Clayton County Police Department

PROCEDURES

Subject			Procedure #
CAREER DEVELOPMENT			**B10**
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I. PURPOSE

To provide specific guidelines for developing and maintaining the Clayton County Police Department's (CCPD's) Career and Professional Development Program.

II. POLICY

It is the policy of the Clayton County Police Department (CCPD) to assist personnel with career development which may encompass the employee's desired career path and professional goals. The CCPD is committed to providing employees with opportunities for professional growth which can lead to the development of new knowledge, skill sets, enhanced and effective job performance, and a higher level of individual job satisfaction.

The Training Coordinator (hereinafter referred to as the Training Unit Commander) shall assist, along with the Command Staff, in establishing the Department's Career and Professional Development Program and shall endeavor to provide each employee with those career development courses that enhance their individual job performance and enable them to progress toward the accomplishment of the Department's goals. Courses intended to establish understanding and orientation relative to that supervisory knowledge, skill and ability required to facilitate effective counseling, assessment and implementation of career development programs will also be established by the Department.

III. PROCEDURES

A. Responsibilities

1. While the Department provides resources and opportunities, the individual employee holds the primary responsibility for their own career progression. All personnel are encouraged to establish personal goals and examine their beliefs about the impact they can make on their careers.
2. All supervisors are tasked with the responsibility of assisting subordinates with career development and they shall use available resources to assist employees with their professional development and growth.

3. Though career counseling shall be conducted by Supervisors, Commanders, Counselors, Field Training Officers (FTOs) or any other qualified personnel designated by the Chief of Police, the prime motivator behind the Career and Professional Development Program shall be the Commander of the Training Unit.

    a. The Training Unit Commander is responsible for the direction and operation of the Training Unit, and reports directly to the Career Development Division Commander (Major).

    The Training Unit is organized into three (3) functions: training administration, in-service and specialized training, and firearms training.

    b. The Training Unit Commander and personnel assigned to the Training Unit are responsible for administering departmental training and the Department's Career and Professional Development Program.

    c. The Training Unit Commander shall constantly be alert to individual and/or departmental training needs and shall be continually aware of training and educational opportunities and availability. Points to be considered include, but are not necessarily limited to:

        1) Specialized training,
        2) Remedial training,
        3) Academy in-service training,
        4) Regional training institutions,
        5) Formal education (colleges and universities),
        6) Intermediate and advanced GPOSTC certifications,
        7) Departmental promotional procedures,
        8) Departmental awards, and
        9) Educational assistance.

4. Personnel conducting career counseling shall be responsible for helping employees identify, define, and potentially redefine their professional and career aspirations throughout their employment with the Department. Keeping in mind that career development is fundamentally built upon an individual employee's talent, dedication to merit and developed abilities, not on appearance, friendship and luck.

B. Supervisory Training

The Department provides job related training to all newly promoted personnel. Employees may choose to prepare themselves for future promotional opportunity by requesting supervisory related training with the *Training Request Form*. Training is offered through the CCPD, the Clayton County Department of Human Resources (HR), the Georgia Public Safety Training Center (GPSTC), other regional law enforcement academies, or through attendance of appropriate in-service training classes, seminars or other workshops. Newly promoted personnel shall seek and apply for supervisory training appropriate to their position within one (1) year of such promotion. [CALEA 33.8.2]

C. Career Development

1. General

The Department will provide training and professional development opportunities and assistance to employees. The goal of training is to ensure professional growth of an individual and the Department. Improved efficiency and effectiveness in job performance is brought about by employee's increased level of skill, knowledge, and ability through training.

A broad education, including higher education, can significantly benefit both sworn and non-sworn personnel in law enforcement, especially in an increasingly complex society. This can improve critical communication skills, which are vital for effective interaction with citizens, conflict resolution, and building community relationships.

2. Evaluation

   a. Career development is encouraged at all levels of the Department. By providing opportunities for individual growth and development, the Department can foster a more motivated and skilled workforce. Through career development, upward mobility of personnel is enhanced by specific opportunities for professional growth and improved job performance.

   b. Professional development encompasses career counseling and in-service training to enhance job performance and satisfaction. Interviews and counseling with sworn and non-sworn personnel enables the Department and employees to focus on the strengths of the employees. It also offers guidance to employees in choosing, preparing for, entering, or progressing in a particular field or assignment.

   c. Supervisors shall assist subordinates in their effort to enhance personal knowledge, skills and abilities through proper utilization of the *Clayton County Performance Evaluation Program (PEP)* at each annual employee performance evaluation.

      1) The *PEP* consists of the supervisor assessing and rating the employee's performance, and the supervisor meeting with the employee to discuss details of the evaluation and planning performance goals for the upcoming performance cycle.

      2) New goals may be presented through guided learning initiatives, formal training, research projects, cross training, and other types of projects.

      3) The key is to develop the employee by increasing their skills and job knowledge.

