

	SUBJECT CAREER DEVELOPMENT	POLICY NUMBER 8-9
		EFFECTIVE DATE 12-27-96
	APPLICABLE CALEA STANDARDS	RESCINDS 8-9 / 8-7
		DATED 5-24-89 / 2-1-89

PURPOSE

The department career development program is designed to foster individual growth and development at all levels and improve the skills, knowledge, and abilities of all employees which will enhance the level of individual job satisfaction.

POLICY STATEMENT

The ability of the NDHP to meet current and long-range goals and objectives in an efficient and effective manner is largely dependent upon the level of skill, knowledge, and ability members bring to their individual assignments, duties, and responsibilities. Therefore, it is the policy of the NDHP to provide counseling, training, and professional development opportunities to employees. Assistance in choosing, preparing, entering, and progressing in job assignments will be provided to promote production, efficiency, and effectiveness in job performance and improve overall job satisfaction.

The NDHP realizes the importance of having an educated, professional workforce. Therefore, the department encourages participation in educational programs at institutions of higher learning.

PROCEDURE

Career Counseling During Formal Performance Appraisal

NDHP supervisors will provide career counseling activities during the annual formal performance appraisal.

Additionally, the supervisor and employee will conduct an annual review of the employee's in-service training record. This review will provide an assessment of the training progress of each employee in achieving career objectives and whether the training provided has adequately assisted the employee in achieving the skills, knowledge, and abilities required to perform the present and future jobs within the department.

An evaluation of this career counseling process may be noted in the general comment section of SFN 10843, Performance Appraisal.

The Administrative Services Division maintains current records of all training received, education attained, and skills possessed by each NDHP employee.

NDHP supervisors who conduct career development activities will be provided training and/or information which will increase knowledge and skills in the following areas:

- General counseling techniques
- Techniques for assessing skills, knowledge, and abilities
- Salary, benefits, and training opportunities of the department

Educational opportunities and incentive programs
Availability of outside resources
Performance evaluations

Prior to or immediately following promotion, employees will receive appropriate training in skill development to properly perform job responsibilities.

The NDHP recognizes the need and will provide training and education programs of a specialized nature to develop and enhance the knowledge, skills, and abilities peculiar to the specialization. Specialized training should include an overview of the management, administration, supervision, personnel policies, and support services of the specialized function.

NDHP employees will receive specialized training commensurate with specialization such as accident reconstruction, criminal investigation, criminal drug interdiction, commercial vehicle inspection, and in any other needed area.

NDHP policies, procedures, rules, and regulations related to a specialization will be specific and indicate the interrelationships of the specialization functions.

All specialization may be supported and developed by supervised on-the-job training.

All specialized training normally will be provided before the person assumes a specialty position or initiated within 30 days after such assumption.

Responsibilities of the Administrative Services Commander include:

Maintain an inventory of the skills, knowledge, and abilities of each employee.

Maintain an inventory of career specialties for employees. Career specialties are derived from job analysis and job classification information, i.e. accident reconstruction and MCSAP inspector.

Maintain records of all proficiency and career specialty in-service training of personnel.

Continuing Education

NDHP employees must receive approval from their district commander/supervisor before enrolling at any institution of higher learning, unless assigned by special order.

NDHP employees, unless assigned by special order, will submit a letter of request to the Superintendent prior to each enrollment at an institution of higher learning if department reimbursement is requested. The letter of request must indicate the name of the course(s), the number of quarter or semester hours involved, and any arrangements for attendance agreed to by the district commander/supervisor.

The Superintendent will notify the employee as to whether or not the department will support the financial request. The department may contribute up to 50 percent of the tuition costs for all approved subject matter taken by each employee.

Upon completion of the course work by the employee, the department will reimburse the employee for tuition costs, as provided in this policy, upon presentation of documentation from the school registrar indicating the number of credit hours successfully completed and a proper receipt for fees paid.

Shift schedules may be adjusted to accommodate attendance at approved courses provided, however, the shift adjustment does not cause an undue burden on other employees or interfere with the overall accomplishment of department goals and objectives.

A leave of absence without pay, not to exceed one year, may be granted by the Superintendent to any employee holding a permanent appointment to attend an institution of higher learning.