



Alexandria Police Department
Directive 4.4



CAREER DEVELOPMENT

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CONTENTS

- 4.4.01 POLICY/PURPOSE
- 4.4.02 DEFINITIONS
- 4.4.03 GENERAL
- 4.4.04 POSITIONS REQUIRING SPECIALIZED TRAINING
- 4.4.05 RESPONSIBILITIES

4.4.01 POLICY/PURPOSE

It is the policy of this Department to provide employees an opportunity for individual growth and development at all levels, both personally and professionally. All agency personnel are to complete initial and on-going training commensurate with their responsibilities. Lateral entry into sworn positions affected by promotion within the Department is not permitted unless specifically approved by the Chief of Police and City Manager.

The purpose of this directive is to identify the functions for which specialized training is required, and to foster improvement of job skills, knowledge and abilities for all employees of this Department.

4.4.02 DEFINITIONS

Career Counseling - The relationship (process) between the supervisor and employee that is designed to facilitate an employee’s career choices, comprehension of career goals, and achievement of career goals through meaningful and well-informed choices.

Career Development Activities – An organized and supervised set of duties or functions designed to stimulate learning, e.g., counseling, training, and assignment rotations.

4.4.03 GENERAL

A Citywide orientation program for eligible new employees is conducted by the City Human Resources Department. The purpose of this training is to give new employees an understanding of the City's history, organization, policies, objectives and functions. The orientation program will help employees to understand how their jobs contribute to the goals of the Department and the City government as a whole. Orientation will help new employees understand the full nature of their employment relationship with the City. Orientation sessions are held twice each month at City Hall. New employees must attend a session within the first 30 days of starting employment.

All newly appointed employees are to receive information from their supervisor regarding:

- The agency's role, purpose, goals, policies, and procedures; [33.7.1]
- Working conditions and regulations; and
- Responsibilities and rights of employees.

Career Development activities are designed to promote productive, efficient and effective job performance and to improve the overall level of job satisfaction by providing:

- A. All employees with an annual review of the training, transfer, and promotional opportunities available at their level; and
- B. All supervisors with the training, staff support and resource materials needed to fulfill their counseling and evaluation responsibilities. [33.8.1]

4.4.04 POSITIONS REQUIRING SPECIALIZED TRAINING [33.6.1]

Accreditation Manager – Each newly appointed Accreditation Manager must complete specialized accreditation manager training within one year of appointment, unless the newly appointed Accreditation Manager is currently certified by the accrediting commission from a previous employment. [33.5.4]

Bicycle Patrol - Each newly appointed bicycle patrol officer must successfully complete a one-week in-house, or academy offered, training session on bicycle operations.

Civilian Supervisors - Newly appointed civilian supervisors to the Police Department must complete the City's First Line Supervisor training sessions. Additional training is accomplished in the respective skill area as available, or as directed.

Crash Reconstructionist - Each newly appointed accident reconstructionist must successfully complete a one-week Basic Crash Investigation training session and a two-week Advanced Crash Investigation training session.

Crime Prevention Officer - Each newly appointed Crime Prevention officer must complete a one-week training class in Basic Crime Prevention. This training is offered through the Department of Criminal Justice Services.

Crime Scene Investigator - Each newly appointed Crime Scene Investigator must complete specific training in all phases of crime scene processing, including the collection of DNA evidence, at the unit level and/or through accredited training schools as available. This training is documented through the use of a unit-developed checklist.

Criminal Investigator - Each newly appointed Criminal Investigator will complete a Basic Criminal Investigations training class or any related specialized Criminal Investigations training class offered by the Northern Virginia Criminal Justice Academy.

Critical Incident Stress Debriefing - Each newly appointed officer must complete a two-day State certified course in Critical Incident Stress Debriefing. The Northern Virginia Criminal Justice Academy also offers a 40-hour training seminar on CISD.

Field Training Officer - Each newly appointed Field Training Officer must successfully complete an FTO School offered by the Northern Virginia Criminal Justice Academy and have undergone a recent psychological evaluation. The Chief of Police may waive a psychological evaluation if the candidate has completed a recent one. Psychological evaluation waivers are determined by the Chief of Police on a case-by-case basis.

Hack Inspector - Any newly appointed Hack Inspector must meet the initial criteria identified for the position of Special Police Officer. Additionally, training must be completed on the City Code regulating taxicab operation and the City's Taxicab Meter Course. Specific training is conducted at the unit level or through the NVCJA, as available.

Hostage Negotiations Team Member - Newly appointed negotiators must complete a one week seminar at the Northern Virginia Criminal Justice Academy or a two week seminar hosted by Prince George's County (Maryland), whichever is available.

