



<b>ALBEMARLE COUNTY POLICE DEPARTMENT GENERAL ORDER</b>		<b>NO.</b> <b>2-25</b>	<b>DATE OF ISSUE:</b> <b>July 30, 2015</b>
<b>SUBJECT:</b> <b>CAREER DEVELOPMENT PROGRAM</b>		<b>REVIEWED/REVISED/RESCINDS:</b> <b>10/15, 03/17</b>	
<b>VLEPSC STANDARDS:</b> PER.05.01, PER.05.02		<b>APPROVED:</b>  <div style="text-align: right;"><u>Signature on File</u> Chief of Police</div>	

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**I. POLICY**

Sworn personnel are one of Albemarle County Police Department's most valuable resources. The welfare of both the Department and the community hinges on the ability to recruit, retain and continually develop its officers. The Department recognizes this dependency and thus, offers two career paths designed to bolster an officer's knowledge and performance within their profession, while simultaneously providing monetary compensation for these achievements.

The supervisory promotional process is one such paths designed to promote the professional skills of Albemarle County Police officers. However, the Department recognizes opportunities for supervisory promotion are limited and not all officers wish to advance into administrative positions. As a result, an alternative path, the "Career Development Program", was created.

The Career Development Program (CDP) affords officers the opportunity to advance their careers in a non-supervisory capacity. By providing officers with educational and departmental opportunities; i.e., specialized training, instructorships, the Career Development Program fosters professional growth, increases job performance and improves job satisfaction of Albemarle County officers both in their current and future departmental roles.

The Career Development Program will be reviewed annually to ensure that it meets the goals and expectations of the Department.

**II. PURPOSE**

To provide each officer with an understanding of the Department's Career Development Program and outline the requirements necessary to participate in and advance through the process.

**III. PROCEDURES**

**A. GUIDELINES**

1. Participation in the Career Development Program is voluntary.

2. Introduction/Description of Career Development Levels:
  - a. Police Officer - Entry-level position in which the police recruit successfully completed the department's Field Training Program and is currently assigned to a geographical district.
  - b. Police Officer 1<sup>st</sup> Class
    - 1) Prerequisites:
      - a) Three (3) years of experience as a police officer
      - b) CIT certified
      - c) ICS 200 course
      - d) ACPD community service (8 hours as listed in section III A-7)
    - 2) Annual requirements:
      - a) Complete CDP application
      - b) Meet or exceed expectations on annual job performance evaluation
      - c) Have no more than one (1) written reprimand in previous 12 months
      - d) Perform ACPD community service (8 hours as listed in section III A-7)
  - c. Senior Police Officer
    - 1) Prerequisites:
      - a) Current rank of Police Officer 1<sup>st</sup> Class
      - b) Six (6) years of experience as a police officer
      - c) Twenty (20) hours specialized training (Board approved)
      - d) Assignment of one (1) of the following: FTO, Background Investigator, or General Instructor who instructs a minimum of 8 hours annually in (a) an approved DCJS Training **or** (b) a specialty (General Instructor not required) that meets the needs of the department that instructs an approved curriculum internally or externally a minimum of 8 hours (CDP Board approved)
    - 2) Annual requirements:
      - a) Complete CDP Application
      - b) Meet or exceed expectations on annual job performance evaluation
      - c) Have no more than one (1) written reprimand in previous 12 months
      - d) Remain assigned to one (1) of the following: FTO, Background Investigator, or General Instructor who instructs a minimum of 8 hours annually in (a) an approved DCJS Training **or** (b) a specialty that meets the needs of the department that instructs an approved curriculum internally or externally a minimum of 8 hours (CDP Board approved)
      - e) Perform ACPD community service (8 hours as listed in section III A-7)
      - f) Participate in two (2) problem oriented policing projects
  - d. Master Police Officer
    - 1) Prerequisites:
      - a) Current rank of Senior Police Officer
      - b) Nine (9) years of experience as a police officer
      - c) Eighty (80) hours specialized training (Board approved)
      - d) Leadership Training
      - e) Resume demonstrating expertise in a specialized field that contributes to the progression of the department.
      - f) Instructional presentation based on individual specialty to CDP Board (General Instructor Only)
      - g) Assignment of one (1) of the following: FTO, Background Investigator, or General Instructor who instructs annually in (a) an approved DCJS Training **or** (b) a specialty that meets the needs of the department that instructs an approved

curriculum internally or externally a minimum of 20 hours (CDP Board approved)

