

City of Madison Police Department

Professional Development Program



A Field Guide for Department Members

This program is designed to enhance the proficiency, performance, and professional status of members of the Madison Police Department.

This Field Guide is Prepared and Updated by the Madison Police Department

Under the Approval of the Chief of Police _____

A handwritten signature in black ink, appearing to be "J. J. H. 8", is written over the line for the Chief of Police's approval.

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INTRODUCTION

Purpose: (CALEA 33.8.3)

The Madison Police Department recognizes that its personnel are its greatest resource, and it is committed to providing opportunities for its personnel to achieve fulfillment through education, training, special assignments, and self-initiated activities that challenge the employee, accomplish the mission, and serve the community.

This program is designed and built to foster the initial development of core competencies, knowledge, skills, and abilities (KSAs) and the continued development of advanced competencies for all department personnel throughout their careers, and for officers to be recognized and celebrated for their efforts and accomplishments. The development of core competencies will establish a foundation for successful personal and professional growth and achievement. Continued career-spanning development will enable the employee to enhance his/her proficiency, performance, and professional status with the ultimate goal of accomplishing the Madison Police Department's mission, achieving its vision, and practicing its values.

Philosophy: The Madison Police Department is a learning organization. Knowledge is constantly sought and education never ends. The Madison Police Department and its personnel are dedicated to lifelong learning and the constant pursuit of excellence. Every employee is expected to adhere to a concept known as "the Ladder": As one moves up the rung of the ladder in rank, knowledge, and/or position, that person is expected to reach down and pull the next person behind them up to the next rung. The MPD Professional Development Program serves to provide a roadmap for this philosophy and to reward sworn officers that take the initiative to better themselves and the Department as a whole.

Roles & Responsibilities and Administration of the Program

The following list is intended to clarify the roles and responsibilities of various officers of the department as they support individuals in navigating their way through this program. This list is not exhaustive; each individual officer bears the greatest responsibility for his/her own development, achievement, and advancement.

Chief of Police: The chief of police makes the final decision as to who advances to the next level. The chief may hear an officer's appeal of denial to the next level or entertain a supervisor's request for the officer's delay in advancement. All decisions of the chief of police are final.

Assistant Chief of Police: The Assistant Chief shall be responsible for administrative implementation of this program by ensuring that requirements for advancement are linked to the present and anticipated training needs of the department and that such training is in compliance with all applicable standards set forth in this administrative directive.

Special Operations Commander: The Special Operations Commander shall act as the program coordinator and will ensure all paperwork, training requirements, testing requirements and

collateral duty points are completed before referring the individual's request for advancement to the Assistant Chief.

Shift Career Counselor: All lieutenants to which the officers are assigned are responsible for supervising the implementation of this program. If the division has no lieutenant, the assigned division sergeant will be responsible for the officers or investigators administratively assigned to him/her.

Program Overview

The Professional Development Program focuses on non-supervisors. To advance within the program, there are certain requirements that the officer must successfully achieve before advancing to the next level. These include meeting the tenure requirement, receiving the appropriate evaluations, successful completion of all in-service and required additional training. In addition, officers seeking advancement will choose from additional requirements which include service in specialty/adjunct assignments, or the performance of collateral duties and/or the completions of formal education requirements. Prior or current military service may be utilized in lieu of some formal educational points. Finally, once the officer has achieved these requirements, he/she may advance to the next level. Once the officer advances the process begins again.

Command Endorsements

Officers requesting advancement must receive a positive endorsement from his or her Commanding Officer. The endorsement will include a review of each officer's file and a written summary of any disciplinary action.

The command's recommendation should be thoughtful, deliberate, individualized, and based on the officer's overall job performance and how well he or she meets the goals of the program.

Professional Development Levels

Professional Development Levels coincide with the City of Madison Step-based Pay Plan:

Police Officer Recruit- Entry-level Grade 10 Step 1

Police Officer (PO1) – One Step increase from previous step in Grade 10.

Police Officer II (PO2) -Two Step increase from previous Step in Grade 10.

Master Police Officer (MPO) – Increase to Grade 11.

