

Career Development Plan for the Marion Police Department

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Introduction

In the Commission on Accreditation for Law Enforcement Agencies (CALEA) Standards Manual (1998), Chapter 33 addresses “Training and Career Development.” In the commentary at the beginning of this chapter it states the following:

Career development is a structured process that is utilized by an agency to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction.

So that agencies can deal effectively with law enforcement in an increasingly complex and sophisticated society, there should be parallel increases in the level of education and training required for law enforcement officers. Higher education, by itself, is not an absolute answer in achieving improvement in law enforcement agencies. However, officers who have received a broad general education have a better opportunity to gain a more thorough understanding of society, to communicate more effectively with citizens, and to engage in the exploration of new ideas and concepts.

The Career Development Plan for Police Officers

The *Career Development Plan for Police Officers* shall include the following classifications and ranks:

- Police Officer I
- Police Officer II
- Master Police Officer (MPO)
- Investigator I
- Investigator II
- Corporal
- Sergeant
- Lieutenant

Method of Advancement

Each Police Officer level (I, II, MPO, Investigator), shall have certain minimum requirements necessary to qualify for advancement. Advancement within the Police Officer I, II and MPO rank will be on a non-competitive basis. An officer will advance to the Police Officer II and Master Police Officer rank when he or she has met the necessary requirements. Such advancement would entitle an officer to receive the appropriate salary increase as set forth by the City Council. Investigator positions will be filled by appointment by the Chief of Police based on the knowledge, skills, and abilities of the applicant and the needs of the Department.

Definitions

The *Minimum Qualifications* are the requirements that an officer must obtain before he or she is eligible for a position as outlined in the *Career Development Plan*.

The *Core Training Requirements* are those requirements that an officer must meet before he or she may advance to the next rank within this Plan.

The *Elective Training Requirements* are those requirements that an officer may choose from before advancing to the next rank within this Plan.

Note: The Training Coordinator will keep on file general descriptions of courses that are required, and some courses that can be used to meet the elective requirement. Courses must be approved by the Chief of Police prior to attendance to insure that they meet the guidelines of the program. For training to be credited towards advancement or promotion, it must be properly documented and included in the employee's training file. Waivers of this requirement may be granted provided the officer previously received training commensurate to the required training and that training is still considered to be current. Waivers shall be placed in writing and submitted through the Training Coordinator to the Chief of Police for approval.

Police Officer I

The Police Officer I position is an entry-level position with the Marion Police Department.

Minimum Qualifications:

- (1) U.S. Citizen
- (2) At least 21 years of age at the time of being sworn into office
- (3) High-School Diploma or equivalent
- (4) Background Investigation, reference checks, etc.
- (5) Psychological Examination, drug screening, physical examination
- (6) Successful completion of Basic Law Enforcement Training (BLET)

Responsibilities:

- (1) Responds to various calls for police service
- (2) Conducts preliminary investigations of all types of crime
- (3) Interviews victims, complainants and witnesses
- (4) Interrogates suspects
- (5) Handles disturbances
- (6) Apprehends and arrests criminal defendants
- (7) Adheres to proper police procedures
- (8) Recognizes, collects, and preserves evidence
- (9) Handles traffic collision scenes and investigations

- (10) Prepares necessary reports, forms and statements
- (11) Special or selective enforcement duties

Core Training Requirements for advancement to Police Officer II:

- (1) Successful completion of the Marion Police Department's Field Training Program
- (2) Training and Permit to conduct Chemical Tests for Alcohol
- (3) Radar training and certification
- (4) CJ Leads/Mobile Data/MDIS/NCAWARE
- (5) Officer Safety/Readiness Training
 - or 40 hours of training relevant to Officer Safety
- (6) Standardized Field Sobriety Testing
- (7) Successful completion of all Department-required training

"Relevant" training options must approved by the Training Coordinator.