- 2) Annual requirements:
  - a) Complete CDP Application
  - b) Meet or exceed expectations on annual job performance evaluation
  - c) Have no more than one (1) written reprimand in previous 12 months
  - d) Remain assigned to one (1) of the following: FTO, Background Investigator, or General Instructor who instructs annually in (a) an (approved DCJS Training **or** (b) a specialty that meets the needs of the department that instructs an approved curriculum internally or externally a minimum of 20 hours (CDP Board approved)
  - e) Perform ACPD community service (8 hours as listed in section III A-7)
  - f) Participate in two (2) problem oriented policing projects
  - g) Develop and execute one (1) problem oriented policing project
3. Application Submission
  - a. Officers must submit a CDP Application annually in order to maintain or advance their rank in the program.
    - 1) Officers must complete Part A of the application and submit to their supervisor.
    - 2) The supervisor must complete Part B of the application and return it to the officer.
    - 3) It is the responsibility of the officer to submit the completed application to TPDU by April 1<sup>st</sup>.
  - b. The application will be reviewed by the Career Development Board and forwarded to the Chief of Police by May 1st. Advancements take effect at the beginning of the next fiscal year (July 1<sup>st</sup>).
4. Police Experience
  - a. The experience criteria must be met by July 1<sup>st</sup> of the year that the program takes effect; i.e., an applicant with 2 1/2 years of total police experience may apply for Police Officer I provided the applicant will satisfy the 3-year experience requirement by July 1<sup>st</sup>.
  - b. Officers who are hired with former police experience must complete one full year with the Albemarle County Police Department before entering the program. Once enrolled in the program, an officer may advance their rank at a rate of one level per year. Officers must meet the prerequisites and years of experience prior to any advancement.
  - c. The Chief of Police can waive this requirement based upon a demonstrated need for a specific certification or skill.
5. Training

All sworn personnel shall have equal access to training and development opportunities. Specialized training hours must be from DCJS and/or other training approved by the CDP Board. Training is generally considered specialized if it is not mandated for all personnel.
6. Leadership Training

Training either before or after appointment as a police officer that provides leadership skills which benefits the police department (CDP Board approved). Examples include verifiable leadership courses acquired in college, military or as a law enforcement officer.
7. Community Service

Examples include National Night Out, Coffee with a Cop, Pizza with the Police, Special Olympics, Town Hall Meetings, Advisory Group Meetings, etc. These events may take

place outside of our jurisdiction as long as you are acting as a representative of the police department.

8. Performance Evaluation

Officers must meet or exceed high expectations on their most recent performance evaluation in order to remain eligible in the program. Any officer who fails to meet this expectation will be demoted one level in rank.

9. Discipline

Any officer receiving more than one Letter of Reprimand or higher level of disciplinary action within the 12-month period preceding eligibility shall not be eligible for promotion in the CDP. A Letter of Reprimand for a preventable crash is not to be considered.

10. Pay Differentials

When an employee enters the CDP, the employee's salary will be increased in the following manner:

- a. Police Officer 1<sup>st</sup> Class will be a career development advancement to the next pay grade with a 5% pay increase based on current salary
- b. Senior Police Officer will receive a pay increase of 5% based on current salary
- c. Master Police Officer will receive a pay increase of 5% based on current salary

B. CAREER COUNSELING

1. Career Counseling is a vital component to both the CDP and the employee performance evaluation process.
2. Career Counseling will afford officers the opportunity to work directly with their supervisors to ascertain and accomplish their individual career goals and objectives.
3. During a Career Counseling session, supervisors are expected to:
  - a. Identify an officer's strengths and areas needing improvement.
  - b. Establish a plan of action to improve the employee's performance by creating career development goals.
  - c. Review an officer's progress within the CDP to ensure the officer is meeting the requirements necessary for advancement.
4. All supervisors shall receive training in all aspects of the program. This orientation will increase knowledge and skills in the following areas:
  - a. General counseling techniques.
  - b. Skills, knowledge and ability assessment techniques.
  - c. Salary, benefits and training opportunities.
  - d. Educational opportunities and incentive programs.
  - e. Outside resource availability.

