

# North Port Police Department



## Professional Development Program

Revised: September 30, 2019

Professional Standards Division  
Training Section

Approved by: \_\_\_\_\_

Chief Todd R. Garrison

Date: \_\_\_\_\_

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## WHAT IS PROFESSIONAL DEVELOPMENT

The Professional Development Program provides career guidance, recognition of accomplishments, and financial incentives for members of the Southwest Florida Police Benevolent Association at the North Port Police Department (NPPD). The Professional Development Program provides guidance for members who want to **go above and beyond** their minimum requirements of their jobs and who wish to be recognized and rewarded for their extra efforts. Furthermore, this program is designed to provide each member with the opportunity to accelerate their progress through the pay scale by achieving larger raises.

The focus areas of the Professional Development Program are Training, Professional Achievement, Community Relations and Community Service. Each of these focus groups allow the members to earn credits towards the Program Incentive Levels. The Program Incentive Levels shall be awarded each year on, or made retroactive to, October 1st as outlined below.

### Program Incentive Levels

There are three incentive levels in the Professional Development Program:

- Meeting Expectations/ Level I
- Exceeding Expectations/ Level II
- Exceptional/Level III

In order to advance through the three incentive levels of Professional Development, the member must earn a minimum number of credits in the areas of Training, Professional Achievement, Community Relations, and Community Service. Credits are granted for involvement in activities and achievements that are considered going **“above and beyond”** the requirements of a member's current job assignment. These achievements will be presented to the Professional Development Review Committee who will review and vote on admissibility.

## VOLUNTARY PARTICIPATION

The NPPD Professional Development Program is voluntary and is limited to only members of the Southwest Florida Police Benevolent Association, Inc. (PBA). The member chooses whether to participate and how far they wish to advance in the program.

Since participation in the Professional Development Program is voluntary, the member is responsible for documenting and recording all his/her activities for credit in his/her own Professional Development File. Activities will not be recorded automatically.

## GETTING STARTED

A member who wishes to participate in the Professional Development Program should meet with their immediate supervisor. The supervisor will assist the member with the set-up of their Professional Development File and will discuss the levels of Program Incentive, Categories of Achievement, and the member's plan to achieve the level desired. Each member is responsible for their own Professional Development File.

All members are encouraged to start participating in activities early in the year as it relates to their evaluation date. Once the member completes the Field Training Program, and Department of Health (Telecommunication) certification they may begin to participate and record activities for credit.

The member will record activities for credit by completing an Activity Summary Sheet for each activity they complete and signed by their immediate supervisor. All activities must be verified and recorded within the evaluation period of October 1<sup>st</sup> through September 30<sup>th</sup>. There are no carryover credits to the next plan year, except as provided below or as provided in the Professional Development Program, or as may be agreed by the City and the PBA.

Members who have obtained the maximum of 480 hours of advanced incentive course recognized by the Florida Department of Law Enforcement (FDLE) or who hold an associate, bachelor's, or master's degree will receive points each year for these achievements. Members are eligible for these categories regardless of when achieved.

The Professional Development Program is designed to allow the members to work steadily and consistently in the program. The Professional Development Program allows credit for activities completed while employed by the North Port Police Department only, except as specifically noted above regarding recurring credits for previously obtained Florida salary incentive classes while employed as a Law Enforcement Officer in the State of Florida. Certain achievements may qualify under multiple categories, one submission cannot be used for multiple categories in an evaluation year.

The Professional Development Program Review Committee will provide guidance on whether an activity will count as a credit.

## PROGRAM INCENTIVE LEVELS FOR PROFESSIONAL DEVELOPMENT

### **Meeting Expectations /Level I Member**

- Meets Expectations on annual evaluation (at least a 3.00)

### **Exceeding Expectations/ Level II Member**

- Earn a minimum of 20 credits from the categories of achievement for Sworn Members
- Earn a minimum of 15 credits from the categories of achievement for Civilian members.
- Exceeding Expectations on annual evaluations (at least 3.50)
- Remain in good standing for 12 months (see below)

### **Exceptional/ Level III Member**

- Earn a minimum of 30 credits, from the categories of achievement for sworn members
- Earn a minimum of 25 credits from the categories of achievement for civilian members.
- At least 5 credits shall be from the Physical Agility Test for sworn members.
- 5 credits shall be from the Critical testing for civilian members.
- At least 3 credits shall be from Educations/Continuing Education Achievement.
- Exemplary on annual evaluation (4.00 or higher)
- Remain in good standing for 12 months (see below)

### **Program Benefits for Members who are at maximum salary**

Members who are "topped out" within their pay scale, may still participate in the Professional Development Program **ONLY** under the Level II & III categories. If the member qualifies, they will receive a lump sum attached to the qualifying level of performance.

