



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

2019 R-5

CAREER DEVELOPMENT & VOLUNTARY TRAINING

Effective Date: 12/15/1995

Revision Dates: R-1 01/10/2005; R-2 11/03/2014; R-3 06/23/2022; R-4 02/20/2023; **R-5 07/21/2023**

INTRODUCTION

Career development and voluntary training are important components of a successful employee development program and are available to all employees annually. Training will be provided from internal and external resources to assist in the administrative and career specialty proficiency of personnel.

SUPERVISOR RESPONSIBILITIES

Supervisors shall provide career development opportunities to employees annually as part of the employee performance appraisal process. Career development may also be provided at other times at the request of the employee. Supervisors are encouraged to identify sources for these opportunities including, but not limited to, department-offered training; city-offered training; and other continuing education courses. Sources include, but are not limited to, local community colleges, the Durham Police Department Training Division, the Durham Police Department Employee Services Unit and City of Durham Human Resources.

When supervisors consider voluntary training requests to attend training from an external resource, employees who are on transitional or administrative duty must have their request approved by an Assistant Chief or higher.

EMPLOYEE SERVICES RESPONSIBILITIES

Employee Services will ensure that new employees are provided with orientation to the departmental mission, role, purpose, goals, policies, and procedures; accreditation standards and process, working conditions and regulations, and employee rights and responsibilities.

Career development is available through Employee Services and City Human Resources to all employees in non-duty related areas such as pay schedules, city benefits, training and educational opportunities within and outside the department and city. Employees are encouraged to contact Personnel Services for assistance with any non-duty related training opportunities.

TRAINING DIVISION RESPONSIBILITIES

The Training Division will maintain training records for each employee for all in-service training, including course title, date of attendance, grade (if applicable), and achievement of any special honors.

On a monthly basis, the Training Division will send out notification to all employees of upcoming training courses, internal and external, that would be beneficial for career and personal development. The Training Division will assist any employee with information or facilitation of the submission of Training Requests as necessary.

Also, the Training Division Advanced Training Coordinator shall maintain a record of front-line supervisors, Command Staff and Executive Command Staff that documents the recommended and available leadership development courses for their particular rank as well as their interest or completion of same.

PROFICIENCY IN-SERVICE TRAINING

Proficiency in-service training will be provided to keep employees up-to-date on the duties and responsibilities of their current job, enhances skills, and increases potential for upward mobility. All employees shall be eligible for in-service training.

CAREER SPECIALTY IN-SERVICE TRAINING

Career specialty in-service training is designed to provide training opportunities for all positions classified as specialties. The nature and scope of such specialty training is determined by the skills, knowledge, and abilities required of each specialized position as outlined in job descriptions and position classifications. This advanced training is considered a part of career development.

As employees are promoted, they will be provided the skills training necessary for their new position. At the discretion of the Chief of Police, senior officers will be sent to specialty officer training schools.

CONTINUING EDUCATION TRAINING REQUESTS

Department employees are encouraged to attend training in order to remain current on topics encountered in the course of their duties and responsibilities. As staffing and funding levels allow, employees are encouraged to request training and supervisors are encouraged to approve job-related or necessary training opportunities.

In order to provide better tracking and accountability, all training requests completed by an employee, with or without costs, will be submitted in the following manner:

- Training Request is submitted, along with applicable attachments, through the employee's chain of command up to to their Division Commander for approval or denial;
- The Division Commander will then submit the employee's Training Request to the Training Division Commander for vetting and tracking purposes;
- The Training Division Commander will then present the Training Request to the employee's Executive Chain of Command for approval or denial;
- The employee's Assistant Chief will approve or deny any Training Requests that involve \$500 or less. The Chief of Police, or designee, will approve or deny any Training Requests in excess of \$500;
- Once approved or denied, the employee's Assistant Chief will forward the training request, electronically, to the Training Division's Advanced Training Coordinator and the Fiscal Services Division Travel/Training Coordinator.

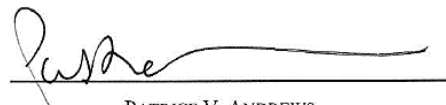
- The original training request will then be returned to the employee's Division Commander to be maintained in the employee's division personnel file for record-keeping purposes.

Upon receipt of the approved or denied training request, the employee's Commander will notify the employee of the final decision.

Any employee on administrative duty may submit for approval to attend voluntary or career development training opportunities; however, each request will be evaluated on a case by case basis by the Professional Standards Division Commander and the Training Division Commander as to whether or not the employee should attend.

Any employee on administrative duty may be mandated to attend any training deemed necessary by the Chief of Police or Designee.

Employees wishing to attend General Instructor school or Specialized Instructor schools must comply with the requirements and procedures as detailed in General Order 2035 – *Certified and Non-Certified Instructors*.


PATRICE V. ANDREWS
CHIEF OF POLICE