PO2 will be recognized by the following silver insignia which may be worn on class A and B uniforms:

MPO will be recognized by the following silver insignia which may be worn on class A and B uniforms:

MPO and FTO will be recognized by the following silver insignia which may be worn on class A and B uniforms:



APPLICATION PROCESS

On a yearly basis, the commanding officer of Special Operations will send notifications to officers who are eligible by tenure for the current level of advancement within the coming year. The notifications will outline the requirements in addition to the tenure needed for advancement. Officers will receive a notification to allow time to study for the required test, complete any required training prior to a request for Career Progression, and verify acquisition of collateral duty points needed to advance. A request to take part in the PDP will be completed by each officer with a completed MPD 20 Form via chain of command to the Chief of Police.

To Advance:

- Officers must successfully complete all requirements in the PDP level to which they wish obtain prior to advancing to that level. Officers must spend a minimum of two years at the PO2 level even if they have the tenure to advance to MPO.
- All training/education requirements, any testing and collateral duty points must be acquired to advance for each level.
- It is the officers' responsibility to complete the required training and forward the certificates of completion to the Special Operations Commander with their MPD 20 Form.
- In addition, as the officer progresses through the PDP levels, he or she will be responsible for validating additional requirements for their advancement (i.e.: collateral duty points, specialty assignments, and/or college credits) and forwarding proof of completion to the Special Operations Commander.
- Validations can be accomplished via copy of college transcripts, a memo from a supervisor to validate the specialty assignment, and annotations in an annual performance appraisal.
- The Special Operations Commander will forward the MPD 20 Form to the employee with the Special Operations Commander endorsement and will notify the officers' chain of command. The officer will then route the form through their chain of command for a Command Recommendation/Endorsement.
- If the command does not receive notification from the Special Operations Commander, or if the MPD 20 form is not endorsed by the officer's division commander, clarification should be sought from the party whose endorsement is needed for advancement.

- Once the recommendation is provided by the command the MPD 20 should be forwarded to the Assistant Chief, who will review and forward to the Police Chief for final approval.
- Once approved or denied the original MPD 20 form shall be placed in the employee's personnel file for record retention.
- Applications for advancement will be evaluated in July of each year, with advancement, if authorized, to take place in October, depending on budget salary availability. If there is no room in the budget to accommodate the advancement during the fiscal year in which the process takes place, the candidate may have to wait until the beginning of the new fiscal year that begins the following October.
- Applications for advancement must be completed with all associated signatures and received at least 10 days before the review process.
- This process is started by the Special Operations Commander and will be forwarded to the officer to obtain the appropriate signatures up the chain in advance of the associated due date. Incomplete or ineligible applications will be evaluated and returned to the employee following the review.

Appeals Board

Any officer seeking an appeal of a decision recommending against advancement shall submit a notice of appeal, identify the grounds for their appeal, and be afforded the opportunity to appear at the Board. The appeal shall be submitted on an inter-office memorandum addressed to the Assistant Chief via chain of command.

The Appeals Board will be convened as needed and within 90 days of any notice of appeal. The Assistant Chief will schedule the Board, ensuring all relevant parties are available and that all necessary documentation is also available for review. The Board will evaluate the appeal, identify and recommend a resolution path forward.

The Appeals Board will consist of following:

- Special Operations commander
- One supervisor who is at least one rank above the appellant
- HR representative

Notification of the Appeal Board Results

The appellant's division commander shall notify the appellant of the Board's decision and resolution path within 30 days of the outcome.

Prior Service Credit

Lateral officers with approved prior service credit (two years prior service equating one year of service with the Madison Police Department), will be allowed to apply that time towards tenure requirements as they enter the Professional Development Program.

Reinstated officers who have a break in service as a result of a voluntary separation to seek other employment that lasts less than six (6) months will be awarded tenure credit for his or her prior service.

Re-employed officers who have a break in service as a result of a voluntary separation to seek other employment that lasts more than six (6) months will not be awarded tenure credit for his or her prior service

CAREER PROGRESSION

Career Paths

The Madison Police Department offers several opportunities for officers to gain specialized training and experience, and officers are primarily responsible for designing their specific career path within the overarching Professional Development Program. The design of a career path should be the product of consultation with the officer's supervisors, career counselors (lieutenant), any mentors and/or others. A career path is a framework that guides knowledge skills and abilities (KSA) development and the assumption of collateral duties. Declaring a career path is not a limiting factor but merely a method by which to organize one's efforts and better set career goals.

Levels

This program consists of two progressive levels designed to offer developmental opportunities for officers while recognizing their achievements throughout their careers. New officers enter into Police Officer I upon graduation from the academy and successful completion of field training or upon their hire date if hired on as a certified officer.