Police Officer II

Minimum Qualifications:

In addition to the minimum qualifications for the Police Officer I position, an employee with this classification must meet the following minimum qualifications:

- (1) Two years full-time service as Police Officer I or equivalent
- (2) Completion of Police Officer I core requirements
- (3) Has received a rating of "Meets Expectations" or higher on the last annual performance evaluation
- (4) Has not had a disciplinary action of written or above in the past year

Note: An officer with a minimum of two (2) years previous law-enforcement experience with another agency will be eligible to begin at the Police Officer II level, provided that all other "minimum qualification" requirements for Police Officer II have been met.

Responsibilities:

In addition to the responsibilities of a Police Officer I, an employee with this classification has the following responsibilities:

- (1) Participation in Departmental Committees
- (2) Specialized assignments as needed

Core Training Requirements for advancement to Master Police Officer:

- (1) Crime Prevention Training
 - or 40 hours of Crime Prevention relevant training
- (2) Verbal Judo
- (3) Community Policing Training
 - or 40 hours of Community Policing relevant training

- (4) Drug Enforcement
 - or 40 hours of Drug/Criminal Interdiction relevant training
- (5) Successful completion of all Department-required training

Elective Training Requirements:

To be considered for, and prior to, advancement to Master Police Officer (MPO), all officers must complete at least three (3) of the following elective training requirements:

- (1) Intro to Traffic Crash Investigation
- (2) Interview and Interrogation Training
- (3) Entry Level Leadership Training
- (4) Fundamentals of the Investigative Process
- (5) Other course of study as approved

“Relevant” and “other courses of study” options must approved by the Training Coordinator.

Master Police Officer (MPO)

Minimum Qualifications:

- (1) Two years full-time service as a Police Officer II or equivalent
- (2) Completion of the core and elective training requirements for a Police Officer II
- (3) Has received a rating of “Meets Expectations” or higher on the last annual performance evaluation
- (4) Has not had a disciplinary action of written or above in the past year

Note: An officer with a minimum of four (4) years previous law-enforcement experience with another agency will be eligible for advancement to Master Police Officer level after one year of service with the Marion Police Department, provided that all other “minimum qualification” requirements for Master Police Officer have been met.

Responsibilities:

In addition to the responsibilities of a Police Officer I and II, an employee with this classification has the following responsibilities:

- (1) Should assume all responsibilities of a senior patrol officer

Core Training Requirements:

- (1) Entry Level Supervision Training
- (2) Successful completion of all Department-required training

Note: Police Officers that have achieved this status are encouraged to continue seeking education and training through approved courses.

Criminal Investigators I

Minimum Qualifications:

To be considered for a position in the Criminal Investigations Division, an officer must have obtained the rank of Master Police Officer. If an opening exist within the Criminal Investigation Division all applicants will be required to complete a basic skills assessment and file review.

Responsibilities:

Officers selected for positions within the Criminal Investigations Division shall conduct all duties pertaining to those particular positions that they are selected for, including preliminary and advanced investigations, case preparation and management, informant development, and all other duties required by their position within the Division.

Core Training Requirements:

- (1) Crime Scene Processing Training
- (2) Digital Photography Training
- (3) Interview and Interrogation
- (4) Introduction to investigations Process
- (5) Case Management Training
- (6) Death Notification
- (7) Police Law Institute
- (8) Search Warrant Preparation

Elective Training Requirements:

Investigators are encouraged to attend at least one specialized course / seminars pertaining to their present duty assignment.

Criminal Investigators II

Minimum Qualifications:

To be considered for a position in the Criminal Investigations Division, an officer must have obtained the rank of Criminal Investigator I for two years.

Responsibilities:

In addition to the responsibilities of a Criminal Investigator I, an employee with this classification has the following responsibilities:

- (1) Should assume all responsibilities of a Senior Criminal Investigator

Core Training Requirements:

Obtain advanced training in the following areas;

Sex Crimes

Death Investigations

Arson

Identity Crimes

Elective Training Requirements:

Training may be recommended by the CID Supervisor based on trends and needs of the department.

The Career Development Plan for Police Supervisors

The *Career Development Plan for Police Supervisors* will provide career enhancement for sworn officers who demonstrate an acceptable level of competence, skills, and abilities necessary to perform advanced police assignments and first-line and mid-level supervision.

