

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 511-S

REFERENCE STANDARDS: 33.6.1 33.8.1 33.8.2 33.8.3

SUBJECT: Career Development

POLICY: As a means of improving job satisfaction and ultimately job performance, career development programs have become a part of management's response to the need to provide specific opportunities for the individual employee to grow in the job position. In smaller organizations or in organizations lacking total control of its personnel policies, career development is often merged, to one degree or another, with the training function of the agency.

In the Hanover Park Police Department, a career development program is intended to provide a definite path for sworn and civilian personnel to follow with the desired end result being a thoroughly trained member of the department.

PURPOSE: In order to encourage the professional growth of its employees, the Hanover Park Police Department has adopted a personnel policy designed to provide a medium for job enrichment and career development.

I. ADMINISTRATION

A. The Deputy Chief of Support Services or designee is responsible for the design, implementation and administration of the department's career development program. Responsibilities include but are not limited to:

1. Preparation, distribution and control of personnel inventories;
2. Establishment of in-service training schedules based upon module enrollment requests;
3. Development of internal and external resources for in-service training;
4. Maintenance of records related to specialized in-service training including:
 - a. update of resources used for in-service training;
 - b. records of all proficiency and career specialty in-service training received for each employee;

- c. Maintenance and update of the skills, knowledge, and abilities inventory for each employee.
- 5. Approval of any employee's enrollment in a training module
- 6. Confidentiality
 - a. Information regarding training resources, personal training and inventory assessments and other data which an individual officer may request regarding his own career development will be available without restriction.

II. CAREER DEVELOPMENT PROGRAM (33.8.1)

A. The objectives of the Career Development Program include the following:

- 1. Ensuring that every sworn member of the department receives adequate training in the skills necessary to provide police service consistent with overall department goals.
- 2. Assuring that training provided is timely and up-to-date.
- 3. Providing supplemental training for personnel to meet:
 - a. The needs of the department in specialized areas.
 - b. The training of those who are determined by the supervisor to need specialized, advanced or remedial training in order to successfully execute assigned or anticipated duties.

A. Career Development Program Participation

- 1. Every employee will be enrolled in the training module based upon their current job assignment.
- 2. Training upon promotion: (33.8.2)
 - a. Upon promotion, an employee will be assigned to the appropriate supervisory training module.
- 3. Entry to training modules is based on assignment, the needs of the Department.
- 4. Employees assigned to training modules will be advised upon initial assignment. The employee's supervisor will be responsible for ensuring that the employee pursues the recommended training associated with his or her training module.

III. TEMPORARY ASSIGNED DUTY - JOB ROTATION (33.6.1)

- A. As openings occur within specialized areas, the position will be offered to qualified personnel as a means to afford individual growth as well as improved job satisfaction and performance.
- B. Selection criteria shall include a review of the individual's training, education and skills knowledge and abilities background.
- C. The Chief of Police or his designee shall make all selections for temporary assigned duty/job rotation assignments.

IV. DESCRIPTIONS OF TRAINING CATEGORIES (33.6.1)

A. Sworn Officer Training Modules (Appendix A)

- 1. Recruit Officer Training (Module# AA)
- 2. Basic Patrol Level Training (Module# AB)
- 3. Canine Officer (Module# AC)
- 4. Crime Analyst Training (Module# AD)
- 5. Crisis Resolution Team Training (Module# AE)
- 6. Drone Operator Training (Module# AF)
- 7. Basic Investigator Training (Module# AG)
- 8. Advanced Investigator Training (Module# AH)
- 9. Special Operations Group Training (Module# AI)
- 10. Strategic Enforcement and Prevention Officer Training (Module# AJ)
- 11. Traffic Crash Investigator Training (Module# AJ)

B. Civilian Training Modules (Appendix B)

- 1. Accreditation and Grants Manager Training (Module# BA)
- 2. Community Service Officer Training (Module# BB)
- 3. Code Enforcement Officer (Module# BC)
- 4. Crime Free Multi-Housing Coordinator Training (Module# BD)

