



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1250
TOPIC: CAREER DEVELOPMENT
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REFERENCE:

I. POLICY

The Lincoln Police Department maintains a career development program to foster the improvement of employees' skills, knowledge, and abilities, and to enhance job satisfaction and job performance. The department seeks to extend opportunities to employees for personal and professional growth through education, training, and experience.

II. PROCEDURE(33.8.1, 33.8.3)

A. Career Development Components

1. The commanding officer of the Education and Personnel Unit is responsible for administering the career development program.
2. The career development program consists of three elements:
 - a. Career counseling to assist employees in identifying and planning for career goals;
 - b. Continuing training and education programs to develop the knowledge, ability, and skills necessary for career growth;
 - c. A position assignment process, to provide opportunities for broadening employees' job experience.

B. Career Counseling

1. Supervisors will conduct career counseling for subordinates as part of the performance evaluation in order to:
 - a. Help the employee clarify career goals;
 - b. Assist in identifying plans for achieving career goals;
 - c. Identify opportunities for development that may be available to the employee.
2. Career counseling will include a review of:
 - a. The employee's career goals and plans for self-development;
 - b. The employee's training, education, and experience;

c. Available training and assignments which may assist the employee in achieving his or her career goals.

3. Supervisory personnel shall be provided with training and resources necessary to fulfill their career development counseling responsibilities.
4. The department will provide appropriate training to supervisors on career counseling.

C. Training and Education

1. The career development program seeks to maintain and develop the knowledge, skill, and abilities of employees through:
 - a. A regular curriculum of in-service training;
 - b. Access to outside training opportunities;
 - c. Training to prepare employees for the duties of specialized assignments, including promotion to supervisory or managerial positions.(33.6.1, 33.8.2)
2. Training will be made available on an equitable basis, with consideration of both department needs and employee goals.
3. Further information is contained in General Order 1310, "Continuing Training."
4. The department encourages employees to obtain a minimum of a bachelor's degree from an accredited institution and will strive, within the constraints of staffing requirements, to provide flexibility in work schedules for those pursuing a degree.(22.1.3)

D. Position Assignment (11.5.1)

1. Position Openings
 - a. The department will fill openings in specialized units with consideration for the interest expressed by current employees.
 - b. The chief's office shall inform employees of position openings by e-mail. The posting shall contain:
 - (1) Description of position, duties, and work schedule;

- (2) Minimum qualifications for position;
 - (3) Application procedures and last date for application;
 - (4) Selection criteria or process, if applicable.
 - c. The department will comply with all requirements of labor agreements in filling vacant positions.
 - d. The chief of police retains the fundamental management right to assign personnel.
2. Rotated Positions(11.5.1)
- a. In order to provide opportunities for experience to a larger number of personnel, and to improve the overall knowledge, skill, and ability of officers, the department will rotate specialized assignments for non-supervisory police officers in the following assignments, except designated positions:
 - (1) Family Crimes Unit;
 - (2) Criminal Investigations;
 - (3) Narcotics Unit;
 - (4) Education and Personnel Unit;
 - (5) Management Services;
 - (6) School resource officers.
 - b. Assignments in rotated positions are for three years from the date of assignment. With approval from the chief of police, a unit commanding officer may extend an assignment for up to one year if necessary to balance experience or to complete an on-going investigation.
 - c. The following specialized assignments for police officers are not subject to mandatory rotation due to an overriding requirement for continuity, development of professional expertise through years of experience, or need to qualify as an expert witness for the department:
 - (1) Investigator positions designated as non-rotated;
 - (2) K-9 officer, during the career of his or her assigned K-9.
 - (3) Public Information Officer
3. Filling Rotated Positions (11.5.1)
- a. Openings for rotated positions will be posted in October and the selection of officers completed in November.
 - b. Assignments will take effect in January of the following year.
 - c. Eligibility
 - (1) Officers seeking assignment to a rotated position must have four years service as a Lincoln police officer at the time of the assignment.
 - (2) Officers presently serving in a rotated position may not apply for any other rotated assignment.
- (3) Upon leaving a rotated assignment, officers may not apply for another rotated position for one year.
4. Exceptions(11.5.1)
- a. Under the following circumstances exceptions may be made to the eligibility criteria for rotated positions:
 - (1) No other qualified officers apply for a given position;
 - (2) An officer with less than four years service is needed for an undercover assignment;
 - (3) A temporary appointment is necessary in an emergency or in special circumstances.
 - b. Any exceptions must be approved by the chief of police.
5. Bicycle Patrol (11.5.1)
- a. The Center Team will annually post department-wide for all bike patrol positions prior to the bid. Assignments will begin in January of the following year.
6. Traffic Safety Unit (11.5.1)
- a. Assignments to the Traffic Safety Unit are for either one or two years, depending on the criteria in the specific posting, with the opportunity to reapply for the positions.
 - b. Officers applying for assignment in the Traffic Safety Unit must have one year of initial street duty.
7. Officers rotating from a specialized position will bid for their assignments in the Operations Division during the annual bid.