

NEW BERN POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL	
Chapter: 33	Training and Career Development
Effective: 03/01/2014	By the Order of: Patrick L. Gallagher, Chief of Police
Revised: 12/14/2022	

Chapter 33 Training

33.1 Administration

- 33.1.1 [Training Committee](#)
- 33.1.2 [Attendance Requirements](#)
- 33.1.3 [Outside Training Reimbursement](#)
- 33.1.4 [Lesson Plan Requirements](#)
- 33.1.5 [Remedial Training](#)
- 33.1.6 [Employee Training Record Maintenance](#)
- 33.1.7 [Training Class Records Maintenance](#)

33.2 Academy

- 33.2.1 [Academy Administration and Operation](#)
- 33.2.2 [Academy Facilities](#)
- 33.2.3 [Outside Academy, Role](#)
- 33.2.4 [Outside Academy, Agency Specific Training](#)

33.3 Training Instructors

- 33.3.1 [Instructor Training](#)

33.4 Recruit Training

- 33.4.1 [Entry Level Training Required](#)
- 33.4.2 [Recruit Training Program](#)
- 33.4.3 [Field Training Program](#)

33.5 In-service, Shift Briefing, and Advanced Training

- 33.5.1 [Annual Retraining Program](#)
- 33.5.2 [Shift Briefing Training](#)
- 33.5.3 [Accreditation Training](#)
- 33.5.4 [Accreditation Manager Training](#)

33.6 Specialized In-service Training

- 33.6.1 [Specialized Training](#)
- 33.6.2 [Tactical Team Training Program](#)

33.7 Civilian Training

- 33.7.1 [Civilian Orientation](#)
- 33.7.2 [Civilian Pre-Service and In-Service Training](#)

33.8 Career Development and Education

- 33.8.1 [Career Development Personnel Training](#)
- 33.8.2 [Skill Development Training Upon Promotion](#)

33.8.3 [Career Development Program](#)

33.8.4 [Educational Incentives](#)

33.1.1 Training Committee

The Department shall have a standing committee for the purpose of implementing the Training/Career Development Program.

A. Composition of the committee

The committee shall consist of representatives as follows:

1. Permanent/Appointed Positions
 - a. Chairperson (Service Division Captain)
 - b. Training Coordinator
 - c. Accreditation Manager
2. A minimum of four (4) department employees appointed at large.

Members may be either sworn or non-sworn personnel; however, emphasis should be given to selecting members who are department instructors or have prior training experience. The Chairperson shall be a permanent member appointed by the Chief of Police. The Chairperson shall vote only in case of a tie and shall not be counted as a representative of the division or unit that they are currently assigned. The Training Coordinator and Accreditation Manager shall be permanent members of the committee.

B. The process for selecting and replacing committee members

The Chief of Police will appoint at least four (4) at large members to the committee and will serve at the discretion of the Chief of Police.

C. The relationship of the training function to the committee

The Training Coordinator will be a permanent member of the Training Committee.

D. Authority and responsibilities of the committee

It will be the responsibility of the Training/Career Development Committee to implement the program and make recommendations to the Chief of Police in matters concerning training, the advancement/promotion process, and career development. The Training/Career Development Committee shall meet at a minimum of once a quarter.

E. Designation of the person or position to whom the committee reports

Minutes will be taken at each meeting by the committee chairperson and presented to the Chief of Police for review. Recommendations of the committee shall be presented to the Chief of Police for final approval.

33.1.2 Attendance Requirements

Attendance of scheduled training is extremely important to ensure the successful completion of training courses and will be treated as any other duty assignment. Employees shall comply with all rules and regulations of the training instructor. Attendance rosters are the responsibility of the instructor providing the training during department classes. Training outside the Department will be monitored by the Training Coordinator or designee to ensure that department personnel fulfill their attendance requirements. The following attendance guidelines apply to all employees scheduled for training:

1. **Authorized Absences:** Employees will be expected to attend the full course of study. Employees not attending due to illness, court appearances or other authorized absences shall be rescheduled for the next available training session when possible. Such exigent circumstances shall be cleared through the employee's immediate supervisor.
2. **Unauthorized Absence:** Employees scheduled to attend training classes who do not successfully complete all training blocks due to an unauthorized absence shall submit a memo to the Chief of Police explaining the unauthorized absence and shall be subject to disciplinary action.
3. **Attendance Documentation:** Attendance will be taken by Training Unit staff during all agency training sessions. Attendance sheets will be used for this purpose and shall be maintained by the Training Unit.

33.1.3 Outside Training Reimbursement

- A. A Training Request Package will be completed in all cases when an employee requests or has been selected to attend a training opportunity outside the agency and should be submitted four weeks in advance of any identified deadlines to allow time for review. Any extenuating circumstances addressing a shorter submission time-period are to be explained in the Training Request Package.
- B. The New Bern Police Department will pay for all authorized training registration fees and associated training costs such as mileage, meals, housing, books or materials in compliance with the City of New Bern Travel Policy. Overtime compensation will be allowed as directed by the Chief of Police.
- C. At the completion of the trip and within five business days, the employee will:

Complete an account of trip expenses by submitting to the Personnel and Budget Unit the following:

- a. Completed and signed Travel Expense Report (Settle up),
- b. Copy of the conference brochure or meeting agenda, and
- c. All necessary receipts.
- d. Submit to the Training Coordinator a copy of any training certificates documenting successful completion of the training or upon receipt of the certificate.