5. Court Services Coordinator Training (Module# BE)
 6. Desk Officer Training (Module# BF)
 7. Records Clerk/Records Aide Training (Module# BG)
 8. Parking Enforcement Officer Training (Module# BH)
 9. Property Custodian Officer Training (Module# BI)
 10. Police Social Worker Training (Module# BJ)
 11. Administrative Assistant Training (Module# BK)
- C. Department Training Modules (Appendix C)
1. All Department Personnel Training (Module# CA)
 2. All Sworn Personnel Training (Module# CB)
 3. Basic Evidence Technician Training (Module# CC)
 4. Advanced Evidence Technician Training (Module# CD)
- D. Instructor Training Modules (Appendix D)
1. Training Officer (Module# DA)
 2. Basic Firearms Instructor Training (Module# DB)
 3. Master Firearms Instructor Training (Module# DC)
 4. Medic Instructor (Module# DD)
 5. Basic Tactical Instructor (Module# DE)
 6. Advanced Tactical Instructor (Module# DF)
- E. Supervisor Training Modules (Appendix E) (33.8.1, 33.8.2)
1. Leadership Development Training (Module# EA)
 2. Code Enforcement Supervisor Training (Module# EB) (33.8.1)
 3. Investigations Supervisor Training (Module# EC)

4. Records Supervisor Training (Module# ED) (33.8.1)
5. Sergeant Training (Module# EE) (33.8.1)
6. Lieutenant Training (Module# EF) (33.8.1)
7. Chief/Deputy Chief Training (Module# EG) (33.8.1)

Recruit Officer Training (Module# AA)

1. Recommended Training Classes
 - a. Basic Police Academy Training
 - b. Illinois Law Enforcement Training Standards Board (ILETSB) Law Enforcement Officer Certification/Waiver
 - c. Basic Patrol Rifle Training
 - d. Conducted Electrical Weapon (CEW) Training
 - e. Less Lethal Weapon Training
 - f. Gas Mask Training
 - g. Oleoresin Capsicum (OC) Training
 - h. Narcan Training
 - i. Rapid Deployment
 - j. Stop Sticks Training
 - k. Illinois Law Enforcement Training Standards Board (ILETSB) Firearm Qualification
 - l. Position Field Training

Basic Patrol Level Training (Module# AB)

1. Recommended Classes
 - a. Breath Operator Licensing/Recertification (Triennial)
 - b. Crisis Intervention Training
 - c. Domestic Violence Training
 - d. Field Sobriety Testing Training/Recertification (Quadriennial)
 - e. Firearm Qualification
 - f. Impaired Driving Detection
 - g. Juvenile Officer Certification Training

Training Modules – Sworn Officers

- h. Law Enforcement Driving/Recertification (Triennial)
- i. Radar/Lidar Training
- j. LEADS Less than Full Access Certification/Recertification (Biennial)
- k. Local Adjudication Hearing and E-Ticketing Training, (DACRA)
- l. Rapid Deployment and Basic Shield Training
- m. Weather Spotter Training (Spotter Role & Convective Basics)
- n. Other training as recommended by the supervisor and/or the Training Committee

Canine Officer (Module# AC)

- 1. Recommended Training Classes
 - a. Basic Canine Officer Certification Training
 - b. Annual Illinois State Required Search Recertification
 - c. Cadaver Recovery
 - d. Concealed Vehicle Compartments
 - e. Narcotics Certification/Recertification
 - f. Other training as recommended by the supervisor and/or the Training Committee

Crime Analyst Training (Module# AD)

- 1. Recommended Classes Training
 - a. Position Training
 - b. Crime Analysis Applications
 - c. Criminal Intelligence and Analysis
 - d. Crime Mapping and Analysis
 - e. Tactical Crime Analysis using ATAC
 - f. 28 CFR 23

Training Modules – Sworn Officers

- g. Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) Training
- h. Adobe InDesign
- i. Microsoft Access
- j. Microsoft Excel
- k. Other Microsoft Office Software
- l. Other training as recommended by the supervisor and/or the Training Committee

Crisis Resolution Team Training (Module# AE)