### **Program Benefits for Members who are in year one of employment**

Members who are in their first year of employment may participate in the Professional Development Program. Once the member completes the Field Training Program, and Department of Health (Telecommunication) they may begin to participate and record activities for credit. If the member qualifies, they will receive a prorated increase based on level achieved on their hire date.

## **GOOD STANDING**

The one consistent requirement for participating in the Professional Development Program Incentive Levels is that the member must remain in good standing. If a member falls out of good standing, they will be ineligible for a Level II or Level III raise for that year's evaluation period.

### **A member will fall out of good standing for the following reasons:**

1. More than three sustained disciplines within 12 consecutive months and/or more than 32 hours of suspension within 12 consecutive months will cause the member to be ineligible for Levels II & III of the Professional Development Program; or
2. An overall evaluation grade less than "3.00" indicating the member "needs improvement". The member will be ineligible for any Level raise.

## CATEGORIES OF ACHIEVEMENT

The Professional Development Program is designed to allow a member to work consistently throughout the year to earn credits in the following categories: **Training, Professional Achievement, Community Relations, and Community Service.**

### TRAINING

Most of the training a member goes through will count for Program Incentive credit. All training courses that qualify for salary incentive or mandatory retraining and training for Special Teams will count. **Block training, mandatory department training for sworn officers, and department training that is part of a member's current assignment cannot be used for Training Credits.**

#### Training

Credits:	1
Maximum Credits:	4
Awarded for:	Sworn members - Non-Incentive courses with cumulative hours for every 40 hours of successful completion in training course (certificate of completion required) PST- Non-Incentive courses with cumulative hours for every 20 hours of successful completion in training courses (certification of competition required)
Credits:	2
Maximum Credits:	6
Awarded For:	Successful completion of 40 hours training of approved salary incentive or advance courses.
Credits:	2
Maximum Credits:	2
Awarded For:	Successful completion of Field Training Program (new hires only).
Credits:	3
Awarded For:	Obtaining maximum credits of 480 hours in salary incentive advanced courses. (Once achieved, a member is eligible to receive points each year.)

#### Leadership

Credits:	3
Maximum Credits:	6
Awarded for:	For the completion of a Leadership Development course. Minimum hours per course is 32 hours. Hours can be obtained cumulative up to 32 hours. (Certificate of completion is required).
Credits:	3
Awarded For:	(Once achieved, a member is eligible to receive points each year.

## PROFESSIONAL ACHIEVEMENT

### Longevity

Credits: 1  
Maximum Credits 5  
Awarded for: 1 credit per 3 years of continuous service within the NPPD.

### Officer In Charge

Credits: 3  
Awarded for: Successful completion of the required testing process and subsequent appointment as an Officer In Charge (OIC). These credits will recur each year.

### Acting Manager (civilian)

Credits: 1  
Maximum Credits: 4  
Awarded for: For every 8-hour full shift coverage as Acting Manager for Telecommunications.

### Acting Commander

Credits: 1  
Maximum Credits: 4  
Awarded for: For each full shift as Acting Commander. A shift shall be classified per CBA.

### Field Training Member

Credits: 3  
Awarded for: Successful completion of the required selection process and subsequent appointment as a Field Training Officer or Telecommunications Training Officer. These credits will recur each year.

### Perfect Attendance

Credits: 1  
Maximum Credits 4  
Awarded for: Awarded to those members who have not used sick. (one credit per quarter) Members on approved FMLA status will be eligible to receive credit. Use of personal leave shall not count against a member as use of sick leave.

**Accident-Free Driving:**

Credits: 3  
Awarded for: One year driving with no at fault accidents. Positions include: all marked vehicles, Patrol, Community Policing, Traffic, K9, Special Enforcement Team (SET), CID, SIU, School Resource Officer (SRO) and Training.

**Quality Assurance**

Credits: 3  
Awarded for: One year of satisfactory ratings for all Quality Assurance reviews. Two (2) reviews per month per member will be completed for a total of twenty-four (24) per year. (Members who receive any unsatisfactory rating(s) during the evaluation year will be ineligible to receive any credits. Civilian Members only.)

**Expert Shot:**

Credits: 2  
Awarded for: Department handgun qualifications with score of 92% or above.

Credits: 4  
Awarded for: Department handgun qualifications with a perfect score.

**Education/ Continuing Education:**

Credits: 3  
Awarded for: Enrollment in an Associate Degree Program, or possesses an Associate's Degree.

