



# City of Manassas Police Department General Duty Manual



Effective Date: 12-01-2015	<b>GENERAL ORDER</b>	Number: 03-14
Subject: Career Development Program		
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Accreditation Standards: 22.1.1/ 33.8.1/ 33.8.3/ 33.8.4/ 35.1.7	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 7

## PURPOSE:

The Career Development Program (CDP) enhances the proficiency, performance, and professional status of those members of the Department holding the title of Police Officer, Detective, Animal Control Officer and Public Safety Communications Specialist. While the Department strongly advocates participation in the CDP, this program is completely voluntary and there is no penalty for non-participation.

## POLICY:

It is the policy of the Department to enhance the professional growth of Officers, Detectives, Animal Control Officers, Public Safety Communications Specialists and all other members by the process of career counseling. The process of career counseling is a function of management, specifically of the first and second line supervisors.

It is the policy of the Department to support career development for all members. By promoting its benefits to all potential participants, the CDP supports a parallel track for career development for personnel who do not wish to pursue supervisory rank. It further supports continuing education, mentorship through field training, development of specific expertise, and participation in specialty units.

## DISCUSSION:

The Department maintains its policy of supporting career development by maintaining a voluntary Career Development Program. Appointment to the CDP consists of a designation of Senior Police Officer (PII) and Master Police Officer (PIII), in order to augment the basic designation of Police Officer (PI). See Attachment "C" for the Department Sworn Officer Career Path Chart. Appointment to the PSCS CDP also consists of a designation of Public Safety Communications Specialist II in order to augment the basic designation of Public Safety Communications Specialist I.

The principal elements of the CDP are: step & grade (years of service), continuing higher education, in-service training, progression standards and performance standards as measured by the Employee Performance Review and incentives for those who meet the requirements of the respective programs.

The CDP progressively increases the participant's overall level of job performance, education, and professionalism, and compensates the participant with salary incentives for each higher level attained.

Effective Date: 12-01-2015	<b>GENERAL ORDER</b>	Number: 03-14
Subject: Career Development Program		Page: 2 of 8

**PROCEDURE:**

**I. Career Counseling**

- A. Career counseling is a continuous process ongoing between supervisors and subordinates. This counseling formally occurs annually in conjunction with the annual Employee Performance Review. The member and his immediate supervisor / counselor conduct a joint annual review of the member's in-service training record. The rater should discuss:
  - 1. Career objectives achieved.
  - 2. Present / future career objectives.
  - 3. Any recommended career development activities pertaining to education, training or specializations.
  - 4. Any position / assignment that the member may be interested in, and the required skills / abilities for the position / assignment.
- B. The Office of Professional Standards provides career counseling, and the Training Officer schedules job related training at the law enforcement academy level as well as in-house, for all newly promoted supervisors. Such counseling and training occurs in addition to the career counseling process noted in Section A, above.
- C. Supervisors should assist throughout the year in tracking career counseling objectives attained by subordinates and those required for future development.
- D. Specialized training beyond what is mandatory for in-service requirements should be assigned equitably with the goal of meeting overall Department needs. Members in the chain of command are to review and make recommendations for approval / denial based on the value of the training, the fulfillment of the Department's Goals and Objectives, the member's personal work performance, and the training's effectiveness in enhancing the member's skills, abilities, and knowledge. In addition, such additional specialized training should be based on:
  - 1. Proficiency requirements (to keep abreast of current duties or provide remedial training).
  - 2. Career specialty requirements (to foster interest in new areas).
  - 3. Career specialty training requirements (for supervisory or management techniques).
- E. The employee's first line supervisor should make every effort to schedule mandatory in-service training in accordance with career counseling objectives and recommendations.
- F. Additional career counseling may be arranged by appointment with the Office of Professional Standards supervisor.

**II. Member Responsibilities in the Career Counseling Process**

- A. Members returning from a school, seminar or training program, other than courses at Northern Virginia Criminal Justice Academy, the **Prince William County Public Safety Training Center or the Fairfax County Criminal Justice Academy**, may forward a brief critique of the training received to the Office of Professional Standards through the appropriate chain of command within thirty (30) days. Academy courses are critiqued in-house, but officers may submit an additional critique as noted above if they desire.
- B. Members provide the Training Officer with a copy of any training credit, certificate of training or educational degree. Upon receipt, this information will be added to the member's training file, to aid in the member's career development counseling and planning.

