

Mill Valley Police Department



Career Development Program 2019

TABLE OF CONTENTS

TOPIC	PAGE
Program Overview	3
Education, Certification & Experience Requirements	5
POST Professional Certificates	6
Department Training Plan	10
SWORN CLASSIFICATIONS	
Police Officer	13
Police Corporal	15
Police Sergeant	17
Police Lieutenant	19
Police Captain	21
Police Chief	23
SPECIALITY OPPORTUNITIES	25
Bicycle Patrol Officer	26
Drug Recognition Expert	27
Crisis Intervention Team Officer	28
Crisis Negotiations Team Member	29
Use of Force Instructor	30
Special Response Team Operator	31
Motorcycle Officer	32
Field Training Officer	33
School Resource Officer	34
Detective Sergeant	35
Field Training Program Sergeant	36
Traffic Sergeant	37
PROFESSIONAL STAFF CLASSIFICATIONS	
Community Service Officer (CSO)	38
Parking Enforcement Officer (PEO)	39
Police Communications Clerk	40
Senior Administrative Assistant	41
CAREER DEVELOPMENT FORMS	42

PROGRAM OVERVIEW

The Mill Valley Police Department's Career Development Program is designed to assist all employees with preparing for promotional advancement and/or specialty opportunities.

The Mill Valley Police Department encourages all employees to participate in the Career Develop Program, which is intended to provide a customized individual plan for developing the skills, knowledge and abilities, as well as education and certification, required for promotion or specialty assignment. The Career Development Plan (CDP) serves as the primary mechanism for developing core competencies and specific to the employee based on their current qualifications, skills and abilities. The customized plan should include a combination of training, education and practical learning exercises to develop the critical skills associated with the new career opportunity.

The goal of this program is to provide each employee with the opportunity and access to career development opportunities. The Career Development Plan (CDP) is the product of a collaborative effort between the employee and supervisor based on the employee's professional interests and the supervisor's assessment of the employee's current skills and competencies. The CDP serves as a guide for professional growth and provides a specific plan to assist the employee in achieving professional goals.

Forms and Content:

All development plans and activity logs shall be completed using the automated forms.

CDP Questionnaire: The CDP Questionnaire should be completed and submitted by the employee. The form has drop-down menus for current and desired rank, specialty, education and certification. The form has a text box for the employee to describe career goals and list desired skills, knowledge, abilities and training.

CDP Plan: The CDP Plan should be completed by the supervisor. There is a specific form developed for each classification and specialty assignment. Each form has check boxes for qualifications, developmental activities, specialty assignments and training the employee has already achieved, completed and/or demonstrated an appropriate level of competence.

The supervisor should only check the boxes in the "Developmental Activities" section which have been proficiently performed by the employee. The unchecked boxes should serve as a guide for future developmental activities. The "Specialty Assignment" and "Training Courses" sections should be used to identify specialties and training already completed. The "Comments & Recommendations" section should be used to list specific activities for the employee to complete in support of the plan. The list should contain items from the "Developmental Activities" section as well as any other related activities. The list should be bullet-point entries using a single-sentence for each item.

CDP Activity Log: The CDP Log should be maintained by the employee. The log should be used to document any progress in support of the CDP Plan, as well as any other associated activities. The entries should be no more than a few sentences each to describe the activity and the corresponding skill, knowledge, ability or competency.

Process:

All supervisors and managers will be responsible for assisting their subordinates with preparing, reviewing and/or updating individual development plans within the first two weeks of each patrol rotation. The employee will be responsible for maintaining an accurate activity log, which documents all training, coaching, education and experiential activities completed in support of the development plan.

The following steps should be followed to produce an effective Career Development Plan.

1. All supervisors will encourage their assigned subordinates to complete a Career Development Questionnaire at the time of their annual evaluation review. The questionnaire is designed to identify the employee's professional interests, along with a list of specific skills, knowledge, and/or abilities the employee would like to enhance in support of their career development. The employee is encouraged to review any related promotional specifications or specialty announcements with their supervisor prior to completing the questionnaire.
2. The supervisor will meet with the employee to discuss the employee's professional interests and review the appropriate Career Development Plan Checklist for the desired promotional classification or specialty assignment. The supervisor will complete the checklist by checking the corresponding boxes for all qualifications the employee has already achieved and/or demonstrated an appropriate level of competence. The supervisor will then add any suggestions, comments or recommendations for developmental activities in support of the career goals.
3. The supervisor will then route the CDP Questionnaire and CDP Checklist to their manager for review. The plan will either be returned for discussion, correction or modification; or approved. The employee will be responsible for working toward any desired education and certificate goals. The supervisor should provide the employee with opportunities to perform development activities. The manager should use the plan to prioritize training courses.
4. The employee will document all development activities on a Career Development Activity Log. The log should be updated prior to the end of each patrol rotation.
5. All documents should be maintained in the employee's supervisory file until replaced by a revised/updated plan or purged with the next annual evaluation.

