	Winchester City Sheriff's Office Manual of General Orders Personnel 205	Effective Date: May 1, 2014 Accreditation Standards: PER .05.01 PER .05.02 PER .05.03
		Original Policy: May 1, 2014 Last Review Date: May 1, 2020 Next Review Date: May 1, 2023
Subject: Career Development		By Authority of: <hr/> Les R Taylor, Sheriff

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
11-22-16	IV A-3 d	Removed, "the preceding year."	EAS	LRT
11-22-16	IV A-3 b	Added, "Sheriff".	EAS	LRT
08-03-17	IV A 5a	Added, "K9 Handler and Radar/Speed Measurement Instructor"	EAS	LRT
01-11-18	IV A 5d2	Removed, ". one must be that of an FTO".	EAS	LRT
06-11-18	III B	Changed "B. Career Development Program Review Board shall consist of one Lieutenant, one Sergeant and two Deputy III and shall be responsible for the review and approval of all career development applications' to "B. Career Development Program Review Board shall consist of one Sergeant and two Deputy III positions that shall be responsible for the review and approval of all career development applications".	EAS	LRT
06-11-18	IV A 6 b	Removed "Lieutenant"	EAS	LRT
06-11-18	IV B 3 a	Removed "Lieutenant"	EAS	LRT
06-11-18	IV C 10 c	Changed, "Lieutenant" to "Sergeant"	EAS	LRT
06-11-18	IV C 1 a	Added, "or another accredited agency"	EAS	LRT
06-11-18	IV C 1 b	Added, "(Note: If using prior experience from another office, proofs must be included from that department, such as evaluations, attendance, etc.)"	EAS	LRT
11-30-18	III B	Added, "or Master Deputy"	EAS	LRT
11-30-18	IV 6 a B	Added, "or Master Deputies"	EAS	LRT

I. PURPOSE

The purpose of this policy is to establish a program of career development for deputies, thereby allowing for career development outside of the supervisory rank structure.

II. POLICY

It is the policy of the Winchester City Sheriff's Office to allow all eligible full-time sworn non-supervisory deputies the opportunity to apply for participation in the Sheriff's Office Career Advancement and Development Program.

