

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

CAREER DEVELOPMENT AND HIGHER EDUCATION

14.500

REVISED 08/04/14

EFFECTIVE 06/28/94

14.501 PURPOSE

Career development is a structured process that is utilized by the department to provide opportunities for individual growth and development of a person's capabilities at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of job satisfaction among sworn personnel. Career development will be available to all sworn employees on a voluntary basis.

14.502 CAREER DEVELOPMENT GOALS

- A. It is the policy of the Tyler Police Department to provide employees an opportunity for individual growth and development at all levels of the department and to enhance upward mobility of employees by providing:
 - 1. Each sworn employee with an annual review of training, transfer, and promotional opportunities available at the employee's level to be held.
 - 2. All supervisory personnel with the training and staff support, and the resource materials needed to fulfill their counseling and evaluation responsibilities.
 - 3. Encouragement to personnel to continue their formal education from an accredited college or university.
- B. The goals of career development are as follows:
 - 1. To promote productive, efficient and effective job performance.
 - 2. To improve the overall level of individual job satisfaction.
 - 3. To enhance upward mobility of employees.

14.503 CAREER DEVELOPMENT OBJECTIVES

- A. To identify skills, knowledge and abilities (SKA) of each employee relative to present and future job assignments.
- B. To maintain in-service training requirements by comparing SKA inventories with job-task analysis.
- C. To maintain a file of SKA inventories for department employees.
- D. To identify the number of personnel participating in the career development program.

14.504 CAREER DEVELOPMENT PROCEDURES

- A. Responsibilities of the Career Development Unit Supervisor:
 - 1. Coordinate the Career Development Program, by providing direction, utilizing the expertise and assistance of the departmental supervisors.

2. Coordinate in-service training and other proficiency training programs in order to:
 - a. Keep employees informed about the job.
 - b. Enhance employee skills.
3. Coordinate training for all personnel promoted, scheduling them to attend a supervision course, which will assist in the development of their supervisory, management, and administrative skills and knowledge.
4. Develop and maintain a list of schools and other training opportunities necessary to develop and maintain proficiency in those positions identified as career specialty positions.

B. Responsibilities of Department Supervisors.

As part of each employee's Departmental performance appraisal, supervisory personnel will conduct career counseling to include the following:

1. An annual joint review of the employee's in-service training record to be completed with the performance evaluation done at the beginning of each calendar year.
2. A review of the training programs that are applicable to the individual's current assignment.

14.505 CAREER SPECIALTY IN-SERVICE TRAINING

- A. Career specialty areas are designed to stimulate personnel to compete for new areas of interest and specialization; to enhance the overall potential of the employees for upward mobility; and to improve skills, knowledge and abilities needed to perform job tasks required in specialized areas.
- B. Although the majority of department personnel are generalists, the department will identify and provide appropriate training opportunities for all positions classified as specialties.
- C. Employees participating in management and supervision as a career specialty will be provided appropriate training as available.
- D. Although career development is a voluntary program all supervisors will identify the proficiency needs of their employees and schedule them for in-service training in those areas annually unless other time frames are specified.
- E. Employees participating in a career development program will be scheduled for training in the area they have indicated in the annual career development as being their field of interest as training, funding, and scheduling allows.
- F. After completing a career development analysis form it will be placed in the employees training file in the training office. The employees immediate supervisor will review this file and the computerized training records annually in conjunction with performance evaluations to ensure that the goals of the employee and the department are being met as much as possible.

14.506 TEMPORARY ASSIGNED DUTY (TAD)/JOB ROTATION

- A. Periodic job rotation can be implemented to afford personnel opportunities for individual growth as well as improve job satisfaction and performance. Assignments may be made to various divisions in non-patrol functions within the department. All sworn personnel who have completed probation are eligible for temporary assigned duties. The department may, at times, to ensure continuity of

operations, assign personnel to temporary duty, or in the case of ill or injured officers, to light duty status.

- B. To apply for a temporary or rotating duty assignment, personnel must have submitted a Career Development Form or a memorandum stating they wish to participate in the training and must have an Effective performance evaluation. The job announcement will detail the specific qualifications required to apply for the position.
- C. Temporary Assigned Duty or job rotation will be made as personnel strength and manpower availability permits.
 - 1. When practical and time allows announcements identifying the position of temporary or rotating duty assignments, including the duration will be made and personnel may request to be considered for the assignment. Under certain circumstances this may be waived when filling of the positions could have a detrimental effect on normal operations of the department, i.e. staffing shortages. In those circumstances and with the approval of the Chief of Police the temporary assignments may be filled with officers on light duty or from specialized units.
 - 2. Applicants are required to have successfully completed probation, have an effective job performance and the recommendation of their sergeant, shift commander and division commander
 - 3. All applications conforming to the selection criteria will be reviewed by Division Commanders, who will then present to the Chief their recommendation for the temporary Assignment. This recommendation will take into consideration the performance history of the applicant. The Chief will make the final determination in selection.
- D. TAD Assignments may be short term (less than 3 months) or long term (over 3 months) depending on the circumstances.

14.507 HIGHER EDUCATION

The City of Tyler encourages all sworn personnel to continue their formal education to obtain a Bachelor's degree with an accredited college or university. The city provides incentive pay for college hours and utilizes a college tuition reimbursement program in current city policies.

Approve: 08/04/14


Gary M. Swindle
Chief of Police