In addition to the requirements listed on the table below, officers must have achieved "meets expectations" or higher on the last two performance evaluations.

Training

The training component in this program is defined as elective training; that is, training that is not part of in-service, administered via PowerDMS, or mandated as a part of the officer's current assignment. For example, a patrol officer assigned to a Patrol may have a career goal of being assigned to the Traffic Unit, so the officer asks, is selected, and successfully completes basic, or more advanced, crash investigation school. This would be an example of elective training. However, if the officer is already a member of the Traffic Unit and is sent to basic, or more advanced, crash investigation school as a requirement of his assignment then that would be considered mandatory training and not elective.

At varying levels officers will be required to complete certain training that will enhance their KSAs. Supplemental training required for level advancement is specified on the Training Requirements located in Appendix I, below. Most of the required, and elective, training will be

offered via Virtual Academy, but other courses, sought out by officers, and approved by the Training Division, will be allowed to be substituted for mandatory or elective training credits.

Credit may be considered for courses that were already successfully completed by officers, that is above and beyond required by In-Service/Departmental training or training related to the officer's duties and responsibilities at the time the officer successfully completed it. Any training course previously attended for which the officer is attempting to obtain credit must be evaluated by the Commander of Special Operations and deemed to be a suitable replacement for required training listed in Appendix I.

The City of Madison Human Resources will also offer some courses both in a lecture and online interactive format that may be considered for elective training if approved. Officers are highly encouraged to review the required training, and required elective credits, with their assigned career counselor (lieutenant) and enroll, with that lieutenant's approval, in the training opportunities offered that will enhance their KSAs. Applicants will also be encouraged to seek courses beyond those that are required to continue their professional, and/or formal education. All courses must be sanctioned by the commanding officer of Special Operations or his designee.

In the event that a training course listed in a level as a requirement is no longer offered, Special Operations will publish a notice and list the replacement class(es) officers may substitute.

Specialty Units, Collateral Duty Points, Military Service and College Credits

As part of their professional development, officers will be expected to take on more responsibilities to develop more abilities and job skills. Officers will be able to choose the path best suited to them by opting to focus on advancing his or her formal education, serving in a specialty unit, and assuming and performing collateral duties. Officers shall review the options and decide with his or her career counselor the best way for them to complete the requirements at each level. For example, an officer may elect to complete the collateral duty points in order to progress to PO2 but choose to serve three years in a specialty assignment in order to progress later to MPO while completing new college credits towards a degree to further that progress. These options are described in more detail in the chart below.

A list of relevant collateral duties that may be applied to these requirements is included in Appendix II. It is important to note that in order to earn credit for a particular collateral duty, the officer will need to produce documentation (memo, evaluation, or the like) demonstrating that he or she actually performed the duty.

The definition of what constitutes a specialty assignment has been expanded to include any assignment beyond the standard patrol officer zone assignment (e.g., SRO, TSU, Investigations, SWAT, FTO, Crisis Negotiator, CLO, or K-9).

Field Observations

One component of progression is the officer's appropriate demonstration of competency through field observations of the supervisors in the representative work functions and responsibilities and

the performance standards enumerated in the job description. These observations should be documented in the overall performance summary of the officer's yearly performance feedback.

APPENDIX I

Training Requirements for Officers

At varying levels officers will be required to complete certain training courses in addition to the collateral duty, specialty assignment, and/or college credit point accrual requirements that will enhance their KSA's and further their commitment to lifelong learning. These courses must be completed in addition to any other department-mandated training, such as in-service.

Officers wishing to obtain PO2 and MPO must take the requisite hours of courses in Virtual Academy unless they have taken similar types of courses provided by another law enforcement agency, such as the FBI-LEEDA courses. Officers are highly encouraged to review the Virtual Academy and any course offered by Human Resources and to enroll in those courses, with the Training Division's approval. The opportunities offered are designed to enhance our officers' KSA's beyond those that are required. The selection of elective training should be aligned with the applicant's individual career goals or interests and discussed with the candidate's career counselor who will assist in tracking the completion of the requirements.

The Training Division is responsible for periodically auditing the following list of courses and ensuring they are reasonably available. If a course is either no longer offered or not offered with reasonable frequency, the Training Division will identify suitable substitutions, update the list, and notify the affected personnel.

