

504.11 SUPERVISOR DEVELOPMENT TRAINING

- I. **PURPOSE:** To actively promote a philosophy of the training and development of newly promoted officers within the Tampa Police Department. The department adheres to the philosophy that the road to true professionalism in law enforcement lies in increased and consistent police training. The overall intent of the program is to provide supervisors with a structured orientation to their new job tasks and responsibilities. In order to provide the knowledge and leadership of these newly promoted officers, the training shall: (1) provide the necessary training in a classroom environment; and (2) provide additional one-on-one training in a mentor program.
- II. **DISCUSSION:** One of the most difficult transitions in any organization is the promotion from line to supervisory duties. Not only are there new job tasks and responsibilities, it is perhaps the first time a new supervisor is held accountable for the actions of subordinates. The need for immediate training and guidance upon promotion or transfer is critical to facilitate the transition and enhance individual and organizational effectiveness.

In order to provide the newly promoted officers with the information needed to perform their new assignments, the department has the responsibility of providing adequate training. This directive outlines the purpose and procedures of the mandatory training these officers will attend.

III. **DEFINITIONS:**

- A. **Mentor:** A supervisor or detective who exhibits an exemplary level of sustained performance in leading a team or an employee who displays a high level of leadership experience. The mentor must possess many qualities. First and foremost, there must be the sincere desire to train others. The mentor will be required to invest considerable time and effort into a development relationship based on mutual trust and understanding. They must be proficient at their jobs and be respected within the organization. They must consistently demonstrate the skills and values the organization wishes to instill in the student supervisor. This employee also adheres to ethical principles that reflect the highest standards of department and individual behavior that are approved by the Chief of Police.

In addition to mentoring the student supervisor in specific skills, the mentor must stress to the student supervisor the importance of supervisory responsibility and accountability. The mentor plays a very influential role in this area. Showing the correct way to handle situations and demonstrating sound, ethical decision making skills will perpetuate consistent adherence to agency goals, objectives and values.

- B. Committee: The Tampa Police Department has designated a Supervisor Development committee consisting of sworn personnel of various ranks, approved by the Chief of Police. This committee shall be the primary instructors of the various types of training that is provided to newly promoted officers. The training topics will be approved by the Chief of Police prior to implementation.
- C. Meetings: The committee shall meet periodically or at such other times as circumstances warrant.

IV. PROCEDURES:

- A. After the Chief of Police has selected the newly promoted officers, lieutenants and below will attend training provided by the new supervisor development committee. This training will be 40 hours in length. The purpose for this training will be to provide the promoted officer with the tools and leadership required in their new assignment at the Tampa Police Department. Topics of instruction will include: Evidence Based Policing, Leadership Development & Practices, Community Engagement, Ethical Behavior, Professional Standards, Quality Assurance, Crime Scene Management and any other topics required by the Chief of Police.
- B. After the 40 hours of classroom training, the promoted officer will work alongside a predesignated mentor. The officer will work in this status with their mentor for an additional 40 hours. The purpose of this mentorship program is to provide additional training on the daily tasks required in their new assignment. The mentor will be of the same rank as the promoted officer but will have classification seniority.
- C. The program also meets the needs of tenured supervisors who are transferred into specific job assignments where they have little or no experience. When a Corporal or Detective has had a classification change, they may attend the next training class in order to learn the new tasks and responsibilities required of their new assignment.
- D. Tenured Corporals or Detectives that have not had a change in job classification, but feel as though they will benefit from this training in order to increase their knowledge base or leadership skills may submit a request through their chain of command to attend this class.

Supersedes SOP 504.11, dated 12/20