3. Education and Training Incentives [CALEA 33.8.4]

   The Department will administer this program in conjunction with the County's Director of Human Resources (hereinafter referred to as the HR Director). In all matters regarding qualification for an educational incentive and change of classification, the HR Director has the final authority. The Department through HR maintains a current set of job descriptions and classifications for the respective job assignments with police services. These job descriptions detail the specific knowledge, skills and abilities required for performance of the duties and responsibilities associated with each job classification.

   a. The Department encourages post-secondary education of its sworn and non-sworn personnel for example, a bachelor's degree and specialized training (e.g., intermediate and advanced certifications) to enhance job performance and career advancement.

      College experience and specialized training provide opportunities to improve critical thinking, problem solving skills, develop effective communication skills (written as well as verbal), and enhance computer literacy. In addition, post-secondary educational skills also allow personnel to develop a better understanding of criminal law from historical, political and social perspectives.

   b. Additionally, to stay abreast of current management techniques, trends and litigation which could impact the Department, departmental operations, and law enforcement in general, affected personnel, administrators, managers, and supervisors shall also be required to attend various and pertinent professional meetings, seminars and similar work-related functions.

Employees are encouraged to receive training and certification through the *Professional Development Program*, offered through HR, which includes an employee curriculum that consists of 16 classes, and a leadership curriculum that consists of 20 classes. Employees are honored and awarded a certificate upon completion of the curriculum.

c. The Board of Commissioners has approved an educational incentive for sworn personnel who have post-secondary education from an accredited college or university. The incentives include the following:

1) An Associate's Degree three step (3.75%) incentive, but it cannot push an employee beyond the maximum salary for the pay grade.

2) A Bachelor's Degree six step (7.5%) incentive, which is the maximum incentive under this program, but it cannot push an employee beyond the maximum salary for the pay grade.

3) For the purpose of incentive pay, the Department recognizes all of the college and universities within the University System of Georgia. For any other post-secondary schools, the Department will recognize any accredited school that is listed on the United States Department of Education's accreditation list found at: http://ope.ed.gov/accreditation/Search.asp.

Qualified sworn employees may apply for the educational incentive by completing the *Application for Educational Incentive Pay*. The application and a certified copy of their college transcript will be forwarded to the Chief of Police for approval.

a) Approved applications will be forwarded to the HR Director with a *Request for Personnel Action Form*.

b) Denied applications will be returned to the officer. The officer may appeal the denial to the Chief of Police by providing any additional information the officer wishes to be considered. If the application is still denied after an appeal to the Chief of Police, the officer may file an appeal to the HR Director whose determination will be final.

d. Master Police Officer (MPO)

The Board of Commissioners has approved a compensation change for police officers after they have acquired the necessary training and minimum employment requirements.

1) In order to be eligible for the class of Master Police Officer (MPO):

a) Department-Mandated Officers: Officers who complete their initial basic law enforcement training after being hired by the Clayton County Police Department (CCPD) must have three (3) years of continuous law enforcement service with CCPD. The three-year period begins on the date the officer successfully completes the Basic Law Enforcement Training Course (BLETC), as documented in their Georgia Peace Officer Standards and Training Council (POST) record.

Previously Certified Officers: Officers hired by CCPD with prior law enforcement certification must have a minimum of three (3) years of documented law enforcement experience. Qualifying experience must consist of actual service as a certified law enforcement officer, supported by employment records and documentation of compliance with applicable annual training requirements. The date of initial certification alone shall not establish the required three (3) years of experience.

b) In addition to meeting one (1) of the requirements above, officers **must** have:

i. Successfully completed the probationary period for new hires.
ii. Obtain and maintain certification in Cardiopulmonary Resuscitation (CPR),
iii. Achieve POST Intermediate Certification.

Once these requirements have been met, the officer can apply for the classification of Master Police Officer (MPO) for the incentive increase of 5%.

2) In order to apply, qualified sworn employees must submit a *Memorandum* (*Memo*) along with the supporting documentation of their POST records, CPR certificate, and POST Intermediate Certification to their immediate supervisor. The *Memo* along with supporting documentation will be forwarded through the sworn employee's direct chain of command, to the Chief of Police for approval. A scanned copy will also be submitted to employee's chain of command.

a) Upon approval, the documentation along with a *Request for Personnel Action* form will be forwarded to the HR Director.

b) Denied requests will be returned to the officer. The officer may appeal the denial to the Chief of Police by providing any additional information the officer wishes to be considered. If the application is still denied after an appeal to the Chief of Police, the officer may file an appeal to the HR Director whose determination will be final.

4. Career and Professional Development Program

a. Probationary Officer Training

1) Basic Law Enforcement Training Course (BLETC), if not previously certified;

2) Applied Police Science Course (APS), which may be conducted during the BLETC, unless exemption is granted by Chief of Police; and

3) Field Training Process (FTO Program).

b. Permanent Sworn Employees

1) In-Service Training

See also CCPD SOP: *F1: Training Policies*.