33.1.4 Lesson Plan Requirements

Training delivered to employees of the Department will be documented via a lesson plan. N.C. Training and Standards provides lesson plans for all state mandated training that is approved for use by this Department. All other lesson plans are to be approved by the Training Coordinator before use and must include at a minimum:

- 1. A statement of performance and job-related objectives**

Lesson plans will include a statement of performance and job-related objectives.

- 2. The content of the training and specifications of the appropriate instructional techniques**

Plans will describe the content of the training and specify appropriate instructional techniques.

- 3. Listing Resources Used in the Development of the Curriculum**

Any available references and resources used will be documented in the lesson plan to facilitate further research and learning.

- 4. Listing Resources used in the delivery of the program**

Each lesson plan should contain information on handouts, videos, and other instructional aids and resources used during the training.

- 5. A process for approval of lesson plans**

Lesson plans are to be submitted to and approved by the Training Coordinator before use.

- 6. Identification of any tests used in the training process**

In most training programs, tests will be developed to measure the students' knowledge of the performance objectives covered during the training. The testing format may be a written exam or a performance exercise. Written exams may include multiple choice, true/false, fill in the blank or narrative questions. All testing will have a pass/fail cutoff score. Test development will be a cooperative effort between the Instructor and the Training Coordinator. Final approval of all test questions and format will be the responsibility of the Training Coordinator.

33.1.5 Remedial Training

- A.** Remedial training is instruction utilized for improving specific deficiencies in personnel. Normally, the need for remedial training is recognized by supervisors during training, during routine job performance, or during inspections.

- B.** Training and proficiencies that are State-mandated will require remedial training if failed. Proficiencies such as firearms training, less lethal weapons techniques, and vehicle operation skills, that are unsatisfactorily performed will require remedial training. Essentially, any aspect of law enforcement that incurs liability because of a lack of proper training will require remedial training if failed by the employee.
- C.** Remedial training will be made available by the Training Unit Coordinator as the need arises. Completion of the remedial training will be accomplished as soon as possible after the deficiency is observed.
- D.** Employees designated to receive remedial training are required to attend the training. Failure to attend remedial training will be reported to their respective chain of command, disciplinary action may result.

33.1.6 Employee Training Record Maintenance

Upon successful completion of a training session, certificates and/or records of completion will be provided to the Training Unit for inclusion into individual training records. All-Training files will be stored and maintained with the Training Unit.

33.1.7 Training Class Records Maintenance

The Training Unit will maintain all records and lesson plans of training conducted by the Department. These records shall include:

1. Course title, content and lesson plans
2. Names of attendees
3. Performance of individual attendees as measured by test, if administered.
4. Lesson plans should be reviewed annually to ensure all material is up to date and relevant.

33.2.1 Academy Administration and Operation – Not applicable

33.2.2 Academy Facilities – Not applicable

33.2.3 Outside Academy, Role

The Training Sergeant will act as a liaison between community colleges, North Carolina Justice Academy, as well as internal and visiting instructors. The Training Sergeant will regularly make contact with outside training agencies and publish training opportunities to the Department's personnel.

33.2.4 Outside Academy, Agency Specific Training

- A.** Officers attending an outside academy will receive instruction on agency policy (directives) before entering field training.

- B.** Training should be documented on the Field Training Orientation Checklist.
- C.** Additionally, agency policies are to be reinforced by the FTO during the officer's field training period. This training is to be documented in the FTO Manual by the FTO.

33.3.1 Instructor Training

- A.** Members of the Department who are called upon to instruct will receive training which includes, at a minimum:
 - 1. Lesson plan development
 - 2. Performance objective development
 - 3. Instructional techniques
 - 4. Learning theory
 - 5. Testing and evaluation techniques
 - 6. Resource availability and use.
- B.** The New Bern Police Department will utilize instructors who have met the following criteria for the delivery of periods of instruction.
 - 1. State Certified Instructors (SC-I): SC-Instructors will be trained and certified per the North Carolina Criminal Justice Education and Training Standards Commission, North Carolina Justice Academy. SC-Instructors will be used for areas of study that require formal certification or areas that require state mandated training.
 - 2. Department Approved Instructors (DA-I): DA-Instructors will be trained and approved per in-house department criteria. DA-Instructors will be trained in lesson plan development, performance objective development, instructional technique, testing and evaluation technique, and resource availability and use. DA-Instructors should be used to the maximum extent possible, as a means of providing training, while reducing department costs.

33.4.1 Entry Level Training Required

All newly sworn officers are required to have completed the Basic Law Enforcement Training (B.L.E.T.), received a passing score on the North Carolina State Comprehensive Exam, be sworn-in and have received either probationary or general certification prior to routine assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest. Lateral transfers approved by the North Carolina Criminal Justice Training and Standards Division will be allowed to carry a weapon while completing requirements set forth by the North Carolina Criminal Justice Training and Standards Division to become a North Carolina certified law enforcement officer.