All courses must be approved by the Commanding Officer of Special Operations or his designee.

Police Officer I (PO1)

There are no additional requirements for this level. Officers advance to Police Officer I upon graduation from the police academy and successful completion of all field training requirements.

Police Officer II (PO2)

A Police Officer II is an officer who has begun to learn his or her job and has gained valuable experience with which to share with less senior officers. A Police Officer II is in a position to operate as an informal leader among younger officers and act as a mentor to help develop those with lesser experience to better learn his or her role as a police officer. This fits with the Madison Police Department's core values of service to others and the constant pursuit of excellence. A Police Officer II will be expected to accept greater job responsibilities and to contribute more to the Police Department and the citizens of Madison. An officer must be at least a PO2 or above to serve as a Field Training Officer (FTO).

Training Requirements for PO2:

Officers seeking advancement to (PO2) must have completed the following **10 hours** of mandatory courses through **Virtual Academy**:

- Ethical Issues for Law Enforcement (3 hours)
- Courtroom Testimony (2 hours)
- Time Management (1 hour)
- Introduction to De-Escalation (1 hour)
- Report Writing (1 hour)
- Effective Communication for Law Enforcement (1 hour)
- Emotional Intelligence and Duty to Intervene (1 hour)

Officers seeking PO2 must collect an additional **6 hours** of elective courses offered below:

- Community Policing and Engagement (2 hours)
- Autism Response for Law Enforcement (2 hours)
- Interpersonal Communications (1 hour)
- Psychological Compliance and De-escalation (1 hour)
- Responding to a Death Scene for Patrol Officers (1 hour)
- The Resilience Mindset (1 hour)
- Basic Interview Techniques: Seeking the Truth (1 hour)
- Decision Making: The Foundation of Reasonable Force (1 hour)
- Mental Illness and Crisis: A Law Enforcement Response (1 hour)
- PTSD in Law Enforcement: Definitions, Misconceptions, and How to Recognize it (1 hour)

These training requirements will be waived for those officers who take, and successfully pass, an equal number of college credits towards a degree in Criminal Justice, Law, Forensics, or other law enforcement related degree-program. College credits must be obtained from a nationally accredited college or university, and all course work must be approved by the Commander of Special Operations or the Chief of Police or his designee.

Master Police Officer (MPO)

A master police officer (MPO) is a senior officer who will act as a leader in the absence of and/or until the arrival of a sergeant. An MPO may be asked to complete duty rosters and shift assignments and author patrol plans to address emerging crime or quality of life issues occurring within the city.

The first step towards MPO is to take the written examination on selected current MPD General Orders and Policies, Personnel Policies and Procedures of the City of Madison, and the City of Madison Safety Manual. A list of which policies to study will be provided at least 90 days prior to the announcement of the tests.

The second step towards MPO is to complete the following:

Note: These courses may only be taken while at the PO2 Level. Any courses taken as a PO1 WILL NOT count towards Master Police Officer.

Officers seeking advancement to MPO must have completed **all**:

- De-escalation for Law Enforcement (1 hour)
- Communications and Intrinsic Bias (1 hour)
- Mental Wellness and Suicide Prevention for Law Enforcement (2 hours)
- Public Assembly and Community Interaction (2 hours)
- Dog Encounters for Law Enforcement (2 hours)
- Blending Mission, Vision and Values (2 hours)

In addition – MPO candidates must complete the following online ICS Courses which can be accessed from the following website: <https://training.fema.gov/nims/>

- ICS 100
- ICS 200
- IS 100.C Introduction to the Incident Command System
- IS 200.C Basic Incident Command and Initial Response
- IS 241.C Decision Making and Problem Solving
- IS 907 Active Shooter: What Can You Do?

