

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: August 29, 1995

GENERAL ORDER C-5

SUBJECT: CAREER DEVELOPMENT PROGRAM

## PURPOSE

- 1 - The purpose of this General Order is to establish a Career Development Program for the Department and to expand the Department's effort in human resource development.

## POLICY

- 2 - It is the policy of the Berkeley Police Department to provide career development assistance to all employees to the extent possible within the guidelines of the City of Berkeley's Equal Employment Opportunity/Affirmative Action Plan.

## DEFINITIONS

- 3 - The following definitions will assist in understanding the Career Development Program:
  - (a) Career Counseling: The process between supervisor/counselor and employee that is designed to facilitate an employee's career choices, understanding of career goals, and achievement of career goals through meaningful, well-informed choices.
  - (b) Career Development/In-Service Training: A training process used to provide an advanced level of instruction that enhances upward mobility and/or job satisfaction.
  - (c) Career Specialty: An area of interest or specialization that enhances the upward mobility and/or job satisfaction for the employee.
  - (d) In-Service Training: Training over and above recruit training or basic orientation, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, or roll-call training.
  - (e) Proficiency: The additional skills, knowledge, and abilities that are needed to remain competent in performing the duties and responsibilities of a job.
  - (f) Skills, Knowledge, and Abilities: Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience, or associations. Abilities are processes required to perform the various job responsibilities.

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### PROCEDURES

- 4 - The Administrative Division Lieutenant has been assigned the responsibility and authority to administer the Career Development Program.
  - (a) Although many of the career development components are not new (e.g. Senior Patrol and Career Incentive Programs, in-service training courses, etc.), a central coordinator has been assigned to improve the overall effectiveness of human resource management.
  
- 5 - The Administrative Division Lieutenant is responsible for:
  - (a) Meeting with interested sworn/non-sworn employees to:
    - (1) Examine participation in Department programs described in paragraph 6.
    - (2) Provide career counseling in addition to that which is provided by the employee's immediate supervisor during performance appraisal/employee development plan ratings.
    - (3) Assist in discussing career development goals and choices.
    - (4) Discuss higher education goals.
    - (5) Review preparation for promotional examinations.
  - (b) Reviewing performance appraisal forms and employee development plans to assist in assessing the effectiveness of career counseling, performance evaluations, and the POST Advanced Officer training process.
  - (c) Completing an annual assessment of employees' skills, knowledge and abilities, and maintaining a file of career specialties possessed by agency personnel.
  - (d) Maintaining the Special Assignment Resource Book, which lists job specifications for the various assignments.
  - (e) Meeting with the Training Advisory Committee to discuss new in-service programs and to evaluate ones currently being used.
  - (f) Reviewing the proficiency of in-service training to make sure that employees are kept up-to-date on the duties and responsibilities of the jobs they perform. This will be completed in conjunction with the annual training assessment (described in General Order T-7) by the Training Sergeant and Division Commanders, during meetings with the Training Advisory Committee, and by examining the quality of in-service training courses that officers are assigned to.

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- (g) Reviewing the career specialty in-service training in management techniques for supervisors and command officers to insure that supervisors and managers continue to attend quality courses.
- (h) Working with the Personnel and Training Sergeant to maintain an inventory of resources used to develop in-service training courses for all employees. An annual review of the inventory will be completed by the Training Sergeant to insure contact persons, course announcements, etc., are kept up-to-date. The Personnel and Training Sergeant will make these resources, which are maintained in the Personnel and Training Bureau, available to all interested persons.
- (i) Arranging for the annual review of individual training records by employees and their supervisors.
- (j) Arranging for additional performance appraisal/counseling training for supervisors in need of same. (This subject is initially covered at the POST Supervisors Course).
- (k) Reviewing the Career Development Program annually and completing revisions, if necessary.

### CAREER DEVELOPMENT PROGRAMS

6 - Listed below are six components of the Career Development Program.

- (a) Employee Performance Appraisal - Employee Development Plan:  
The performance appraisal report and employee development plan are completed for sworn employees on a semi-annual basis and for non-sworn employees on an annual basis. Employees are counseled by their supervisors during each rating. The appraisals are career development oriented as they identify individual's goals and objectives, training needs, potential for future assignment, career development, and suitability for promotion.
  - (1) Supervisors recommend career development training courses through chain of command as part of the employee development plan. Courses which receive Division Commanders approval are then scheduled for the employees through the Personnel and Training Bureau.
- (b) Advanced Officer Training/Career Development: POST Procedure 1005 (d) requires that each sworn officer receive at least 24 hours of Advanced Officer Training every 2 years. The Training Sergeant is responsible for scheduling employees to attend advanced officer schools, which consist of training regarding new laws; recent court decisions and/or search and seizure refresher; officer survival techniques, new concepts, procedures,

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technology; discretionary decision making (practical field problems), and civil liability-causing subjects.

- (1) The Training Sergeant also schedules employees to attend other courses meeting Advanced Officer training standards. POST annually audits the Berkeley Police Department's records concerning Advanced Officer training.
  - (2) Additionally, as stated in General Order T-7, "professional development training" is one of the training priorities of the Department. Supervisors should recommend employees for specified training courses through the chain of command for the purpose of career development. Personnel strength considerations and approval by the Division Commander are required before the Training Sergeant may schedule these courses.
- (c) Special or Temporary Assignment Training: Procedures covering Special and Temporary Assignments are outlined in General Order P-15. Generally, employees seeking promotion are encouraged to obtain experience in other assignments. By obtaining special and temporary assignment experience, employees improve their chances in presenting a well-rounded candidate during the promotional process.
- (d) POST Supervisory, Management and Executive Courses:
- (1) POST Procedure 1005 (b) requires promoted sworn supervisors to attend a POST certified 80-hour Supervisory Course within 12 months of the employee's promotion date. Supervisory course content consists of supervisory and management roles and responsibilities; oral communications; personnel evaluation; media and relations; training and counseling, and internal communications.
  - (2) POST Procedure 1005 (a) requires promoted Lieutenants to attend a POST certified 80-hour Management Course within 12 months of the employee's promotion date. Course content includes management roles and responsibilities; personnel management skills; leadership styles and decision-making; organization and manager development, and legal responsibilities.
  - (3) POST Procedure 1005 (e) provides for the Executive Development Course, which is an optional course for Department heads or executive staff employees. Course content includes leadership and management; organization development; legal responsibilities; communications, and contemporary issues.

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- (4) Berkeley Police Department personnel are normally scheduled for the supervisory and management course promptly, once promoted. The Executive Development Course is scheduled at the direction of the Chief of Police.
  
- (e) City of Berkeley Training Courses: The City of Berkeley Personnel Department publishes lists of courses available to all City employees. Interested employees are scheduled to attend the above with the concurrence and recommendation of his/her supervisor. Some of the courses are provided at no cost, while others are charged to the Department.

Reference: CALEA Standards  
City of Berkeley Equal Employment Opportunity/Affirmative Action Plan  
General Orders P-15, P-27, and T-7  
POST Administrative Manual