EDUCATION, CERTIFICATION & EXPERIENCE REQUIREMENTS

Sworn Police Classifications

Classification	Experience	Education	Certification
Officer	None	HS Diploma / GED	POST Basic Academy
Corporal	2 years exp.	HS Diploma / GED (AA recommend)	POST Basic
Sergeant	3 years exp.	HS Diploma / GED (AA recommend)	POST Basic
Lieutenant	8 years w/ 3 years supervisory exp.	BA/BS degree	POST Supervisory
Captain	8 years w/ 3 years supervisory exp.	BA/BS degree	POST Supervisory & Management
Chief	10 years w/ 5 years management exp.	BA/BS degree (MA recommend)	POST Supervisory & Management

Professional Staff Classifications

Classification	Experience	Education	Certification
CSO	2 years exp.	HS Diploma / GED	Valid CDL
PEO	None	HS Diploma / GED	Valid CDL
Records Specialist	None	HS Diploma / GED	Valid CDL
Senior Admin. Aide	5 years exp.	HS Diploma / GED	Valid CDL

POST PROFESSIONAL CERTIFICATES

POST Professional Certificates are awarded to peace officers and professional staff who achieve increasingly higher levels of education, training, and experience.

There are six certificate levels:

1. Basic Certificate
2. Intermediate Certificate
3. Advanced Certificate
4. Supervisory Certificate
5. Management Certificate
6. Executive Certificate

College Degree or College Unit Criteria:

Accreditation shall be by a national or regional accrediting body that is recognized by the Secretary of the United States Department of Education. For the award of a certificate, all degrees or units:

1. Shall be issued by and recorded on the transcript of an accredited community college, college, or university; or
2. Accepted and recorded on the transcript of an accredited community college, college, or university.

Education Units:

For purposes of certificate qualifications:

1. One college semester unit equals one education unit, or
2. One college quarter unit equals two-thirds of an education unit.

Training Points:

For purposes of certificate qualifications:

1. Twenty (20) hours of law enforcement training are equal to one training point.
2. The Commission shall determine acceptable law enforcement training.

Education Unit Conversions:

When education units exceed the number needed to qualify for a certificate, the excess education units may be converted to training points to meet training point requirements. One education unit shall equal one training point. POST will make the conversion when it is to the advantage of the applicant.

Law Enforcement Experience:

Law enforcement experience is accepted if it is recorded on the POST Profile in the POST database. POST may accept the experience when the law enforcement experience is: 1) documented on the employing department's/agency's letterhead, signed by the department head, 2) includes an attestation that the applicable requirements have been met, and 3) includes the type of appointment, time base, dates of service, and types of duties performed. At the time of application, an applicant shall be employed as a full-time peace officer by a POST-participating department.

Application Requirements:

An applicant (or an applicant's employing department) shall submit a completed Certificate Application, along with supporting documents as follows:

1. Documentation that supports the required education and experience (i.e., official transcripts, diplomas, certificates of course completion, and proof of law enforcement experience).
2. When the units of credit are transferred from one educational institution to another, supporting documentation from all educational institutions is required.
3. Supporting documents are not required if the education and/or experience information needed to support the current certificate request is already reflected on the applicant's POST Profile.

Basic Certificate Award Requirements:

Applicants for the award of a Basic Certificate shall:

- (A) Satisfy the requirements specified in subsection 1011(a)(4).
- (B) Complete the current department's probationary period of not less than 12 months.
- (C) Satisfy the minimum basic course training standard for the current position.

Intermediate Certificate Award Requirements:

Applicants for the award of an Intermediate Certificate shall:

- (A) Satisfy the requirements specified in subsection 1011(a)(4).
- (B) Possess or be eligible to possess the Basic Certificate.
- (C) Satisfy one of the following eligibility combinations:

Degree / Education Units	L.E. Experience	Training Points
Bachelor Degree	2 years	0
Associate Degree	4 years	0
45 Education Units	4 years	45
30 Education Units	6 years	30
15 Education Units	8 years	15

*Excess education units may be applied towards training points on a unit-for-point basis.

Advanced Certificate Award Requirements:

Applicants for the award of an Advanced Certificate shall:

- (A) Satisfy the requirements specified in subsection 1011(a)(4).
- (B) Possess or be eligible to possess the Intermediate Certificate.
- (C) Satisfy one of the following eligibility combinations:

Degree / Education Units	L.E. Experience	Training Points
Master Degree	4 years	0
Bachelor Degree	6 years	0
Associate Degree	9 years	0
45 Education Units	9 years	45
30 Education Units	12 years	30

*Excess education units may be applied towards training points on a unit-for-point basis.