33.4.3 Field Training Program

- A.** The Field Training and Evaluation Program, modeled after a nationally recognized Field Training and Evaluation Program consists of at a minimum 14 weeks of training. This training provides the opportunity for the recruit to be exposed to a variety of skills required of a police officer.

A selection process for Field Training Officers (FTO). Field Training Officers and the Field Training Supervisor positions are appointed at the discretion of the Chief of Police. As positions become available, candidates who meet the listed minimum criteria must submit a letter of interest to the Office of the Chief via their chain of command. Each supervisor in the candidate's chain of command must submit a memo to the Chief of Police with his or her recommendation in support of or against the appointment.

- a. Field Training Officer - Candidates for Field Training Officer must meet the following requirements:
 - 1. Must meet and maintain all requirements for the position as established by the City of New Bern and the State of North Carolina.
 - 2. Must have successfully completed probation and receive a favorable endorsement by the officer's Chain of Command.
 - 3. Have no sustained internal investigations that resulted in a suspension within the past year.
- b. Field Training Supervisor - Candidates for Field Training Supervisor must meet the following criteria:
 - 1. Must meet and maintain all requirements for the position as established by the City and the State of North Carolina.
 - 2. Candidates must hold the rank of Sergeant and have five years of police experience.
 - 3. Have no sustained internal investigations within the past year that resulted in a suspension.
 - 4. Must receive a recommendation from the Sergeants assigned Chain of Command.

B. Supervision of Field Training Officers

- 1. The Field Training and Evaluation Program Commander is a sworn position at the rank of Lieutenant, assigned at the discretion of the Chief of Police and is responsible for the day-to-day operation of the program including scheduling, evaluations, and liaison with command staff.

2. Field Training Program Supervisors shall be responsible for the supervision and performance evaluation of FTOs. Supervisors shall evaluate assigned FTOs on the quality of the field training provided and their overall performance in the program. FTO Supervisors assume the following specialized duties:

- a. Ensure that the total training and evaluation process is accomplished.
- b. Review Daily Observation Reports, tests and personal observations of recruit performance, as well as reports written by the recruit for spelling, grammar, neatness, attention to detail and general organization.
- c. Assist FTOs in determining the proper training techniques to be used to correct deficiencies in recruit officer's performance.
- d. Review FTO's request for extension of training and make recommendations to the Field Training Lieutenant.
- e. Provide recommendation for recruit officer termination, after gathering appropriate documentation from FTO's. Present this recommendation to the Lieutenant.
- f. Whenever possible, attend various training sessions conducted by the FTOs in order to attain firsthand knowledge and to evaluate the instructional techniques and effectiveness of the FTO.

Monitor the overall training and evaluation of recruits to ensure that personality conflicts between the FTOs and recruits do not arise and that FTOs remain objective throughout their contact with the recruits. If personalities do conflict or a loss of objectivity is observed, a Field Training Supervisor shall immediately counsel the FTO. If necessary, notify the FTO Lieutenant so that appropriate changes in assignments can be made. The decision to rotate the recruit to another FTO must be fully documented and both parties informed of the reasons for the decision.

- g. Attend all FTO meetings unless excused by the FTO Lieutenant. These meetings provide a Field Training Supervisor with oral and written data which will aid in arriving at an overall evaluation of the recruit's performance. It is at this time that decisions are made concerning the administration of any formal remedial training should recruit exhibit performance deficiencies. A Field Training Supervisor will also use this time to evaluate the performance of the FTO.
- h. Recommend appropriate disciplinary action regarding the performance of recruits and FTOs. The failure to effectively discipline personnel can lead to the deterioration of the morale of the FTOs and recruit officers as well as a reduction in the overall effectiveness of the FTO program.

C. Training and in-service training of Field Training Officers:

All FTOs will be scheduled for specialized training in the operations of the Field Training and Evaluation Program and techniques of the training process and must successfully participate in required in-service training.

D. Rotation of recruit field assignments

The Field Training Program consists of an intensive curriculum lasting at least 14 weeks. This training is divided into phases providing the opportunity for the recruit to be exposed to a variety of skills required of a police officer.

E. Guidelines for the evaluation of recruits by Field Training Officers

1. Trainees are to be evaluated daily pursuant to guidelines in the NBPD FTO Manual.
2. Typical tasks and assignments of a FTO include all duties and responsibilities of a patrol officer, plus the following specialized duties:
 - a. Provide on-going instruction to recruit officers utilizing innovative and practical techniques.
 - b. Evaluate the recruit officer's performance by completing Daily Observation Reports (DOR) and submit additional documentation as required.
 - c. Develop training aids and specific remedial training plans to help recruits overcome weak areas in their training.
 - d. Attend all FTO meetings unless excused by an FTO Supervisor. The Field Training Officer is required to prepare a verbal/written report on the relative progress of the recruit and present this report to the Field Training Staff during monthly meetings.
 - e. Maintain the highest standards of performance and personal appearance in order to set an example for all recruits and other officers throughout the Department.
 - f. Make recommendations for advancement in the training program, extension of training, and in the most severe cases, recommendation for termination of employment.