Credits: 4  
Awarded for: Enrollment in a Bachelor Degree Program, or possesses a Bachelor's Degree.

Credits: 5  
Awarded for: Enrollment in a Master Degree Program or possesses a Master's Degree.

**Note: Enrollment means at least one class per semester during evaluation year or four (4) courses in an evaluation year. All courses must receive a passing grade.**

**Special Teams:**

Credits: 2  
Maximum Credits: 4  
Awarded for: Team participation on any of the following: Special Response Team (SRT), Crisis Negotiation Team (CNT), Dive Team, Traffic Unit, Selective Enforcement Team (SET), Honor Guard, K9, Detectives,

## Appendix B

Training, Special Investigation Unit (SIU), Community Policing Officer (CPO), Florida Telecommunicators Emergency Response Task Force (TERT).

### **Departmental Committee:**

Credits: 1  
Awarded for: Serving actively on an approved departmental committee such as the awards committee or the patch committee.

### **Law Enforcement Instruction:**

Credits: 0.25  
Maximum Credits: 4  
Awarded for: Allotted for each block of instruction provided at squad level. (This includes Department of Health (DOH) topics towards 20 hours of continuing education for PST certification.)

Credits: 1  
Maximum Credits: 4  
Awarded for: Allotted for each block of **instruction only** (no preparation time included) to law enforcement personnel/Telecommunicators on law enforcement/Telecommunication related subjects at Criminal Justice Institutes, seminars, workshops, colleges, and recruit orientation training, etc.

Exclusions: **Members may not earn credit for instruction that is part of their regular job assignment.**

### **Administrative Projects:**

Credits: 2  
Maximum Credits: 6  
Awarded for: Initiation and/or participation in administrative projects that are pre-approved by the Division Commander may include developing procedures, manuals, policy proposals, or other procedure that benefits the efficiency of the NPPD to include the creation of presentations to the community and other community related events.

### **Special Skills:**

Credits: 1  
Maximum Credits: 4  
Awarded for: Use of a special skill for the NPPD's benefit. Approved skills include but are not limited to: police artist; bomb tech; video tech; polygrapher, foreign language interpreter (includes sign language), UAV pilot, or state-certified instructor in firearms, ASP baton, chemical weapons, defensive tactics, forensic interviewer, high liability instructor, etc. (Additional skills are subject to approval by the Professional Development Review Committee.)

**Physical Agilities Test: (See appendix C)**

Credits: 5  
Maximum Credits: 5  
Awarded for: Completing test within the allotted time. (Sworn Members Only)

Credits: 7  
Maximum Credits: 7  
Awarded for: Completing the test under 4 minutes. (Sworn Members Only)

**Criticall Test:**

Credits: 5  
Maximum Credits: 5  
Awarded for: Passing the Criticall test. (Civilian Members Only)

**Health and Wellness**

Credits: 1  
Maximum Credits: 4  
Awarded for: Participation in health and wellness programs/challenges sponsored the City, such as but not limited to hydration challenge, weight loss challenge, Lunch and Learn, or 5k/10k runs. (Civilian Members only)

## COMMUNITY RELATIONS

### Community Relations:

Credits: 2 Off-duty  
1 On-duty  
Maximum Credits: 8  
Awarded for: Participation in Departmental Community relations programs (some activities that are not law enforcement related may be done in an on/off-duty status for credit); includes but not limited to: participation with the Explorer Program, Torch Run for Special Olympics, Community Softball Games, Community Kick-Ball and Basketball, Community Birthday Parties, Shop With A Cop, Coffee With A Cop, Operation Santa Surprise, National Night Out, presentations or book readings at schools, serving kids on National School lunch week, or civic groups, blood bank volunteer, etc.

### Citizen Public Safety Academy:

Credits: 1  
Maximum Credits: 2  
Awarded for: Instructing or assisting in the Citizen Public Safety Academy.

**Credit is awarded only if the activity is outside the responsibilities of the members regular job assignment.**

### Neighborhood Watch:

Credits: 1  
Maximum Credits: 2  
Awarded for: Participation at the North Port Neighborhood Watch Association meetings; includes making presentations, counseling residents on crime prevention, answering questions, or demonstrating crime prevention measures.

**Credit is awarded only if the activity is outside the responsibilities of the members regular job assignment.**

## COMMUNITY SERVICE

### Community Service:

Credits: 1  
Maximum Credits: 4  
Awarded for: **Off-duty**, voluntary community service to an approved charitable/nonprofit/civic organization, or community related function. Some options for community service include the following: Girl Scouts and Boy Scouts, Habitat for Humanity, Relay for Life, or a coach for youth sports.

