POLICY/PURPOSE:
The Cedar Rapids Police Department (CRPD) recognizes that career development is essential to job satisfaction as well as to efficient, effective, and productive job performance. The department encourages employees to seek opportunities to develop their skills, knowledge, and abilities.

The purpose of this directive is to establish a Career Development Program in order to provide all employees an opportunity for individual growth and development at all levels of the department.

CAREER DEVELOPMENT PROCEDURE: [33.8.3]
Objectives of career development include, but are not limited to the following:
- Providing an opportunity for all employees to develop their careers.
- Providing an opportunity for each employee to acquire new skills, which may enhance their abilities to provide police service to the community.
- Ensuring that all employees complete mandated in-service training in a timely manner.
- Providing career developmental counseling and guidance to each employee in conjunction with the performance appraisal process.
- Providing employees who possess certification in particular skill areas with opportunities to renew their certification and/or increase their skills.

CAREER COUNSELING PROCEDURE:
Career counseling is a vital component of the Career Development Program. In addition, counseling is an integral part of employee appraisal, and the process of setting and achieving both departmental and individual goals and objectives.

Supervisors, in counseling sessions, should identify individual employee strengths and weaknesses and assist the employee in developing a plan for self-improvement. A timetable for performing key activities should be established. The appraisal form will be used for this process with comments being made as to attainment of mutually agreed upon objectives.

TRAINING FOR NEWLY PROMOTED (SERGEANT MENTORING PROGRAM):
Management and supervisory training are an important element of career development and a factor in enhancing a member’s overall potential for upward mobility. To attain this goal, all newly promoted supervisors will attend the City’s Human Resources Department Leadership Development Program training. Newly appointed sergeants will be given materials that they must complete within their first year following their appointment. [33.8.2]