


**LEESBURG POLICE DEPARTMENT
REGULATIONS AND GENERAL ORDERS MANUAL**

General Order Number: 502	Section: TRAINING AND CAREER DEVELOPMENT	Effective Date: SEPTEMBER 2022
Title: CAREER DEVELOPMENT		
Accreditation Standards: PER.05.01, PER.05.02, PER.05.03, TRN.02.03		
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I. CAREER DEVELOPMENT

A. Career Development Program.

1. All supervisors will have orientation training in career development that will provide increased knowledge and skills to conduct career development activities. This training will be accomplished during first line supervision training.
2. The Recruit Training Unit (RTU) or designee will conduct career development counseling for personnel in addition to the supervisory counseling. That officer may be trained in the following areas:
 - a. General counseling techniques;
 - b. Skills, knowledge and abilities assessment techniques;
 - c. Salary, benefits and training opportunities within the Department;
 - d. Educational opportunities and incentive programs;
 - e. Awareness in cultural backgrounds of ethnic groups in the program;
 - f. Record keeping techniques;
 - g. Career development programs of other departments;
 - h. Availability of outside resources.
3. It is the policy of the Leesburg Police that personnel may receive counseling and assistance in choosing, preparing, entering, or progressing in a job assignment or job specialty. The goal of this career counseling process is to provide opportunities for individual growth and development at all levels to promote productive, efficient, and effective job performance and improve the level of job satisfaction. Career counseling is a component of the Department's Career Development Program. The Career Development Plan is available to all employees electronically on the department's document management system.
4. The Career Development Program fosters the improvement of personal skills, knowledge, and abilities of all personnel in order to successfully meet departmental tasks. The program ensures that all personnel have equal access to training and development opportunities relevant to their job assignment and/or classification. The aim of career development is to highlight specific opportunities for individual growth, and to improve job satisfaction and performance. The Department utilizes the Career Development Program to further the professional growth and capabilities of the employee's current and future job role.
5. The structure of the Career Development Program is based on career counseling and in-service training. Career counseling involving the interaction of the Career Development Board Chairman, RTU, supervisor, and employee, offers guidance that may assist an employee in choosing, preparing, entering, or progressing in a job assignment. Career counseling identifies three elements:
 - a. The skills, knowledge, and abilities of each employee relative to present and future job assignments;
 - b. In-service training requirements;
 - c. The extent to which training fulfills the employee's and the Department's expectations.
6. In-Service training is designed to maintain and enhance the skills, knowledge and abilities needed to perform the duties and responsibilities of the assigned job. Career specialty in-service training should stimulate personnel to improve their skills, knowledge and abilities to perform specialized

job tasks and should improve personnel in areas that will enhance their potential for upward mobility.

The Career Development Board Chairman is the administrator of the Career Development Program. In general, objectives of the Career Development Program are as follows:

- a. Employees will meet annually with their immediate supervisor to discuss career goals;
 - b. In-service training will be provided covering a wide range of topics;
 - c. All employees will be eligible for in-service training;
 - d. The Career Development Program shall not discriminate against any employee based upon race, color, religion, sex, national origin, age, marital status, ethnic heritage or veteran status.
7. The RTU maintains an annual inventory of the skills, knowledge and abilities of all personnel. This inventory will be gathered from training records. The inventory will contain information in the following areas:
 - a. Educational background;
 - b. Training courses completed;
 - c. Work experience;
 - d. Special skills;
 - e. Foreign languages.
 8. The RTU shall consider the data gathered on these inventories when determining the Department's training needs.
 9. During this inventory, personnel are encouraged to review their training records and to ensure all training, whether Department sanctioned or self-initiated, is logged in their training records and/or inventory.
 10. The supervisor and employee will have a counseling session. During this session, the employee and supervisor attempt to reach an agreement on future in-service training. Requests for training will be forwarded through the chain of command.
 11. The RTU is available for counseling sessions with the employee if needed. This session will include:
 - a. An assessment of the skills, knowledge and abilities of the employee;
 - b. An assessment of the departmental needs that are required;
 - c. Preparation of a career planning schedule;
 - d. Utilization of the resource inventory;
 - e. Counseling and recommendations to the employee.

Performance evaluations, training needs assessments, and skills, knowledge, and abilities inventories will be utilized by supervisors and the RTU when measuring the effective level of performance in career development. This evaluation should be used by the supervisor and RTU to assess the employee's strengths and weaknesses, and to alert supervisors to particular areas on which the counseling process must focus.
 12. The Career Development Program will be evaluated every two years and revised, if necessary.

B. Career Development Review Board

1. The Career Development Review Board will meet quarterly to review applications for advancement within the program.
2. The Chairman of the Career Development Review Board is appointed by the Chief of Police or designee.
3. Upon reviewing the applications for advancement, the board will make its recommendation to the Chief of Police through a memorandum drafted by the Career Development Review Board Chairman.

C. Training Upon Promotion.

1. As personnel are promoted, the skills necessary to perform at a given level may change to require supervisory, management and administrative skills and knowledge. Division commanders will ensure that training is provided for newly promoted personnel.