**Credit will not be rewarded if compensation in any form (comp time, paid time, free membership, tickets, etc.) is received.**

### Blood Donations

Credits: 2  
Maximum Credits: 4  
Awarded for: Participation in Blood Drives in the community.

**NOTE: IF A MEMBER PARTICIPATES IN ANY ACTIVITY THAT DEVIATES FROM THE LIST OF ACTIVITIES ABOVE, THE MEMBER MUST SEEK APPROVAL FROM THE PROFESSIONAL DEVELOPMENT PROGRAM COMMITTEE BEFORE RECORDING CREDIT.**

## GETTING THE CREDIT DESERVED

Participation in the Professional Development Program is entirely voluntary. Each member is responsible for maintaining their own Professional Development File. The member will record all activities and attach documentation. The member will review this file with their supervisor when the supervisor provides their annual evaluation. Once the supervisor reviews the file, the supervisor will submit the file to the Professional Standards Commander or designee for review. Once reviewed and validated, the file will be submitted to Human Resources through the chain of command with an attached Activity Summary Sheet illustrating the results of the Professional Development Program.

To obtain credit for participation in an activity for credit, the member must complete an **Activity Sheet** (Appendix D) providing detailed documentation or verification for each activity. Questions regarding certain activities can be submitted to the Professional Development Review Committee for approval. The Activity Summary Sheet and the Activity Sheet can be found in the "S" Drive under Professional Development.

### **Rules for completing the Activity Sheet:**

1. The member must complete the **Member Information** portion of the Activity Summary Sheet. This includes: Employee number, employee name, current assignment, submission date, and signature.
2. The member must complete the **Activity Information** portion of the Activity Summary Sheet. The activity dates, times, and hours spent must be filled out to receive full credit. It is important that the member marks whether the activity occurred while on or off duty even for volunteer activities as the two are scored differently.
3. If the activity was performed outside NPPD, such as volunteer work in the community or classes taken anywhere other than the Criminal Justice Institute, the section on Organization, Location, and Contacts must be completed.
4. The **Detailed Description of Activity** space must be filled out to provide additional information about the activity. The activity is whatever a member does for which they would like to receive credit. *Examples: Attended Radar Operator School, Served as FTO, Volunteered for Shop With A Cop, etc.* Additional information may be required if the activity varies from situation to situation such as Administrative Projects or making presentations to civic groups.
5. Any and all documentation confirming participation in any activity must be attached in order to receive credit. This could be a copy of a training certificate for a course taken, a thank-you letter for a presentation made, and so on. If paper documentation cannot be attached, then a supervisor who can verify participation must sign off at the bottom of the Activity Sheet.
6. When the Activity Sheet is complete, the member must include it in their Professional Development File for further review.

## THE PROFESSIONAL DEVELOPMENT PROGRAM REVIEW COMMITTEE

The Professional Development Program Review Committee (Committee) is composed of five members, which will be selected as follows: The management sworn members of NPPD will select two members. The PBA will select two members. These four members will then select the fifth member of the Committee. If the four members cannot come to an agreement on the candidate for the fifth member position on the Committee, a new candidate will be sought by the Committee. If a new candidate cannot be agreed upon, the Chief of Police and the PBA President will meet and agree upon the fifth member of the Committee.

Once all five members of the Committee are chosen, the Committee will choose a Committee Chair from among the five members by majority vote. Three of the five members of the Committee must be present at any meeting to constitute a voting quorum. The term of membership on the Committee is two years and reappointments are permitted, unless otherwise agreed by the PBA and the City.

The Committee will provide clarification on issues brought up by Division Commanders or participating members and will recommend modifications of the Professional Development Program to the PBA and Chief of Police. The Committee does not have authority to modify or make significant changes in the Professional Development Program requirements; however, the Committee may recommend to the City and the PBA that modifications or significant changes be made to the Professional Development Program. In addition, any member may directly recommend to the Committee, the City, or the PBA that a modification or change be made to the Professional Development Program.

The Committee will meet at a minimum once annually. A meeting of the Committee may be warranted at a higher frequency based upon the needs of the members and requests received. Any member wishing to address the Committee should contact their division commander and request to be added to the agenda for the next meeting. Individual committee members may be contacted directly at any time. Each division commander can provide a list of current members.

**IMPLEMENTATION**

The City and the PBA understand that this is an innovative professional development program unique to the City. The parties recognize that questions or concerns may arise during the initial implementation of this program. If both parties agree, the parties may meet as a labor management team as needed for clarification, implementation or modification.

TA: \_\_\_\_\_ Date 09/30/2019  
HR Director

TA: \_\_\_\_\_ Date 09/30/2019  
PBA Representative