

**LITTLE ROCK POLICE DEPARTMENT  
GENERAL ORDER**

**G. O. 201 CAREER DEVELOPMENT PROGRAM**

**DATE:**  
**04/23/2012**

**DISTRIBUTION:**  
**DEPARTMENTAL**

**REPLACES:**  
**G. O. 201 (06/21/2010)**

**NUMBER:**  
**G. O. 201**

**I. Purpose**

- A. The purpose of this Order is to establish a career development program and familiarize Department personnel with its benefits.
- B. It shall be the policy of the Little Rock Police Department to maintain and support a career development program in which the principle elements will be career counseling and development for all personnel.

**II. Administration and Goals and Objectives**

- A. The Career Development Program will be administered under the direction of the Training Division Commander, with the Training Division Lieutenant designated as the Career Development Coordinator. The program will be reviewed on a continual basis in relation to the organizational goals and objectives of the Department and revised as necessary.
- B. The goal of the Career Development Program is to provide all personnel with the opportunity to be proficient in their duties and enhance the employee's potential for lateral and upward mobility.
- C. The objectives of the program are:
  - 1. To provide career counseling to all members who request it.
  - 2. To provide in-service, advanced, and remedial training designed to enhance the employee's proficiency.
  - 3. To encourage continuation of formal education through a degree granting program at an accredited college or university.
  - 4. To advertise grants/scholarships available for law enforcement personnel and assist officers in completing their applications.
  - 5. To notify personnel of educational classes sponsored by the Department or the University of Arkansas Criminal Justice Institute.
- D. The Career Development Program will be comprised of three career paths:
  - 1. Proficiency: Designed to provide training and experience to establish proficiency in an employee's current duties.
  - 2. Specialization: Directed toward a specific job function on which an individual wishes to focus and further develop expertise.

3. Promotional: To acquire the skills, knowledge, and abilities required enhancing opportunities for promotion.

### **III. Career Counseling**

- A. An employee's first line supervisor will be responsible for conducting Career Development counseling in conjunction with completion of each employee's performance evaluation.
  1. A Career Development Counseling Form will be completed on each employee even if assistance is not requested. The form shall be forwarded to the Training Division Lieutenant for review and coordination.
  2. If during the course of the year, an employee desires career counseling, he/she may contact their immediate supervisor who will provide them appropriate guidance or referral to a knowledgeable source.
- B. Supervisors will be provided training covering leadership, interpersonal and organizational communications, human resource management, decision making and external and internal influences and control. The training will be provided by the Training Division or through use of an outside source.

### **IV. In-Service Training**

- A. In-service training will be provided to all officers. Types of training include:
  1. Basic training;
  2. Roll-call training;
  3. Proficiency training;
  4. Advanced officer training;
  5. Specialized officer training;
  6. Promotional training;
  7. Remedial training; and,
  8. Advanced management techniques.
- B. Training may be provided, when available, through a variety of resources that include, but are not limited to:
  1. Arkansas Law Enforcement Training Academy;
  2. Little Rock Police Academy;
  3. FBI National Academy;
  4. Accredited educational institutions;
  5. Private industry;

6. International Association of Chiefs of Police; and,
  7. Other police agencies or professional police organizations.
- C. Proficiency training is training designed to keep employees up to date on job duties and responsibilities. Proficiency training will be used to enhance the officer's skills and enhance the potential of lateral and upward mobility within the Department. Employees may be required to participate in remedial proficiency training as a part of Career Development.
- D. Specialized training will be provided to personnel after their transfer to a specialized assignment to enhance the employee's job knowledge and potential for upward mobility within the Department.
- E. Job related training should be provided to all newly promoted personnel either prior to promotion or within the first year following promotion.
- F. Supervisory and management training is vital to employees in supervisory or management positions, or those employees working toward such career goals. Management training will include, but not be limited to:
1. Management information systems;
  2. Fiscal management;
  3. Organizational behavior;
  4. Decision making;
  5. Basic supervision;
  6. Communications skills; and,
  7. Human resource management.
- G. Advanced management training will be made available to the appropriate level of supervision or management personnel to impart higher levels of training to participants who possess exceptional leadership abilities. Advanced management training may include attending a national training institution or the FBI National Academy if applicable to the employee's position.

**V. Records Management**

- A. The Training Division will be responsible for maintaining records of all proficiency, career specialty, management, or supervisory training received by every member of the Department. Information about training will include at a minimum:
1. Course title;
  2. Type of training;
  3. Source of training;
  4. Date(s) and time(s) of training; and,
  5. Course performance, certificate, skills, or honor achieved.

- B. An employee's in-service training record may be reviewed by the employee and their immediate supervisor or counselor in order to assess the training progress of each employee in achieving career objectives.

