

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 33.2

CAREER DEVELOPMENT

ACCREDITATION STANDARDS: CALEA – 33.8.1, 33.8.2, 33.8.4

EFFECTIVE DATE: February 2, 1996

RESCINDS: G.O 33.2, February 13, 2013 and all applicable Amended/Temporary Order prior to January 5, 2018

LAST REVISED DATE: January 5, 2018

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This General Order contains the following numbered sections:

- I. Career Counseling and Development
 - II. Advanced Training
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POLICY

It shall be the policy of the Winter Haven Police Department to maintain a Career Development Program to improve the mental and physical capabilities of members as well as the skills, knowledge, and abilities necessary to function in an efficient and effective manner in assigned tasks. This program shall be equally available to all members of the Department.

PURPOSE

The purpose of this General Order is to establish guidelines and procedures for career development programs and opportunities.

SCOPE

This General Order shall apply to all Department members.

DISCUSSION

In order to provide opportunities for individual growth and development at all levels in the department, a structured process of career development shall be utilized. The principal components of the Career Development Program are career counseling and the enhancement of one's training and education.

PROCEDURE

I. Career Counseling and Development

- A.** The career development function of the Department shall be the responsibility of the Department's Training Officer. They shall ensure that all command and supervisory members receive orientation training necessary to provide career development opportunities to all members within their command who wish to take advantage of them. The orientation training shall include information on: (CALEA 33.8.1)
1. General counseling techniques;
 2. Techniques for assessing skills, knowledge, and abilities;
 3. Salary, benefits, and training opportunities within the Department;
 4. Educational opportunities and incentive programs.
 5. Awareness of cultural diversity;
 6. Record keeping requirements and techniques;
 7. Career development programs of other jurisdictions and the availability of outside training opportunities.
- B.** Career counseling shall be a utilized component of the Department's Career Development Program. There are several tools, other than interviews, which may be utilized. These tools include an inventory of:
1. The skills, knowledge and abilities of a member (may be obtained from the use of an SKA inventory and/or a review of the member's training record);
 2. The skills, knowledge and abilities required to perform the position to which a member is assigned (may be obtained from job descriptions and job tasks analysis).
- C.** In-Service training shall be utilized as a component of the Career Development Program. It shall serve as a means to update members on the duties and responsibilities of the job presently being performed. It shall also be utilized to enhance a member's skills beyond the minimum level and may be required of members for mandatory training.
- D.** Career development courses in specialized areas shall be utilized as a component of the program. Members shall be encouraged to compete for specialized assignments. Members may submit request for specialized training through their immediate supervisors. Members assigned to specialized positions shall be provided with the appropriate training opportunities, based on the skills, abilities, and knowledge required.

II. Advanced Training

- A.** Continuous training throughout a member's career is considered vital for Professional growth of the individual and the Department. To provide for that professionalism and to increase the competence of personnel who have demonstrated management and leadership capabilities, the Department provides the opportunities for, and encourages

participation in, training programs of an advanced level. Such training programs include, but are not limited to:

1. The F.B.I. National Academy
 2. The Southern Police Institute
 3. Northwestern University Traffic Institute
 4. The Florida Department of Law Enforcement Executive Institute;
 5. The Florida Department of Law Enforcement Senior Leadership Academy
 6. The University of North Florida (IPTM); and
 7. Florida State Certified Public Manager (CPM)
- B.** Advanced training is designed to impart higher-level supervisory management skills to participants. Selection of personnel to attend this training will be based on:
1. Needs of the Department;
 2. Needs of the member;
 3. Ability of the member;
 4. Desire of the member to attend; and
 5. Budget constraints

III. Member Development

- A.** Each member shall be provided with the training opportunities to enhance supervisory, management, administrative and leadership skills and knowledge necessary to operate at the higher level. It is preferred that this training be completed prior to promotion but, if a training need is identified as a result of promotion or anticipated promotion, the training will be provided as soon as the training is made available not withstanding operational requirements. (CALEA 33.8.2)
- B.** Temporary assignments and/or job rotation may be allowed in order for members to develop a well-rounded knowledge of the various agency functions and duties. These assignments provide members with the ability to make a more informed decision regarding career goals. These assignments shall be subject to supervisory and commander approval.
- C.** This Department supports and encourages its members to attend an accredited college or university and attain a higher educational degree in a law enforcement or related field. Supervisors may exercise discretionary latitude in realigning work schedules of members who are pursuing this goal. However, operational needs are always given priority prior to approval.
- D.** The City of Winter Haven offers educational assistance for employees who desire to continue their formal training and education. Members should review section 5.19

(Training and Education) of the City of Winter Haven Personnel Policy and Procedures Manual for further clarification. (CALEA 38.8.4 c)

IV. Salary Incentive

- A.** The Department, in an effort to improve the skills, knowledge, and abilities of its law enforcement officers in a manner which successfully meets Department goals and objectives, encourages members to participate in the State of Florida Salary Incentive Program as outlined in Florida Statutes 943.22. (CALEA 33.8.4 b)
1. Full-time members who have an Associate Degree or its equivalent shall receive the sum of \$30.00 per month.
 2. Full-time members who have a Bachelor or higher Degree shall receive the sum of \$80.00 per month (this is inclusive of the above \$30.00).
 3. Full-time members shall receive \$20.00 per month for each completed training unit. (Training Unit equals 80 hours of an F.D.L.E./C.J.S.T.C. approved training course. Any two (2) courses, 40 hours each in length, are equal to one training unit). Incentive monies will not be given for repeating a course, but the course may count toward mandatory retraining.
 4. The cumulative total of training monies will not exceed \$120.00 per month for members. Members who have an Associate, or Bachelor or higher Degree shall not receive more than \$130.00 per month in training monies.

APPROVED



**Charles E. Bird
CHIEF OF POLICE**