



CAREER DEVELOPMENT PROGRAM - TRAINING FOR SUPERVISORS & COUNSELORS

INDEX CODE: 813.F
EFFECTIVE DATE: 11-05-08

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I. TRAINING FOR SUPERVISORS & COUNSELORS

A. Career Counseling Training

Supervisors, managers, and others who conduct career development activities pursuant to the Career Development Program are provided training to enhance their ability to perform the required duties of the program. This training is mandatory. Such training includes:

- 1. Coaching and counseling - general counseling skills
- 2. Techniques for assessing skills, knowledge and abilities
- 3. Salary, benefits, and training opportunities of the department
- 4. Educational opportunities and incentive programs
- 5. Awareness of the cultural background of ethnic groups in the program
- 6. Recordkeeping techniques
- 7. Career development programs of other jurisdictions
- 8. Availability of outside resources

B. Skill Development & Management Training

The department and the Maryland Police Training Commission provide required skill development training and management training to sworn personnel immediately after promotion. In addition, the department regularly sends sworn management personnel to career specialty in-service training programs conducted by the F.B.I. National Academy, the Southern Police Institute, and other similar executive and management development programs. See Index Code 810 for details.

II. PROPONENT UNIT: *Administrative Services Bureau.*

III. CANCELLATION: This directive cancels Index Code 813.F, dated 07-01-07.