Supervisory assignments require both a working knowledge of police duties and the methods and equipment to properly perform those duties and of techniques and established procedures for training, motivating, guiding, assisting, and evaluating others in the actual performance of their duties. The procedures in this plan provide an equitable system for measuring supervisory potential, and enable officers interested in moving into supervisory positions an opportunity to demonstrate the qualities and abilities necessary for assumption of such responsibilities.

The Career Development Plan for Police Supervisors will include the following classifications, which are part of the City Classification System with the appropriate salary ranges as established by the City Council:

- Police Corporal
- Police Sergeant
- Police Lieutenant

Method of Promotion

Each level of supervision shall have certain minimum requirements necessary to qualify for consideration for promotion. Upon fulfilling the requirements set forth in this plan the officer will participate in an assessment center, held as needed. The officers participating in this assessment will complete a multi-phase process that will create a pool of candidates. The pool will be based on the final numerical results of the selection process, with only those finishing with at least 75% of the possible points attained, being eligible for promotion. The Chief of Police, on having an opening for one of these positions within the Marion Police Department Patrol structure, ~~all~~ may promote an officer based on his/her score, performance record, training for promotion and interview with the Chief of Police. The Chief of Police reserves the right to promote from any of the ~~top three candidates~~ qualified pool of candidates. The promotion shall entitle an officer to wear the insignia on the uniform and to receive the appropriate salary increase as set forth by the City Council. The Core Training Requirements are to be completed before the officer will be eligible for further promotion.

The Chief of Police reserves the right to conduct or designate a member of Command Staff to conduct one-on-one interviews at the conclusion of any process and prior to any promotion or selection.

The number of points accumulated throughout the process will be totaled to determine which candidates have met the minimum of 75% of total possible points from the entire selection process. Candidates who meet the required minimum of 75% of the total points will be deemed "eligible." The Chief of Police may select or promote from the list of eligible candidates.

Corporal

Minimum Qualifications:

- (1) Must be a Master Police Officer or equivalent
- (2) Completion of approved entry level leadership training
- (3) Has received a rating of "Meets Expectations" or higher on the last annual performance evaluation
- (4) Has not had a disciplinary action of written or above within the past year
- (5) Assessment Center process on technical police skills

- **Phase 1:** All candidates will sit for a written test. The scoring system will allow for a maximum of one hundred (100) points to be attained, if all questions are answered correctly.
- **Phase 2:** All candidates will participate in an oral board consisting of evaluators who will conduct an assessment of each candidate. These assessors will be of equal or greater rank than the position sought. Evaluators will evaluate the individual candidates using a scoring system of one hundred (100) points

maximum.

- **Phase 3:** A review of the personnel file of each candidate will be completed. This is for reference only and does not carry a numeric score.

(6) Interview with Police Chief

Responsibilities:

- (1) Function as a Master Police Officer within the assigned patrol shift
- (2) In the absence of Patrol Sergeant assume all duties and responsibilities of the Sergeant

Police Sergeant

Minimum Qualifications:

- (1) One year full-time experience as a Patrol Corporal or Investigator II
- (2) Completion of the core and elective training requirements for a Master Police Officer and Corporal
- (3) Must have Intermediate Certificate from North Carolina Criminal Justice Education and Training Standards Commission or Associates Degree from an accredited university or college
- (4) Has received a rating of “Meets Expectations” or higher on the last two annual performance evaluation
- (5) Assessment Center process on technical police skills

- **Phase 1:** All candidates will sit for a written test. The scoring system will allow for a maximum of one hundred (100) points to be attained, if all questions are answered correctly.
- **Phase 2:** All candidates will participate in an oral board consisting of evaluators who will conduct an assessment of each candidate. These assessors will be of equal or greater rank than the position sought. Evaluators will evaluate the individual candidates using a scoring system of one hundred (100) points maximum.
- **Phase 3:** Sergeant candidates will participate in a role play/ or in-basket exercise evaluated by assessors using a scoring system of one hundred (100) points maximum.
- **Phase 4:** A review of the personnel file of each candidate will be completed. This is for reference only and does not carry a numeric score.