In-service training shall provide employees with continuous and on-going instruction intended to enhance, refresh and update job-related knowledge, skills and abilities. The State of Georgia and GPOSTC require a minimum of twenty (20) hours of in-service training of all sworn personnel each year (by December 31st each year). In-service training will be designed by the Training Unit and approved by the Chief of Police in accordance with GPOSTC guidelines.

The CCPD recommends that each officer receive a minimum of forty (40) hours of in-service training annually. This requirement can include the twenty (20) hours as required to meet state mandate.

Officers who fail to meet GPOSTC annual training requirements shall be removed from enforcement duties and are subject to termination, at the discretion of the Chief of Police.

2) Advanced /Specialized Training

a) A goal of the Department is to provide citizens of the County with officers who have achieved the highest levels of professionalism and pride. To accomplish

this, employees must be provided with the highest levels of training and education possible. Therefore, the CCPD shall seek schools and training that offer courses of study to best meet the needs of the Department and prepare its employees to excel in the performance of their duties.

b) Application to, and participation in, most advanced and/or specialized training is considered preparatory and therefore voluntary. Certain assignments and promotions require specialized training for the performance of assigned duties. Personnel unwilling to attend the training required for this job specialty shall be denied that assignment.

The Department recognizes that certain areas and/or positions require pre-assignment or post-assignment specialized training; these include but are not limited to: Academy Staff, Accreditation Manager, Aviation, Background and Recruitment, Canine (K-9) Officer, Communications Operator, Crime Analysis and Intelligence, Crime Scene Investigation, Criminal Investigations, Field Training Officer (FTO), Internal Affairs (IA), Narcotics and Vice, Polygraph Examiner, Public Information Officer (PIO), Supervision and Management, Terminal Agency Coordinator (TAC), Traffic Specialists, Training Instructors, and Special Response Units, e.g., Bicycle (Bike) Patrol Unit, Crisis Negotiation Team (CNT), Drone Unit, Explosive Ordnance Disposal (EOD), Mobile Field Force (MFF), Motorcycle (Motor) Unit, Special Weapons and Tactics (SWAT), Underwater Search and Recovery Team (USRT), etc.

c) The Department supports and encourages its officers to take advantage of the State of Georgia and GPOSTC offered career development courses whereby any law enforcement officer may achieve higher levels of certification through intermediate and advanced ratings. Additionally, advanced courses in supervision and management, including the State's Command College are offered to better prepare the officer for the eventual promotional opportunities and higher roles in leadership. Specialty schools for certain career paths are also available.

c. Sworn and Non-Sworn Personnel

1) The CCPD's Gateway Program is designed to help employees gain the training necessary for specialized positions within the Department. By clicking on the Gateway link on the CCPD Intranet homepage, employees can obtain pertinent information regarding these positions, e.g., requirements, training, experience, etc.

2) Employees are encouraged to apply for additional training offered by the Training Unit or for training at other locations such as GPSTC. The Training Unit Calendar and course offerings can be viewed from the CCPD Intranet site; training registration for these courses shall be completed through the Munis system.

5. Application for Training

a. Employees at all levels of the Department may apply for advanced/specialized training using the current *Training Request Submission Form* (see *Appendix A* of this policy).

Any sworn or non-sworn personnel who are pre-registered for a training course and/or placed on the course roster/roll by their own chain of command prior to submitting the training request will mark the appropriate block on the *Training Request Submission Form* (hereinafter referred to as *Training Request*). This will assist the Training Unit by eliminating the process of registration, if registration was previously completed.

b. *Training Requests* shall be submitted through the chain of command for review and/or approval. If a *Training Request* is denied by any supervisor in the chain of command, an explanation shall be provided to the requesting officer at their request.

   1) All *Training Requests* will initially be submitted to the officer's appropriate sergeant and/or designated Shift Training Supervisor.

   2) If initially approved/denied, the sergeant and/or designated Shift Training Supervisor will forward the *Training Request* to the requesting officer's appropriate Sector/Unit Commander, or authorized designee.

   3) If approved/denied, the Sector/Unit Commander, or authorized designee, will forward the *Training Request* to the requesting officer's appropriate Division Commander, or authorized designee. If the training sought by any officer is sponsored by the CCPD or GPSTC and **does not** require any tuition or other fees then the requesting officer's appropriate Division Commander, or authorized designee, will have the authority to determine final approval.

   4) If approved/denied, and there are tuition and/or other fees associated with the requested training, and/or the training will be at a location other than the CCPD or GPSTC, the Division Commander, or authorized designee, will forward the *Training Request* to the requesting officer's Deputy Chief or Assistant Chief. If the training requested will be at a location other than the CCPD or GPSTC and **does not** require tuition or other fees then the Deputy Chief or Assistant Chief will have the authority to determine final approval.

   5) If approved/denied, and there are tuition and/or other fees associated with the requested training, the Deputy Chief or Assistant Chief will forward the *Training Request* to the Chief of Police for final approval.

c. Personnel completing advanced/specialized training may be reassigned to meet Department needs as determined by the Chief of Police.

IV. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *B10: Career Development*, dated July 10, 2025.