Supervisory Certificate Award Requirements:

Applicants for the award of a Supervisory Certificate shall:

- (A) Satisfy the requirements specified in subsection 1011(a)(4).
- (B) Possess or be eligible to possess an Intermediate Certificate.
- (C) Complete a minimum of 60 semester units or possess an accredited degree.
- (D) Successfully complete a POST-certified Supervisory Course.
- (E) Possess a two years law enforcement experience as a supervisor or higher.

Management Certificate Award Requirements:

Applicants for the award of a Management Certificate shall:

- (A) Satisfy the requirements specified in subsection 1011(a)(4).
- (B) Possess or be eligible to possess an Advanced Certificate.
- (C) Complete a minimum of 60 semester units or possess an accredited degree.
- (D) Successfully complete a POST-certified Management Course.
- (E) Possess two years law enforcement experience as a mid-manager or higher.

Executive Certificate Award Requirements:

Applicants for the award of an Executive Certificate shall:

- (A) Satisfy the requirements specified in subsection 1011(a)(4).
- (B) Possess or be eligible to possess an Advanced Certificate.
- (C) Complete a minimum of 60 semester units or possess an accredited degree.
- (D) Successfully complete a POST-certified Executive Development Course.
- (E) Possess two years law enforcement experience as a department head.

Records Supervisor Certificate:

The Records Supervisor Certificate is a professional certificate awarded to a records supervisor in recognition of meeting specified training and service requirements. Possession of this certificate is voluntary, and is not required to perform record supervisor duties.

Prior to submitting an application for a POST Records Supervisor Certificate, POST shall have been notified of the records supervisor's appointment pursuant to the requirements in Regulation 1003(a)(1)(A)4.

Application Requirements:

An applicant (or an applicant's employing department) shall submit a completed Certificate Application - Records Supervisor, POST 2-117 (Rev 06/2014), herein incorporated by reference. The application's attestation must be signed by the department head. If the training required is not reflected on the applicant's POST Profile, the application shall include supporting documentation that verifies the training has been completed (i.e., a certificate of completion).

Records Supervisor Certificate Award Requirements:

Each certificate applicant shall satisfy the requirements specified below:

- (A) Be currently employed with a department participating in the POST Program.
- (B) Be appointed as a records supervisor as defined in Regulation 1001.
- (C) Completed the current department's probationary period for a records supervisor.
- (D) Completed two years satisfactory service as a records supervisor.
- (E) High school graduate or passed the (GED) test for high school graduation.
- (F) Completed the Public Records Act course and the Records Supervisor Course.

DEPARTMENT TRAINING PLAN

Law Enforcement Professional Training:

Law enforcement professional training is comprised of two categories of training. The first category refers to those courses certified by California Peace Officers Standards and Training (P.O.S.T.). These courses are available for both sworn and non-sworn personnel, whose job description supports the need for specified or requested training.

The P.O.S.T courses in this category are reimbursable to the City's General Fund by the State of California in varying degrees based on their "plan" designation. The categories of expense/allowances that may be reimbursed are: subsistence, commuter lunch, travel, tuition, back-fill salary and training presentation costs. The five reimbursement plans that have been adopted by P.O.S.T. are designated as Plan I, II, III, IV and V as follows:

Plan I	Plan II	Plan III	Plan IV	Plan V
Subsistence	Subsistence	Subsistence	Subsistence	Subsistence
Commuter Lunch	Commuter Lunch	Commuter Lunch	Commuter Lunch	Commuter Lunch
Travel	Travel	Travel	Travel	Travel
Tuition	Backfill Salary	Tuition		Presentation
Backfill Salary				

P.O.S.T has implemented a forty-hour cap per year for reimbursable training. There are several courses which are exempt from the forty-hour cap.

In addition to typical classroom settings, P.O.S.T. training is also available through the P.O.S.T. Learning Portal (www.post.ca.gov), videos/DVDs and other interactive computer programs.

The second category of law enforcement professional training refers to training certified by P.O.S.T., but not reimbursable, in-house training and training provided by outside agencies and vendors.

This training includes defensive tactics, range training, etc. In-house instruction is the responsibility of the Mill Valley Police Department and is coordinated by the Training Lieutenant. This type of training provides "hands-on" continuing professional training to department employees. The training bulletins contain a variety of law enforcement information, such as legal updates and health advice, along with refresher information on the current police department policy manual. Roll call training topics include practical case law application, equipment proficiency, street tactics, standard operating procedures and policy review.

Other forms of non-P.O.S.T. training are offered through different vendors such as HIDTA, Fred Pryor Seminars and others. This training is not reimbursable, but frequently very beneficial for the professional development of the employee.