(6) Interview with Police Chief

Core Training Requirements:

- (1) Media Relations Training
- (2) Leadership Development Training
- (3) Police Law Institute
- (4) Police Record Management Training
- (5) Successful completion of all Department required training

Elective Training Requirements:

A Police Sergeant *may* complete the following elective options:

- (1) Law Enforcement Executive Program (LEEP) or Management Development Program (MDP); *or*
- (2) Two other approved training courses

Responsibilities:

- (1) Field Supervisor of a Patrol Squad, Criminal Investigation unit, or other specialized unit
- (2) Acting as Unit Commander in the absence of the Lieutenant
- (3) Monitor and report problems to Administration
- (4) Ensure that subordinates are following policies and procedures of Marion Police Department

Police Lieutenant

Minimum Qualifications:

- (1) Two years full-time service as a Police Sergeant
- (2) Completion of the core and elective training requirements for a Sergeant
- (3) Must have received a Bachelor of Arts/Science Degree from an accredited college or university or possess an Advanced Law Enforcement Certificate from the North Carolina Criminal Justice Education and Training Standards Commission
- (4) Certified as a General Instructor through Criminal Justice Standards
- (5) Has received a rating of “Meets Expectations” or higher on the last annual performance evaluation
- (6) Has not had a disciplinary action of written or above in the past two years
- (7) Assessment Center process on technical police skills
 - **Phase 1:** All candidates will sit for a written test. The scoring system will allow for a maximum of one hundred (100) points to be attained, if all questions are answered correctly.
 - **Phase 2:** All candidates will participate in an oral board consisting of evaluators who will conduct an assessment of each candidate. These assessors will be of equal or greater rank than the position sought. Evaluators will evaluate the individual candidates using a scoring system of one hundred (100) points

maximum.

- **Phase 3:** Lieutenant candidates will be assigned a research project involving a department related issue at least two (2) weeks in advance of Phase four (4).
- **Phase 4:** Lieutenant candidates will deliver a prepared argument to Command staff with a recommended solution to the research topic or problem. This project, both written and oral, will be evaluated by Command Staff using a scoring system of one hundred (100) points maximum.
- **Phase 5:** A review of the personnel file of each candidate will be completed. This is for reference only and does not carry a numeric score.

(8) Interview with Police Chief

Core Training Requirements:

- (1) Law Enforcement Executive Program (LEEP) or Management Development Program (MDP); *or*
- (2) Other law enforcement supervision approved course;
Administrative Officers Management Program (AOMP), *or*
Southern Police Institute (SPI), *or*
FBI National Academy, *or*
Other management school approved by the Chief of Police
- (3) Successful completion of all Department-required training

Responsibilities:

- (1) Manage and Supervise Squad, Unit or Division
- (2) Develop plans for deployment of personnel
- (3) Monitor and report problems to Administration
- (4) Insure adherence to Departmental policy
- (5) Assist in the development of Department policy

Promotional Requirements and Testing

The above promotional processes will serve as guidelines to the promotional process. However, in consultation with Command Staff, the Chief of Police may suspend these requirements if necessary and is in the best interest of the Marion Police Department. Supervisors must meet the “Minimum Qualifications” requirements for future promotions. Non-ranking officers will be promoted to the Police Officer II and Master Police Officer (MPO) classifications when they have met the “Minimum Qualifications” requirements for that position.

Promotional Eligibility List

The names of personnel successfully completing the promotional process for a particular position will be placed on an advancement eligibility list. Eligibility lists will be in effect for a period of one year.

Exceptions

When it is deemed to be in the best interest of the Marion Police Department, the Chief of Police may waive any of the prescribed qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission. If qualifications are waived, those promoted to higher ranks are expected to still seek those education requirements listed for their previous positions.

Evaluation of Career Development Plan

The Career Development Plan is to be evaluated by the Chief of Police and/or his designees on an annual basis after its inception. A determination should be made as to whether the goals of the Plan are being achieved and whether adjustments are needed.