



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

2006 R-3

CAREER DEVELOPMENT

Effective Date: 12/15/1995

Revision Dates: R-1 09/01/2002; R-2 04/28/2004; **R-3 09/28/2011**

INTRODUCTION

Through career development activities, the upward mobility of all personnel may be enhanced with specific opportunities for professional growth and improved job performance. Career development includes educational as well as training advancement. All employees are encouraged to continue their education during non-duty hours to achieve at a minimum a bachelor's degree from an accredited college or university.

The Career Development Program is voluntary, and intended to assist sworn and non-sworn members to meet career goals. While the department strongly advocates participation, there will be no penalty for non-participation.

RESPONSIBILITY FOR CAREER DEVELOPMENT PROGRAM

The Administrative Services Assistant Chief maintains overall responsibility for the Career Development Program, and will ensure compliance with the guidelines established by this order. The Employee Services Unit coordinates program operations.

The principal components of the Career Development Program consist of career counseling provided by trained counselors, coordination of in-service career development training, and coordination of voluntary short-term training assignments for all personnel to Departmental units compatible with their general career interests.

CAREER DEVELOPMENT PROGRAM SERVICES

The Training and Personnel Services Division provides Departmental employees with the following services:

- Providing assistance upon request to employees to help them make well-informed decisions with respect to career paths appropriate to their career interests and abilities.
- Providing information and guidance to employees upon request regarding educational opportunities within and outside the department; maintaining an inventory of outside resources for career development training available to all supervisors and staff members.
- Coordinating annual career development counseling for all employees through the Individual Development Planning Worksheet to be completed by employees and supervisors during the annual performance appraisal.

- Coordinating selection processes within the department in cooperation with the City Human Resources and Equal Opportunity / Equity Assurance (EO/EA) Departments to ensure consistency and compliance with policies and legal guidelines; ensuring the department retains the ability to make necessary staff replacements without appreciable loss of efficiency or interruptions of service.
- Coordinating the Voluntary Short-Term Training Program Maintaining updated job descriptions for all city classifications, internal job descriptions for all assignments, job task analyses for all police positions, and job standards for all assignments; providing access to these materials to all employees upon request.
- Reviewing sworn positions annually to determine if they should be designated as civilian to ensure that law enforcement officers are utilized effectively in positions requiring law enforcement authority.
- Evaluating the program annually and make changes in order to meet the needs of all police employees.

CAREER DEVELOPMENT COUNSELORS

The Employee Services Unit shall insure that all members who conduct career development counseling are appropriately trained. This training shall consist of at least the following areas:

- General counseling techniques;
- Techniques for assessing skills, knowledge, and abilities;
- Salary, benefits, and training opportunities of the Department;
- Educational opportunities and incentive programs;
- Awareness of the cultural background of ethnic groups in the Department;
- Record keeping techniques;
- Career development programs of other agencies; and
- The availability of outside resources.

VOLUNTARY SHORT-TERM TRAINING PROGRAM¹

Voluntary short-term training opportunities provide personnel with varied position experiences, technical skills not generally developed in the current assignment, and a greater understanding of and appreciation for the work done by other members of the organization. They can afford members opportunities for individual growth leading to improved job satisfaction and performance.

Assignments will last for a maximum of ninety days.

Areas of Training Available

- Community Service Division
- HEAT Team
- Criminal Investigations Division
- Special Operations Division

¹ 16.2.3
General Order 2006 R-3
Change Order 48

- Administrative Services Bureau units and offices
- Traffic Services Unit
- Warrant Unit

Eligibility

Sworn officers are eligible for short-term training assignment to sworn positions only. Non-sworn members are eligible for short-term training assignment to non-sworn positions only.

To be selected to participate in short-term training, volunteers must meet all of the requirements specified below:

- If sworn, must be at the rank of Police Officer or Master Officer.
- Must meet the performance standards for their regular duty assignments based on a rating of “meets expectations” or “exceeds expectations” on both the Job Results and Job Behaviors portion of their most recent evaluation.
- Must have at least two years’ service since release to full duty (if sworn) or since hire date (if non-sworn).
- Must not have received any written reprimands or disciplinary suspensions for the twelve-month period immediately preceding the date their application is submitted.
- Cannot have participated in short-term training within the twelve (12) month period preceding application.
- Must never have worked in the assignment area requested.

Application and Selection Procedures

Personnel can apply for a short term assignment only when a division commander or manager advertises a short term development opening. Division commanders and managers may sponsor a short-term training assignment at any time by developing written plans detailing the duties to be performed by candidates, including:

- A general overview of the assignees’ primary responsibilities and the reporting structure during the training.
- A planned approach for providing divisional and position orientation, pertinent career development goals, and performance criteria developed for evaluative purposes.
- An assessment of the knowledge, skills, and personal ability characteristics associated with successful performance within the area.
- An overview of any in-service training or on-the-job training schedules normally followed by the division, which are pertinent to career development assignments.

A description of the selection process must also be included with the plan. This plan must be presented to the Assistant Chief responsible for the training assignment area, who will approve it if the short-term training is beneficial to the Department. Once approved, an internal posting of the opportunity will be composed by the sponsor and distributed via All User E mail and memo. Applicants should complete a Short-Term Training Assignment Application (Attachment 1), obtain the signed approval of their District or Division Commander or manager and submit it to Employee Services. Employee Services will process all applications by determining the applicants’ eligibility, and forwarding approved applications to the sponsor.

The sponsor will have oversight of the selection process and will forward a recommendation of the selected candidate to their Assistant Chief. Before a final selection is made, the Assistant Chief of the chosen candidate will make final determination that staffing is sufficient to allow the assignment, and may shorten, deny or defer the assignment at any point based on that finding.

Assignment Evaluations

Members completing short-term training will be evaluated by the sponsoring division commander or manager using the program standards developed in the written plan. Evaluations will be handled according to procedures for probationary or annual performance evaluations.

Timekeeping

Members selected for a short-term training assignment will submit all leave requests and time reports to their original timekeeper. All time documents will reflect the schedule and hours that prevail in the sponsoring division and unit.

A handwritten signature in blue ink, appearing to read "Jose L. Lopez, Sr.", is positioned above a horizontal line.

*Jose L. Lopez, Sr.
Chief of Police*