- 1. Recommended Classes
 - a. Basic SWAT Training
 - b. Proficiency Training
 - c. Advanced Handgun and Rifle Training
 - d. Advanced SWAT/Room Entry Training
 - e. Other training as recommended by the supervisor and/or the Training Committee

Drone Operator Training (Module# AF)

- 1. Recommended Classes
 - a. Emergency Response UAV Pilot Training Ground & Flight School
 - b. FAA Drone Pilot Certification
 - c. Other training as recommended by the supervisor and/or the Training Committee

Basic Investigator Training (Module# AG)

- 5. Recommended Classes
 - a. Position Training
 - b. Basic Investigations Training
 - c. Basic Interviews and Interrogations Training

Training Modules – Sworn Officers

- d. Death Investigations Training
- e. Employee Background Investigation Training
- f. Lead Homicide Investigator Certification/Recertification
 - 1) Recertification requires 32 hours every 4 years of continuing training from ILETSB qualified courses
- g. Sex Crimes Investigations Training
- h. Other training as recommended by the supervisor and/or the Training Committee

Advanced Investigator Training (Module# AH)

- 1. Recommended Classes
 - a. Advanced Interviews and Interrogations Training
 - b. Advanced Sex Crimes Investigations Training
 - c. Arson Investigator Skills Training
 - d. Surveillance Video Recovery

Special Operations Group Officer Training (Module# AI)

- 1. Recommended Classes
 - a. Position Training
 - b. Basic Narcotics Investigation Training
 - c. Gang Enforcement Skills Training
 - d. Other training as recommended by the supervisor and/or the Training Committee

Strategic Enforcement and Prevention Officer Training (Module# AJ)

- 1. Recommended Classes
 - a. Position Training
 - b. Crime Prevention Training
 - c. Red Light Camera Enforcement Training

Training Modules – Sworn Officers

- d. Special Event Planning Training
- e. Tobacco/Liquor Compliance Training
- f. Microsoft Office Suite Training
- g. Other training as recommended by the supervisor and/or the Training Committee

Traffic Crash Investigator Training (Module# AK)

- 1. Recommended Training Classes
 - a. Crash Investigation 1 (NUCPS)
 - b. Crash Investigation 2 (NUCPS)
 - c. Vehicle Dynamics (NUCPS)
 - d. Traffic Accident Reconstruction 1 (NUCPS)
 - e. Traffic Accident Reconstruction 2 (NUCPS)
 - f. Crash Reconstruction State Certification
 - g. Total Station
 - h. Other training as recommended by the supervisor and/or the Training Committee

Accreditation and Grants Manager Training (Module# BA)

1. Recommended Training Classes
 - a. Accreditation Manager Training
 - b. Grant Writing Training
 - c. PowerDMS Operation Training
 - d. CJIS Security Training
 - e. Other training as recommended by the supervisor and/or the Training Committee

Community Service Officer Training (Module# BB)

1. Recommended Training Classes
 - a. Position Field Training
 - b. Basic CSO Training
 - c. Oleoresin Capsicum (OC) Training (Annual)
 - d. LEADS Less than Full Access Certification\Recertification
 - e. Local Adjudication Hearing and E-Ticketing Training, (DACRA)
 - f. Hazardous Materials Awareness (Annual - OSHA 1910.120)
 - g. Other training as recommended by the supervisor and/or the Training Committee

Code Enforcement Officer Training (Module# BC)

1. Recommended Training Classes
 - a. Position Field Training
 - b. Basics of Code Enforcement Training
 - c. International Code Council (ICC) Property Maintenance Certification
 - d. LEADS Less than Full Certification
 - e. Local Adjudication Hearing and E-Ticketing Training, (DACRA)
 - f. New World Systems

Training Modules - Civilians

- g. Hazadous Materials Awareness (Annual - OSHA 1910.120)
- h. Other training as recommended by the supervisor and/or the Training Committee

Crime Free Multi-Housing Officer Training (Module# BD)

- 1. Recommended Training Classes and complete Code Enforcement Officer Training (Module# BC)
 - a. Position Training
 - b. Crime Free Multi-Housing Officer Certification
 - c. Other training as recommended by the supervisor and/or the Training Committee