C. DEMOTION IN PROGRAM LEVELS

1. Progression through the CDP is considered a promotion in rank.
2. Failure to meet the standards of the program, including but not limited to, poor job performance, or Category F violations may result in demotion within the CDP.
3. If a program participant fails to meet the requirements of the program, he/she will be demoted to the next lower rank and a 5% reduction in pay from his/her current salary will be made.

If a participant is demoted to a lower rank, he/she may reapply to their previously held position after a period of one year.

4. In the event of an involuntary demotion from a supervisory rank due to discipline, the officer will be reinstated at the level of Police Officer First Class. Involuntarily demoted officers must complete one year at each level before seeking advancement.
5. In the event of an involuntary demotion from a supervisory rank due to performance, the officer will be reinstated at the level of rank within the CDP attained prior to their promotion. Involuntarily demoted officers must complete one year at each level before seeking advancement.
6. In the event of a voluntary demotion from a supervisory rank, and pending approval by the Chief of Police, an officer will be reinstated at the level of rank within the CDP attained prior to their promotion.

**D. REVIEW BOARD RESPONSIBILITIES**

1. The Career Development Review Board will consist of the following:
  - a. One Police Sergeant
  - b. One representative from TPDU
  - c. One representative from each Division
2. Review all CDP applications and notify the Chief of Police of the results by May 1<sup>st</sup>.
3. Make recommendations concerning the administration of the program.
4. Make recommendations to the Chief of Police concerning waivers requested by applicants.
5. The Administrative Division Commander will have authority and responsibility for the overall administration of the CDP and will coordinate all activities in reviewing and recommending revisions annually.
6. Officers who wish to serve on the Board must complete a memorandum and submit it to the Chief of Police. The Chief of Police will appoint members to serve on the Board. The Board will elect a chairperson who will oversee the Board's duties.

**E. CHIEF OF POLICE RESPONSIBILITIES**

1. Appoint officers to the CDP Board.
2. Review waivers/appeals and recommendations at the request of the CDP Board.
3. Make final determinations on promotions/demotions.

**F. TPDU RESPONSIBILITIES**

1. Maintain records of all career specialties and in-service training of personnel.
2. Make records available to all officers and supervisors.

**G. UNIFORM DESIGNATIONS**

1. Officers who are classified within the CDP shall wear such designations on their regular duty uniforms.
  - a. Police Officer 1<sup>st</sup> Class - One Stripe

- b. Senior Police Officer - One Stripe and One Rocker
  - c. Master Police Officer - One Stripe, One Rocker, Diamond in the middle
2. The Department will provide patches for each member to promote uniformity.

H. GRIEVANCES AND WAIVERS

- 1. If an applicant feels they have a unique situation that cannot be resolved by the set structure of the program, they may submit a written memorandum to appear before the CDP Board. This memorandum shall be submitted to the current Administrative Division Commander.
- 2. After hearing the applicant's appeal, the CDP Board will review the circumstances and make a recommendation to the Chief of Police.

I. TRANSITION FROM SKILLS PROFICIENCY PROGRAM

- 1. Upon enactment of this policy, all participants of the Skills Proficiency Program will automatically be transferred to the CDP and be entitled to the same rank and benefits afforded to them under the former program.
- 2. After the transfer, all officers will have three (3) years to comply with the annual requirements of their current level in order to maintain their rank within the CDP.
- 3. Transferred officers seeking advancement within the CDP may do so once they satisfy the prerequisites of the next level in rank.
- 4. Advancements may only occur at a rate of one level per year.