**III. Career Development Program, Generally**

- A. Appointment to a particular level in the CDP is a promotion but is not a permanent assignment. The participant is responsible for maintaining the minimum eligibility requirements and performance standards established in this General Order upon initial application and at each subsequent annual performance evaluation.
  - 1. Appointment to the CDP, where there is advancement in salary grade, does not change the appointee's current anniversary date.
- B. CDP initial application procedure.
  - 1. Applications must be received by the Office of Professional Standards at any point when a member becomes eligible.
  - 2. The member applies for initial appointment to the appropriate level of the CDP by completing the Department CDP Application Form(s) (see Attachments "A" and "D").
    - a. The member completes an application form for the position for which he/she is applying and for which he/she is qualified, providing accurate details to aid in the evaluation of

Effective Date: 12-01-2015	<b>GENERAL ORDER</b>	Number: 03-14
Subject: Career Development Program		Page: 3 of 8

his/her appointment status. All point claims must be supported by the appropriate documentation. The initial application will become part of the member's permanent training file.

- b. Incomplete or inaccurate applications may cause the rejection of the application.
  - c. While the member may make application to the CDP at the level for which he/she is qualified, the Lieutenant assigned to the Office of Professional Standards determines the appropriate level, based on a review of the applicant's qualifications.
4. The member submits the completed application through his/her chain of command to the appropriate Division Commander. All supervisors in the chain of command review the application for completeness and accuracy, and forward it with their endorsement (or their reasons for non-endorsement) to the Division Commander.
  5. The Division Commander reviews the application for completeness and accuracy, and forwards it with their endorsement (or reasons for non-endorsement) to the Office of Professional Standards.
  6. This process is followed by those seeking initial appointment or for those seeking a promotion within the program.
- C. Maintaining Appointment in CDP procedure.
1. A member's continuing eligibility for appointment is evaluated at the time of the member's annual performance evaluation.
  2. Only current certifications as dictated by DCJS or other certifying organizations, are eligible to qualify for minimum eligibility and progression standard requirements.
  3. Participating members are responsible for meeting any continuing participation requirements of their appointment (such as continuing education or leadership projects). Failure to meet these continuing requirements may result in loss of appointment within the program.
  4. Supervisors are responsible for completing the participating member's performance evaluation. Supervisors shall include any continuing participation requirements or indicate necessary certification maintenance in the member's annual goals assessment.
  5. Supervisors shall complete and endorse the reappointment worksheet as part of the annual performance review template provided by the Department. Documentation (such as education transcripts or certificates) are only required to update the original application when needed.  
Examples:
    - a. If a member was hired with a bachelor's degree, then attaching a copy of the degree is not necessary during the annual evaluation
    - b. If the member's LIDAR certification expired during the evaluation period, and that certification is needed for the minimum point threshold, then a copy of the renewed certification should be attached.
    - c. If the member is claiming a new certification for the purposes of maintaining minimum point standard, then the certification must be included.
- D. The Office of Professional Standards has the following responsibilities:
1. Serves as the Department CDP Manager.
  2. Administers, reviews and revises the CDP as needed.
  3. Receives all completed applications after the appropriate Division Commander's review.
  4. Reviews applications and determines the proper eligibility status and CDP level for each applicant. Confers with the Chief of Police as needed.
  5. Reviews all applications and prepares an eligibility list for each level of the CDP that identifies those applicants who are qualified or not qualified for appointment, based on each applicant's basic qualifications.
  6. Forwards the eligibility lists to the Chief of Police for a final review.
- E. The Chief of Police has the following responsibilities:
1. Reviews the eligibility lists and determines final appointments / re-appointments (and changes in status) to the CDP.
  2. Notifies applicants of their eligibility / appointment status in memorandum form.
    - a. The applicant has the right to appeal their status to the Chief of Police.

Effective Date: 12-01-2015	<b>GENERAL ORDER</b>	Number: 03-14
Subject: Career Development Program		Page: 4 of 8

- b. Any such appeal must be initiated within ten (10) working days of the applicant's notification.
- 3. The Chief of Police rules on all appeals of status and eligibility prior to making appointments to the CDP. The decision of the Chief of Police as to status and eligibility is final.
- 4. Orders the removal of members from the CDP for cause, as noted elsewhere in this General Order.
- 5. Forwards a copy of the appointment list to the Director of Human Resources, and updates the list as needed.
- F. Members who are removed from the CDP for cause may apply for initial appointment after a 12-month period of removal, as a new applicant in the competitive CDP process.