APPENDIX II

COLLATERAL DUTY POINT MATRIX

Collateral Duty	Point Value
APOSTC Certified Instructor	2
Armorer Certification	1
CIT Officer Certification	3
Committee Membership [minimum of one year's participation or completion of the committee's mission, whichever comes first]	1
Community Liaison Officer	2
Community Mental Health Officer	2
Crisis Negotiator Certification	2
Defensive Tactics/Less Lethal Instructor	2
Designated Marksman	1
Education – one-time accrual for having completed an associate's degree prior to employment with the MPD	3
Education – one-time accrual for having completed a bachelor's degree prior to employment with the MPD	4
Education – one-time accrual for having completed a master's degree prior to employment with the MPD	5
Emergency Vehicle Driving Instructor	1
Firearms Instructor	1
Foreign Language Proficiency	2
Field Training Officer	4
Honor Guard Member	2
Investigative Division Detective or Crime Scene Detective	3
K9 Firearms Air-Scent Detection Handler	3
K9 Trainer	4
K9 Handler	3
Military – one-time accrual for veteran status	2
Military – one-time accrual for reservist status	2
Mountain Bicyclist (Must be LEEBA or IPMBA Certified)	1
Mountain Bicycle Instructor (Must be LEEBA or IPMBA Certified)	2
Peer Support Officer	1
Rape Aggression Defense (RAD) Instructor	2
Recruiting Team Member	1
School Resource Officer	2
SWAT Team Member	3
Temporary Assignments (minimum of 90 Days)	2 points each
Traffic Unit Officer	2
Unmanned Aerial Vehicle w/107 Certification Operator	2

Those seeking PO2 must obtain at least **Four (4)** collateral Duty Points through any combination from the list below.

Those seeking MPO must obtain at least **Seven (7)** collateral Duty Points through any combination from the list below. Collateral duty points earned to obtain PO2 may be used towards collateral duty points for MPO.

While this list is comprehensive, it is not exhaustive. Collateral duty points can be accrued for any other duty or activity submitted by the officer and endorsed by the officer's command and the commanding officer of Special Operations and approved by the Chief of Police.

APPENDIX III

DISCIPLINARY ACTION

The officer's Commanding Officer shall consider discipline that remains on file based within the city's discipline policy or unsatisfactory job performance when choosing whether to endorse an application. For the purposes of this policy statement, unsatisfactory performance is defined as an indication that the employee has not met performance standards of the job as addressed through a performance improvement plan, an interim or an annual performance evaluation, or other documented disciplinary action or unsatisfactory performance. The officer's Commanding Officer will make a recommendation to the Assistant Police Chief regarding whether the discipline or unsatisfactory performance should prevent or delay the employee from progressing in the professional development program. The final decision will be made by the Police Chief or his designee.

APPENDIX IV

FORMAL EDUCATION

The goal of the Professional Development Program in terms of education is to develop well educated police officers at all ranks. Continuing education is strongly encouraged for all officers of the organization, and a general education may be just as valuable as a job-specific curriculum (i.e., Criminal Justice degree). It is the position of the department that the institutions of higher learning are the most capable of establishing educational standards, and the department will recognize course work leading to any bona fide degree program, certificate, or professional development. College credits must be from an educational institution accredited by an accrediting agency or state agency nationally recognized by the Secretary of Education or the Council on Higher Education Accreditation, or a foreign university recognized by that country's corresponding accrediting authority. It is the officer's responsibility to ensure his/her educational records are accurate and on file with Human Resources.

Request for Career Progression**To: J.L. Gandy, Police Chief (via Chain of Command)****From (officer):** Click or tap here to enter text.I hereby request *Career Progression* from Choose an item. to Choose an item. .

I have fulfilled the requirements outlined in the Professional Development Program, and I am eligible for this position as of (date): Click or tap to enter a date.

Officer Signature: _____

Date: _____

PDP CoordinatorOfficer Click or tap here to enter text. is eligible for *Career Progression* to Choose an item. and the above information regarding the qualifications has been verified.

Signature: _____

Date: _____

Command Notified by PDP Coordinator: Click or tap here to enter text.

Date: _____

Command RecommendationI have reviewed the personnel files of Officer Click or tap here to enter text. as to work history, disciplinary action, and performance evaluations. *If there has been disciplinary action within the last 18-months of the application date, an explanation should be attached.***Comments:**Approved ☐ Disapproved ☐ (check one)

Name (print): _____

Signature: _____

Date: _____

Disciplinary Action Within 18-months?Yes ☐ No ☐ (check one)

Name (print): _____

Signature: _____

Date: _____

Assistant Chief Recommendation/Comments:Approved ☐ Disapproved ☐ (check one)

Name (print): _____

Signature: _____

Date: _____

Chief Recommendation/Comments:Approved ☐ Disapproved ☐ (check one)

Name (print): _____

Signature: _____

Date: _____

Once all signatures are obtained, please return the original form to the Training Division/PDP Coordinator