

DALTON POLICE DEPARTMENT

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I. Policy

It is the policy of the Dalton Police Department to improve the skills, ~~the~~ knowledge, and abilities of all personnel within the Agency; therefore, it is the policy of the Dalton Police Department to provide, to the degree possible, counseling, training, and educational opportunities. The Department ~~will~~ shall provide professional development opportunities and assistance to members ~~in that are~~ choosing, preparing ~~for~~, entering, and progressing in Agency job assignments and job specialties, as well as individual professional growth opportunities that will promote effective job performance, ~~and the~~ enhance overall personal job satisfaction, ~~and to~~ benefit both the Agency and the employee.

II. Definitions

- A. *Civilian Employee* – Any employee who is not a certified police officer with powers of arrest.
- B. *Administrative Specialist* – Includes Records Technicians, ~~Property and Evidence Technicians~~, Secretarial Administrative Assistant positions, ~~the~~ Purchasing Agent, and the Accreditation Manager ~~position~~.

III. Procedures

- A. ~~Career Development Program Overviews~~: This Department bases its Career Development Program on career counseling, training, and educational opportunities.
- ~~4.~~B. Career counseling provides guidance ~~to~~ for employees ~~that are~~ choosing ~~to~~ and preparing ~~for to~~ advancement ~~within the organization~~ ~~and or~~ progressing in their ~~current~~ job assignments. ~~and~~ Career counseling also serves to identify the following:
 - ~~a.~~1. The skills, knowledge, and abilities of each employee in relation to present and future job assignments
 - ~~b.~~2. Preparation for the job assignment prerequisite and completion of requirements prior to any new job assignment or promotion

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- e.3. Training ~~requirements~~ needed to meet the prerequisite job requirements and to fulfill the employee's and the Department's skill, knowledge, and ability needs
 - d.4. The provision of advanced-level instruction for specialized assignments to enhance the employee's overall potential for upward mobility and job satisfaction
- 2.C. In addition to career counseling and training, the Department ~~will~~ shall encourage and favorably consider an employee's efforts to continue his / her formal education by providing assistance with ~~tuition and~~ adjusting work schedules and related responsibilities, ~~to what degree~~ when possible.
- D. Employees who receive a broad general education have a better opportunity to understand the community and society in which law enforcement operates, to communicate more effectively with citizens, ~~are better equipped~~ to employ new ideas and concepts in ~~their~~ job assignments, and to ~~effectively~~ successfully achieve ~~the personal and Department goals of the Department and personal goals.~~

IV. Organization

- A. ~~The Dalton Police~~ All Department Supervisors, Managers, and executive staff ~~members~~ shall be the appointed career counselors for their subordinate personnel and shall receive training on conducting career counseling activities.
- B. The Training ~~Coordinator and Professional Standards Unit,~~ along with career counselors, shall coordinate the efforts of ~~the all~~ employees ~~along with career counselors~~ to see that every training and prerequisite requirement is obtainable for ~~the employee's~~ long-term personal goals.

V. Career Development Program

- A. ~~The~~ Career development options shall be clearly defined and be evident to ~~all the~~ employees from ~~his / her~~ the first day of employment with the ~~Dalton Police~~ Department.
- B. ~~The~~ Employees shall, both early ~~on~~ and later on in ~~his / her~~ their careers, know what prerequisite requirements are needed to achieve personal goals and objectives, to increase skills, knowledge, and ability, to obtain ~~the~~ desired job satisfaction ~~he / she desires,~~ and to obtain ~~the~~ job assignments and / or promotions ~~he / she seeks.~~
- C. Self-development is not mandatory, but this Department ~~will~~ shall provide equal opportunities for self-development to all employees who seek and strive to advance in their professional careers.
- D. All employees are eligible for advancement if they meet the prerequisite requirements prior to the advancement, ~~and~~ have no disciplinary action within the past twenty-four (24) months, and meet performance standards established for their regular duty assignments.