Court Services Coordinator Training (Module# BE)

- 1. Recommended Training Classes
 - a. Position Training
 - b. Basic Court Services Coordinator Training
 - c. DACRA Training
 - d. LEADS Less than Full Access Certification
 - e. Other training as recommended by the supervisor and/or the Training Committee

Desk Officer Training (Module# BF)

- 1. Recommended Training Classes and completion of Records Clerk/Records Aide Training (Module# BG)
 - a. Position Training
 - b. Microsoft Office Suite
 - c. LEADS Less than Full Access Certification/Recertification
 - d. Other training as recommended by the supervisor and/or the Training Committee

Records Clerk/Records Aide Training (Module# BG)

1. Recommended Training Classes
 - a. Basic Records Training (FTO)
 - b. Dacra Training
 - c. LEADS Full Access Certification/Recertification (Biennial)
 - d. Matron Training
 - e. Microsoft Word
 - f. Other training as recommended by the supervisor and/or the Training Committee

Parking Enforcement Officer Training (Module# BH)

1. Recommended Training Classes
 - a. Basic Parking Enforcement Officer Field Training
 - b. Local Adjudication Hearing and E-Ticketing Training, (DACRA)
 - c. LEADS Less than Full Access Certification/Recertification

Property Custodian Officer Training (Module# BI)

1. Recommended Training Classes
 - a. Position Training
 - b. BEAST (Bar Coded Evidence Analysis Statistical Tracking) Training
 - c. In-car Camera Server Management Training
 - d. Property and Evidence Manager Training
 - e. LEADS Less than Full Access Certification/Recertification
 - f. Other training as recommended by the supervisor and/or the Training Committee

Police Social Worker Training (Module# BJ)

1. Recommended Training Classes
 - a. Continuing Education Units (CEU) of 32 hours every 2 years
 - 1) 3 hours in Ethics
 - 2) 3 hours in Cultural Competency
 - b. Critical Incident Stress Debriefing Training
 - c. Domestic Violence Training
 - d. Elder Abuse and Related Courses
 - e. Emergency Sheltering Management Training
 - f. Juvenile Assistance and Intervention Training Courses
 - g. Mental Health and the Law Training
 - h. Narcan Instructor Training
 - i. CJIS Security Training
 - j. Other training as recommended by the supervisor and/or the Training Committee

Administrative Assistant Training (Module# BK)

1. Recommended Training Classes
 - a. New World Systems
 - b. Microsoft Office Software
 - c. CJIS Security Training
 - d. Other training as recommended by the supervisor and/or the Training Committee

All Department Personnel Training (Module# CA)

1. Recommended Training Classes
 - a. Initial Training
 - 1) All Hazards Plan
 - 2) Bloodborne Pathogens
 - 3) CPR, AED, First Aid
 - 4) Mental Health Recognition
 - 5) National Incident Management System, (NIMS) (IS 100)
 - 6) National Incident Management System, (NIMS) (IS 700)
 - 7) National Incident Management System, (NIMS) (IS 907)
 - 8) Report Management System
 - 9) Sexual Harassment
 - 10) SharePoint
 - 11) Slips, Trips and Falls
 - b. Annual Training
 - 1) All Hazards Plan
 - 2) Bloodborne Pathogens (US DOL 1910.1030)
 - c. Biannual Training
 - 1) CPR, AED, First Aid
 - 2) Fire Suppression
 - 3) Sexual Harrassment
 - 4) Slip, Trips, and Falls
 - d. Triennial Training
 - 1) Mental Health Recognition Training (41.2.7d,e)
 - e. Other training as recommended by the Training Committee

All Sworn Personnel Training (Module# CB)

