

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 09/25/24
<b>Chief of Police:</b> 	Career Development, 33.8	
<b>Cross Reference:</b> SOP 33.1 Training SOP 45.3 Observer Programs		<b>Policy Sections:</b> 33.8.1 Career Development 33.8.2 Promotional Training

## **PURPOSE**

The purpose of this policy is to establish guidelines for employee career development.

## **POLICY STATEMENT**

It is the policy of the department to assist employees with career development which may encompass the employee's desired career path and professional goals. The department 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.

## **PROCEDURES**

### **33.8.1 CAREER DEVELOPMENT**

- A. Career development may be accomplished through the following:
  1. Supervisor guidance through both informal and formal mentoring, including the sharing of knowledge, training and experience. Discussions surrounding the employee's career development may also transpire during on-the-job training or at any time determined by the employee and their supervisor.
  2. Formal school/training conferences.
  3. Informal and formal on-the-job training.
- B. Through the annual evaluation process, supervisors shall make themselves available to discuss the employee's career development and desired career path. Supervisors should guide the employee in determining the appropriate steps towards the identified career path and develop goals for the upcoming year. The supervisor may recommend or facilitate the appropriate training to assist the employee in preparing for their desired career path.
- C. Employees who are interested in learning more about the job functions and responsibilities of another workgroup may request permission to observe the workgroups through their supervisor. If there are no concerns pertaining to the employee's job performance or scheduling issues, the supervisor may consult with the supervisor of the workgroup to determine a date(s) and time(s) for the employee to observe the workgroup.
- D. Ride-alongs with the Patrol Division are available to Professional Support Staff who are interested in becoming a Police Officer or want to enhance their knowledge regarding patrol operations to assist with their current job responsibilities. If there are no concerns pertaining to the employee's job performance or scheduling issues, the supervisor may consult with the Patrol Division to determine a date(s) and time(s) for the employee to attend a ride-along. Professional Support Staff shall adhere to the observer ridealong guidelines established in Standard Operating Procedure 45.3 Observer Programs.

### **33.8.2 PROMOTIONAL TRAINING**

- A. Newly hired and promoted supervisors, to include those on the Sergeant Eligibility List shall complete the department's New Supervisor Training Class. The training class may cover the following topics, but is not limited to:
  - 1. Budget Process.
  - 2. Employee Evaluations.
  - 3. Employee Scenarios.
  - 4. Human Resources Overview.
  - 5. Internal Investigations.
  - 6. Risk Management.
  - 7. Standard Operating Procedures.
- B. The New Supervisor Training Class is coordinated by the Deputy Chief and is generally scheduled annually to ensure all previously identified employees are included in the training. Ultimately, the department strives to provide the training within a reasonable amount of time prior to or upon a promotion.
- C. The Training Division shall maintain course descriptions for supervisory and management skills development training and enroll employees through the process described in Standard Operating Procedure 33.1 Training.