Rockville City Police Department
GENERAL ORDER

Subject CAREER DEVELOPMENT		Procedure G.O. # 5 - 19
Authorizing Signature	Effective: 07-01-11 Revised: 07-18-14 Revised: 02-26-25	Total Pages 7

I. POLICY

The Rockville City Police Department recognizes that career development is essential to job satisfaction as well as to efficient, effective, and productive job performance. The Department encourages employees to seek opportunities to develop their skills, knowledge, and abilities. Although all officers must attend a basic academy and periodic in-service training, the Department, nevertheless, encourages participation in specialized or advanced training.

II. PURPOSE

The purpose of this General Order is to establish guidelines for career development of employees of the Department.

III. CAREER DEVELOPMENT PROGRAM

A. Since training and career development are intertwined and directly impact each other, training programs and career development activities are designed to enhance the skills, knowledge, and abilities of all personnel so that they can successfully perform tasks assigned. All personnel have equal access to training and career development opportunities. Focus on training and career development highlights specific opportunities for individual growth at all levels, with the goal of improving overall job satisfaction and performance.

B. All Department sworn officers are provided with appropriate training designed to keep them up-to-date with the latest trends in law enforcement, technologies, Court decisions, and to comply with Maryland Police and Correctional Training Commission requirements.

C. Participation in the career development program is voluntary, but all employees are encouraged to participate as career development is directly related to career advancement.

D. All employees have equal access to training and development opportunities based organizational needs.

E. The aim of career development is to highlight specific opportunities of growth and to improve overall job satisfaction and performance. The career development program furthers professional growth and capabilities of employees in both their present and future roles within the Department.

F. Based on availability, skill development training is provided either before or after a promotion. Bureau Commanders, or trained designees, are responsible for career development of personnel assigned to their respective command, in conjunction with the City's Human Resources Department. Personnel assigned to conduct career development activities are oriented in the following areas, which may include, and may not be limited to:

1. General counseling techniques,

2. Evaluation techniques,

3. Salary and benefits,

4. Training opportunities,

5. Educational opportunities and incentive programs, and

6. Record keeping techniques.

IV. CAREER DEVELOPMENT PROGRAM OBJECTIVES

A. The objectives of the career development program are, but are not limited to the following:

1. Providing an opportunity for all employees to develop their careers.

2. Providing an opportunity for each employee to acquire new designated law enforcement skills.

3. Ensuring that all police officers complete mandated in-service training in a timely manner.

4. Providing career developmental counseling and guidance to each employee semi-annually in conjunction with the performance evaluation process.

5. Providing employees who possess certification in particular skill areas with opportunities to renew their certification and/or increase their skills.

B. Program Components

1. Career counseling is conducted during performance evaluation interviews, and at other appropriate times, regarding advancement, specialization, and training appropriate for the employee's position and career development.

2. Career development is provided at every opportunity in an employee's career. A vast array

of formal schooling opportunities and law enforcement training courses are provided to improve every employee's skills, knowledge and abilities. Every sworn officer receives training well beyond the 18 hours required annually by the MPCTC. Employees are encouraged to find an area, which they enjoy and which benefits the department, and work toward enhancing their skills.

3. In-Service training (mandated and elective) is provided to all employees to enhance current skills, knowledge, and abilities, and to learn new ways to perform tasks. The MPCTC requires every Maryland officer to have 18 hours of in-service training annually. Generally, every sworn member of this agency receives more than the required state mandatory training every year. Non-sworn members receive annual training specific to their job requirements throughout the year.

C. Equal Employment Opportunities

Based on the City's equal employment opportunity and affirmative action objectives, special training and development opportunities for minority persons and females will be provided, as needed.

D. Officer in Charge

1. Once the need for an Officer-in-Charge has been identified by a Unit's immediate supervisor, any Corporal assigned to the unit and meeting the following minimum requirements may request to take the OIC Competency Test.

   a. Recommendation by immediate supervisor and bureau Lieutenant if one is assigned.

   b. Have a satisfactory rating or higher in all areas of the Employee Performance Planning and Appraisal Form for the past three rating periods.

   c. Held the rank of Corporal for at least six months.

2. Upon meeting the minimum requirements listed in IV D 1, the Corporal will submit a memorandum, with the proper endorsements, through their chain of command to their Bureau Commander requesting to take the examination.

   The Bureau Commander will inform the Corporal when and where to report for the examination.

3. After the Corporal has satisfactorily met the minimum requirements he/she must complete the competency examination and obtain a score of 70 % or higher.

a. The examination will be administered and scored by the Administrative Services Bureau Commander, or designee. The grade of the examination will then be forwarded to the appropriate Bureau Commander.

b. The Bureau Commander, or designee, will notify the testing Corporal of the results of the examination via memorandum, through the normal chain of command.

c. Once the Corporal successfully passes the examination they will be eligible to supervise a shift in the absence of the shift's sergeant.

d. Any Corporal failing to obtain a passing score may be eligible to retake the examination 90 days from the previous attempt. The Corporal will need to follow the steps as outlined in IV D 1 and 2 above.

e. The examination results will be forwarded to the Department of Human Resources for placement in the employee's personnel file.