Training Bureau:

The Training Lieutenant is responsible for coordinating the delivery of law enforcement professional training to sworn and non-sworn personnel. A lieutenant is responsible for the day to day operations of the bureau and is also responsible for ensuring training compliance with P.O.S.T. regulations, federal and state statutes and City policy.

The Training Lieutenant will coordinate scheduled training with the supervisor(s) of the employee. The Training Lieutenant will normally make all travel arrangements, including class reservations and any applicable hotel, airline or car reservations and will submit all of the necessary paperwork to the Finance Department of the City in compliance with City of Mill Valley Purchasing Policy.

The Training Lieutenant will notify each employee as soon as possible of scheduled training, including the course title, date, time and location of the training. The Training Lieutenant will distribute remaining paperwork and any reimbursement checks approximately one to two weeks prior to the training. If the scheduled training is a P.O.S.T. certified course then a Training Reimbursement Request (TRR) form must be submitted to the instructor of the course. This form will be provided to the employee and it is the responsibility of the employee attending the training to submit this form. This is the mechanism that allows the State of California to reimburse the City of Mill Valley.

Training Plans:

The Department Training Plan is divided into two sections:

Section 1: Rank/Position Assignment: This section of the Training Plan contains a list of all sworn and civilian rank/positions within the structure of the police department.

Section 2: Task/Specialized Assignment: This section of the Training Plan is an alphabetized list of all task/specialty assignments within the Department for both sworn and civilian assignments.

Each section the training courses are categorized as follows:

Mandated: training in this category is required by Federal law, State law and/or Department policy. Unless otherwise noted, this training should be completed within one year of appointment to the position.

Essential: training has been designated by the Department as necessary for the professional development of an employee in his/her specified rank and/or task assignment.

Desirable: Upon completion of the mandatory and essential courses, an employee may pursue additional interests in their law enforcement training.

The Department will make a positive effort to accommodate an individual's desired career path, with consideration for the needs of the Department and anticipated employee career direction.

In many instances an employee will be simultaneously guided by multiple sections of the Training Plan. An example would be a police officer currently assigned as a Field Training Officer. That employee will need to meet the training needs of both the Police Officer rank assignment and the Field Training Officer task assignment.

Continual Professional Training (CPT):

Continual Professional Training (CPT) is required for peace who are employed by POST participating departments. The purpose of CPT is to maintain, update, expand, and/or enhance an individual's knowledge and/or skills. CPT is training that exceeds the training required to meet or re-qualify in entry-level minimum standards.

Every peace officer shall satisfactorily complete the CPT requirement of 24 or more hours of POST qualifying training during every two-year CPT cycle.

Perishable Skills/Communications Requirement for CPT:

All peace officers (except reserve officers) below the rank of lieutenant and assigned to patrol, traffic, or investigations who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Tactical Communications training. In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

Perishable Skills training shall consist of a minimum of 12 hours in each two-year period. Of the total 12 hours required, a minimum of 4 hours of each of the three following topical areas shall be completed:

- Arrest and Control
- Driver Training/Awareness or Driving Simulator
- Tactical Firearms or Force Options Simulator

Communications training, either tactical or interpersonal, shall consist of a minimum of 2 hours in each two-year period

It is recommended that managers and executives complete, within their two-year compliance cycle, two hours of CPT devoted to updates in the perishable skills topical areas enumerated above.

POLICE OFFICER

MINIMUM REQUIREMENTS

Experience	Education	Certification
None Required	HS Diploma / GED	POST Basic Academy

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Modern police methods and procedures
- Statutory and case laws and ordinances related to evidence, search and seizure
- City and Department policies and procedures
- Local geography, demographics and community concerns and/or issues
- Community Oriented Policing and Problem-Solving
- Information technology, personal computers and related software applications
- Think and act quickly in emergency situations
- Understand and follow written and verbal directions
- Interpret and explain laws, rules and regulations
- Operate public safety equipment, including computers and related applications
- Maintain cooperative relationships with the public and fellow employees

GENERAL DUTIES & ACTIVITIES

- Patrols assigned area to observe/report suspicious activities or hazardous conditions
- Answers routine and emergency calls for protection of life and property
- Investigates crimes, accidents, deaths and disturbances
- Collects, preserves and presents evidence using scientific identification techniques
- Interviews and/or takes statements and completes investigative reports
- Directs traffic, including regulation of vehicle flow at emergency or congested places
- Appears in court to present evidence/testimony in criminal and/or civil cases
- Provides information and direction to the public
- Assists in developing community policing strategies
- Maintains effective public relations and makes public service appearances
- Provides emergency first aid and/or assistance to injured or incapacitated persons
- Searches, guards, transports and assists in the custodial care of prisoners
- Assists with planned events, emergencies, natural disasters, fires and parades
- Directs, instructs, and supervises officers/employees in training
- Conducts in-service and/or briefing training