Internal Investigations - Each newly appointed investigator completes a Basic Internal Investigations course. Additional training, such as Advanced Internal Investigations, Homicide Investigation and Major Case Management is available as directed.

K-9 Handler - Each newly appointed K-9 Officer must successfully complete a 14 week, basic K-9 training session. Additional training, such as Narcotics Detection and

Bomb Detection, is available based on need (Narcotics Detection is 6 weeks and Bomb Detection is 14 weeks).

Motor Officer - Each newly appointed motor officer must complete a Radar Operations training class and a Motorcycle Operations training course. If the officer has completed this training recently, the requirement to attend may be waived, as determined by the Chief of Police.

NVCJA Instructor - Newly appointed NVCJA instructors are provided training in Instructor Development and/or any other specific training such as defensive tactics.

Parking Enforcement/Tag Enforcement Officers - Each newly hired parking enforcement employee completes training by using the Parking Enforcement Manual as a guideline. A unit developed check off list is used to document this training.

Police Officers - Probationary police officers' specialized training is governed by Department of Criminal Justice Services (DCJS) mandatory Recruit Training, Field Training and Local Training minimums. Recruit officers complete their classroom training at the Northern Virginia Criminal Justice Academy (NVCJA). Upon successful completion of these training requirements, officers must subsequently complete forty hours of State approved retraining every two years and successfully qualify with their issued weapon annually to maintain certification.

Property Room Clerk - A newly appointed Property Room Clerk completes in-house training in City and State Codes dealing with the handling and disposing of property and evidence, the bar-coding system, the auction process, the Impounded Auto Program, the mandatory reporting requirements for the annual Fixed Assets inventory and the annual physical property inventory. Training will be conducted by the Property Room Supervisor using the Property Section SOPs.

Property Room Supervisor - A newly appointed Property Room Supervisor completes in-house training in City and State Codes dealing with the handling and disposing of property and evidence, the bar-coding system, the auction process, the Impounded Auto Program, the mandatory reporting requirements for the annual Fixed Assets inventory and the annual physical property inventory. Training will be conducted internally using the Property Section SOPs. This new supervisor must complete the City's First Line Supervisor training sessions.

Public Safety Records Clerk - Each newly appointed PSRC must complete training in VCIN/NCIC operations at the Northern Virginia Criminal Justice Academy or by in-house instructors. In-house training in the Department's record management system (RMS) and Alexandria Justice Information System (AJIS) is provided by a Records Supervisor or trainer. Training completed is documented through the use of a PSRC training checklist.

Public Service Clerk – Each newly appointed PSC completes training in report writing, customer service, and record expungement, in addition to the training conducted as a PSRC.

Range/Firearms or Defensive Tactics Instructor - Each Firearms or Defensive Tactics Instructor must successfully complete a DCJS approved General Instructor course. The instructor must also complete State approved instruction in their specialty area.

Records Manager - Newly appointed Records Managers must complete a mandatory training session in VCIN/NCIC operations. Additionally, in-house training on RMS, AJIS, and UCR/NIBRS criteria is provided. Supervisors' in-house training is documented through the use of a checklist. Additionally, all newly appointed supervisors must complete the City's First Line Supervisor training sessions.

Records Supervisor - Newly appointed Records Supervisors must complete a mandatory training session in VCIN/NCIC operations. Additionally, in-house training on RMS, AJIS and UCR/NIBRS criteria is provided. Supervisors' in-house training is documented through the use of a unit-developed checklist. Additionally, all newly appointed supervisors must complete the City's First Line Supervisor training sessions.

Recruiter - Any newly appointed recruiter must complete training in Affirmative Action, EEOC, and City Personnel procedures. This training is documented in the employees' planning session.

School Crossing Guard - Each newly appointed School Crossing Guard completes training on traffic control/hand signals to manage vehicular and pedestrian traffic. The unit supervisor conducts this training in house using a department approved training manual.

School Crossing Supervisor - Any newly appointed School Crossing Guard Supervisor must complete the City's First Line Supervisor's training sessions. This supervisor must also be trained on traffic control/hand signals to manage vehicular and pedestrian traffic. The unit commander will ensure that this training is completed in house or through the NVCJA as available.

School Resource Officer – Each newly appointed School Resource Officer must complete a DCJS “Basic School Resource Officer Training” course.

Special Operations Team Member - Newly appointed SOT members must complete at a minimum, a 40 hour Basic SWAT School approved by the SWAT commander; and have undergone a recent psychological evaluation. The Chief of Police may waive a psychological evaluation if the candidate has completed a recent one. Psychological evaluation waivers are determined by the Chief of Police on a case-by-case basis.

