



GENERAL ORDER

DURHAM POLICE DEPARTMENT
DURHAM, NC

NUMBER:

1056

CRIMINAL INVESTIGATIONS DIVISION MENTORSHIP PROGRAM

Effective Date: 04/24/2023

Revision Dates:

INTRODUCTION

The mission of the Criminal Investigations Division's (CID) Mentorship Program is to mentor motivated patrol officers and enhance their knowledge and understanding of the investigative steps, techniques, and methods used when conducting an investigation. While learning investigative techniques, a mentorship role is created to assist with the patrol officer's progression as they move toward a career in criminal investigations.

DEFINITIONS

Mentor – An experienced officer currently assigned to the Criminal Investigations Division (CID) as an investigator who provides guidance and support while fostering mentoring relationships with patrol officers.

Mentee – An officer currently assigned to uniform patrol who receives help, guidance, and support from an experienced officer currently assigned to the Criminal Investigations Division (CID) as an investigator.

Mentoring – A deliberate pairing of a mentor and a mentee with the goal of having the lesser experienced person grow and develop specific skills in order to achieve their maximum potential. This mentoring will last for ninety (90) days within the program with an additional thirty (30) days consisting of a final evaluation.

Mentorship Program Coordinator – The selected or appointed person who will be responsible for the facilitation of the Mentorship Program, as well as guiding and directing efforts of mentors and mentees to ensure successful program completion. The coordinator will also facilitate planning and managing participant assessments, tracking and scheduling activities, and documentation of reporting requirements. The Mentorship Program Coordinator must hold the rank of corporal or higher.

Program Supervisor - Oversees development, implementation, and evaluation of the Durham Police Department (DPD) Mentorship Program, and oversees the Mentorship Program Coordinator. The Program Supervisor will be a lieutenant assigned to the Criminal Investigations Division (CID), or another lieutenant or captain if a lieutenant from CID is not practicably available.

CID Mentee Selection Board – The CID Mentee Selection Board is responsible for reviewing the resumes, supervisor recommendation letters, career goal interest letters, and the applicant's reports to select the most

qualified officers for the open positions. This will be done by the board comprising of four (4) investigators and one (1) supervisor of any rank within CID.

Final Evaluation – At the end of the ninety (90) days, the mentee will receive a practical investigative case which they will have to properly handle from start to finish within thirty (30) days unless an extension is provided by a CID supervisor. When practicable, a real case will be assigned to the mentee upon approval of the mentor's supervisor. If a real case is not practicable or available, a hypothetical case will be assigned to the mentee for evaluation.

PROCEDURES

Program Administration

- A. The oversight of the Durham Police Department's mentorship program shall lie with a CID Lieutenant, who, when practicable, is also the Program Supervisor. The Lieutenant of CID will then report to the Captain of CID.
- B. The facilitation of the Mentorship Program shall lie with the Mentorship Program Coordinator.
- C. The CID Mentorship Program is designed to identify, train, and prepare motivated, accomplished, and dedicated patrol officers for the next step in their law enforcement career. This program will serve two-fold. First, it will train patrol officers on the investigative process and allow patrol officers an in-depth look at the day-to-day life of the investigator, resources available to investigators, what happens to cases after the initial report is completed by the patrol officer, and what happens to cases when they are charged and sent to the Durham County District Attorney's Office. Second, this program creates a mentorship between the investigator (mentor) and the patrol officer (mentee). This mentorship is meant to support the patrol officer in career development, serve as a resource with cases, and assist with the transparency and synergy between CID and Uniform Patrol.
- D. When there are mentee vacancies within this program, a memo will be sent to all sworn officers with the following requirements to apply:
 - 1. Fully released from probationary period of Police Training Officer (PTO) program.
 - 2. Have no disciplinary suspensions of eight (8) hours or more in the year preceding the application deadline.
 - 3. Submit a letter of interest, resume, and a brief statement of career goals.
- E. Interested and eligible patrol officers can apply.
- F. The CID Mentorship Program Board will meet to review all documentation submitted by applicants, and to review reports the applicants submitted while on patrol. After reviewing all submitted documents and reports, the board will select the most qualified applicant(s). The number of applicants chosen will be based on the number of mentors available.
- G. The Mentorship Program Coordinator and Program Supervisor will review the background and skills of the mentors and select the most suitable mentor for the patrol officer based on the patrol officer's specific investigative goals.