TRAINING PLAN

Mandated Training	Initial Training	Recertification
ICS (100, 200, 700)	Orientation	None
Patrol Rifle	Within 1 Year	None
Respiratory Protection / Mask Fit Test	Within 1 Year	Every Year
Taser Policy	Orientation	Every Year
Use of Force Policy	Orientation	Every Year
Vehicle Pursuit Policy	Orientation	Every Year
CLETS/NCIC	Orientation	Every 2 Years
Domestic Violence Update		Every 2 Years
EVOG / Pursuit Driving		Every 2 Years
First Aid/CPR/AED/Bloodborne Pathogens		Every 2 Years
Harassment Training (City Policy)		Every 2 Years
Tactical Communications		Every 2 Years
Racial Profiling / Bias Based Policing		Every 5 Years
Department Training (CPT & PSP)	Initial Training	Recertification
• Pistol Qualification	Orientation	Twice Annually
• Less-Lethal Shotgun Qualification	Orientation	Annually
• Patrol Rifle Qualification	Orientation	Annually
• Arrest & Control Techniques	Orientation	Every 2 Years
• Weaponless Defense	Orientation	Every 2 Years
• Baton, OC Spray, Taser	Orientation	Every 2 Years
• Rapid Deployment / Active Shooter	As Available	As Available
Classification Specific Training		
Traffic Collision - Basic		Essential
Radar / Lidar Operator		Essential
Drug Influence – 11550 H&S		Essential
EPAS Training		Essential
DUI / SFST Investigation		Essential
ARIDE		Desirable
Interview & Interrogation		Desirable
Advanced Officer Training		Desirable
Domestic Violence for First Responder		Desirable
Sexual Assault for First Responder		Desirable

POLICE CORPORAL

MINIMUM REQUIREMENTS

Experience	Education	Certification
2 years exp.	HS Diploma / GED (AA/AS recommended)	POST Basic

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Modern police methods and procedures
- Statutory and case laws and ordinances related to evidence, search and seizure
- City and Department policies and procedures
- Community Oriented Policing and Problem-Solving
- Information technology, personal computers and related software applications
- Principles of supervision, training, employee appraisal, discipline and development
- Communicate effectively both verbally and in writing
- Operate public safety equipment, including computers and related applications
- Establish and maintain cooperative relationships with the public and fellow employees
- Supervise, train, evaluate, schedule and organize the work of subordinate personnel
- Effectively mentor and develop subordinate employees

GENERAL DUTIES & ACTIVITIES

- Patrols assigned area to observe/report suspicious activities or hazardous conditions
- Answers routine and emergency calls for protection of life and property
- Investigates crimes, accidents, deaths and disturbances
- Collects, preserves and presents evidence using scientific identification techniques
- Interviews and/or takes statements and completes investigative reports
- Directs traffic, including regulation of vehicle flow at emergency or congested places
- Appears in court to present evidence/testimony in criminal and/or civil cases
- Provides information and direction to the public
- Assists in developing community policing strategies
- Maintains effective public relations and makes public service appearances
- Provides emergency first aid and/or assistance to injured or incapacitated persons
- Searches, guards, transports and assists in the custodial care of prisoners
- Assists with planned events, emergencies, natural disasters, fires and parades
- Directs, instructs, and supervises officers/employees in training
- Mentors subordinate personnel in career development
- Acts as shift supervisor in the absence or at the direction of a supervisor

TRAINING PLAN

Mandated Training	Initial Training	Recertification
ICS (100, 200, 700)	Orientation	None
Patrol Rifle	Within 1 Year	None
Respiratory Protection / Mask Fit Test	Within 1 Year	Every Year
Taser Policy	Orientation	Every Year
Use of Force Policy	Orientation	Every Year
Vehicle Pursuit Policy	Orientation	Every Year
CLETS/NCIC	Orientation	Every 2 Years
Domestic Violence Update		Every 2 Years
EVOG / Pursuit Driving		Every 2 Years
First Aid/CPR/AED/Bloodborne Pathogens		Every 2 Years
Harassment Training (City Policy)		Every 2 Years
Tactical Communications		Every 2 Years
Racial Profiling / Bias Based Policing		Every 5 Years
Department Training (CPT & PSP)	Initial Training	Recertification
• Pistol Qualification	Orientation	Twice Annually
• Less-Lethal Shotgun Qualification	Orientation	Annually
• Patrol Rifle Qualification	Orientation	Annually
• Arrest & Control Techniques	Orientation	Every 2 Years
• Weaponless Defense	Orientation	Every 2 Years
• Baton, OC Spray, Taser	Orientation	Every 2 Years
• Rapid Deployment / Active Shooter	As Available	As Available
Classification Specific Training		
Assertive Supervision		Essential
Critical Incident Response		Desirable
Media Relations		Desirable
Legislative / Legal Update		Desirable
Field Training Officer		Desirable
Supervisory Course (POST)		Desirable