III. DEVELOPMENT

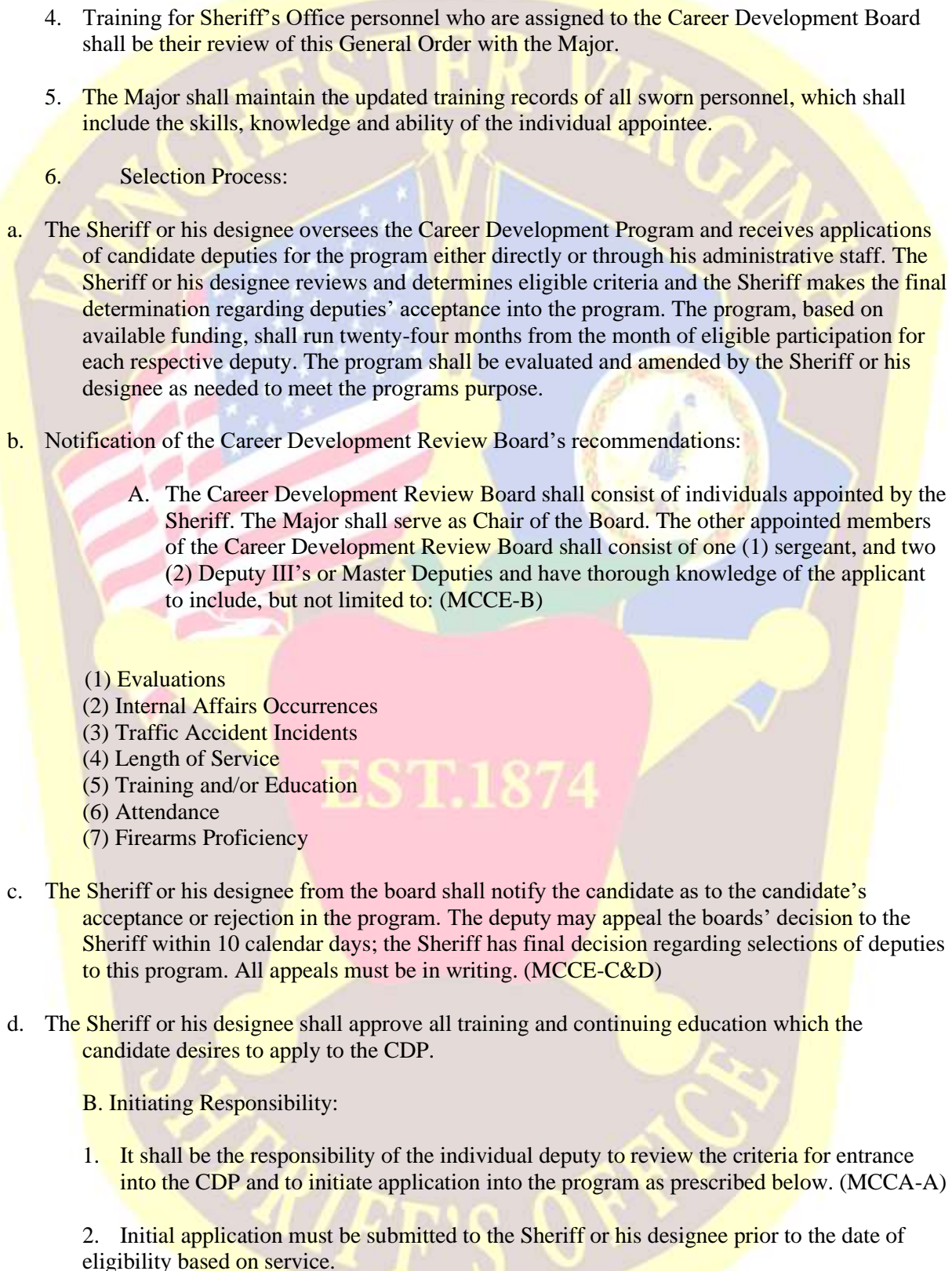
- A. Career Development Program is a voluntary Sheriff's Office program established to identify non-supervisory deputies for consideration of advancement and recognition to higher levels. This program's two non-supervisory levels of achievement permit advancement through established criteria that recognize specialized skills, knowledge, and abilities. Refer to the Career Advancement and Development Manual for specific requirements and conditions.
- B. Career Development Program Review Board shall consist of one Sergeant and two Deputy III or Master Deputy Positions that shall be responsible for the review and approval of all career development applications. The Career Development Review Board shall make recommendations to the Sheriff on applications to the Career Development Program. The Career Development Review Board shall also conduct an annual status review of deputies who have previously been accepted into the Career Development Program. If a deputy fails to continue to meet the requirements for their status, the Career Development Board shall make a recommendation to the Sheriff requesting the deputy's status be reduced. Decisions made by the Sheriff are final. The Major shall be an ex-officio member and shall vote only in the event of a tie vote.

IV. PROCEDURE

A. Career Development Program

1. Program Coordinator

- a. The Major shall coordinate the Winchester City Sheriff's Office Career Development Program.
- b. The Career Development Program coordinator shall be responsible for:
 - (1) Performing the initial application review.
 - (2) Establishing the Career Development Review Board, when necessary.
 - (3) Annually evaluating the Career Development Program Manual and revising the program as required.
- 2. Philosophy of the Career Development Program The program's philosophy is to allow advancement opportunities through training and education, on-the-job work experiences and financial incentives.
- 3. Career Development Eligibility/Memorandum
 - a. Only non-supervisory/non-probationary deputies are eligible for the Career Development Program
 - b. Application to the Career Development Program will be made in memorandum form to the deputy's immediate supervisor and Sheriff. The supervisor shall review the memorandum and then make a recommendation to the board.
 - c. Career Development memorandums shall be completed and turned into the program coordinator.
 - d. Deputies wishing to advance from January 1-June 30 will submit their memorandum by December 1 the preceding year. Deputies wishing to advance from July 1-December 31 will submit their memorandum by June 1.