- H. The Mentorship Program Coordinator will contact the mentor and provide them with the background information on the patrol officer.
- I. The Mentorship Program Coordinator will contact the patrol officer and provide them with the name and telephone number of the mentor.
- J. Participation in the CID mentoring program shall be voluntary for all, including mentors (members of the Criminal Investigations Division) and mentees (patrol officers).
- K. Compensation Time or “Comp Time,” schedule adjustments, or “day for day” may be provided in rare situations and only when approved by both the mentee’s supervisor and the Mentorship Program Coordinator. Mentees are to follow all policies and procedures as defined in HRM-403 – [Overtime Pay and Compensatory Time](#) and all federally outlined regulations set forth by the Fair Labor Standards Act. Mentee’s must request approval from their supervisor and the Program Supervisor prior to the accrual of any compensation time or “comp time,” schedule adjustments, or “day for day” adjustments. Failure to obtain prior approval as required, may lead to dismissal from the CID Mentorship Program.
- L. The CID Mentorship Program shall last a total of 120 days. At the end of ninety (90) days, a final evaluation will be conducted over thirty (30) days in the form of a practical investigation in which the patrol officer must show they are capable of conducting a thorough, legal, and proper investigation. When practicable, a real case will be assigned to the mentee upon approval of the mentor’s supervisor. If a real case is not practicable or available, a hypothetical case will be assigned to the mentee for evaluation. Upon proper conclusion of the case, the case shall be reviewed by the CID Mentorship Program Board. If the case passes the board’s approval, the patrol officer shall receive a certification for going through the program.
- M. Once a patrol officer successfully completes the program, that does not disqualify them from applying again in the future. The officer must wait at least one (1) selection process before reapplying and cannot receive the same mentor or be selected to the same unit.

MENTOR SELECTION

Selection of mentors within the Police Department will consist of a panel interview and supervisor recommendation. Interested applicants will be interviewed by a panel, including the Mentorship Program Coordinator or their designee and/or members of the Committee.

Minimum requirements to be a mentor will be one (1) year of experience with the Durham Police Department’s Criminal Investigation Division. Potential mentors with less time may be considered if they have relevant experience i.e., investigator in another department, or experience in another division within the department where mentorship would be meaningful. All applicants must be in good standing with no active or prior disciplinary action against them within the last twelve (12) months upon submitting an application. A mentor must also have a letter of recommendation from their supervisor or division commander.

After a pool of mentors is established, the list of possible mentors will be forwarded to the Mentorship Program Coordinator in order to assign mentees as needed.

MENTOR RESPONSIBILITIES

Mentors are the key component to a successful mentoring process. It is important that mentors are fully aware of the importance of their role and are committed to fulfilling their responsibilities.

- A. All mentors must have attended a Police Training Officer (PTO) course and are required to attend mentor meetings as scheduled by the Mentorship Program Coordinator.
- B. Once a mentor is assigned a patrol officer, duties include:
 1. Contacting the patrol officer to introduce themselves and explain the mentoring function.
 2. Establishing a scheduled meeting to provide information about the expectations of the CID Mentorship Program.
 3. Ensuring that all items on the CID Mentorship Checklist are reviewed and understood by the patrol officer (Attachment 1).
 4. Being available for questions either of the investigative or career advancement variety when practicable.
 5. Providing feedback to the Mentorship Program Coordinator about concerns and/or conflicts.
 6. Making bi-weekly contact with the patrol officer either by telephone or face-to-face.
 7. Attending scheduled mentor meetings regarding the Mentorship Program and provide feedback for improvement.
 8. Having the mentee shadow the mentor during CID on-call when Uniform Patrol staffing allows. All guidelines set forth by the Fair Labor Standards Act will be followed. If scheduling adjustment or compensation is needed or requested, permission from the mentee's supervisor and Program Supervisor is required.

MENTORSHIP PROGRAM COORDINATOR

The Mentorship Program Coordinator will be responsible for the facilitation of the program. They will facilitate all elements of the process and are responsible for oversight of the selection, assessment, matching, and orientation of mentors and mentees. Other duties will include:

1. Liaison with Personnel Services Division;
2. Recruit and maintain the mentor pool;
3. Assign mentors to newly selected mentees;
4. Schedule and conduct mentor meetings;
5. Maintain mentor skills/background database;
6. Maintain and review mentorship Program evaluations;
7. Evaluate and adjust the mentoring process when necessary;
8. Ensure that mentors are provided with expectations of their responsibilities.

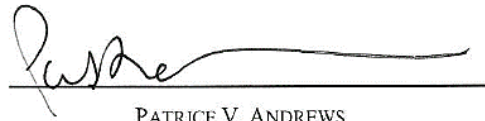
DISQUALIFICATIONS

In the event a mentee or mentor is not upholding their agreement, their participation in the program will be terminated. This decision will be based on the mentee or mentor actively participating and completing their responsibilities outlined above. The decision will be made by the Program Supervisor if action is required. If a mentor is terminated or if a mentor requested to be released from the program, the mentee will be placed with

another mentor. If another mentor is not available, the mentee will wait for the next available mentor to be available.

EXCEPTIONS

If a mentor or mentee wishes to be reassigned due to irreconcilable differences, the Mentorship Program Coordinator shall be notified and will make a decision before a ruling to dissolve a partnership is finalized.


PATRICE V. ANDREWS
CHIEF OF POLICE