1. Required In-Service Training Courses for Illinois Police Training Act (50 ILCS 705/7)
 - a. Annual
 - 1) Firearm Qualification
 - 2) Law Updates with Scenarios
 - 3) Use of Force with Scenarios
 - b. Triennial
 - 1) Constitutional & Proper Use of Law Enforcement Authority
 - 2) Civil Rights
 - 3) Cultural Competency
 - 4) Human Rights
 - 5) Procedural Justice
 - 6) Mental Health Awareness and Response
 - 7) Sexual Assault & Sexual Abuse Investigations (705 ILCS 50/10.21)
 - c. Quinquennial
 - 1) Domestic Violence
(725 ILCS 5/112A-27 & 750 ILCS 50/301.1)
2. Required Department In-Service Training Courses
 - a. Annual
 - 1) Conducted Electrical Weapon (CEW) Training
 - 2) Gas Mask Refresher Training
 - 3) Less Lethal Weapon Recertification
 - 4) Oleoresin Capsicum (OC) Recertification
 - 5) Use of Force Policy Review
 - 6) Vehicle Pursuit Policy Review

Training Modules - Department

- 7) Rapid Deployment Training
- 8) Stop Sticks Refresher Training
- 9) Hazardous Materials Awareness (OSHA 1910.120)
- b. Biannual
 - 1) Defensive Tactics & Baton
- c. Other training as recommended by the Training Committee

Basic Evidence Technician Training (Module# CC)

- 1. Recommended Training Classes
 - a. Basic Evidence Technician Training
 - b. Basic Police Photography
 - c. Death Investigations Seminar
 - d. Footwear Impressions
 - e. Latent Fingerprint
 - f. Other training as recommended by the supervisor and/or the Training Committee

Advanced Evidence Technician Training (Module# CD)

1. Recommended Training Classes and completion of Basic Evidence Technician Training (Module# CC)
 - a. Crime Scene Technician 1 (NUCPS)
 - b. Crime Scene Technician 2 (NUCPS)
 - c. Crime Scene Technician 3 (NUCPS)
 - d. Blood Stain Evidence 1 (NUCPS)
 - e. Blood Stain Evidence 2 (NUCPS)
 - f. Shooting Reconstruction 1 (NUCPS)
 - g. Shooting Reconstruction 2 (NUCPS)
 - h. Total Station
 - i. Other training as recommended by the supervisor and/or the Training Committee

Training Modules - Instructor

Training Officer (Module# DA)

1. Recommended Training Classes
 - a. Field Training Officer Certification Course
 - b. Law Enforcement Ethics for Field Training Officers
 - c. Other training as recommended by the supervisor and/or the Training Committee

Basic Firearms Instructor (Module# DB)

1. Recommended Training Classes
 - a. Basic Firearm Instructor Training
 - b. Rifle Instructor Training
 - c. Less Lethal Instructor Training
 - d. MEGGITT Instructor Training
 - e. Instructor Development Training

Master Firearms Instructor (Module# DC)

1. Recommended Training Classes and completion of Basic Firearms Instructor (Module# DB)
 - a. Basic Glock Armorer Training
 - b. Rifle Armorer Training
 - c. Shotgun Armorer Training
 - d. Police Strategy and Tactics Course (PTI)
 - e. Police Tactical Firearms Course (PTI)
 - f. Master Firearms Instructor Apprentice Program (PTI)
 - g. Other training as recommended by the supervisor and/or the Training Committee

Medic Instructor (Module# DD)

1. Recommended Training Classes
 - a. Basic First Aid Instructor
 - b. CPR Instructor
 - c. AED Instructor
 - d. Narcan Instructor
 - e. Tactical First Aid Instructor
 - f. Other training as recommended by the supervisor and/or the Training Committee

Basic Tactical Instructor (Module# DE)

1. Recommended Training Classes
 - a. ASP Instructor Training
 - b. Conducted Electrical Weapons (CEW) Training/Recertification
 - c. Instructor Development Training
 - d. Oleoresin Capsicum (OC) Instructor Training
 - e. Defensive Tactics Instructor Training
 - f. Use of Force Instructor
 - g. Ground Fighting Tactics Instructor
 - h. Other training as recommended by the supervisor and/or the Training Committee

Advanced Tactical Instructor (Module# DF)

