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	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 3 - Training		04/09/2008
			ORIGINATOR/REVIEW Professional Development & Training
DISTRIBUTION	CALEA: 33.8.1, 33.8.3		
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

Purpose

To establish a career development program for the sworn members of the Virginia Beach Police Department.

Policy (CALEA 33.8.3)

In support of its organizational values, Mission and Vision, the Virginia Beach Police Department is committed to the development, of its employees. To this end, the Department is committed to providing opportunities for training and development through varied assignments to assist employees in realizing job satisfaction and career goals. The Career Development Program will be administered by Professional Development and Training.

The Career Development Program is a voluntary program designed to enhance the proficiency, performance and professional status of members of the Virginia Beach Police Department. It is a comprehensive program, which encourages training, education, and includes career counseling, and performance standards.

The Career Development Program has two major components. The first is the system of career Paths, in which the participant selects the area of the police profession he/she most wished to pursue and, with the assistance of a Career Counselor, strives to develop their ability and expertise in that area. The Career Paths shall consist of Patrol, Investigation, and Technical, each of which allows for participation in the promotional process.

The second component is the system of Career Advancement Levels, in which the participant progressively increases his overall level of job performance, education and professionalism. Career Development advancement applications are taken in the spring and fall of each year. The Career Advancement Board then evaluates each application to assess advancement prerequisites.

Details of the Career Development program, including the program structure, criteria for advancement, duties of the Career Advancement Board, reduction procedure and program administration are contained in the Career Development Program Field Guide.

Career Development Counselor Training (CALEA 33.8.1)

All supervisors and counselors assigned to conduct career development activities will receive documented orientation training in:

- General counseling techniques
- Techniques for assessing Skills, Knowledge and Abilities
- Salary, benefits and training opportunities of the Virginia Beach Police Department

- Educational opportunities and Incentive Programs
- Awareness of the cultural background of ethnic groups in the program
- Record-keeping techniques
- Career Development Programs of other jurisdictions
- Availability of outside resources