POLICE SERGEANT

MINIMUM REQUIREMENTS

Experience	Education	Certification
3 years exp.	HS Diploma / GED (AA/AS recommended)	POST Basic

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Statutory and case laws and ordinances related to evidence, search and seizure
- Information technology, personal computers and related software applications
- Principles of supervision, training, employee appraisal, discipline and development
- Think and act quickly in emergency situations
- Communicate effectively both verbally and in writing
- Interpret and explain laws, rules and regulations
- Operate public safety equipment, including computers and related applications
- Establish and maintain cooperative relationships with the public and fellow employees
- Supervise, train, evaluate, schedule and organize the work of subordinate personnel
- Effectively mentor and develop subordinate employees
- Maintain confidentiality regarding sensitive information

GENERAL DUTIES & ACTIVITIES

- Plan, organize, assign, direct, review work and activities of subordinate personnel
- Supervise police response to critical law enforcement situations
- Coordinates crime scene activities, investigations and assists subordinate personnel
- Assists in developing community policing strategies
- Maintains effective public relations and makes public service appearances
- Reviews bulletins and assigns cases to subordinate personnel for further investigation
- Prepares memoranda and records of shift activity
- Reviews submitted reports for accuracy and completeness
- Prepares performance appraisals of subordinate personnel
- Counsel employees regarding work performance and document disciplinary issues
- Responds to, investigates and resolves citizen complaints regarding police activities
- Directs, instructs, and supervises subordinate personnel in training
- Conducts in-service and/or briefing training
- Mentors subordinate personnel in career development

TRAINING PLAN

Mandated Training	Initial Training	Recertification
ICS (100, 200, 700)	Orientation	None
Patrol Rifle	Within 1 Year	None
Respiratory Protection / Mask Fit Test	Within 1 Year	Every Year
Taser Policy	Orientation	Every Year
Use of Force Policy	Orientation	Every Year
Vehicle Pursuit Policy	Orientation	Every Year
CLETS/NCIC	Orientation	Every 2 Years
Domestic Violence Update		Every 2 Years
EVOG / Pursuit Driving		Every 2 Years
First Aid/CPR/AED/Bloodborne Pathogens		Every 2 Years
Harassment Training (City Policy)		Every 2 Years
Tactical Communications		Every 2 Years
Racial Profiling / Bias Based Policing		Every 5 Years
Department Training (CPT & PSP)	Initial Training	Recertification
• Pistol Qualification	Orientation	Twice Annually
• Less-Lethal Shotgun Qualification	Orientation	Annually
• Patrol Rifle Qualification	Orientation	Annually
• Arrest & Control Techniques	Orientation	Every 2 Years
• Weaponless Defense	Orientation	Every 2 Years
• Baton, OC Spray, Taser	Orientation	Every 2 Years
• Rapid Deployment / Active Shooter	As Available	As Available
Classification Specific Training		
ICS (300,400)	Within 1 Year	Mandated
Supervisory Course (POST)	Within 1 Year	Mandated
High Technology Crimes	Within 18 Months	Mandated
Assertive Supervision		Essential
Internal Affairs		Essential
Critical Incident Response		Essential
Supervisory Leadership Institute	After 2 Years	Desirable
Media Relations		Desirable
Legislative / Legal Update		Desirable
Criminal Investigation Core Course (ICI)		Desirable
Field Training Program SAC Course		Desirable

POLICE LIEUTENANT

MINIMUM REQUIREMENTS

Experience	Education	Certification
8 years exp. 3 years supervisory exp.	Bachelor Degree	POST Supervisory

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Modern police methods and administration
- Information technology, personal computers and related software applications
- Principles of leadership, management, supervision and employee development
- Labor law, human resource management and collective bargaining process
- Communicate effectively both verbally and in writing
- Maintain cooperative relationships with the public and fellow employees
- Supervise, train, evaluate, schedule and organize work of subordinate personnel
- Effectively mentor and develop subordinate employees
- Maintain confidentiality regarding sensitive information
- Facilitate problem solving, conflict resolution and resolve personnel grievances
- Prepare and administer program budgets, grants and staff reports

GENERAL DUTIES & ACTIVITIES

- Plan, organize, assign, direct, review work and activities of subordinate personnel
- Supervise police response to critical law enforcement situations
- Develop department policies, procedures and/or directives
- Establish, implement and monitor department budget goals and objectives
- Review crime trends, personnel effectiveness and equipment resources
- Assesses workforce allocation and makes recommendations for strategic plan
- Prepares staff reports and make presentations to the City Manager and City Council
- Manages grants and oversee the grant application and budget process
- Coordinate investigation, crime scene activities and protection of evidence
- Prepares performance appraisals of subordinate personnel
- Counsel employees regarding work performance and document disciplinary issues
- Direct, instruct, supervise in-service and/or briefing training
- Mentor subordinate personnel in career development
- Interview, recommend, select employees for special assignment and/or promotion
- Assist in developing community policing strategies
- Maintain good public relations and make public service appearances

