

INSTRUCTIONAL ORDER

August 2017

Immediately

V.5:13

Distribution: All Employees

Subject: **CAREER DEVELOPMENT ACTIVITIES**

Index as:	Career Counseling Career Development Activities	In-service Training Proficiency Training	Specialty Training Succession Planning
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Accreditation Standards: 15.1.4, 33.8.1, 33.8.2, 33.8.3, 33.8.4, 35.1.7

Cross Reference: G.O. II-16, Employee Travel
G.O. II-27, Promotions
G.O. II-32, Specialized Assignments
I.O. V.5:14, Performance Evaluation
City of St. Petersburg, Tuition Reimbursement Policy and Procedures §943.22, F.S.S.

Replaces: I.O. V.5:13, Career Development Program (April 6, 2000)
Training Division SOP III-4, Career Counseling Activities (August 28, 2017)

This Order explains procedures for career development activities and related career counseling, in-service training and educational incentives. It consists of the following sections:

- I. Policy
- II. Definitions
- III. Administration
- IV. Succession Planning
- V. Procedures

I. POLICY

A. It is the policy of the St. Petersburg Police Department to provide opportunities for individual growth through career development activities and in-service training.

B. Employees are encouraged to achieve a minimum of a Bachelor's Degree from an accredited college or university to gain a more thorough understanding of society, communicate more effectively and engage in the exploration of new ideas and concepts.

C. Succession Planning is a major aid to the continuity of management. To that end, the Department maintains a succession plan for the development of command and executive leadership roles within the organization. It provides development opportunities and career pathways within the Department to maximize learning and development investment.

II. DEFINITIONS

A. Career Counseling – The relationship (process) between Supervisor or 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. Topics such as advancement, specialization, or training appropriate for the employee's position may be discussed.

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

C. In-Service Training – Formal instruction designed to enhance the skills, knowledge and abilities required of the employee's present assignment (proficiency training), as well as to provide the skills, knowledge and abilities required in specialized areas (specialty training). Furthermore, in-service training provides instruction in post-promotion skill development and management concepts and practices.

D. Succession Planning – A plan to ensure leadership continuity of the organization and maintain stability within agency operations.

III. ADMINISTRATION

A. The Training Division shall administer and coordinate Department-sponsored career development activities and in-service training.

B. The Training Division shall coordinate training of Supervisors to assist them in their career counseling responsibilities. Such training may include the following:

1. General counseling techniques;
2. Techniques for assessing skills, knowledge and abilities;
3. Salary, benefits and training opportunities of the agency;
4. Educational opportunities and incentive programs;
5. Awareness of the cultural background of ethnic groups of persons counseled;
6. Record-keeping techniques;
7. Career development programs of other jurisdictions; and
8. Availability of outside resources.

C. The Training Division shall make in-service training information easily accessible to employees. Announcements of courses will be distributed to all members via an email announcement.

D. Employees receiving a certificate of training directly from the training source agency shall forward a copy of the certificate to the Training Division where it will be placed into the employee's training record.

E. The Training Division will maintain records of in-service training courses completed by each employee.

F. Any employee may request to review his/her training files by contacting the Police Training Specialist and making an appointment.

G. The relevant results of these meetings shall be summarized and forwarded to the Commander of the Training Division, who will consider them when planning future training programs.

H. Career counseling activities involve formal guidance to assist an officer to choose, prepare for, enter or progress in a job assignment through the following:

1. Assessment of the skills, knowledge and abilities of the officer.
2. Inventory of the requirements of the job assignment.
3. Awareness of relevant training opportunities.

4. Career counseling activities provide guidance only; no officer is guaranteed an assignment by following any career development prescription that may emerge from the meetings.

IV. SUCCESSION PLANNING

A. The Department maintains a Succession Planning to ensure for the development of command and executive leadership to include, Assistant Chiefs, Chief's Management Staff, Majors, Division Managers, Lieutenants, Sergeants, and Civilian Supervisor positions.

B. Procedures

1. It is the Supervisor's responsibility to provide career counseling to subordinates. Supervisors shall document career development activities in the Performance Agreement section of the Performance Evaluation form. The process includes an accurate assessment of performance along with an assessment of advancement potential.

a. The development plan should be individualized for the skills and abilities of each person and focus on helping them develop over the following year.

b. Advanced and specialized training should be a primary component of every development plan. (See Attachment A).

c. Opportunities for inclusion on special projects, task forces, committees, temporary assignments, cross-training, and project development should be considered.

d. Once an individualized development plan is in place, progress is periodically identified, documented, and recognized by the employee and Supervisor.

2. At the time of the employee's annual performance evaluation, the employee and their immediate Supervisor will review the employee's in-service training record for the previous year.

3. The Performance Evaluation shall be reviewed by the involved Assistant Chief, and information pertaining to Department training needs will be communicated to the Lieutenant, Training Division.

C. In addition to annual counseling by the Supervisor during the performance evaluation, employees may, at any time, pursue any of the following options:

1. Arrange with their immediate Supervisor for career counseling to be provided by the immediate Supervisor;

2. Arrange with their immediate Supervisor to be referred to the Training Supervisor, Training Division, for career counseling;

3. Personally arrange with the Training Supervisor, Training Division for career counseling.

D. Employees interested in attending in-service training shall submit a memorandum through their Chain of Command to the Lieutenant, Training Division. They will be notified of the results, via memorandum, through their Chain of Command.

E. Tuition Reimbursement

1. Employees may be eligible for tuition reimbursement for pre-approved classes under the City of St. Petersburg Tuition Reimbursement Policy. On-line internet courses by accredited technical institutes, trade schools, correspondence schools, colleges, and universities are eligible for tuition reimbursement.

2. Sworn personnel may be eligible for funds through the Patterson Trust Fund.

3. Information about these programs is available from the Training Division.

F. Sworn Personnel will be paid salary incentives according to the provisions of §943.22, F.S.S. Information about the state incentives is available from the Training Division.

Anthony Holloway
Chief of Police