



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **CAREER DEVELOPMENT**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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STANDARDS: 12.2.6

PURPOSE: The purpose of this Policy & Procedure is to describe the Portage Police Department's approach to establishing a formal career development program that possesses the following objectives:

- To assist all members of the department in realistically assessing their skills and aptitude for occupational and organizational growth.
- To provide a formal process whereby a member of the department can specifically identify career objectives, and to the extent that they are otherwise eligible and qualified receive consideration for training and assignment related to those objectives.
- Disseminate information to all members of the department regarding educational programs, non-department training and employment opportunities that would assist them in pursuing career objectives.
- To set guidelines for job specific training as a result of a promotion, assignment to a specialty position and/or reassignment.

This Policy & Procedure consists of the following numbered sections:

- I. INTRODUCTION
- II. POLICY
- III. PROCEDURE
- IV. NEW POSITION TRAINING

I. INTRODUCTION

- A. Career development efforts are distinguished from training efforts in that training is directed at meeting current department needs for basic and specialized skills and proficiency. Career development addresses the long term needs of members of the department to establish and meet personal goals related to occupational growth and organizational advancement.
- B. The department has a legitimate interest in both activities. Whereas training involves more immediate needs and current performance, career development affects motivation, job satisfaction and overall performance of members of the department.
- C. While the Portage Police Department cannot compel an individual to take an active role in their own career development, department personnel are strongly encouraged to take advantage of the available training/educational opportunities.

II. POLICY

- A. Career development is a process that is utilized to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction. It is through career development that upward mobility of personnel, professional growth, and improved job performance may be enhanced.
- B. Following promotion to a higher rank, the promoted officer will, as soon as practical, be provided the necessary additional training to provide them with the skills and knowledge to perform the duties of the job description for the new rank.
- C. Although the majority of department personnel are generalists, the department will identify and provide appropriate training opportunities for all positions that require specialized training.
- D. Specialized training consists of instruction for personnel assigned to new or specialized positions within the department. Specialized training shall commence as soon as practical after assignment or appointment.
- E. Any officer assigned to the Columbia County ERT shall participate in the Team's training and readiness exercises.

III. PROCEDURE

Although priority must be given to the department's operational needs, whenever possible, supervisors should accommodate members pursuing education or training

on their own time in their scheduling, provided this is done consistent with the requirements of prevailing labor contracts.

Whenever department authorization is required for a member to participate in training, even though said training is funded by the member and attended during off duty hours, authorization will be given if the training is consistent with the member's stated career development objectives.

The department will not discriminate in training, assignment or promotion of members who have sought employment outside the department, and when requested by the member involved, will provide references and other information, which may be helpful to another employer considering the employment of a member.

A. Program Authority

1. While all employees, supervisors and commanding officers are responsible for adhering to the spirit of career development, the Assistant Chief has overall program authority and responsibility, which include the following administrative duties:
 - Upon request by an officer, conduct a career development survey and make an assessment of that member's career objectives and progress made toward attaining them.
 - Assist officers in accessing WILENET and other internet based training repositories to review education, training and employment opportunities, which may be of interest to members of the department
 - Assist members of the department who choose to pursue education or training on their own time consistent with established department standards and directives.
 - Assist members in identifying and taking an active role in current department training programs.
 - Assist members in taking advantage of tuition reimbursement for attending an accredited college and/or university.
 - Promote career development as beneficial to the department in terms of improved employee morale and motivation.

B. Career Development/ Information

1. Training personnel will make available various career development materials, including higher education options via department e-mail.

C. Front-Line Supervisor Training

1. Many programs of this nature exist for officers to use in the development of their careers. The intent of these programs is to provide a new supervisor with an extensive resource manual and walk the new supervisor through all of the important areas that they will need to become familiar with, over time, to become an effective supervisor.

D. Leadership Programs – Advanced Training

1. Advanced training (Leadership Programs) is defined, as training that is available at the FBI National Academy, Southern Police Institute, Wisconsin Command College, and Northwestern University Traffic Institute. The training is usually designed to improve the professional competence of officers who have demonstrated leadership capabilities.
2. The Chief of Police will select sworn department member(s) to be assigned to these advanced training programs. In the case of the FBI National Academy, final approval is at the discretion of the FBI National Academy. General criteria that shall be followed in selecting personnel to attend this type of training will include rank, demonstrated leadership abilities and commitment to the agency. Additional considerations may include a review of an officer's career development plans, department needs, an interview to determine if career goals can be achieved as a result of the advanced training.
3. Upon completion of the training the Chief of Police may consider the officer's training in future assignments or promotions.
4. Advanced training of this variety will usually provide college level credits for undergraduate and/or graduate work. Additionally, these courses will satisfy mandatory training requirements of the State Training and Standards Bureau relating to required annual in service training.

IV. NEW POSITION TRAINING

Upon promotion and within the first 30 days, orientation training must be completed. Illness, Injury, Vacation, Family Medical Leave and Family Leave may extend the time frame for completion.

Additional specialized training programs are to be completed as soon as possible, while taking into account course availability, staffing and budgetary limitations.

When possible, employees promoted to a higher rank or reassigned to another position will attempt to schedule orientation training, prior to the date of transfer/promotion.

A. Non-Sworn Personnel

1. Dependent on the type of civilian position, non-sworn staff will complete an orientation program designed by their respective supervisor. Also refer to Policy & Procedure 12.05: Employee Orientation.

B. Assignment to Specialty Positions

1. Dependent on the type of Specialty Position, officers will complete an orientation program designed by their respective supervisor.
2. Specialized training programs must be completed, in some cases, prior to an officer performing tasks for that Specialty position (i.e. DARE, DRE, TIME certification, etc.).

C. Promotion to Detective Sergeant

1. All detective sergeants will complete an orientation program designed by the Captain encompassing not only investigative skills but also leadership development.
2. Upon promotion and based on level of expertise, detective sergeants should attend the following department sponsored training programs when offered:
 - First Line Supervisor Course
 - DCI Death Investigation
 - DCI Evidence Tech

D. Command Staff Promotions

1. The command staff will complete an orientation program designed by the Chief of Police or designee.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

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