## VI. Temporary Duty Assignments in Career Development

- A. Temporary duty assignments are ideally a part of the Career Development process. Temporary assignments are made by the Chief of Police in order to enhance career development or to accomplish specific short-term projects. This section applies to sworn personnel.
- B. Temporary assignments are an integral part of the career development for those in the officer/detective classification when applicable and pertinent to the Department's mission.
- C. Officers/Detectives may be temporarily assigned to job rotation/special assignments to enhance their career development, normally at ninety (90) day assignments. This time period may be extended with the approval of the Chief of Police.
- D. Officers are allowed only one temporary assignment every 36 months.
- E. Officers accepted for temporary assignment shall be returned in good standing to their prior assignment upon completion of the temporary assignment.
- F. Areas of assignment may include:
  - 1. Training Division;
  - 2. Major Crimes Division;
  - 3. Special Investigations Division;
  - 4. Headquarters Division;
    - a) Desk Officer; and,
    - b) Airport.
  - 5. Public Affairs/Crime Prevention Section; and,
  - 6. Professional Standards Section.
- G. Temporary assignments shall be utilized at the discretion of the Chief of Police as a means of cross-training officers to enhance officer job performance and gain additional experience. The following conditions must be met:
  - 1. Available manpower must be sufficient enough to meet normal operational requirements.
  - 2. Officers must have met with their respective Division Commanders and been recommended for temporary assignment.
  - 3. Division Commanders must assess the feasibility of the officer being assigned to the temporary assignment as well as a need for the temporary assignment. Operational considerations should be taken into account.

**H. Request and Selection Procedures**

1. Officers must complete three years in the Field Services Division prior to being eligible for the temporary assignment and job rotation program.
2. Officers desiring a temporary assignment must submit an Officer's letter through his Chain of Command to be forwarded to the Career Development Coordinator.
3. The Career Development Coordinator shall contact the Commander of the Division to which the officer seeks temporary assignment in order to assess the feasibility of the assignment. The Officer's letter shall be forwarded to the requested Division's Commander.
4. The Division Commander (or his designee) shall either notify the officer in writing of the lack of availability of the temporary assignment at this time or schedule the officer for an interview.
5. The Division Commander (or his designee) shall conduct an interview with the officer to familiarize him with the daily operations of the Division and to specify the responsibilities of the temporary assignment.
6. The Division Commander shall forward a letter to the Career Development Coordinator accepting or declining the officer for temporary assignment.
7. The Career Development Coordinator shall forward this letter to the Chief of Police for final approval.
8. Upon final approval, the Career Development Coordinator shall forward a copy of the letter to the officer's current Division Commander for notification of the officer.
9. All scheduling of the officer to a temporary assignment shall be resolved between the current Division Commander and the Commander responsible for the temporary assignment.
10. The officer shall be notified, in writing, of the start date, duration and tour of duty for the temporary assignment by his current Division Commander. A copy shall be forwarded to the Career Development Coordinator for retention in the officer's file.
11. The Career Development Coordinator shall be responsible for notifying both Division Commanders and the officer of the last scheduled day of the temporary assignment to ensure a smooth return of the officer to his permanent assignment.

**I. Evaluations**

1. All officers shall have their performance evaluated by the supervisor responsible for the temporary assignment.
2. A copy of the evaluation shall be forwarded to the Career Development Coordinator within two (2) weeks of the completion of the assignment.

**VII. Educational Leave**

- A. Leave for educational purposes will be classified under administrative leave and all applicable Civil Service and Departmental Rules and Regulations will apply. Leave may be authorized for attending outside workshops, seminars, state training academies, or formal educational programs. The Department may support the employee who pursues the educational opportunity by providing a flexible work schedule where possible.

- B. Application for leave or shift adjustments shall be made through the Chain of Command up to the Bureau Commander who, upon approval, will submit the application to the Chief of Police for final approval.
- C. The application shall include a justification of the subjects to be studied and their relationship to the employee's career development and job relationships, as well as the need for a shift exception.

### VIII. Educational Incentives for Sworn Personnel

- A. The Department encourages employees to pursue higher education and realizes that the Department is strengthened through continuing education.
- B. Employees hired before December 31, 1990, are paid according to their selection of one of two plans listed below. Employees hired after this date are eligible to be compensated based on the college plan only.

#### 1. College Plan

# College Hours	Years Employed	Monthly Pay
Less than 15	Less than 2 years	\$0
15 to 30	2 years	\$20.00
31 to 63	3 years	\$50.00
Assoc. Degree or		
64 to 123	3 years	\$75.00
Bachelors Degree or 124	4	\$100.00
Graduate	10	\$125.00

#### 2. Certificate Plan

Certificate Level	College Hours	Additional Hours	Pay Per Month
Basic	0	0	0
General	0	1 year + 3 hrs. Excluding English	20
Intermediate	6 hrs English	6 hrs. related studies	50
Advanced	15	0	75
Senior	45	0	100

Additions and revisions are *italicized* and underlined.