

**PORTLAND POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

	Effective Date 09/23/2012	Number 33
Subject Career Development and Higher Education		
Amendment Date:		

I. Purpose

The purpose of this standard operating procedure is to outline career development opportunities, incentives available to Department personnel, and procedures for identifying and working to achieve career goals.

II. Policy

It is the policy of the Portland Police Department to provide employees with opportunity for growth and development. Providing opportunities for growth and development raise job performance, improve the level of job satisfaction, promote upward movement of employees, and meets future needs of the organization.

III. Definitions

Temporary assignments: are limited to a maximum of 12 months and require the approval of the Chief of Police. Personnel return to their original assignment at the conclusion of the temporary assignment.

Job shadow opportunities: are deemed to be shorter in duration than temporary job assignments, generally no longer than two weeks, and are executed with the approval of the lieutenants or civilian supervisors of each employee.

IV. Procedures

- A. As part of the annual evaluation process supervisors will meet with employees and discuss career goals. The meeting may occur as part of preparation for or presentation of the evaluation. Supervisors will review with each employee his/her in-service training record.
- B. Employees are asked to consider both long and short term career goals. Supervisors may suggest possible career goals based on organizational needs and employee skills, knowledge and ability.
- C. Supervisors will identify and discuss ways the department can support an employee in preparing for and achieving career goals. Typical options include ongoing offers of regular in service training; job shadowing; temporary work assignments; and reduced tuition opportunities offered by some institutions of high education
- D. The Department participates in the City of Portland's reduced tuition agreement with the University of Southern Maine, Kaplan University and St. Joseph's College. The details of these programs vary and are subject to change. Current information may be obtained by contacting the PAO for Personnel.

Any Police Department employee who is interested in a degree program or individual courses must request a tuition reduction form from the Police Department's Personnel Division. This form is presented to the registrar's office at the time of student registration.

The Department will continue, within constraints of scheduling and manpower, to be flexible in shift assignments so employees may continue their formal education.

The procedure for extended leaves of absence will be in compliance with applicable collective bargaining agreements and City Policy.

Educational stipends are paid to qualifying employees as provided in collective bargaining agreements.

- E. When circumstances present an opportunity to do so, the Department will continue the practice of temporary job assignments and job shadow opportunities within various units such as detectives, forensics, traffic, or community affairs.