F. Reporting responsibilities of Field Training Officers.

1. The FTO is required to ensure daily work performance of their assigned trainee is thoroughly documented in the appropriate Daily Observation Report standard and submit additional documentation as required.
2. Whenever a recruit is not responding to training or requires additional time to complete the requirements of a Phase, an FTO may request remedial training. The request for remedial training shall be reviewed by the FTO Staff with final approval from the FTO Lieutenant. Remedial training shall only be granted under the following conditions.

- a. Performance deficiencies or missing tasks have been clearly identified, and documented in Daily Observation Reports,
- b. A training plan has been developed that addresses the specific performance deficiencies or completion of tasks, and the plan is entered into the field training repository.
- c. There is a reasonable expectation that the recruit will be able to correct the performance deficiencies within the time requested.

NOTE: **Remedial training may be needed during Phase One or Two of a recruit's training.** If a trainee's total time will exceed four (4) weeks, they must receive authorization from the Chief of Police to continue in the Field Training Program.

33.5.1 Annual Retraining Program

- A.** The Training Unit complies with annual state-mandated training required by the N.C. Criminal Justice Training and Standards Division. The Training Coordinator and Chief of Police decide upon additional training topics, based upon identified needs of the Department. All sworn personnel are required to complete all state mandated training annually. The training will include at a minimum, but is not limited to, firearms re-qualifications and legal updates.
- B.** All employees in positions subject to possible exposure shall receive training annually on Hazardous Materials and Infectious Disease Control. In addition, newly hired employees in the previously described class must receive the required training prior to their assignment to field duties.

33.5.2 Shift Briefing Training

Shift brief training may be used to supplement other training. Shift briefing training will be used to disseminate notification of new directives or changes in existing directives, SOP and other short duration training. All specialized subject-matter requires that it be taught from an approved lesson plan.

33.5.3 Accreditation Training

Each employee will receive familiarization training regarding the accreditation process as follows:

1. To all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy.
2. To all agency personnel prior to an on-site assessment.

33.5.4 Accreditation Manager Training

Personnel assigned to the position of Accreditation Manager will receive specialized accreditation manager training within one year of being appointed to the position. This training may be received through on-the- job training of agency accreditation maintenance, attendance at CALEA conferences

and through participation in the N.C. Law Enforcement Accreditation Network (NCLEAN) meetings and conferences.

33.6.1 Specialized Training

- A.** The purpose of specialized training is to develop and/or enhance the knowledge, skills and abilities particular to the specialization. Unit supervisors are responsible for assisting their personnel in planning for their career path through the utilization of identified formal schooling and law enforcement related training courses to improve their knowledge, skills and abilities. Specialized training courses will be supplemented by supervised on-the-job training and by familiarization of the employee with the management, administration, supervision, personnel policies, and support services of the specialized function or component
- B.** When feasible, specialized training will be initiated within 30 days of an employee's assumption of additional duties or assignment to a specialized position. Otherwise the employee will be assigned to a course at the earliest possible date.
- C.** Personnel are required to maintain all certifications that they have received as a result of department authorized training unless granted a specific waiver by the Chief of Police. In order to obtain a waiver, the employee is required to submit a request for waiver in writing to the Chief of Police via his/her chain of command. Each level of the chain of command is required to sign the request and respond in writing, detailing whether or not he/she concurs with the request. The Chief of Police will make the final decision to waive or require the certification to be maintained.
 - 1. A description of the required training - Specialized training may include but is not limited to:
 - a. Development or enhancement of the knowledge, skills, and abilities particular to the specialization as determined by a job task analysis;
 - b. Management, administration, supervision, personnel policies and support services of the function;
 - c. Performance standards of the function or component;
 - d. The Department's policies, procedures, rules and regulations specifically related to the function or component;
 - e. Supervised on-the-job training.
 - 2. Functions that require specialized training prior to assignment include but may not be limited to:
 - a. Armorer: Successful completion of equipment specific certification course.
 - b. Bicycle Patrol: Successful completion a department approved Bicycle Patrol Officer training course

- c. Certified Instructor: Instructors will be trained and certified per the North Carolina Criminal Justice Education and Training Standards Commission, North Carolina Justice Academy.
- d. Chemical Analyst: Successful completion of course regulated by the North Carolina Department of Health and Human Services.
- e. Computer Voice Stress Analysis: Successful completion a training school to be certified as an examiner by the National Institute of Truth Verification
- f. Evidence Technician: Successful completion of an 8-hour Basic Crime Scene Processing course of instruction.
- g. Field Training Officer: Upon selection, will attend a Field Training Course and upon successful completion be certified by the Department as a Field Training Officer.
- h. Field Training Program Supervisor: Upon selection, will attend a Field Training Course and upon successful completion be certified by the Department as a Field Training Officer.
- i. Hostage Negotiator: Successful completion of department approved Hostage Negotiations training courses.
- j. K-9 Handler: Successful completion of the course of training and meet the certification requirements of a creditable police working dog certifying agency as designated by the New Bern Police Department.
- k. K-9 Trainer: Successful completion of the course of training and meet the certification requirements of a creditable police working dog certifying agency as designated by the New Bern Police Department.
- l. Motorcycle Officer: Successful completion of a department approved Police Motorcycle Operator course.
- m. Police Cam-am operator. Possession of NC Motorcycle Operator endorsement.
- n. Radar Operator: Successful completion of course regulated by the North Carolina Criminal Justice education and Training Standards Commission.
- o. School Resource Officer (SRO): Upon selection, the successful candidate will attend a School Resource Officer Training Course and become certified by the State as an SRO.
- p. Special Response Team: Successful completion of Basic SWAT and Raid Planning training courses.
- q. Special Response Designated Marksman/Spotter: Successful completion of Basic and Advanced Sniper School, and other required training courses.