TRAINING PLAN

Mandated Training	Initial Training	Recertification
ICS (100, 200, 700)	Orientation	None
Patrol Rifle	Within 1 Year	None
Respiratory Protection / Mask Fit Test	Within 1 Year	Every Year
Taser Policy	Orientation	Every Year
Use of Force Policy	Orientation	Every Year
Vehicle Pursuit Policy	Orientation	Every Year
CLETS/NCIC	Orientation	Every 2 Years
Domestic Violence Update		Every 2 Years
EVOG / Pursuit Driving		Every 2 Years
First Aid/CPR/AED/Bloodborne Pathogens		Every 2 Years
Harassment Training (City Policy)		Every 2 Years
Tactical Communications		Every 2 Years
Racial Profiling / Bias Based Policing		Every 5 Years
Department Training (CPT & PSP)	Initial Training	Recertification
• Pistol Qualification	Orientation	Twice Annually
• Less-Lethal Shotgun Qualification	Orientation	Annually
• Patrol Rifle Qualification	Orientation	Annually
• Arrest & Control Techniques	Orientation	Every 2 Years
• Weaponless Defense	Orientation	Every 2 Years
• Baton, OC Spray, Taser	Orientation	Every 2 Years
• Rapid Deployment / Active Shooter	As Available	As Available
Classification Specific Training		
Management Course (POST)	Within 1 Year	Mandated
Officer-Involved Shooting Investigations	Within 2 Years	Mandated
Public Records Act	Within 2 Years	Mandated
Critical Incident Management		Essential
Training Managers Course		Essential
Field Training Program SAC Course		Essential
Pitchess Motion Update		Essential
Property Room Management		Essential
Background Investigation		Essential
Workers Comp / Disability Retirement		Desirable
Partnering for Team Success (CPCA)		Desirable
Strategic & Succession Planning (CPCA)		Desirable
Women Leaders Law Enforcement (CPCA)		Desirable
Becoming a Police Chief (CPCA)		Desirable

POLICE CAPTAIN

MINIMUM REQUIREMENTS

Experience	Education	Certification
8 years exp. 3 years supervisory exp.	Bachelor Degree	POST Supervisory & Management

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Principles of leadership, management, supervision and employee development
- Department vision, mission, values, policies and procedures
- Labor law, human resource management and collective bargaining process
- Principles of public administration and city government
- Communicate effectively both verbally and in writing
- Maintain cooperative relationships with the public and fellow employees
- Supervise, train, evaluate, schedule and organize work of subordinate personnel
- Effectively mentor and develop subordinate employees
- Maintain confidentiality regarding sensitive information
- Facilitate problem solving, conflict resolution and resolve personnel grievances
- Prepare and administer program budgets, grants and staff reports
- Multitask, prioritize and make decisions in a timely manner

GENERAL DUTIES & ACTIVITIES

- Plan, organize, assign, direct, review work and activities of subordinate personnel
- Supervise police response to critical law enforcement situations
- Develop department policies, procedures and/or directives
- Establish, implement and monitor department budget goals and objectives
- Review crime trends, personnel effectiveness and equipment resources
- Assesses workforce allocation and makes recommendations for strategic plan
- Prepares staff reports and make presentations to the City Manager and City Council
- Manages grants and oversee the grant application and budget process
- Coordinates police activities with other City departments and outside agencies
- Represents department during meetings with outside agencies, vendors and public
- Supervises, evaluates and mentors subordinate personnel in career development
- Enforces personnel regulations, resolves complaints and initiates employee action
- Recommends and/or selects employees for hiring, assignment and promotion
- Acts as the department head at the direction or in the absence of the Police Chief