2. Recommended Training Classes and completion of Basic Firearm Instructor (Module# DB) and Medic Instructor (Module# DD)
 - a. Rapid Deployment Instructor Course
 - b. Advanced Rapid Deployment Instructor Course
 - c. MACTAC Instructor
 - d. Close Quarters Shooting Instructor

Training Modules - Instructor

- e. Other training as recommended by the supervisor and/or the Training Committee

EVOC Instructor (Module# DG)

- 2. Recommended Training Classes
 - a. Emergency Vehicle Operator Instructor Course
 - b. Instructor Development Training
 - c. Other training as recommended by the supervisor and/or the Training Committee

Leadership Development Training (Module# EA)

1. Recommended Training Classes
 - a. Acting Officer in Charge Training
 - b. In-house Supervisory Mentoring for Leadership Development
 - c. 40 Hour First Line Supervisory Skills
 - d. Law Enforcement Ethics Courses for Supervisors
 - e. Leadership Courses
 - f. Decision Making in Critical Incidents
 - g. Other training as recommended by the supervisor and/or the Training Committee

Code Enforcement Supervisor Training (Module# EB)

1. Recommended Training Classes
 - a. Administration of Career Development Activities (33.8.1)
 - b. Position Field Training (33.8.2)
 - c. LEADS Less than Full Certification
 - d. International Code Council (ICC) Property Maintenance Certification
 - e. Legal Aspects of Code Administration for the Building Official
 - f. Managing Property Maintenance Code Compliance Programs
 - g. NIMS Training as required for position
 - h. Supervision of Police Personnel (NUCPS) (33.8.2)
 - i. Other training as recommended by the supervisor and/or the Training Committee

Records Supervisor Training (Module# EC)

1. Recommended Training Classes
 - a. Position Training (33.8.2)
 - b. Administration of Career Development Activities (33.8.1)

Training Modules - Supervisor

- c. Freedom of Information (FOI) Officer Training
- d. LEADS Full Access Certification
- e. LEADS Agency Coordinator Training
- f. NIMS Training as required for position
- g. Supervision of Police Personnel (NUCPS) (33.8.2)
- h. Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) Training
- i. Other training as recommended by the supervisor and/or the Training Committee

Sergeant Training (Module# ED)

- 1. Recommended Training Classes and completion of Basic Patrol Level Training (Module# AB) and Leadership Development Training (Module# EA)
 - a. Position Field Training (33.8.2)
 - b. Administration of Career Development Activities (33.8.1)
 - c. NIMS Training as required for position
 - d. Advanced Supervisor Command Training (NUCPS) (33.8.2)
 - 1) May Include:
 - (a) NUCPS School of Police Staff and Command
 - (b) Southern Police Institute Administrative Officer's Course
 - (c) FBI National Academy
 - e. Legal Updates for Supervisors, which may include Search & Seizure, Legislative Updates, Liability Issues for Supervisors, Disciplinary Issues and other legal issues that may change as a result of legislation changes or court decisions
 - f. Other training as recommended by the supervisor and/or the Training Committee

Lieutenant Training (Module# EE)

- 1. Recommended Training Classes in addition to completion of Sergeant Training (Module# ED)
 - a. Position Training (33.8.2)
 - b. Administration of Career Development Activities (33.8.1)

Training Modules - Supervisor

- c. Conducting Internal Investigations Training
- d. NIMS Training as required for position
- e. Other training as recommended by the supervisor and/or the Training Committee

Investigations Supervisor Training (Module# EF)

1. Recommended Training Classes in Addition to Recommended Sergeant Training (Module# ED) & Basic Investigator Training (Module# AG).
 - a. Asset Forfeiture Training
 - b. Managing an Investigations Unit Training (33.8.2)
 - c. 28 CFR 23
 - j. Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) Training
 - d. Other training as recommended by the supervisor and/or the Training Committee

Chief & Deputy Chief Training (Module# EG)

1. Recommended Training Classes in addition to completion of Lieutenant Training (Module# EE)
 - a. Administration of Career Development Activities (33.8.1)
 - a. Continuing Education of 20 Credit Hours (CEU) annually (50 ILCS 705/10.7) (33.8.2)
 - b. NIMS Training as required for position
 - c. Other training as requested