Special Police Officer - Newly appointed Special Police Officers must have prior law enforcement certification and must meet (or obtain) DCJS SCOP certification. Additionally, they must successfully qualify with the issued sidearm in compliance with DCJS standards. Training in VCIN/NCIC is completed at the Northern Virginia Criminal Justice Academy or in house, as needed for the assignment.

Tactical Anti-Crime Investigator - Each newly appointed investigator must complete a basic Drug Detection training session at the earliest opportunity. The only exception is an officer who has already attended a seminar of a similar nature. These training sessions are offered through the Northern Virginia Criminal Justice Academy.

Vice/Narcotics Detective - Each newly appointed Vice/Narcotics Detective must complete a basic Vice/Narcotics Investigations training class offered by the Northern Virginia Criminal Justice Academy or the Drug Enforcement Administration, whichever is available.

4.4.05 RESPONSIBILITIES

A. Supervisors will:

1. As part of each employee's annual performance evaluation, conduct career counseling to include the following:
 - Review of the employee's training record;
 - Review of the training programs that are applicable to the employee's current assignment;
 - Plan and document what training is needed for the up coming year;
 - Ensure the employee understands the requirements and procedures for lateral transfer within each bureau;
 - Ensure the employee understands the requirements and procedures for promotion within the Department; and
 - Ensure the employee understands the current EEOC and affirmative action objectives established by the Department and City government.
2. Document career counseling by attaching a completed Career Counseling Record (APD-245) to each employee's performance evaluation;
3. Familiarize themselves with the information distributed by Personnel and Training concerning training opportunities;
4. Participate in training programs designed to enhance career development and counseling skills, including *the Department's Sergeant's Course and* the City's Basic Supervision class; [33.8.1]
5. Ensure all employees are made aware of the Department's mission, purpose, goals and objectives, and written directives; as well as the working conditions and their job responsibilities and rights through both the Department and the City; and
6. Ensure all employees of the Department annually complete the training necessary to stay current in their particular area of assignment.

B. The Division Chief of Personnel and Training will:

1. Maintain and distribute information regarding requirements and procedures for lateral transfer within the Department.
2. Maintain and distribute information regarding requirements and procedures for promotion within the Department.
3. Ensure all supervisors attend required City courses for supervisors. These classes include, but are not limited to; Administrative Regulations, City drug policies, EEOC and affirmative action, performance evaluations and sexual harassment prevention. *All sworn supervisors will attend the Department's Sergeant's Course.*
4. Coordinate ceremonies honoring those employees promoted. A ceremony should occur close to the date of promotion, but not later than 90 days afterward, depending on the time of year, number of promotions, etc.

C. The Training Supervisor will:

1. Conduct and maintain an annual inventory of skills, knowledge and abilities of each employee, to include languages;
2. Identify those positions within the Department that are career special positions, and determine the skills, knowledge and abilities required to perform at a satisfactory level in each position; **[33.6.1.a]**
3. Maintain and distribute current information regarding schools and other training opportunities including: departmental in-house training, Northern Virginia Criminal Justice Academy training and associated academies, City sponsored training, college courses and seminars presented by private companies;
4. Maintain a record of all training provided to each employee; **[33.1.6]**
5. Coordinate the mandatory in-service retraining and other proficiency training programs, including annual legal updates; **[33.5.1]**
6. Ensure all employees promoted and/or transferred to non-supervisory positions are provided training and/or are scheduled to attend a skills development course applicable to that position, (e.g., an officer transferred to Vice/Narcotics is given the opportunity to attend the Basic Drug Investigation School sponsored by D.E.A.) as soon as the course is offered; **[33.6.1.a]**
7. Ensure that all employees promoted to the position of supervisor are scheduled to attend a first line supervisors training program or an equivalent course; that employees promoted to the position of manager are scheduled to attend a mid-level supervisors training class or an equivalent course; and that employees

promoted to the position of commander are scheduled to attend a command level training class or an equivalent course, at the earliest convenience;

[33.6.1(b), 33.8.1, 33.8.2]

8. Develop and maintain a list of schools and other training opportunities necessary to develop and maintain proficiency in those positions identified as career special positions; and
9. Ensure special orders requesting training and educational leave are produced and sent to the Chief of Police for approval.
10. *Coordinate the Department's Sergeant's Course and ensure that the course is scheduled one or two times per year, or when needed.*

By Authority of:

**Earl L. Cook
Chief of Police**