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4. Training for Sheriff's Office personnel who are assigned to the Career Development Board shall be their review of this General Order with the Major.
 5. The Major shall maintain the updated training records of all sworn personnel, which shall include the skills, knowledge and ability of the individual appointee.
 6. Selection Process:
 - a. The Sheriff or his designee oversees the Career Development Program and receives applications of candidate deputies for the program either directly or through his administrative staff. The Sheriff or his designee reviews and determines eligible criteria and the Sheriff makes the final determination regarding deputies' acceptance into the program. The program, based on available funding, shall run twenty-four months from the month of eligible participation for each respective deputy. The program shall be evaluated and amended by the Sheriff or his designee as needed to meet the programs purpose.
 - b. Notification of the Career Development Review Board's recommendations:
 - A. The Career Development Review Board shall consist of individuals appointed by the Sheriff. The Major shall serve as Chair of the Board. The other appointed members of the Career Development Review Board shall consist of one (1) sergeant, and two (2) Deputy III's or Master Deputies and have thorough knowledge of the applicant to include, but not limited to: (MCCE-B)
 - (1) Evaluations
 - (2) Internal Affairs Occurrences
 - (3) Traffic Accident Incidents
 - (4) Length of Service
 - (5) Training and/or Education
 - (6) Attendance
 - (7) Firearms Proficiency
 - c. The Sheriff or his designee from the board shall notify the candidate as to the candidate's acceptance or rejection in the program. The deputy may appeal the boards' decision to the Sheriff within 10 calendar days; the Sheriff has final decision regarding selections of deputies to this program. All appeals must be in writing. (MCCE-C&D)
 - d. The Sheriff or his designee shall approve all training and continuing education which the candidate desires to apply to the CDP.
 - B. Initiating Responsibility:
 1. It shall be the responsibility of the individual deputy to review the criteria for entrance into the CDP and to initiate application into the program as prescribed below. (MCCA-A)
 2. Initial application must be submitted to the Sheriff or his designee prior to the date of eligibility based on service.

3. It shall be the responsibility of the candidate to include with the application all material that supports his or her eligibility.

a. Paperwork to be included with the candidate's application:

1- Proof that the training was completed, i.e.; certificate, PIC form, etc..

2- Career Development Firearms Qualification form signed and dated by range Officer or designee.

3- Letters of Recommendation from supervising Sergeant.

C. Eligibility Criteria:

1. Length of Service:

a. The minimum length of full-time service necessary in order to be considered for selection into the program shall be as follows. (MCCE-E) (Service years MUST be with the Winchester City Sheriff's Office or another accredited agency)

Deputy I- Entry level.

Deputy II- 2 years as Deputy I and off of probationary status.

Deputy III- 2 years as Deputy II.

Master Deputy- 2 years as Deputy III.

b. Employment must be continuous without a break in service.

2. Job Performance: (Note: If using prior experience from another office, proofs must be included from that department, such as evaluations, attendance, etc.)

a. Overall job performance shall be used as criteria for the selection process. Candidates for the CDP must personify exemplary commitment and dedication to their job assignment and serve as a model to other agency employees.

b. The deputy candidate shall only be eligible for the CDP, if his/her last two employee evaluations have been "Above Average". (Above average is 3.1 or higher) (MCCE-F)

