A. Policy

The Career Development Program is designed to provide information to department employees about the different existing career paths in the department, and to aid in the early identification of career choices and development of the skills, knowledge, and abilities needed for special assignments and promotion.

The Career Development Program will also identify alternative career tracks and career needs for employees who wish to remain in their current positions without seeking promotion.

B. Procedure

1. The career counseling component is comprised of a coordinator and a number of approved counselors who are all trained in providing career counseling to department employees. The coordinator and counselors shall be department employees who are recognized for their maturity, experience, and ability to deal with the concerns of others in the organization. They shall be individuals who are trusted by all members of the department and who have demonstrated their dedication to this department and law enforcement in general.

   a. The goals of career counseling are:

      (1) To increase job satisfaction.

      (2) To improve job performance.

      (3) To assist department employees in developing a career plan.

   b. The objectives of career counseling are:

      (1) To develop a realistic appraisal of an individual's current status and career potential in the department.

      (2) To identify available career alternatives.

      (3) To identify a realistic and positive career process for employees.

   c. Career counselors shall be specifically selected and trained to provide this service to employees who desire to participate in this process.

      The criteria for the selection of counselors are:
(1) Must accept departmental goals and philosophies and must have demonstrated the ability to perform assigned duties in an acceptable manner.

(2) Must have the respect and acceptance of employees.

(3) Must have credibility with the management of the department.

(4) Must volunteer to be a career counselor.

d. The duties of the career counselors are:

(1) To attend career counseling training.

(2) To meet with individual employees desiring to use the program.

(3) To offer guidance to employees on the implementation of individual career development objectives.

(4) To be a liaison between employees and the career development coordinator.

(5) To assist with evaluating the Career Development program.

2. The criteria for the selection of the career development program coordinator are:

a. Must be a member of the department's management staff, a Commander or above.

b. Must volunteer for the position and be committed to the Career Development program.

c. The duties of the coordinator are:

(1) To attend career counseling training.

(2) To maintain statistics necessary for the Career Development program.

(3) To chair career counselor meetings.

(4) To provide an annual written evaluation of the Career Development program.

(5) To keep up with current trends in career development programs.

(6) To be a liaison with the department staff.
(7) To evaluate career counselors’ effectiveness and recommend continuance.

3. Professional advisor:

The staff psychologist shall also serve as a professional advisor to career counselors and the coordinator of the Career Development program. The professional advisor will provide required training for the counselors and the coordinator and make recommendations for improvement of the Career Development program.

C. Rule

The criteria for use of career counseling services are:

1. Deployment considerations shall take precedence.

2. Employees shall schedule times with career counselors in advance.

3. On-duty time is preferred.

4. Employees will be advised of the desirability of meeting with a career counselor at the following stages in their career:

   (a) the completion of a probationary period;
   
   (b) after three years of employment in a permanent, full-time position;
   
   (c) after ten years in a permanent, full-time position.
   
   (d) within three to five years before planned retirement.

5. An employee may meet with a career counselor at any point in his career.

3602 EDUCATION

A. Policy

In fulfilling its commitment to provide professional police service, the department encourages all employees to further their education to the highest level possible. Therefore, consistent with its basic responsibilities, the department cooperates with employees in arranging duty schedules and assignments to facilitate and encourage such individual effort.

B. Procedure

1. Employees are encouraged to make use of all educational resources offered by the college or university of their choice.
2. All employees of the Police Department shall complete the City tuition assistance request form anytime they enroll in a university or college, whether or not City reimbursement will be sought.

3. The completed form shall be submitted to the employee's immediate supervisor for review and then forwarded to the Department of Employee Relations.

4. All employees attending an educational institution (undergraduate, graduate, law school, etc.) shall immediately notify their division Commander of any change in educational status (withdrawal, graduation, etc.).

5. The City of Lakewood may reimburse the employee for the cost of tuition if:
   a. Other financial assistance is not available to the employee and funds are available in the current budget for educational reimbursement.
   b. The employee satisfactorily completed the course with a grade of "pass," or "C," or better.
   c. The employee is still in the employ of the City of Lakewood at the time the course is completed.

6. The Department of Employee Relations will return 2 copies of the tuition assistance request form to the employee's division Commander. The yellow copy shall be included in the employee's log and the pink copy returned to the employee.