- r. Electronic Weapon, Subject Control and O.C. Spray Instructor: Must attend a department approved certification course.
- 3. Functions that require specialized training after assignment include but may not be limited to:
 - a. Evidence Technician
 - b. K-9 Handler
 - c. Radar Operator
 - d. Traffic Officer
 - e. Recruitment
 - f. Criminal Investigation Unit Detective
- 4. Retraining requirement, if any:

Patrol Re-Entry – If deemed necessary any officer who has been out of the patrol function for over one year may be ordered to participate in additional familiarization training. The length of the familiarization training will be at the discretion of the Operation's Captain, based on the officer's training needs up to a maximum of 5 weeks. Should performance deficiencies exist at the end of the five-week maximum, the decision to extend familiarization training will be at the discretion of the Operations Captain.

33.6.2 Tactical Team Training Program

The Special Response Team (SRT) Commander coordinates the SRT training with the Training Unit. All SRT members will attend scheduled SRT training exercises. SRT Hostage Negotiators will attend scheduled negotiations training exercises coordinated by the Hostage Negotiations Team Leader.

33.7.1 Civilian Orientation

- A. All newly appointed civilian personnel will participate in an orientation program introducing them to the City of New Bern and the New Bern Police Department. The orientation program will include information regarding:
 - 1. The Department's role, purpose, goals, policies and procedures;
 - 2. Working conditions and regulations; and
 - 3. Responsibilities and rights of employees.

- B.** This training can be accomplished by the new employee's supervisor, the Training Unit and/or the City's Human Resources Department. It should be given as soon as practicable and convenient after employment begins.

33.7.2 Civilian Pre-Service and In-Service Training

All civilian personnel will receive on-the-job training commensurate with their job responsibilities. The following civilian positions require pre and/or in-service training to perform their expected functions:

1. Administrative Assistant
2. Civilian Unit Supervisor
3. Geographic Information Systems Technician (GIS)
4. Hostage Negotiator
5. Office Assistant III
6. Police Service Technician
7. Police Service Technician (Animal Control) - Each Animal Control Officer will receive a minimum of 16 hours of update training each fiscal year. This training will be directly related to animal control issues.
8. Police Service Technician (Evidence)
9. Police Service Technician (Telecommunicator)
10. Police Service Technician (Facilities and Supply)

33.8.1 Career Development Training

Supervisors are responsible for conducting career development assistance and training as described in 33.8.3. The Training Unit will assist with appropriate training for newly promoted and future supervisors to enhance their leadership ability and effectively perform their duties and responsibilities to develop their career potential. To meet this need, supervisors will be trained in methodologies to assess knowledge, skills, and abilities (Performance Appraisal Guidelines) and record-keeping techniques (Performance Indicators). In addition, supervisors will coordinate with the Training Unit about educational and training opportunities, both within and outside of the department, as well as the availability of outside resources. Supervisors will have available to them information referencing the City of New Bern pay plan, benefits, and incentive programs.

33.8.2 Skill Development Training upon Promotion

As personnel are promoted the skills necessary to perform at a given level may change requiring advanced and in-depth supervisory management and administrative knowledge and skills. To further

enhance an employee's performance, future promotions, and career opportunities, all newly promoted personnel must successfully complete a training program approved by the department.

33.8.3 Career Development Program

The New Bern Police Department encourages continued employee development through the Career Development Program (CDP). The Career Development Program (CDP) promotes growth and enhanced job performance to prepare the employee for increased competence and responsibility. Management and supervisory personnel will assist individual employees with identifying career goals and paths to achieve career progression.

- A.** The CDP consist of two separate components: CDP-Sworn and CDP-Telecommunicator. The Training Committee will review the CDP annually to ensure it reflects the current needs of the department. The Committee will provide a written report to the Chief of Police, indicating that the review has been completed to include an outline of recommended changes to the CDP.
- B.** The CDP-Sworn matrix will include the following classifications as they are listed in the City's Pay and Classification Plan. The City's Pay and Classification Plan was approved by the City of New Bern Board of Aldermen:
 - 1. Police Officer
 - 2. Master Police Officer I
 - 3. Master Police Officer II
 - 4. Master Police Officer III
 - 5. Sergeant
 - 6. Lieutenant
 - 7. Captain
- C.** The CDP-Telecommunicator matrix will include the following classifications as they are listed in the City's Pay and Classification Plan. The City's Pay and Classification Plan was approved by the City of New Bern Board of Aldermen.
 - 1. Telecommunicator I
 - 2. Telecommunicator II
 - 3. Telecommunicator III
 - 4. Telecommunicator Supervisor (formerly Civilian Unit Supervisor)
- D. Purpose**
 - 1. The CDP is designed to meet the goals of the department and to support and encourage

personal growth and development of the individual employee. The program's description and requirements, as well as the CDP matrix outlining specific components of the program, should be reviewed in its totality, for complete details of the program. CDP Matrix is provided for further clarification.

