

DALTON POLICE DEPARTMENT

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Subject Career Development Program		
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I. Policy

It is the policy of the Dalton Police Department to improve the skills, knowledge, and abilities of all personnel within the **Agency Department**; therefore, it is the policy of the **Dalton Police** Department to provide, to the degree possible, counseling, training, and educational opportunities. The Department shall provide professional development opportunities and assistance to members 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, enhance overall personal job satisfaction, and benefit both the **Agency Department** and the employee.

II. Definitions

- A. **Civilian Non-sworn Employee** – Any employee who is not a certified police officer with powers of arrest.
- B. **Administrative Specialist** – Includes **non-sworn employees in the following positions**: Records Technician, Property and Evidence Technician, **Secretarial** Administrative Assistant **positions**, Purchasing Agent, and Accreditation Manager.

III. Procedures

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

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3. Training needed to meet the prerequisite job requirements and to fulfill the employee's and the Department's skill, knowledge, and ability needs
4. The provision of advanced-level instruction for specialized assignments to enhance the employee's overall potential for upward mobility and job satisfaction

C. In addition to career counseling and training, the Department shall encourage and favorably consider an employee's efforts to continue his / her formal education by providing assistance with adjusting work schedules and related responsibilities, 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, to employ new ideas and concepts in their job assignments, and to successfully achieve personal and Department goals.

IV. Organization

- A. 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, along with career counselors, shall coordinate the efforts of all employees to see that every training and prerequisite requirement is obtainable for long-term personal goals.

V. Career Development Program

- A. Career development options shall be clearly defined and be evident to all employees from the first day of employment with the Department.
- B. Employees shall, both early and later on in their careers, know what prerequisite requirements are needed to achieve personal goals and objectives, to increase skills, knowledge, and ability, to obtain desired job satisfaction, and to obtain job assignments and / or promotions.
- C. Self-development is not mandatory, but this Department 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, have no disciplinary action within the past twenty-four (24) months, and meet performance standards established for their regular duty assignments.
- 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.

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- F. Requirements 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
- 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 the **Department's Police Field** Training Officer Program.

B. Probationary Police Officers and Other Employees

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

C. Police Officer

1. Successful completion of 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 full-time law enforcement experience, four (4) of which must be with the Dalton Police Department
2. Intermediate and Advanced P.O.S.T. Certifications
3. Eighty (80) hours of Department-approved advanced training (see Appendix A)

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

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3. Assignment by the Chief of Police

F. Master Police Officer

1. Police Officer First Class requirements and twelve (12) years of 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 P.O.S.T.-approved supervisory training
3. Associate degree from an accredited college or university
4. Successful completion of promotional testing for the rank of Sergeant
5. Recommendation by Chief of Police and confirmation by the Public Safety Commission

H. Lieutenant

1. Three (3) years as a Dalton Police Department Sergeant
2. Successful completion of P.O.S.T.-approved management 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 promotional testing for the rank of Lieutenant
5. Recommendation by Chief of Police and confirmation by the Public Safety Commission

I. Captain

1. Three (3) years as a Dalton Police Department Sergeant
2. Successful completion of P.O.S.T.-approved management 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

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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

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 Awareness Course
4. Other training assigned by the Division Commander or selected from Appendix B, as needed

M. **Civilian Non-sworn** Supervisor

1. Minimum of five (5) years of service with the Department
2. Associate degree from an accredited college or university is preferred but not required
3. Career cumulative total of 200 hours of job-related training approved by the Division Commander and / or selected from Appendix B
4. Successful completion of training, certifications, and re-certifications as assigned by the Division Commander
5. Proficiency in the use of the Department's Records Management System
6. Application for assignment to a vacant position
7. Assignment by the Chief of Police

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VII. Specialized Assignments

- A. Anytime there is an anticipated opening for a specialized assignment, a memorandum shall be issued to all personnel listing the type of assignment, the requirements for the assignment, and the process for applying for the assignment.
- B. The Chief of Police or his / her designee shall select the techniques he / she feels is 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
 - 5. Reviews of comments from the employee's current or former Supervisors
- C. The Assistant Chief of Police shall conduct an annual documented review of each specialized assignment to determine if each assignment should be continued. The review shall consist of:
 - 1. A listing of the **Agency's Department's** specialized assignments
 - 2. A statement of purpose for each listed assignment
 - 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 Department**, Patrol Officers are afforded the opportunity to work a temporary assignment in the Criminal Investigations Division. All assignments are contingent upon manpower needs and availability in both divisions.

- A. The temporary 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. 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.

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- C. All Patrol Officers shall be afforded the opportunity to be temporarily assigned to CID. The selection of personnel shall be based on manpower requirements, vacations, training calendars, previous rotation assignments, and any other factor that may affect shift manpower requirements.
- D. 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 temporary assignments.

IX. **Succession Planning**

- A. The Department shall conduct succession planning for the development of command and executive leadership.
- B. Succession planning shall consist of identifying future leaders within the Department and providing those individuals with the education, training, mentoring, and support they need to prepare them for critical roles when vacancies occur.
- C. Advanced training opportunities, as outlined in policy GO88-2.11, Training, shall be made available as part of succession planning and as approved by the Chief of Police.
- D. Tasks and projects may be assigned to future leaders as a way to provide experience and mentoring in critical areas, such as planning, budgeting, and managing.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

The list below contains 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>
<i>Latent Print Development</i>	24
<i>On-Scene Traffic Accident Investigation Level 1</i>	72
<i>Sexual Assault Investigations</i>	40
<i>Drug Enforcement Investigations</i>	80
<i>Deviant Criminal Behavior</i>	24
<i>Criminal Investigative Analysis</i>	36
<i>Family Violence First Responder</i>	24
<i>Family Violence Investigations</i>	40
<i>Crime Analysis</i>	36
<i>Child Victim Investigation Fundamentals</i>	24
<i>Criminal Investigation Fundamentals</i>	40
<i>Evidence Presentation</i>	16
<i>Financial Investigation Fundamentals</i>	24
<i>Fingerprint Classification</i>	40
<i>Gang Recognition and Identification</i>	24
<i>Gang Investigator Course Investigation and Prosecution</i>	40
<i>Homicide Investigations</i>	40
<i>Introduction to Cybercrime Investigations</i>	40
<i>Intelligence Analysis</i>	36
<i>Drug Identification Course</i>	40
<i>Search Warrants & Affidavits: Advanced</i>	24
<i>Search and Seizure for Law Enforcement</i>	40
<i>Bloodstain Pattern Analysis</i>	40
<i>Instructor Training</i>	80
<i>Introduction to Terrorism</i>	16
<i>Advanced Roadside Impaired Driving Enforcement</i>	16

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Appendix B

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

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

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