

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 01/18/18
Chief of Police: 	Career Development, 33.8	
Cross Reference: SOP 33.1 Training	Policy Sections: 33.8.1 Career Development 33.8.2 Promotional Training	

PURPOSE

The purpose of this policy is to establish guidelines for personnel career development.

POLICY STATEMENT

It is the policy of the Elgin Police Department to assist employees with the process of planning and implementation of action steps toward the employee's career goals and the development or improvement of job related skill sets. Career development is the process for which the department provides opportunities for individual growth and development at all levels. The goal is to promote productive, efficient, and effective job performance to improve the overall level of individual job satisfaction.

PROCEDURES

33.8.1 CAREER DEVELOPMENT

- A. Career development may be accomplished through supervisor counseling, the use of formal school/training conferences or job related training to enhance the employee's skills, knowledge, and abilities.
- B. Through employee counseling, supervisors assist the employee in determining his/her career path or provide suggestions to enhance current job performance, and recommend or facilitate the necessary training that supports the employee's career goals or job needs.
- C. Employee counseling may be conducted during the evaluation process, on-the job training, or at any time determined by the employee and his/her supervisor.

33.8.2 PROMOTIONAL TRAINING

- A. Newly hired and promoted supervisors shall complete the department's New Supervisor Training Class. The training class may cover the following topics, but is not limited to:
 - 1. Budget Process.
 - 2. Employee Evaluations.
 - 3. Employee Scenarios.
 - 4. Human Resources Overview.
 - 5. Internal Investigations.
 - 6. Risk Management.
 - 7. Standard Operating Procedures.

- B. The New Supervisor Training Class will be provided within a reasonable amount of time upon being hired or promoted and when scheduling permits.
- C. The training officer shall keep course descriptions for supervisory and management skills development training and enroll employees through the process described in Standard Operating Procedure 33.1 Training.