2. The new Career Development Program (CDP) is effective July 1, 2018.

E. Career Development Program Policy

1. It is the policy of the New Bern Police Department to support and encourage personal development, education, skill and ability through participation in the Career Development Program. The Career Development Program works in conjunction with the annual performance evaluation to encourage participants to strive for individual achievement through education, performance, training activities and specialty development.
2. The program establishes criteria and specific requirements for annual participation ensuring that participants remain active in meeting the department's goals and objectives, achieving personal career growth, and enhancing value to service delivery. The program provides annual career counseling and documents personal achievement. Performance goals associated with approved career development training and activities are established annually and must be achieved by participants within the annual evaluation-rating period.
3. The department recognizes the importance of each component of the Career Development Program as critical to professional growth and support of the overall mission.

The program's requirements may be amended or revised at any time at the discretion of the Chief of Police.

F. Career Tracks

1. Each component of the Career Development Program (CDP) is comprised of two career tracks with adjusted pay grades (listed on the budget section on the City of New Bern's website) at each level:
 - a. The non-supervisory track for sworn personnel consists of the classifications of Police Officer, Master Police Officer I, Master Police Officer II, and Master Police Officer III.
 - b. The non-supervisory track for Telecommunicator consists of the classifications of the Telecommunicator I, Telecommunicator II, and Telecommunicator III.
 - c. The supervisory career track for sworn personnel consists of Sergeant, Lieutenant and Captain.
 - d. The supervisory career track for Telecommunicator consists of Telecommunicator Supervisor.

2. Each career track requires the participants in the program to maintain or strengthen their skills, complete educational or training requirements, and prepare for advanced opportunities to enhance their leadership potential.
3. Sworn personnel and telecommunicator are placed in the program effective on their date of hire and are re-enrolled annually in conjunction with the annual performance evaluation. An employee and their supervisor will complete a Personal Career Plan during the employee's initial evaluation and during their annual evaluation thereafter. Supervisors shall be responsible for providing individual career counseling, indicating personal program goals for the upcoming year, and for reviewing and verifying program requirements with participants during the annual performance evaluation.
4. Personnel hired as a lateral transfer shall negotiate their progression in the CDP, at time of employment, receiving immediate compensation but deferring official classification until three years of documented performance in the CPD.
5. Upon review and approval by the Chief of Police, the Personal Career Plan will be forwarded to the Training Unit Supervisor, who shall include the document in the employee's training file.

G. Participation in the Program

Participation in the Career Development Program requires compliance, on an annual basis, with all requirements established for each classification. Employees participating in the program agree to meet eligibility, performance, education, and training activities, which include enhanced training for specialized assignments as established for each classification. Each component of the program is as follows:

1. **Eligibility:** Participants must meet eligibility requirements according to their classification. New hires with previous experience will be placed into the CDP based on previous experience at the time of employment and compensated appropriately; however, they are prohibited from assuming the associated title until completing three years, time-in-grade, with the New Bern Police Department.
2. **Performance:** Participants must have no sustained internal investigation that resulted in a suspension in the past 12 months. (Employees suspended are ineligible to advance in the CDP until after the 12-month period from the date of suspension). Participants must maintain certifications and application of accomplished expertise or proficiency (unless the current assignment restricts the application of any required certifications).
3. **Education:** Participants must meet all educational requirements for each classification. All participants in the supervisory career track have specific educational requirements which include both formal education, as well as additional supervisory and leadership training. The objective of the formal educational requirement for supervisors is to require the eventual attainment of a bachelor's degree, thus providing the department with both highly trained and educated leaders for tomorrow's law enforcement responsibilities. Candidates for Sergeant are required to have an associate degree or equivalent college credit hours, or specific military experience outlined in this policy to be eligible for promotion. Candidates for Lieutenant and above are required to have a bachelor's degree or equivalent to be eligible for promotion.

4. **Military Experience:** In lieu of the formal educational eligibility requirement for the rank of Sergeant, an employee may use prior military experience if they meet certain guidelines. The employee must have served no less than 8 years in either the United States Army, the United States Marine Corps, the United States Navy, the United States Air Force, the United States Coast Guard, or a combination of the aforementioned branches of military. The employee must have attained at a minimum, the rank of E-6. During their time in the military, the employee must have successfully completed at a minimum, 1 military training course that primarily focused on the fundamentals of leadership; or successfully completed 1 leadership course for the rank of Police Sergeant outlined in the CDP under “Career Building Activities”. The employee must have been discharged under honorable conditions. A DD-214 and training certificate are required to serve as proof of eligibility unless the employee’s DD-214 satisfies both requirements.
5. **Training Activities:** Participants must meet all training requirements, in addition to mandatory in-service training, as established for each classification. Enhanced training augments mandated training and promotes personal growth, development, ensures skills and tactics are updated, and contributes to the overall mission of the Department.
6. **Specialized Assignments or Skills:** The Department supports continuing professional certifications, serving as certified instructors and training or performance in specialty positions. Specialized assignments and specialized skills are critical to growth and promotional potential as well as meeting the overall needs of the department. Such assignments or skills are documented on the Personal Career Plan.

