

**DIRECTIVE 33.8
CAREER DEVELOPMENT AND EDUCATION**

Issue Date: 06/08/2020	By Order of Chief of Police
Rescinds: (Issue 12/20/2019)	CALEA Standards
Pages: 3	Referenced: 33.8.1; 33.8.2 & 33.8.3

This directive consists of the following sections:

- [33.8.1 Training for Career Development Personnel Training](#)**
- [33.8.2 Skill Development Training Upon Promotion](#)**
- [33.8.3 Career Development Program](#)**
- [33.8.4 Educational Incentives](#)**

POLICY AND PROCEDURE:

The ability of the Miami Township Police Department 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 department to provide, to the degree possible, counseling, training and professional development opportunities and assistance to members in choosing, preparing, entering and progressing in department job assignment and job specialties, as well as individual professional growth opportunities that will promote production, efficiency and effectiveness in job performance and improve overall level of job satisfaction.

[33.8.1 Training for Career Development Personnel Training](#)

Personnel who provide career development counseling shall undergo training that will provide increased knowledge and skills to conduct career development activities. This shall occur through advanced training and/or during the supervisor's review of the Performance Evaluation Directive and their demonstration of adequate performance to conduct employee professional development and performance plan assessments. This training may include:

- General Counseling Techniques;
- Techniques for Assessing Skills, Knowledge and Abilities;
- Salary & Benefits;
- Training Opportunities;
- Educational Opportunities and Incentives;
- Record Keeping Activities;
- Career Development Programs of Other Jurisdictions.

33.8.2 Skill Development Training Upon Promotion

Personnel who are promoted may require additional skills to perform the necessary functions of their position. The department shall provide promoted personnel the requisite training necessary for performing the functions of their position. This training shall be provided as soon as possible following promotion.

33.8.3 Career Development Program

Miami Township assists employees in planning their career paths through the utilization of formal schooling opportunities and law enforcement related training courses to improve their skills, knowledge and abilities.

The Miami Township Police Department has developed and maintains a list of recommended training, education and developmental courses for sworn personnel. This five-year career development program begins upon the completion of the field training program.

Year 1

- Testifying in Court
- Crisis Intervention Training (CIT)
- Intoxilyzer 5000

Year 2

- Advanced Roadside Impaired Driving Enforcement (ARIDE)
- Basic Crash Investigation
- Firearms, Arrest and Self-Defense Tactics (FAST)

Year 3

- Basic Crime Scene
- Criminal Investigations

Year 4

- Interview & Interrogation
- Counter Ambush

Year 5

- Traffic Crash Investigation Level II

33.8.4 Educational Incentives

The employer and employees recognize the benefits of continued education and training for professional growth and development. Employees are encouraged by the department to pursue their knowledge and participate in their formal education efforts.

Tuition and educational incentives to Bargaining Unit Members are provided by the department in accordance with the Collective Bargaining Agreements, Article 35. Tuition assistance to employees not covered under a Collective Bargaining Agreement is provided by the department in accordance with the Miami Township Policies & Procedure Manual, Section V. Sections 5.6 & 5.7.

Command officers may exercise discretion in permitting regular schedules to be realigned to allow employees pursuing academic study the ability to do so. Schedule changes will not be detrimental to the operation of the department.

Miami Township personnel in the sworn rank of Lieutenant and above should possess, at a minimum, a Bachelor degree from an accredited college or university. The degree shall be in criminal justice, law enforcement, public administration or a closely related field as determined by the Chief of Police.