4. The eligible Corporal will be sent to a MPCTC supervisor school, if practical, within one year after meeting the minimum requirements to be a shift OIC.

5. A Corporal assigned to a Unit separate from the patrol division, in excess of six (6) months, upon returning to a patrol team must retake and pass the OIC competency test before they are eligible to assume the duties and responsibilities of an OIC.

V. RESPONSIBILITIES

A. The Training Coordinator will have authority and responsibility for the administration of the Career Development Program.

B. The Training Coordinator maintains written records of all proficiency in-service and career specialty training which employees attend.

C. The Training Coordinator maintains a file on available resources that may be used for in-service training. This file is updated as new information is received. The Training Coordinator will make this file available to anyone who wishes to review it.

VI. CAREER COUNSELING

A. Career counseling is a vital component of the Career Development Program. In addition, counseling is an integral part of employee performance evaluation and the process of setting and achieving both Departmental and individual goals and objectives.

B. Supervisors in counseling sessions should identify individual employee strengths and weaknesses and assist the employee in developing a plan of self-improvement. A timetable for performing key activities should be established. The performance evaluation form will be used as an evaluation for this process with comments being made as to attainment of mutually agreed upon objectives.

C. Individual employees are responsible for self-analysis and identification of skill areas or other developmental goals they would like or need to fulfill. Employees should consult freely with their supervisor and may at any time identify career needs in written memos sent through the normal chain of command to the Training Coordinator.

D. The performance evaluation form as executed by the supervisors will be used as an evaluation checklist to determine whether the employee has reached an effective level of performance in career development. The performance evaluation form will be used by the supervisor to assess the employee's strengths and weaknesses and will alert the supervisor to particular areas in which the counseling process must focus. The supervisor will comment on the evaluation form on the employee's skills, knowledge and ability as to the timetable for attainment of mutually agreed upon objectives. The appropriate commander will initial the executed form to note approval.

VII. TRAINING

A. Proficiency

All police officers are required to attend State mandated in-service training as outlined in General Order # 4-9, section XXI.

B. Specialty

1. Skill area training, which assists in developing career specialties and enhancing the overall potential of the employee for upward mobility, is an essential part of the career development process. The nature of the job demands that police officers be generalists and able to deal with a wide range of duties. However, each officer should develop new areas of interest and specialization and, in turn, be able to share these with other officers not possessing the skills.

2. The Department provides appropriate in-service training opportunities for all positions classified as specialized in General Order # 4-9, section XXV.

C. Management techniques

To further enhance the potential for upward mobility, employees who distinguish themselves through individual achievement, will be provided, as opportunities arise, supervisory training in such areas as oral and written communication, planning, measuring results, problem identification, prevention and solution, counseling, and decision making. Such training may be conducted in-house or through outside programs.

D. Promotion

1. Upon promotion, new supervisors will be provided specialized training in supervision, management, and specialized functional areas depending on assignments.

2. The Maryland Police and Correctional Training Commission mandates that all police Sergeants attend a ten-day First Line Supervisors Course and that all police Lieutenants attend a ten-day First Line Administrator Course within one year of the promotion. The curriculum is set by the Commission in both courses.

E. Temporary assignments

Temporary assignments and job rotation are part of the development process. Temporary assignments are made by the Chief of Police in order to accomplish specific short-term projects or, as needed, in cases where an employee is placed on an alternative duty status. Job rotation is an integral part of career development for all personnel.

VIII. TUITION REIMBURSEMENT

The City of Rockville authorizes educational assistance. Information and requests for it should be requested on the City of Rockville Tuition Reimbursement form and submitted through the Chief of Police.

A. Courses must be approved in advance by the Chief of Police and City Manager.

B. Employees must earn a grade of "B" or better in order to be eligible for 100% reimbursement. Employees who earn a "C" are eligible for 50% reimbursement. Grades below "C" are not eligible for reimbursement.

C. Courses must be directly relevant to on the job activities.

IX. POLICE OFFICER PAY PLAN

A. Police Officer 1 (Grade 110), Step 1 is the entry level for police officers. An officer may advance from Police Officer 1 (Grade 110) to Police Officer 2 (Grade 111) when the officer completes two years of satisfactory and continuous service from the date-of-hire with this Department.

B. An officer may move from Police Officer 2 (Grade 111) to Police Corporal (Grade 112) when the officer completes five years of progressively responsible work as a police officer, meets all U.S. Department of Homeland Security training requirements for first line supervisors (ICS 200) and successfully passes (70% or better) a department generated skills and knowledge written examination.