H. Program Non-Compliance

1. Participants **who fail to meet and maintain** eligibility as established by classification or deemed to be in non-compliance in any component to include eligibility, performance, education, or training shall be ineligible to receive a pay for performance increase associated with the current annual performance evaluation. Ineligible participants are not eligible for promotion, specialty position assignment, and advancement to the next classification until the next annual evaluation.
2. Participants **who fail to meet and maintain** eligibility, performance, education, and training as established for each classification will be in non-compliance and placed on a three-month Performance Improvement Plan. The employee’s respective Lieutenant will provide a written memorandum, via the Division Captain, to the Chief of Police upon successful completion of the employee’s Performance Improvement Plan.

33.8.4 Educational Incentives (City of New Bern Educational Program)

- A. The city encourages employees to apply for and take courses which will be directly supportive of their positions, or which will prepare them for logical progression within the same general area of employment with the city.
- B. **Career advancement or compensation incentives for post-secondary educational attainments.** According to the City of New Bern Educational Assistance Program, the City may provide (subject to the availability of funds) financial assistance to encourage employees

to complete higher education degrees, such as a two-year, four-year and/or graduate degree program in a field directly supportive of their position with the City.

- C. **Education reimbursement for post-secondary education expenses.** The city provides reimbursement for courses taken outside of working hours that better equip the employee to perform their assigned duties, subject to the approval of the Human Resources Director and the availability of funds. In such cases, the employee shall receive reimbursement in accordance with the educational assistance policy upon the submission of proper receipts for course expenses and upon notice of successful completion of the course. (City Ordinance Section 54-242)
- D. **Bachelor's degree or higher educational requirements for defined positions/ classifications within the agency.** The CDP identifies positions/classifications that mandate personnel to possess higher education.

Career Development Plan – Sworn (CDP)

CLASSIFICATION	ELIGIBILITY	PERFORMANCE	TRAINING	CAREER BUILDING ACTIVITIES
Police Officer	Placed in CDP on date of hire	Must satisfactorily complete probation	None required	None
Master Police Officer I	3 years law enforcement experience (continuous service with New Bern PD)	<p>Must have no sustained internal investigation that resulted in a suspension in the past 12 months.</p> <p>Must maintain certifications.</p> <p>Must be available to apply accomplished expertise/s or proficiency/ies. (unless the current assignment restricts the application of any required certifications)</p>	None required.	<p>Must have completed:</p> <p>Credible Leader 1</p> <p>CIT</p> <p style="text-align: center;">AND</p> <p>One of the following three courses:</p> <ul style="list-style-type: none"> ▪ Radar Certification ▪ Intoximeter Certification ▪ Or other 40 hour block of instruction (approved by Lt. or higher) <p>*All Officers in CDP prior to July 2018 must complete one Credible Leader course every two years until required level is achieved.</p>

CLASSIFICATION	ELIGIBILITY	PERFORMANCE	TRAINING	CAREER BUILDING ACTIVITIES
Master Police Officer II	2 years (time in grade as MPO-I)	Must have no sustained internal investigation that resulted in a suspension in the past 12 months. Must maintain certifications. Must be available to apply accomplished expertise/s or proficiency/ies. (unless the current assignment restricts the application of any required certifications)	Must have obtained: 400 hours of training	Must have completed: Credible Leader 2 And: (Annually) Participated in at least six (6) of the following community activities: Watch meetings Coffee with a Cop National Night Out Or other approved programs (per Lt. or Higher)
CLASSIFICATION	ELIGIBILITY	PERFORMANCE	TRAINING	CAREER BUILDING ACTIVITIES
Master Police Officer III	3 years (time in grade as MPO-II)	Must have no sustained internal investigation that resulted in a suspension in the past 12 months. Must maintain certifications. Must be available to apply accomplished expertise/s or proficiency/ies. (unless the current assignment restricts the application of any required certifications)	Must have obtained: NC Professional Law Enforcement Certification - Intermediate	Must have completed: *Credible Leader 3 (Annually) Participated in at least six (6) of the following community activities: Watch meetings Coffee with a Cop National Night Out Or other approved programs (per Lt. or Higher)

CLASSIFICATION	ELIGIBILITY	PERFORMANCE	EDUCATION	CAREER BUILDING ACTIVITIES
Sergeant	MPO-II or Higher (minimum 5 yrs. experience with NBPD)	<p>Must have no sustained internal investigation that resulted in a suspension in the past 12 months.</p> <p>Must maintain certifications.</p> <p>Must be available to apply accomplished expertise/s or proficiency/ies. (unless the current assignment restricts the application of any required certifications)</p> <p>Must qualify through the promotional process.</p>	<p>Associate's Degree or Equivalent.</p> <p>(equivalent = 60 college semester hours)</p> <p>Or 8 years in the U.S. Military or U.S. Coast Guard, minimum rank of E-6, Honorable Discharge, and 1 leadership course.</p> <p>AND RECEIVED</p> <p>NC Professional Law Enforcement Certification - Intermediate</p>	<p>Must have completed one course from the below listed courses:</p> <p>First Line Supervisor</p> <p>Tactical Leadership</p> <p>New Sergeant</p> <p>Credible Leader 4</p> <p>Credible Leader 5</p> <p>Leadership in Public Safety Organizations (LPSO)</p> <p>Or other approved course (per Lt. or Higher)</p> <p>AND</p> <p>Must complete one (1) of the courses mentioned above every two years.</p> <p>(Annually)</p> <p>Participated in at least six (6) of the following community activities:</p> <p>Watch meetings</p> <p>Coffee with a Cop</p> <p>National Night Out</p> <p>Or other approved programs (per Lt. or Higher)</p>

