




# Clayton County Police Department PROCEDURES

Subject <b>CAREER DEVELOPMENT</b>		Procedure # <b>B10</b>	
Authorizing Signature 	Effective <b>11-29-2023</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>7</b>

## I. PURPOSE

The success of any law enforcement agency is dependent upon the capabilities of each individual officer and employee providing the services of the Department and the enforcement of laws. The strength and confidence of those employees to perform their jobs is derived from the knowledge, education and information they possess, and the enhanced knowledge, continuing education and information the Clayton County Police Department (CCPD) provides.

To ensure the Department's mission and goals are achieved and employees function at highest levels of expectations and accomplishment, a system that encourages and provides for the individual ambitions and needs of the employee, and matches that employee and their talents with departmental needs must exist. Therefore, a professional and career development process is established.

## II. POLICY

Career development is utilized by the Clayton County Police Department (CCPD) to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction. Therefore, it shall be the policy of the CCPD that all supervisors are tasked with the responsibility of assisting subordinates with career development and will utilize all available tools, to assist employees with their professional development and growth.

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. The Career Development Division has the functions of Background & Recruitment, Academy & Training Unit, Firing Range, and other units.
2. The purpose of the Career Development Division is to provide counseling or emotional support to the community and personnel; to provide specialized support and training for the Department; to monitor and coordinate the application process for each candidate of employment to ensure a fair hiring process; and to provide employees with career development courses that enhance their individual job performance and enable them to progress toward the accomplishment of the Department's goals.
3. Though career counseling shall be conducted by Supervisors, Commanders, Counselors, Field Training Officers or any other qualified personnel designated by the Chief of Police, the prime motivator behind career and professional development shall be the Commander of the Training Unit.
  - a. The Training Unit Commander reports directly to the Career Development Division Commander (Major).
  - b. The Training Unit Commander is in the best position to understand each employee's status pertaining to training and education and should be capable of custom designing a career path for each officer and employee.
  - 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. Everyone conducting career counseling shall be responsible for assisting employees in recognizing and defining, and/or redefining their individual professional and career goals during the course of their service with the Department. Careers are developed on talent, merit and ability, not on appearance, friendship and luck.

#### B. Supervisory Training

The Clayton County Police Department provides job related training to all newly promoted personnel. Personnel 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, 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 Clayton County Police 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.

To effectively deal with today's law enforcement problems in an increasingly complex and sophisticated society, sworn and non-sworn personnel should have a broad education, to include a higher education. This will provide a better understanding of society, methods on how to effectively communicate with citizens, and engaging in the exploring of new ideas and concepts.

### 2. Evaluation

a. Career development is encouraged at all levels of the organization to provide opportunities for individual growth and development. Professional development promotes productive, efficient, and effective job performance, and improves the overall level of individual job satisfaction. Through career development, upward mobility of personnel is enhanced by specific opportunities for professional growth and improved job performance. Supervisors shall assist subordinates in their effort to enhance personal knowledge, skills and abilities through proper utilization of the *Clayton County Performance Evaluation Plan (PEP)* at each annual employee performance evaluation.

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

### 3. Education and Training [CALEA 33.8.4]

The Clayton County Police Department will administer this program in conjunction with the County's Director of Human Resources. In all matters regarding qualification for an educational incentive and change of classification, the County's Director of Human Resources has the final authority.

a. The Department encourages post-secondary education of its sworn and non-sworn personnel for example, a bachelor's degree and specialized training (i.e., 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 *Employee Professional Development Program*, the *Manager's Basic Skills Program* and the *Management Professional Development Program* offered through the Clayton County Personnel Office.

c. Education Incentive

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 application. The application and a certified copy of their college transcript will be forwarded to the Chief of Police for approval. Approved applications will be forwarded to the Director of Human Resources with a *Request for Personnel Action Form*. 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 Director of Human Resources whose determination will be final.

d. Master Police Officer

The Board of Commissioners has approved a compensation change for police officers after they have acquired the necessary training and minimum employment requirements. In order to be eligible for the class of Master Police Officer, officers must obtain and maintain certification in Cardiopulmonary Resuscitation (CPR); officers must have three (3) years of continuous law enforcement experience as a Clayton County Police Officer; and have achieved POST Intermediate Certification or higher. Once these requirements have been met, the officer can apply for the classification of Master Police Officer for the incentive increase of 5%.

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. Upon approval, the documentation along with a *Request for Personnel Action* form will be forwarded to the Director of Human Resources. Denied request 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 Director of Human Resources 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

- a) 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). 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.
- b) Training may be provided for a variety of topics. However, a legal update must be attended by each officer annually. This update will include legislative updates and court decisions that affect law enforcement operations. Courses on ethics and the Department's pursuit policy will also be included in the annual training or roll-call training. Additionally, GPOSTC requires two (2) hours of use of force training and qualification on the Georgia Semi-Automatic Pistol Qualification Course annually.
- c) 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 CCPD 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 identifies the following areas as positions requiring specialized training:

- (1) Communication Operators;
- (2) Computer and Electronic Technology;
- (3) Crime Scene Investigation;
- (4) Criminal Investigations;
- (5) Explosive Ordnance Disposal;
- (6) Field Training Officer;
- (7) Instructor Certifications;
- (8) Internal Affairs;
- (9) Narcotics and Vice control;
- (10) Law Enforcement K-9 Operations;
- (11) Special Weapons and Tactics;
- (12) Supervision and Management;
- (13) Traffic Accident Specialists;
- (14) Underwater Search and Recovery; and
- (15) Special Operations.

- c) The CCPD 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.

## 5. Application for Training

- a. Employees at all levels of the organization 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* (henceforth referred to as *Training Request*). This will assist the Training Unit by eliminating the process of registration, if registration was previously completed.

- b. Requests shall be submitted through the chain of command for 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, the sergeant and/or designated Shift Training Supervisor will forward the *Training Request* to the requesting officer's appropriate Sector and/or Unit Commander, or authorized designee.
  - 3) If approved, the Sector and/or Unit Commander 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 the Georgia Public Safety Training Center (GPSTC) and does not require any tuition or other fees then the requesting officer's appropriate Division Commander will have the authority to determine final approval.
  - 4) If approved, 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 will forward the *Training Request* to the requesting officer's Deputy Chief or Assistant Chief of Police. 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 of Police will have the authority to determine final approval.
  - 5) If approved, and there are tuition and/or other fees associated with the requested training, the Deputy Chief or Assistant Chief of Police will forward the *Training Request Submission* 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 March 2, 2018.