**IV. Eligibility Criteria for Senior Police Officer (PII)**

- A. Annual Employee Performance Review.
  - 1. The applicant must have attained a minimum performance rating of "Fully Successful" on their latest review.
- B. Minimum Requirements -Initial Appointment
  - 1. The applicant must hold the step and grade of PS2: Step 3 and have a minimum of one year of service within grade PS2. For the purposes of this requirement, the effective date of promotion to PS2 will be used.
  - 2. Service as an Auxiliary Police Officer with the Department is not counted toward satisfying the experience and tenure requirement.
- C. Police motor vehicle accidents.
  - 1. The applicant must have had no more than two (2) preventable motor vehicle accidents in the 12-month period prior to the date of application or reappointment, except as noted below.
  - 2. The Chief of Police may disqualify an applicant based on his analysis of the totality of the circumstances in any accident(s) before or during the appointment period.
- D. Disciplinary action.
  - 1. The applicant must have been subject to no disciplinary action greater than two written reprimands, in the 12-month period prior to the date of appointment or re-appointment. Such disciplinary action after appointment as a Senior Police Officer (PII) may constitute grounds for immediate removal from the program.
- E. Continuing higher education.
  - 1. The applicant must complete a minimum of one job related course, from an accredited college or university, in the twelve month period following initial appointment or re-appointment, with a credit hour value of three (3) semester credits or more, or the equivalent value of quarter credits or more, while earning a course grade of "C" . Officers may not repeat the same course once they receive a passing grade.
  - 2. Applicants possessing an Associate's or equivalent hours (60 hrs) or higher, Bachelor's, Master's or Doctoral degree at the time of appointment or reappointment are exempt from the above requirement. Applicants with 4 or more years of military service, active or otherwise honorably discharged are also exempt from the above requirement.
- F. Progression Standards.
  - 1. The applicant must accumulate a minimum of five (5) progression standard points from a combination of List I and List II at the time of appointment or annual performance evaluation.
- G. Re-appointment criteria.
  - 1. Members must meet the same requirements of their initial appointment at each evaluation year. A member's eligibility for continued participation is outlined in section III C of this order.

**V. Eligibility for Master Police Officer (PIII)**

- A. Annual Employee Performance Review.
  - 1. The applicant must have attained a minimum performance rating of "Fully Successful" on their latest review.
- B. Minimum Requirements -Initial Appointment

Effective Date: 12-01-2015	<b>GENERAL ORDER</b>	Number: 03-14
Subject: Career Development Program		Page: 5 of 8

1. The applicant must hold the step and grade of PS3: Step 7 and have a minimum of one year of service within grade PS3.
  2. **The applicant must have held the rank of Senior Police Officer for at least 12-months prior to application. These twelve months must be held contiguously at the time of application. Breaks in appointment or prior appointments may not be used to satisfy this requirement.**
  3. Service as an Auxiliary Police Officer with the Department is not counted toward satisfying the experience and tenure requirement.
- C. Police motor vehicle accidents.
1. The applicant must have had no more than two (2) preventable motor vehicle accidents in the 12-month period prior to the date of application or reappointment, except as noted below.
  2. The Chief of Police may disqualify an applicant based on his analysis of the totality of the circumstances in any accident(s) before or during the appointment period.
- D. Disciplinary action.
1. The applicant must have been subject to no disciplinary action greater than two written reprimands, in the 12-month period prior to the date of appointment or reappointment. Such disciplinary action after appointment as a Master Police Officer (PIII) may constitute grounds for immediate removal from the program.
- E. Continuing higher education.
1. The applicant must complete a minimum of one job related course, from an accredited college or university in the twelve-month period following initial appointment or re-appointment, with a credit hour value of three (3) semester credits or more, or the equivalent value of quarter credits or more, while earning a course grade of "C". Officers may not repeat the same course once they receive a passing grade.
  2. Applicants possessing a Bachelor's, Master's or Doctoral degree at the time of appointment or reappointment are exempt from the above requirement. Applicants with 4 or more years of military service, active or otherwise honorably discharged, coupled with an Associate's Degree or equivalent hours (60 hrs) are also exempt from the above requirement.
  3. The applicant must complete a mandatory 1st Line Supervision/Leadership Training course, with a minimum of twenty-four (24) hours training related to leadership and supervision in three (3) years.
- F. DCJS Certified Field Training Officer.
1. The officer must be a DCJS certified field training officer at the time of initial appointment and at the time of any reappointment.
- G. Progression Standards.
1. The applicant must accumulate a minimum of seven (7) Progression Standards from a combination of List I and List II (one progression standard must be from List II) at the time of appointment or annual performance evaluation.
- H. Re-appointment criteria.
1. Members must meet the same requirements of their initial appointment at each evaluation year. A member's eligibility for continued participation is outlined in section III C of this order.
  2. Applicants for re-appointment must receive an endorsement from a supervisor that details a demonstration of leadership or management on the applicant's squad, specialty assignment or other Department function. The endorsement must identify specific circumstances that occurred within the member's evaluation year and documented on the member's annual performance evaluation.

