

DEPARTMENT GENERAL ORDER 09-11

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 06-12/06-12A
SOP 300.07.00

DATE: May 29, 2009

CAREER DEVELOPMENT PROGRAM

I. PURPOSE.

Recognizing that preparation for the future is a necessity to ensure effective continuity of operations, the establishment of a career development program that provides employees an opportunity for individual growth and development will not only satisfy the basic goal but also positively affect the retention of quality employees.

II. DEFINITIONS.

Career Development Activities: An organized and supervised set of duties or functions designed to stimulate learning, e.g., counseling, training, job rotations.

Career Counseling: The relationship (process) between trained counselor and employee that is designed to facilitate an employee's career choices, comprehension of career goals, and achievement of career goals through meaningful and well-informed choices.

III. CAREER DEVELOPMENT GOALS.

The Clayton Police Department has adopted selected action steps to provide employees an opportunity for individual growth and development at all levels of the department. These include but are not necessarily limited to:

1. Encouraging all personnel to attend an accredited college or university with the intent to attain a bachelor's or master's degree.
2. Providing the maximum in individual training opportunities to satisfy Project 48 requirements and beyond.

3. Engaging in career counseling during annual performance appraisals with the intent to identify employee strengths and weaknesses, while determining individual job/career interests.
4. Encouraging individual initiative to seek and assume ownership of additional job responsibilities.

The ultimate goals of the career development program are to promote productive, efficient and effective job performance, to enhance each individual's job environment and personal satisfaction, and to promote professional growth.

IV. CAREER DEVELOPMENT ELEMENTS.

The various phases and objectives of the career development program are listed as follows:

1. Phase I: Probationary Training
 - a. Mandatory for all employees.
 - b. Six months for non-uniformed employees/twelve months for sworn personnel.
 - c. Successful completion of the 916 hour Basic Law Enforcement Program for sworn officers.
 - d. Successful completion of the six-eight week field training program for both sworn and non-sworn employees.
 - e. Successful completion of non-sworn employee certification tests, if any.
2. Phase II: Basic Employment
 - a. Mandatory for all employees.
 - b. Requires 48 hours of training every three years for sworn employees.
 - c. Training for non-sworn employees as courses are available.
 - d. Training will take the form of:
 - 1). Formal classroom training.
 - 2). In-service training.
 - 3). Computer-based training.
 - e. Requires successful completion of Phase I.

3. Phase III: Specialist

- a. Optional for eligible sworn employees.
- b. Training courses are those intended to provide the technical training necessary to fulfill the specialized assignments.
- c. Specialist positions are meant to enhance personal job satisfaction and career opportunities.
- d. Requires successful completion of Phase II.
- e. Types of available specialist positions.

Field Investigator	Field Training Officer
Detective	School Resource Officer
Armorer	Community Services Officer
Academy Instructor	Drug Task Force Member
Police Cyclist	Mobile Response Team Member
Major Case Squad Member	PPCT Instructor
Crisis Intervention Team Member	

4. Phase IV: Supervision

- a. Appointment to the rank of Corporal.
- b. Promotion to the rank of Sergeant.
- c. Requires successful completion of Phase II and/or III.
- d. Optional for eligible sworn employees.
- e. Directed training in supervision techniques.

5. Phase V: Management

- a. Promotion to the rank of Lieutenant or appointment to a higher position by the Chief of Police.
- b. Requires successful completion of Phase IV.
- c. Optional for eligible employees.
- d. Directed training in communication skills, budget and finance, and management theory and applications.

V. SUPERVISORY TRAINING/RESPONSIBILITIES.

All newly appointed and/or promoted supervisory personnel will undergo an orientation period that will include specialized training directed toward enhancing general supervisory skills and knowledge. Such training will include, but not be limited to:

General counseling techniques.	Performance evaluations.
City benefits package.	Administrative requirements.
Educational and training opportunities.	Recognition program.

Available career development resources. Employee Motivation.
Familiarity with employee backgrounds.

Department assigned in-service training will generally occur on duty. If overtime is required, the employee will be compensated by pay or compensatory time.

VI. CAREER DEVELOPMENT PLANNING/ADMINISTRATION.

The Commander of the Investigation and Support Bureau shall be responsible for planning and administering the career development program. Periodic consultation with the department's Training Committee, the St. Louis County and Municipal Police Academy, and individual input via surveys and/or counseling sessions will serve to identify outstanding needs and provide basic direction to the program.

Individual and computerized training records shall be maintained for all department personnel, with particular emphasis to document career specialty and proficiency training received to date.

VII. PROGRAM REVIEW.

As part of the on-going administration of the career development program, the Commander of the Investigation and Support Bureau will also be responsible to conduct an annual review of the program. A written evaluation will be prepared to include:

1. The number of hours of training for each department member.
2. Progress of individuals in degree-producing programs.
3. Discussion of issues related to career development activities.
4. An assessment of the department's compliance with Project 48, and overall training status.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

