

	HARRISONBURG POLICE DEPARTMENT General Orders	Policy Number: 212
	Chapter: Organization, Management, and Administration	Total Pages: 2
	Section: Professional Development	Issue Date: 06/01/2023
	Issued By: Kelley Warner, Chief of Police	Effective Date: 06/01/2023
	Replaces: All General Orders Previously Issued Relative to Subject	
VALEAC Standards:		

A. POLICY AND PURPOSE

The Professional Development Program is designed to foster the improvement of personal skills, knowledge, and abilities of all personnel, to highlight specific opportunities for individual growth and development, and to improve overall levels of individual job performance and satisfaction.

The Professional Development Program represents a practical and cost-effective means of improving morale and productivity of every member in the Department.

It is the policy of the Harrisonburg Police Department to ensure the department retains highly motivated employees who understand their role in the organization, as well as appreciate the inherent limitations placed on advancement within the Department.

B. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

C. PROCEDURE

- a. Professional Development Personnel Training
 1. Management and supervisory training
 - a. The Chief of Police, or his/her designee, is responsible to conduct management and supervisory training.

1. To accomplish this training the Chief of Police, or his/her designee, will utilize in-house training, professional training programs, and staff meeting workshops.
2. Professional development training may include, but it not limited to:
 - a. Counseling techniques
 - b. Assessing skills, knowledge, and abilities
 - c. Providing awareness of cultural background of ethnic groups
 - d. Identifying the availability of outside resources
3. Professional training programs may include, but are not limited to:
 - a. FBI National Academy
 - b. Southern Police Institute (SPI)
 - c. Northwestern School of Police Staff and Command (NWSPSC)
 - d. Other Police Executive Command Training
- b. The Administrative Division will maintain a training matrix for each supervisor to track established, formal leadership training.
2. Officer Development Training
 - a. Bureau Commanders will ensure that on a biennial basis, each officer/staff member will review their *Professional Development Interview (PDI)* Form ([299-Professional Development Plan](#)) with their immediate supervisory team.
 - b. The PDI will be utilized to guide the officer in their career path at HPD by:
 1. Establishing career goals
 2. Setting a career plan of action
 3. Documenting training requests
 4. Tracking education achievements
 5. Tracking certifications