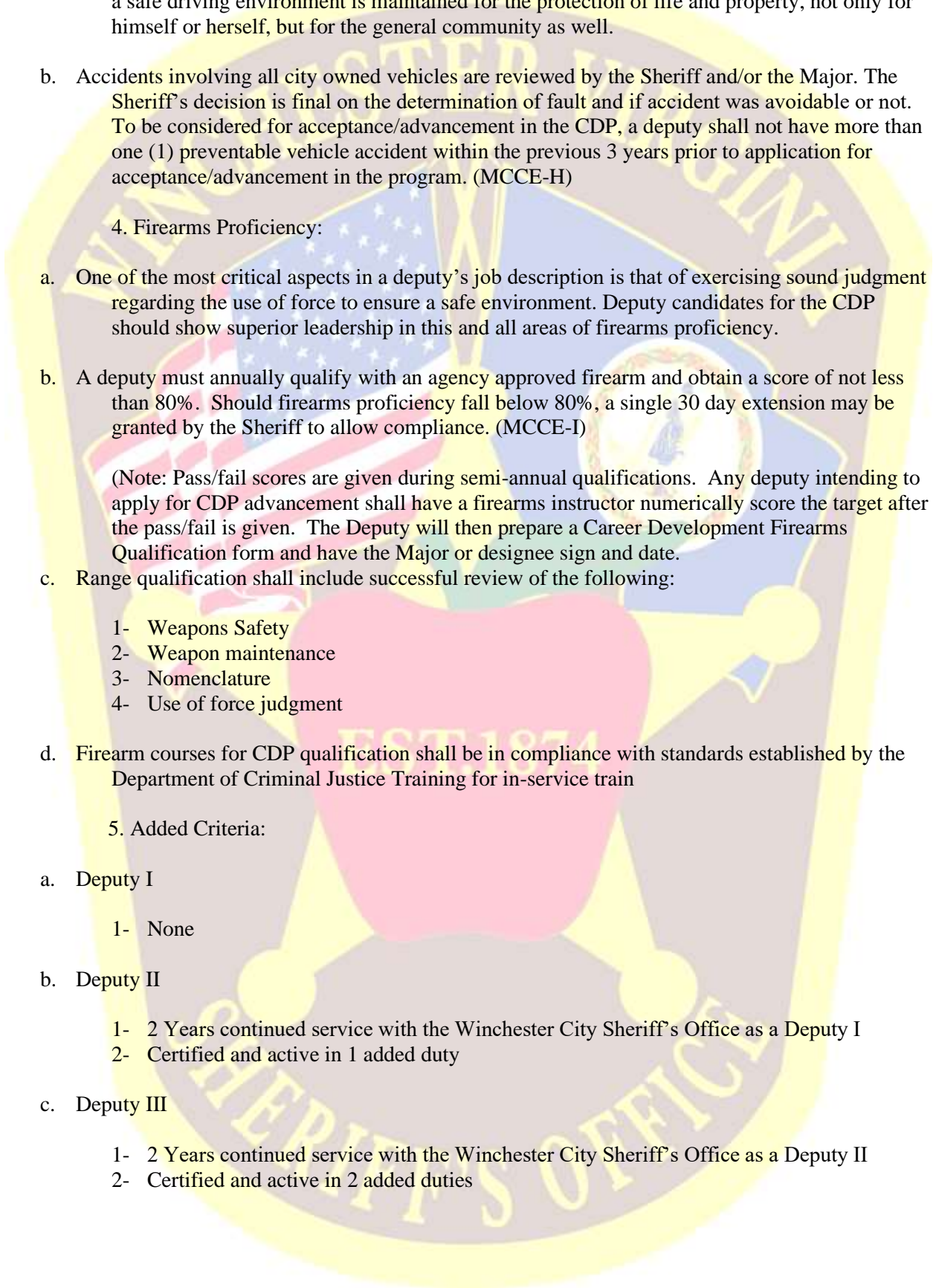
c. All cases assigned to the Deputy Candidate must be current and up-to-date.

d. The deputy candidate shall have no more than one (1) written reprimand or one (1) serious disciplinary action in the preceding 2 years prior to application for the CDP. (MCCE-G)

1- For the purposes of this directive, a written reprimand is documentation by a supervisor concerning a deputy's failure to perform his or her duties properly or in a timely fashion.