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- E. The Career Development Program has structured opportunities in which employees may improve their skills within their current assignments, prepare for other assignments, or become eligible for promotion.
- F. Requirements ~~of~~ for each position must be met before an employee is eligible ~~to be selected for that position~~. Candidates seeking promotion who have met or will meet minimum qualifications within 12 months of the issue date of the memorandum requesting applications for a promotion process, as verified by their Division Commander, may participate in the promotion process. ~~another assignment or test for promotion. The requirements are clearly stated.~~
- G. The employee must maintain the current performance requirements of the position currently held.

VI. **Position Requirements**

A. Recruit

Entry level for all Police Officers who have not completed the police academy and / or ~~completed~~ the Department's Police Training Officer Program.

B. Probationary Police Officers and Other Employees

This level is for all ~~new~~ employees, including police academy ~~graduates~~ cadets, or newly promoted or assigned personnel for a period of a minimum of twelve (12) months.

C. Police Officer

1. Successful completion of ~~twelve (12) months~~ the required probationary period as a probationary Police Officer.
2. Successful completion of the Georgia Basic Law Enforcement Training Course.
3. Successful completion of the Georgia Crime Information Center Full Terminal Operator Course.
4. Maintain a minimum of forty (40) hours of advanced training annually.

D. Police Officer First Class

1. Police Officer requirements and six (6) years of ~~Police Officer~~ full-time law enforcement experience, four (4) of which must be with the Dalton Police Department
2. Intermediate and Advanced POST Certifications
3. Eighty (80) hours of departmentally-approved advanced training (see Appendix A)

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~~4. Successful completion of eighty (80) hours of Department approved Spanish training.~~

E. Criminal Investigator

1. Four years of full-time law enforcement experience, three (3) of which must be with the Dalton Police Department
2. Working towards Police Officer First Class requirements
3. Assignment by the Chief of Police

F. Master Police Officer

1. Police Officer First Class requirements and twelve (12) years of Police Officer full-time law enforcement experience, ten (10) of which must be with the Dalton Police Department
2. Associate degree from an accredited college or university

G. Sergeant

1. Police Officer First Class requirements
2. Successful completion of POST-approved supervisory training
3. Associate degree from an accredited college or university
4. Successful completion of sergeant's exam promotional testing for the rank of Sergeant
5. Recommendation by Chief of Police and confirmation of by the Public Safety Commission

H. Lieutenant

1. Three (3) years as a Dalton Police Department Sergeant
2. Successful completion of POST-approved management course training, the Georgia Law Enforcement Professional Management Program, or the Georgia Law Enforcement Command College Program.
3. Associate degree from an accredited college or university
4. Successful completion of lieutenant's exam promotional testing for the rank of Lieutenant
5. Recommendation by Chief of Police and confirmation of by the Public Safety Commission

I. Captain

1. Three (3) years as a Dalton Police Department Sergeant

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2. Successful completion of POST-approved management ~~course~~ training, the Georgia Law Enforcement Professional Management Program, or the Georgia Law Enforcement Command College Program
 3. Baccalaureate degree from an accredited college or university
 4. Recommendation by Chief of Police and confirmation by the Public Safety Commission
- J. Assistant Chief of Police
1. Successful completion of the Georgia Basic Law Enforcement Training Course
 2. Baccalaureate degree from an accredited college or university with a master's degree preferred
 3. Appointment by the Public Safety Commission
- K. Chief of Police
1. Successful completion of the Georgia Basic Law Enforcement Training Course
 2. Baccalaureate degree from an accredited college or university with a master's degree preferred
 3. Appointment by the Public Safety Commission
- L. Administrative Specialist 4
1. Successful completion of twelve (12) months as a probationary employee
 2. Successful completion of the Georgia Crime Information Center Full Terminal Operator Course
 3. Successful completion of the GCIC / NCIC Rules / Security and Integrity Awareness Course
 4. Other training as assigned by the Division Commander or selected from Appendix B, as needed
- ~~M. Administrative Specialist 2~~
- ~~1. Prerequisite of Administrative Specialist 1, plus five (5) years of job experience with the Dalton Police Department~~
 - ~~2. Proficiency in the use of the Departmental Records Management System~~
 - ~~3. Forty (40) hours of basic Spanish language training (counts toward cumulative total).~~