## VI. Progression Standards for the CDP

- A. In order to be appointed / re-appointed to the CDP, the applicant must accumulate, at a minimum, the number of Progression Standard points stipulated for the particular designation. Applicants are awarded one point per progression standard (except where a qualifier indicates multiple points). Applicants holding multiple qualifiers under a single progression standard will only be awarded one point. Use of expired certifications as qualifiers is prohibited.

Applicants seeking an award of a progression standard using MIR training, certification or an assignment not listed as a qualifier must submit documentation establishing that it is substantially similar to the

Effective Date: 12-01-2015	<b>GENERAL ORDER</b>	Number: 03-14
Subject: Career Development Program		Page: 6 of 8

available qualifiers listed. Acceptance of a non-listed qualifier is at the discretion of the CDP Manager and is made on a case-by-case and year-to-year basis. The CDP Manager may, at their discretion or at the direction of the Chief of Police, add or remove qualifiers as necessary to accomplish the purpose of this program.

1. Progression Standard List I
  - a. Highest Degree Earned
    - i. Associates or 60 credits (1 point); Bachelors (2 points); Masters (3 points); PhD (4 points)
  - b. DCJS Field Training Officer Certification (**SPO Only**) or General Instructor Certification
  - c. Non-DCJS Law Enforcement Instructor Certification
    - i. Qualifying Certifications: LawFit Instructor; Crisis Intervention Team Instructor; TASER Instructor; Department of Forensic Science Certified Instructor; Other certification approved by CDP Program Manager.
  - d. Advanced Criminal Investigator
    - i. Qualifying MIR Training or Certifications: Search Warrant Seminar; Advanced Interviews and Interrogations; Crime Scene Photography; Crime Scene Evidence and Processing; MIR/Certification approved by CDP Program Manager
  - e. Expert Criminal Investigator
    - i. Qualifying MIR Training or Certifications: Undercover Officer; Gang Specialist Training; Digital Forensics Examiner; Forensic Child Interview; Expert Witness (Circuit or Federal Court); Clandestine Lab Certification; IHIA Homicide Investigator; Advanced Evidence Technician; MIR/Certification approved by CDP Program Manager
  - f. Advanced Traffic Services
    - i. Qualifying MIR Training or Certifications: LIDAR Operator; BA Operator; Advanced Crash Investigations; Child Safety Seat Inspector; MIR/Certification approved by CDP Program Manager
  - g. Expert Traffic Services
    - i. Qualifying MIR Training or Certifications: Accident Reconstructionist; Motor Carrier Safety Inspector; DUI-D Investigator; MIR/Certification approved by CDP Program Manager
  - h. Advanced Patrol Tactics
    - i. Qualifying MIR Training or Certifications: Patrol Rifle Operator; K9 Decoy; Less Lethal Weapon System Operator (NOT Baton/OC/TASER/Less-Lethal Shotgun); Animal Chemical Capture Certification; MIR/Certification approved by CDP Program Manager
  - i. Expert Patrol Tactics
    - i. Qualifying MIR Training or Certifications: K9 Detection Certification; Use of Force Analysis Seminar; Terrorism Recognition; ICS 300; EOC ESF 13 (Police); Animal Euthanasia Certification; MIR/Certification approved by CDP Program Manager
  - j. Community Policing & Public Relations
    - i. Qualifying MIR Training or Certifications: Community Policing; CIT Officer ; De-Escalation & Conflict Resolution; RAD Instructor; Public Information Officer; Ethical Decision Making; Recruiting Seminar; MIR approved by CDP Program Manager
2. Progression Standard List II
  - a. Specialized Assignment
    - i. Detective
    - ii. Full-Time Academy Instructor
    - iii. Motorcycle Officer
    - iv. School Resource Officer
    - v. K9 Officer
    - vi. Special Problems Unit Officer