2- For the purposes of this directive, a serious disciplinary action is defined as one that results in suspension or loss of accrued time for violating departmental policy, rules, or regulations.

3. Vehicle accidents:

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- a. Any employee which operates a patrol vehicle or other assigned vehicle is required to ensure that a safe driving environment is maintained for the protection of life and property, not only for himself or herself, but for the general community as well.
 - b. Accidents involving all city owned vehicles are reviewed by the Sheriff and/or the Major. The Sheriff's decision is final on the determination of fault and if accident was avoidable or not. To be considered for acceptance/advancement in the CDP, a deputy shall not have more than one (1) preventable vehicle accident within the previous 3 years prior to application for acceptance/advancement in the program. (MCCE-H)

4. Firearms Proficiency:

- a. One of the most critical aspects in a deputy's job description is that of exercising sound judgment regarding the use of force to ensure a safe environment. Deputy candidates for the CDP should show superior leadership in this and all areas of firearms proficiency.
- b. A deputy must annually qualify with an agency approved firearm and obtain a score of not less than 80%. Should firearms proficiency fall below 80%, a single 30 day extension may be granted by the Sheriff to allow compliance. (MCCE-I)

(Note: Pass/fail scores are given during semi-annual qualifications. Any deputy intending to apply for CDP advancement shall have a firearms instructor numerically score the target after the pass/fail is given. The Deputy will then prepare a Career Development Firearms Qualification form and have the Major or designee sign and date.

- c. Range qualification shall include successful review of the following:
 - 1- Weapons Safety
 - 2- Weapon maintenance
 - 3- Nomenclature
 - 4- Use of force judgment
- d. Firearm courses for CDP qualification shall be in compliance with standards established by the Department of Criminal Justice Training for in-service train

5. Added Criteria:

- a. Deputy I
 - 1- None
- b. Deputy II
 - 1- 2 Years continued service with the Winchester City Sheriff's Office as a Deputy I
 - 2- Certified and active in 1 added duty
- c. Deputy III
 - 1- 2 Years continued service with the Winchester City Sheriff's Office as a Deputy II
 - 2- Certified and active in 2 added duties

d. Master Deputy

- 1- 2 Years continued service with the Winchester City Sheriff's Office as a Deputy III
- 2- Certified and active in 2 added duties
- 3- 40 hours of added job related training or a 3 credit hours course provided by an institution of higher learning

5a. Added Duties/instructor listing;

- 1- FTO
- 2- Breathalyzer Operator
- 3- General Instructor
- 4- Firearms Instructor
- 5- Driver Training Instructor
- 6- Defensive Tactics Instructor
- 7- DUI Instructor
- 8- Crisis Negotiator
- 9- SRT
- 10- Bike Patrol
- 11- Accreditation
- 12- Neighborhood Watch
- 13- Winchester City Sheriff's Office Cadet Program
- 14- K9 Handler
- 15- Radar/Speed Measurement Instructor
- 16- Any other job related program approved by the Sheriff

6. Training and/or Education; (Master Deputies Only) (MCCE-J)

- a. Fulfillment of the training/education criteria can be accomplished in one of two ways, through traditional police training or college courses.

b. Methods of Fulfilling Training / Education Requirement

1- A candidate must complete a minimum of 40 hours of job-related specialized training every two years that is not mandated by policy, regulations or law, in addition to the mandated 40 hour in-service training required by DCJS. Training for the purpose of this directive shall be defined as any job-related training acquired specifically to enhance police skills.

(a) Training courses must be approved by the Sheriff or his designee and designated to enhance the deputy's career beyond the minimum training requirements.

OR

2- Complete at least one college course consisting of at least three credit hours, offered by an institution of higher learning, for which a grade is awarded, every two years.

- a. A minimum grade of "C" must be obtained to qualify the course to be applied to the MDP requirements.
- b. The college or university must be accredited by the State Council of Higher Education or a like agency in other states.
- c. The candidate must provide copies of official transcripts for any course claimed.