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~~4. Career cumulative total of 200 hours of job-related training approved by the Division Commander and / or selected from Appendix B~~

~~5. Successful completion of Certified Administrative Specialist Course, exam, and re-certifications in the future~~

~~N. Administrative Specialist 3~~

~~1. Prerequisite of Administrative Specialist 2, plus (10) years of job experience with the Dalton Police Department~~

~~2. Forty (40) hours Advanced Spanish language training (counts toward cumulative total)~~

~~3. Career cumulative total of 400 hours of job-related training approved by the Division Commander and / or selected from Appendix B~~

~~4. Associate degree from an accredited college or university~~

~~O.M. Civilian Supervisor~~

~~1. Minimum of five (5) years of service with the Dalton Police Department~~

~~2. Associate degree from an accredited college or university is preferred but not required~~

~~3. (120) hours of supervisor / management training Career cumulative total of 200 hours of job-related training assigned by the Division Commander and / or selected from Appendix B~~

~~4. Obtain Successful completion of training, certifications, and re-certifications as assigned by the Division Commander~~

~~5. Proficiency in the use of the Departmental Records Management System~~

~~5.6. Application for assignment to a vacant position~~

~~6.7. Assignment by the Chief of Police~~

~~P. MIS Technician~~

~~1. Associate degree from an accredited College or University.~~

~~2. Must have training or experience in the following areas:~~

- ~~• Operating Systems Technology~~
- ~~• Server Technology~~
- ~~• Productivity Software (example: Microsoft office)~~
- ~~• Network Security~~
- ~~• Computer Studies~~

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~~3. Selection by the Chief of Police~~

~~Q. MIS Administrator~~

~~1. Meet the qualifications for MIS Technician and have 3 years' experience~~

~~2. Obtain Spillman System Administrator training.~~

~~R. GIS Technician~~

~~1. Associate degree from an accredited College or University.~~

~~2. Basic knowledge and skills used to utilize ESRI software, such as ArcGIS Desktop and Server~~

~~3. Basic demonstrable knowledge in basic computer operation, word processing, database, and spreadsheet software operation~~

~~S. Public Relations Specialist~~

~~1. Bachelor degree from an accredited College or University.~~

~~2. 1-3 years' experience in media relations, journalism, public relations, or a related field.~~

~~3. Selection by the Chief of Police~~

VII. **Specialized Assignments**

A. ~~Advertising Openings~~ Anytime there is an anticipated opening for a specialized assignment, a memorandum shall be issued to all personnel listing the type of assignment, ~~and~~ the requirements for the assignment, ~~and the process for applying for the assignment~~.

B. ~~Selection Process~~ The Chief of Police or his / her designee shall select the techniques he / she feels ~~is~~ ~~are~~ most appropriate to judge the candidate based on the assignment. The following criteria may be considered:

1. Length of service with the Department
2. Special skills, general knowledge, and experience in the area of the assignment
3. Interest and attitude toward their current assignment
4. Level of performance as determined by the review of performance evaluations, discipline records, activity records, and other material deemed appropriate; ~~and~~
5. Reviews of comments from the employee's current or former Supervisors

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- C. ~~Review of Specialized Assignments~~ The Assistant Chief of Police ~~will~~ shall conduct an annual documented review of each specialized assignment to determine if each assignment should be continued. The review ~~will~~ shall consist of:
1. A listing of the Agency's specialized assignments
 2. A statement of purpose for each listed assignment; ~~and~~
 3. The evaluation of the initial problem or condition that required the implementation of the specialized assignment

VIII. Temporary / Rotating Assignments

To increase communication between divisions and to gain knowledge of investigative functions of the Agency, Patrol Officers are afforded the opportunity to work ~~a~~ temporary assignments in the Criminal Investigations Division. All assignments are contingent upon manpower needs and availability in both divisions.

