain and distribute information regarding requirements and procedures for lateral transfer within the department.
  - 4. Maintain and distribute information regarding requirements and procedures for promotion within the department.
  - 5. Maintain a record of all training provided to each employee.
  - 6. Administer the mandatory in-service retraining and other proficiency training programs.

7. Ensure that all personnel promoted and/or transferred to non-supervisory positions are scheduled to attend a skills development course applicable to that position, (i.e., an officer transferred to the Drug Enforcement Unit is given an opportunity to attend the D.E.A. school or similar course).
  8. Ensure that personnel promoted to the rank of Sergeant are scheduled to attend a first-line supervisor training class or an equivalent course; that personnel promoted to the rank of Lieutenant are scheduled to attend a mid-level supervisor training class or an equivalent course; and that personnel promoted to the rank of Captain are scheduled to attend a command level training class or an equivalent course.
  9. Ensure that civilian supervisory personnel receive supervisory and management training.
  10. Ensure that all supervisory personnel will attend E.E.O.C for supervisors training and are familiar with E.E.O.C. guidelines and affirmative action objectives established by the Chief of Police and the County 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 any program of temporary assignments and/or job rotation currently in place, or established under Section B. below, including the temporary assignment of patrol officers to CID.
  13. Conduct an annual evaluation of the Career Development program and make suggestions for revision if necessary.
  14. Review the use of temporary assignments and/or job rotation as a component of the Career Development Program through a process that solicits input from each level of the department.
- B. Responsibilities of the Personnel and Recruitment Unit - Through coordination with the County Human Resources Department, develop a process for conducting an annual inventory of the skills, knowledge and abilities of each employee. Identify those positions within the department that are career special positions, and determine the skills, knowledge, and abilities required to perform at a satisfactory level in each position.
- C. Responsibilities of Department Supervisors
1. Familiarize themselves with the information distributed by the Systems Management Division Commander listed under section A. above.
  2. Participate in training programs designed to enhance career development and counseling.
  3. As part of each employee's annual performance appraisal, supervisory personnel will conduct career counseling to include the following:
    - a. Review of the employee's training record.
    - b. Review of the training programs that are applicable to the individual's current assignment.

- c. Review of the requirements and procedures for lateral transfer within the department.
- d. Review of the requirements and procedures for promotion within the department.