7. Attendance

- a. A candidate must have an IDA and PTO leave usage rate no greater than the average usage rate in the department. (MCCE-K)
 - 1- Computation of IDA leave usage shall be on a calendar year basis commencing on January 1st and concluding on December 31st.
 - 2- Instances of legitimate hospitalization, injuries, or illness shall not be cause for exclusion from the CDP.
 - 3- Immediate family IDA leave and personal IDA leave are considered one in the same for the purposes of this order.

8. Compensation

- a. Compensation for participation in the CDP shall be determined by the Sheriff. An increase in pay may be applicable as funding permits.
- b. Upon removal from the CDP, the deputy shall forfeit all pay/step increases that may have been given to him/her as related to this program. However, a deputy will not be removed from the program solely as a result in the total number of eligible grade 8 compensation board reimbursed positions in the office. (MCCE-O)

9. Removal from the Career Development Program: (MCCE-L)

- a. Deputies appointed to the program may be removed at any time should they fail to maintain compliance with all minimum performance criteria. Upon removal from the program, compensation will be reduced to pre-program levels if there was an increase in pay. Deputies may not reapply for a period of one year from the date of removal.
- b. It shall be the responsibility of the Deputy's immediate supervisor to monitor compliance with established criteria.
- c. Should the immediate supervisor determine that the individual is in jeopardy of becoming non-compliant with the criteria, the supervisor shall provide advice and counsel to help prevent falling below the minimum requirements.
- d. Should the supervisor determine the employee is not in compliance, the employee shall be placed on notice of a 30 day special evaluation, unless circumstances warrant immediate suspension or removal from the CDP. A recommendation for immediate suspension or removal requires notification of the Sheriff as soon as possible.
- e. The immediate supervisor will notify the employee in writing of the deficiencies and required actions to meet minimum standards.
- f. Upon completion of the special evaluation, a memorandum will be prepared by the immediate supervisor outlining the issues and all actions taken as well as a recommendation for continuance or removal from the program. The memorandum will be discussed with the employee and forwarded to the chairman of the Career Development Review Board.

- g. The Board Chairman will review the recommendations and either affirm or deny. The employee may appeal the recommendation within five calendar days.
- h. The Sheriff's decision regarding removal will be final.

10. Other Compliance and definitions

- a. Per State Compensation Board directive, any deputy selected for the CDP shall not have his status revoked solely as a result of a reduction in the total number of eligible grade eight Compensation Board reimbursed positions in the office.
- b. The Career Development Program is available to all Winchester City Sheriff's Office sworn employees regardless of race, religion, gender, national origin, political affiliation, or any federally or state protected class. (MCCE-M and N)
- c. It is the responsibility of the shift Sergeant to notify the Sheriff of any deputy that falls below the minimum standard for their current level of career development.
- d. If funding becomes unavailable for the Career Development Program, the Sheriff may choose to suspend the process until funding is reinstated.
- e. Career Development applications will be considered in June and December of each year. Affirmed applicants will become effective in the following months, (July and January).
- f. A calendar day is defined as a Monday, Tuesday, Wednesday Thursday, or Friday. Holidays are not considered a calendar day.

11. Responsibilities of the Master Deputy

- 1. Participants in the MDP shall perform their regular duties within their work assignments as well as specialized functions/tasks. The following are examples of additional responsibilities of the Master Deputy:
 - a. Assist supervisors with administrative responsibilities such as record maintenance and development of reports as well as other specialized duties.
 - b. Provide guidance and direction to co-workers in the performance of their duties.
 - c. Provide instructional support when necessary and/or requested and be capable of leading small group presentations to the Office, schools, and civic groups.
 - d. Master Deputies must demonstrate maturity and professionalism as it pertains to relationships with their co-workers and demonstrate respect for their supervisors.
 - e. Master Deputies must be an ambassador for the office and hold the public and other personnel in highest regard.