



CAREER DEVELOPMENT PROGRAM – PLAN DESCRIPTION & ADMINISTRATION

INDEX CODE: 813
EFFECTIVE DATE: 12-16-10

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I. POLICY & PURPOSE

A. Policy

It is the policy of the Anne Arundel County Police Department to provide its members the opportunity to improve personal skills, knowledge and abilities in order to successfully perform Department-related tasks, and to progress on a self-determined career path. The Career Development Program is established by means of this written directive. The Department's career development program and plan are fully described in the Index Code 813 series.

B. Purpose

The purpose of the career development program is to foster the improvement of personal skills, knowledge, and abilities of all personnel so that they can successfully perform Department tasks. The program is voluntary and ensures all employees equal access to training and development opportunities. The aim of career development is to highlight specific opportunities for individual growth at all levels and to improve overall job satisfaction and performance. The Department will utilize the career development program to further the employee's professional growth and capabilities in the present and/or future positions of responsibility.

II. PROGRAM COMPONENTS

- A. Career Counseling
- B. In-Service Training
- C. Program Inventories
- D. Rotational Assignment Policy
- E. Acting Supervisor Policy
- F. Educational Development Plan
- G. Training for Supervisors & Counselors

III. PROGRAM OBJECTIVES

The Career Development Program has the following minimum objectives:

A. Objective 1

To offer career counseling to all *employees* annually.

B. Objective 2

To provide every sworn police officer a minimum of **18** hours of proficiency and/or career-specialty in service training annually.

IV. ADMINISTRATION

A. The commander of the Administrative Services Bureau is the administrator of the Career Development Program and will ensure that all aspects are functional and serving the needs of the members and the Department.

B. The Personnel Section and the Training Academy will organize and coordinate the career counseling component of the program.

C. The Personnel Section will maintain a list of all specialty assignments, and will collect and maintain the inventories of the skills, knowledge and abilities (SKA) required in this program, and will coordinate with the County Office of Personnel the administration of the tuition reimbursement program.

D. The Training Academy will collect and provide information pertaining to educational opportunities for the review of all members; and will conduct or coordinate the in-service training components of the program. The Training Academy will maintain on file written records of all proficiency and career specialty in-service training of sworn personnel.

V. PROPONENT UNIT: Training Academy.

VI. CANCELLATION: This directive cancels Index Code 813, dated 11-15-08.