



CITY OF FAIRFAX POLICE DEPARTMENT

GENERAL ORDER

Subject CAREER DEVELOPMENT PROGRAM	Number 3-14
Effective Date August 3, 2015	Rescinds General Order 3-14, dated 03-20-04
Accreditation Standards Fifth Edition 33.5.1, 33.6.1, 33.8.1, 33.8.2, 33.8.3, 35.1.7	Authority Colonel Carl R. Pardini Chief of Police

PURPOSE:

To provide members with an understanding of the department's Career Development Program and help foster overall job satisfaction.

POLICY:

The City of Fairfax Police Department and the community depend on the performance of its members. The department provides incentives to increase the prestige and level of performance of its members and encourages them to continue their professional development.

The department recognizes that opportunities for promotion are limited and that not all members aspire to advance to leadership positions; therefore, the Career Development Program stresses current job performance, professional growth and development, and specialty skills.

Members who successfully follow the promotional path in career development are provided specialized training to enhance supervisory, management, and administrative skills and knowledge. Those who successfully follow the non-supervisory path are provided opportunities to enhance their technical knowledge through specialized training in appropriate topics. Equal access to training and development opportunities is a primary objective of the Career Development Program.

DISCUSSION:

Participation in the department's Career Development Program is voluntary.

PROCEDURE:

I. CAREER DEVELOPMENT PLAN

- A. The Professional Standards Division Commander is responsible for the administration, review and revision, when necessary, of the Career Development Plan.
- B. The Career Development Plan provides detailed information related to career paths, specialized jobs/positions, career development skill areas, counseling strategies and procedures and educational benefits.
- C. Copies of the Career Development Plan are issued to all supervisors with one copy posted on the Training Bulletin Board. Individual copies are available upon request from the Professional Standards Lieutenant.

II. CAREER COUNSELING

- A. Career counseling occurs annually in conjunction with the annual performance evaluation and the development of individualized yearly training plans. The member and immediate supervisor/counselor conduct joint annual reviews of the member's in-service training record. The rater should discuss:

1. Past career objectives.
 2. Present/future career objectives.
 3. Any recommended development activities.
 4. Any position/job that the member may be interested in, and the required skills/abilities for the position/job (these can be found in the Position/Job Descriptions in General Order 3-21).
- B. Career counseling should be noted on the Performance Suggestion page of the annual performance evaluation under the heading Recommendations for Career Development. Supervisors should assist throughout the year in attaining career counseling objectives for subordinates.
- C. Specialized training beyond what is mandatory for in-service requirements should be assigned equitably with the goal of meeting overall department needs. Recommendations for specialty training should be noted under the Recommendations for Career Development section of the annual performance evaluation. All desired training should be noted by the member's supervisor and included in the Individual Yearly Training Plan (PD-181), which is forwarded to the Professional Standards Lieutenant at the beginning of the calendar year. Additional training requests throughout the year shall be made using a Training Request Memorandum (PD-182). Members in the chain of command are to review and make recommendations for approval/denial based on the value of the training, the fulfillment of the department's goals & objectives, the officer's personal work performance, and the training's effectiveness in enhancing the officer's skills, abilities, and knowledge. In addition such additional training should be based on:
1. Proficiency requirements (To keep abreast of current duties or provide remedial training).
 2. Career specialty requirements (To foster interest in new areas).
 3. Career specialty training requirements for supervisory or management techniques.
- D. Prior to inclusion of the completed annual performance evaluation into the personnel file, the Professional Standards Division Commander forwards any recommendations for remedial or development activities to the Professional Standards Lieutenant for inclusion with career development material.
- E. The Professional Standards Lieutenant should make every effort to schedule mandatory in-service training in accordance with career counseling objectives and recommendations.
- F. Additional career counseling may be arranged by appointment with the Professional Standards Division Commander.

III. MEMBER RESPONSIBILITIES

- A. Members returning from a school, seminar or training program, other than NVCJTA courses, should forward a brief critique of the training received to the Professional Standards Lieutenant through the chain of command within thirty (30) days. NVCJTA courses are critiqued in-house, but officers may also submit an in-house critique if they desire.
- B. Members are to provide the Professional Standards Lieutenant with a copy of any training credit, certificate of training, or educational degree. Upon receipt the Professional Standards Lieutenant adds the information to the member's training file to aid in the member's career development counseling and planning.

Colonel Carl R. Pardiny / Chief of Police

Index as: Career Counseling
Career Development
Training

