



POLICY & PROCEDURE

ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **CAREER DEVELOPMENT**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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INDEX AS: Career Development
New Position Training

PURPOSE: The purpose of this Policy & Procedure is to describe the Elkhart Lake Police Department's approach to establishing a formal career development program that possesses the following objectives:

- To assist all members of the Department in realistically assessing their skills and aptitude for occupational and organizational growth.
- To provide a formal process whereby a member of the Department can specifically identify career objectives, and to the extent that they are otherwise eligible and qualified receive consideration for training and assignment related to those objectives.
- Disseminate information to all members of the Department regarding educational programs, non-department training and employment opportunities that would assist them in pursuing career objectives.
- To set guidelines for job specific training as a result of a promotion, assignment to a specialty position and/or reassignment.

This Policy & Procedure consists of the following numbered sections:

- I. INTRODUCTION
- II. POLICY

III. PROCEDURE

IV. NEW POSITION TRAINING

I. INTRODUCTION

- A. Career development efforts are distinguished from training efforts in that training is directed at meeting current Department needs for basic and specialized skills and proficiency. Career development addresses the long term needs of members of the Department to establish and meet personal goals related to occupational growth and organizational advancement.
- B. The Department has a legitimate interest in both activities. Whereas training involves more immediate needs and current performance, career development affects motivation, job satisfaction and overall performance of members of the Department.
- C. While the Elkhart Lake Police Department cannot compel an individual to take an active role in their own career development, department personnel are strongly encouraged to take advantage of the available training/educational opportunities.

II. POLICY

- A. Career development is a process that is utilized to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction. It is through career development that upward mobility of personnel, professional growth, and improved job performance may be enhanced.
- B. Following promotion to a higher rank, the promoted officer will, as soon as practical, be provided the necessary additional training to provide him/her with the skills and knowledge to perform the duties of the job description for the new rank.
- C. Although the majority of Department personnel are generalists, the Department will identify and provide appropriate training opportunities for all positions that require specialized training.
- D. Specialized training consists of instruction for personnel assigned to new or specialized positions within the Department. Specialized training shall commence as soon as practical after assignment or appointment.
- E. Any Officer assigned to the S.W.A.T. Team shall participate in the Team's training and readiness exercises.

III. PROCEDURE

Although priority must be given to the Department's operational needs, whenever possible, supervisors should accommodate members pursuing education or training on their own time in their scheduling, provided this is done consistent with the requirements of prevailing labor contracts.

Whenever Department authorization is required for a member to participate in training, even though said training is funded by the member and attended during off duty hours, authorization will be given if the training is consistent with the member's stated career development objectives.

The Department will not discriminate in training, assignment or promotion of members who have sought employment outside the Department, and when requested by the member involved, will provide references and other information, which may be helpful to another employer considering the employment of a member.

A. Program Authority

1. While all employees are responsible for adhering to the spirit of career development, the Chief of Police has overall program authority and responsibility, which include the following administrative duties:
 - Upon request by an officer, conduct a career development survey and make an assessment of that member's career objectives and progress made toward attaining them.
 - To assist officers in accessing WILENET and other internet based training repositories to review education, training and employment opportunities, which may be of interest to members of the department
 - To assist members of the Department who choose to pursue education or training on their own time consistent with established department standards and directives.
 - To assist members in identifying and taking an active role in current Department training programs.
 - Promote career development as beneficial to the Department in terms of improved employee morale and motivation.

B. Career Development/ Information (WILEAG CORE 35-12.2.6.1)

1. Training Division personnel will make available various career development materials, including higher education options via Department e-mail, Department intranet and postings, which can be located in the training area.

C. Front-Line Supervisor Training

1. Many programs of this nature exist for officers to use in the development of their careers. Short programs sponsored by Northwestern and the FBI National Academy have been sponsored by technical colleges in the past. These opportunities are listed on the WILNET website.

D. Leadership Programs – Advanced Training

1. Advanced training (Leadership Programs) is defined, as training that is available at the FBI National Academy, Southern Police Institute and Northwestern University Traffic Institute. The training is usually designed to improve the professional competence of officers who have demonstrated leadership capabilities.
2. The Chief of Police will select sworn Department member(s) to be assigned to these advanced training programs. In the case of the FBI National Academy, final approval is at the discretion of the FBI National Academy. General criteria that shall be followed in selecting personnel to attend this type of training will include rank, demonstrated leadership abilities and commitment to the agency. Additional considerations may include a review of an officer's career development plans, Department needs, an interview to determine if career goals can be achieved as a result of the advanced training and notification to the Police Commission.
3. Upon completion of the training the Chief of Police may consider the officer's training in future assignments or promotions.
4. Advanced training of this variety will usually provide college level credits for undergraduate and/or graduate work. Additionally, these courses will satisfy mandatory training requirements of the State Training and Standards Bureau relating to required annual in service training.

IV. NEW POSITION TRAINING (WILEAG CORE 35-12.2.6.2)

Upon promotion and within the first 30 days, orientation training must be completed. Illness, Injury, Vacation, Family Medical Leave and Family Leave may extend the time frame for completion.

Additional specialized training programs are to be completed as soon as possible, while taking into account course availability, staffing and budgetary limitations.

A. Non-Sworn Personnel

1. Dependent on the type of civilian position, non-sworn staff will complete an orientation program designed by their respective supervisor. Also refer to Policy & Procedure 12.05: Employee Orientation.

B. Assignment to Specialty Positions

1. Dependent on the type of Specialty Position, officers will complete an orientation program designed by their respective Commanding Officer.
2. Specialized training programs must be completed, in some cases, prior to an officer performing tasks for that Specialty position (i.e. DARE. Drug Testing, TIME certification, etc.).

C. Promotion to Detective/Investigator

1. All Detectives/Investigators will complete an orientation program designed by the Chief.
2. Upon promotion and based on level of expertise, Investigators should attend the following department sponsored training programs when offered:
 - Crime Scene Processing
 - Digital Photography
 - Alternate Light Source
3. Attendance at the Death Investigation School sponsored by the State of Wisconsin.

Michael Meeusen
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/01/2015