CLASSIFICATION	ELIGIBILITY	PERFORMANCE	EDUCATION	RECOMMENDED CAREER BUILDING ACTIVITIES
Lieutenant	Sergeant	<p>Must have no sustained internal investigation that resulted in a suspension in the past 12 months.</p> <p>Must qualify through the promotional process</p>	<p>Bachelor's Degree or Equivalent</p> <p>(Equivalent = 120 college semester hours)</p> <p>AND GRANTED THE</p> <p>NC Professional Law Enforcement Certification - Advanced</p>	<p>Recommended to complete one of the following courses but not limited to:</p> <p>FBI LEEDA-Command Institute Executive Institute Supervisory Leadership Institute</p> <p>Or other approved course (per Chief of Police)</p> <p>AND</p> <p>Recommended to complete one (1) leadership courses every two years.</p>
CLASSIFICATION	ELIGIBILITY	PERFORMANCE	EDUCATION	RECOMMENDED CAREER BUILDING ACTIVITIES
Captain	Lieutenant	<p>Must have no sustained internal investigation that resulted in a suspension in the past 12 months.</p> <p>Must qualify through the promotional process</p>	Bachelor's Degree	<p>Recommended to complete:</p> <p>one of the following Executive Leadership Course to include but not limited to:</p> <p>AOMP</p> <p>National Academy</p> <p>MDP</p> <p>West Point Leadership</p> <p>Southern Police Institute</p>

				<p>Northwestern University: Supervision of Police Personnel</p> <p>Or other approved course (per Chief of Police)</p> <p>AND</p> <p>Recommended to complete one (1) leadership courses every two years.</p>
--	--	--	--	--

Career Development Plan – Telecommunicator (CDP)

CLASSIFICATION	ELIGIBILITY	PERFORMANCE	EDUCATION	CAREER BUILDING ACTIVITIES
Telecommunicator-I (TC-I)	Placed in CDP on date of hire	Must satisfactorily complete probation	None required	<p><u>Initial Certifications</u> Completion of :</p> <p>DCI Modules 1, 2, 3 within 6 months of hire.</p> <p>Complete ICS 100 & 700.</p> <p>Emergency Telecommunicator within one year of hire.</p> <p>Emergency Medical Dispatch (EMD) /Emergency Fire Dispatch / Emergency Police Dispatch Certification.</p> <p>Or other approved programs (per Lt. or higher)</p>

CLASSIFICATION	ELIGIBILITY	PERFORMANCE	EDUCATION	CAREER BUILDING ACTIVITIES
Telecommunicator-II (TC-II)	2 years of service as a TC-I	<p>Must have no sustained internal investigation that resulted in a suspension in the past 12 months.</p> <p>Must maintain certifications.</p> <p>Must be available to apply accomplished expertise/s or proficiency/ies. (unless the current assignment restricts the application of any required certifications)</p>	None required.	<p>Must have completed:</p> <p>Advanced Communications Course</p> <p>Crisis Negotiations for Telecommunicator.</p> <p>Or</p> <p>Crisis Intervention Training (CIT) Complete ICS 200 & 800</p> <p>Or other approved programs (per Lt. or higher)</p>
CLASSIFICATION	ELIGIBILITY	PERFORMANCE	TRAINING	CAREER BUILDING ACTIVITIES
Telecommunicator - III (TC-III)	3 years of service as a TC-II	<p>Must have no sustained internal investigation that resulted in a suspension in the past 12 months.</p> <p>Must maintain certifications.</p> <p>Must be available to apply accomplished expertise/s or proficiency/ies. (unless the current assignment restricts the application of any required certifications)</p>	None required.	<p>Must have completed:</p> <p>Communications Center Supervisor.</p> <p>Leadership Course</p> <p><u>Optional Courses</u></p> <p>Active-shooter Incident Course</p> <p>Or other approved programs (per Lt. or higher)</p>

CLASSIFICATION	ELIGIBILITY	PERFORMANCE	TRAINING	CAREER BUILDING ACTIVITIES
Telecommunicator Supervisor	Must be a TC-III or have 5 years of telecommunicator experience	<p>Must have no sustained internal investigation that resulted in a suspension in the past 12 months.</p> <p>Must maintain certifications.</p> <p>Must be available to apply accomplished expertise/s or proficiency/ies. (unless the current assignment restricts the application of any required certifications)</p>	Associate's Degree or Equivalent preferred. (equivalent = 60 college semester hours)	<p>Must have completed:</p> <p>First Line Supervisor Course or equivalent.</p> <p>Disaster Operations and the Communications Center.</p> <p><u>Optional Course</u></p> <p>EMD Management Course.</p> <p>AND</p> <p>Must complete one of the above listed courses every two years.</p> <p>Or other approved programs (per Lt. or higher)</p>