- A. ~~Assignment~~ The ~~A~~ temporary ~~position~~ assignment is identified as an Investigator position ~~and involves the Officer~~ working closely with other Investigators to gain knowledge of procedures and skills associated with the position.
- B. ~~Duration of Assignment~~ The ~~duration of the~~ assignment shall be ~~determined by the Officer's District Commander and the CID Division Commander but shall not be for more than~~ a 28-day cycle.
- C. ~~Criteria for Selection of Personnel~~ All Patrol Officers ~~will~~ shall be afforded the opportunity to be ~~assigned to the~~ temporarily ~~assigned to CID position~~. The selection of personnel ~~will~~ shall be based on manpower requirements, vacations, training calendars, previous rotation assignments, and any other factor that may ~~effect~~ affect shift manpower requirements.
- D. ~~Selection of Personnel~~ ~~The District Commander assigned to 3rd shift shall assign patrol Officers to the temporary CID position based on the established criteria.~~ All District Commanders may assign Officers to CID based on the established criteria. However, the reduced call volume of 3rd shift allows for more opportunities to make these temporary assignments.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

The list below contains **GPSTC** training that meets the Department's 80-hour requirement to obtain the rank of PFC. Additional training courses may be added or substituted upon being approved by the Chief of Police or his / her designee.

<u>Course Title</u>	<u>Hours</u>
Latent Print Identification Development	24
On-Scene Traffic Accident Investigation Level 1	72
Sexual Assault Investigations	40
Drug Enforcement, Introduction to Investigations	80
Deviant Criminal Behavior	24
Criminal Investigative Analysis	36
Domestic Violence, Law Enforcement Officer's Response to Family Violence Investigations	40
Crime Analysis	36
Child Victim Investigation Fundamentals	24
Criminal Investigation Fundamentals	40
Evidence Presentation	16
Financial Investigation Fundamentals	24
Fingerprint Classification	40
Gang Investigator Course	40
Homicide Investigations	40
Introduction to Cybercrime Investigations	40
Intelligence Analysis	36
Rave and Club Drug Investigations (Designer Drugs) Drug Identification Course	8 40
Search Warrants & Affidavits: Advanced	24
Search and Seizure for Law Enforcement	40
Bloodstain Pattern Analysis	40
Instructor Training	80
Understanding Islamist Militant Terrorism and Prevention Strategies Introduction to Terrorism	16

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Appendix B

The following list contains training that meets the Department's guidelines for additional training for civilian career paths. Additional training may be substituted as approved by a Division Commander or his / her designee.

GIS Analysis	Crime Analysis Investigative Analysis
Cultural Diversity	Intelligence Analysis
Communications/ Interpersonal Relations	Research Methods
Organization and Planning skills training	Statistics
Office / Business writing	Data Mining
Customer Service skills	SQL Server Administration
Records Management	Web Development
Leadership Principals	Programming
Problem Solving/troubleshooting	Analyticsal?
Group & Team Dynamics	Operating System Technology
Business Management	Server Technology
Business Operations	Productivity Software (ex. Microsoft Office)
Telecommunications	Network Security
Database (introductory concepts)	Customer Service SkillSource (Basic)
Strategic Management/Policy	Records Management
Computer Software Skills (Word, Excel, Access, Quicken, Munis)	Leadership Principals
Cultural Diversity	Problem Solving
Communications/ Interpersonal Relations	Group & Team Dynamics
Office/Business writing	Physical & Information Resources
GCIC Agency TAC	Document Production
Open Records Law	Financial Function
	Supervision
	Accounting (Basic)
	Translation (Spanish-English)

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