Effective Date: 12-01-2015	<b>GENERAL ORDER</b>	Number: 03-14
Subject: Career Development Program		Page: 7 of 8

- b. Operations Support Assignment
  - i. Bicycle Team Member
  - ii. Emergency Services Unit
  - iii. Crisis Negotiation Team
  - iv. Animal Control
  - v. Honor Guard
  - vi. Civil Disturbance Unit
  - vii. Forensic Technician
  - viii. Field Training Officer (Assigned a training phase in previous 12 months)
- c. Administrative Support Assignment
  - i. Community Services Officer/Community Vitality Officer
  - ii. Public Information Officer
  - iii. Training Officer
  - iv. Recruitment Officer
  - v. Peer Review and Chief's Advisory Committee (GO 01-09)
  - vi. Peer Support Team Member
- d. Instructor certified by DCJS (**NOT** General Instructor or Field Training Officer)

**VII. Salary Incentives for the CDP**

The appointee to the CDP receives a Salary Grade Advancement at each level as outlined by City Policy.

**VIII. Eligibility Criteria for Public Safety Communications Specialist II (PSCS-II)**

- A. Annual Employee Performance Review.
  - 1. The applicant must have attained a minimum performance rating of "Fully Successful" on their latest review.
- B. Experience and tenure.
  - 1. The applicant must have completed four (4) years of continuous service as a Public Safety Communications Specialist with the Department, at the time of application.
- C. Disciplinary action.
  - 1. The applicant must have been subject to no disciplinary action greater than two (2) written reprimands, in the 12-month period prior to the date of appointment or re-appointment. Such disciplinary action after appointment as a Public Safety Communications Specialist II (PSCSII) may constitute grounds for immediate removal from the program.
- D. Continuing higher education.
  - 1. The applicant must complete a minimum of twenty-four (24) hours in-service training related to leadership or supervision.

Effective Date: 12-01-2015	<b>GENERAL ORDER</b>	Number: 03-14
Subject: Career Development Program		Page: 8 of 8

- E. Progression Standards.
  - 1. The applicant must accumulate a minimum of five (5) Progression Standards from List III at the time of appointment or annual performance evaluation.
- F. Reappointment criteria.
  - 1. Members must meet the same requirements of their initial appointment at each evaluation year. A member's eligibility for continued participation is outlined in section III C of this order.

**IX. Progression Standards for the CDP (PSCS-II)**

- A. In order to be appointed / re-appointed to the CDP, the applicant must accumulate, at a minimum, the number of Progression Standards stipulated for the particular designation.
  - 1. Progression Standard List III
    - a. Foreign Language Specialist
    - b. Basic Suicide Intervention
    - c. ASSIST Certified (Advanced Suicide Prevention)
    - d. Emergency Medical Dispatch (EMD)
    - e. Critical Incident Stress Management
    - f. Crisis Negotiations Team Member
    - g. Active Shooter Training
    - h. Communications Training Officer
    - i. Crisis Intervention Team Member (Dispatch)
    - j. DCJS Certified Instructor
    - k. Non-DCJS Certified Instructor
    - l. Peer Relations Committee Member
    - m. 24 Hours MIR Professional Leadership Development
    - n. Emergency Operations Center ESF13 Certification
    - o. ICS 300
    - p. Highest Degree Earned (Associates or 60 credits =1 point; Bachelors =2 points; Masters =3 points  
PhD =4 points)
    - q. MIR/Certification approved by CDP Program Manger

**X. Salary Incentives for the CDP (PSCS-II)**

- The appointee to the CDP receives a Salary Grade Advancement at each level.
- A. The appointee to the CDP receives a Salary Grade Advancement at each level as outlined by City Policy.

**XI. Recognition of CDP**

- The appointee to the CDP is publicly recognized.
  - 1. The Chief of Police issues a memorandum to the Force recognizing the appointee's status.
  - 2. A copy of the memorandum is forwarded to the Director of Human Resources, and added to the appointee's official personnel file.
  - 3. All official correspondence will reflect the appointee's status.
  - 4. Sworn appointees are issued appropriate insignia and nametag to wear on uniform.

Attachments: "A" Career Development Program Application Form for Sworn Officers.  
 "B" Career Development Program Title Bars for Sworn Officers.  
 "C" Sworn Officer Career Path Chart.  
 "D" Career Development Program Application Form for PSCC Members.  
 "E" Career Development Flowchart.

Indexed as: Career Counseling  
 Career Development  
 Training