TRAINING PLAN

Mandated Training	Initial Training	Recertification
ICS (100, 200, 700)	Orientation	None
Patrol Rifle	Within 1 Year	None
Respiratory Protection / Mask Fit Test	Within 1 Year	Every Year
Taser Policy	Orientation	Every Year
Use of Force Policy	Orientation	Every Year
Vehicle Pursuit Policy	Orientation	Every Year
CLETS/NCIC	Orientation	Every 2 Years
Domestic Violence Update		Every 2 Years
EVOG / Pursuit Driving		Every 2 Years
First Aid/CPR/AED/Bloodborne Pathogens		Every 2 Years
Harassment Training (City Policy)		Every 2 Years
Tactical Communications		Every 2 Years
Racial Profiling / Bias Based Policing		Every 5 Years
Department Training (CPT & PSP)	Initial Training	Recertification
• Pistol Qualification	Orientation	Twice Annually
• Less-Lethal Shotgun Qualification	Orientation	Annually
• Patrol Rifle Qualification	Orientation	Annually
• Arrest & Control Techniques	Orientation	Every 2 Years
• Weaponless Defense	Orientation	Every 2 Years
• Baton, OC Spray, Taser	Orientation	Every 2 Years
• Rapid Deployment / Active Shooter	As Available	As Available
Classification Specific Training		
Management Course (POST)	Within 1 Year	Mandated
Officer-Involved Shooting Investigations	Within 2 Years	Mandated
Public Records Act	Within 2 Years	Mandated
Workers Comp / Disability Retirement		Desirable
Becoming a Police Chief (CPCA)		Desirable
FBI National Academy		Desirable
Command College		Desirable
Senior Management Institute for Police		Desirable

POLICE CHIEF

MINIMUM REQUIREMENTS

Experience	Education	Certification
10 years with 5 years management exp.	BA degree	POST Supervisory & Management

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Principles of leadership, management, supervision and employee development
- Department vision, mission, values, policies and procedures
- Labor law, human resource management and collective bargaining process
- Principles of public administration and city government
- Communicate effectively both verbally and in writing
- Maintain cooperative relationships with the public and fellow employees
- Supervise, train, evaluate, schedule and organize work of subordinate personnel
- Effectively mentor and develop subordinate employees
- Maintain confidentiality regarding sensitive information
- Facilitate problem solving, conflict resolution and resolve personnel grievances
- Prepare and administer program budgets, grants and staff reports
- Multitask, prioritize and make decisions in a timely manner

GENERAL DUTIES & ACTIVITIES

- Lead Police Department towards achievement of goals and objectives
- Manage personnel and budget in accordance with law, policies and practices
- Formulate policy to support implementation of new initiatives
- Identify and implement strategies to exploit opportunities and mitigate problems
- Develop subordinates to secure the most ethical and effective service delivery
- Participate as contributing member of City's management team
- Provide support to other City departments and their personnel
- Establish strong ties between the community and the Police Department
- Assist community groups and committees in achievement of goals
- Maintain constructive press and community relations.
- Evolve the department toward internalizing the philosophy of community policing
- Identify, secure and implement new equipment and technology

TRAINING PLAN

Mandated Training	Initial Training	Recertification
ICS (100, 200, 700)	Orientation	None
Patrol Rifle	Within 1 Year	None
Respiratory Protection / Mask Fit Test	Within 1 Year	Every Year
Taser Policy	Orientation	Every Year
Use of Force Policy	Orientation	Every Year
Vehicle Pursuit Policy	Orientation	Every Year
CLETS/NCIC	Orientation	Every 2 Years
Domestic Violence Update		Every 2 Years
EVOG / Pursuit Driving		Every 2 Years
First Aid/CPR/AED/Bloodborne Pathogens		Every 2 Years
Harassment Training (City Policy)		Every 2 Years
Tactical Communications		Every 2 Years
Racial Profiling / Bias Based Policing		Every 5 Years
Department Training (CPT & PSP)	Initial Training	Recertification
• Pistol Qualification	Orientation	Twice Annually
• Less-Lethal Shotgun Qualification	Orientation	Annually
• Patrol Rifle Qualification	Orientation	Annually
• Arrest & Control Techniques	Orientation	Every 2 Years
• Weaponless Defense	Orientation	Every 2 Years
• Baton, OC Spray, Taser	Orientation	Every 2 Years
• Rapid Deployment / Active Shooter	As Available	As Available
Classification Specific Training		
Executive Development Course (POST)	Within 2 Years	Mandated
Succeeding as a Police Chief (CPCA)		Desirable
Partnering for Success of Your City (CPCA)		Desirable
Annual Conference (CPCA)		Desirable

SPECIALIZED OPPORTUNITIES

Officer / Corporal - Ancillary Assignments		
Bicycle Patrol Officer	Crisis Intervention Officer	Use of Force Instructor
Drug Recognition Expert	Crisis Negotiations Team	Special Response Team



Officer / Corporal - Specialty Assignments		
Motorcycle Officer	Field Training Officer	School Resource Officer



Sergeant - Specialty Assignments		
Detective Sergeant	Field Training Sergeant	Traffic Sergeant

BICYCLE PATROL OFFICER

MINIMUM REQUIREMENTS

Experience	Education	Certification
1 year exp.	HS Diploma / GED	POST Basic

GENERAL DESCRIPTION

The Bicycle Patrol Officer position is an ancillary opportunity assigned to the Patrol Division. The Bicycle Officer may conduct general patrol duties on a bicycle as staffing and workload permits. The Bicycle Officer may be assigned to special enforcement details as needed.

ADDITIONAL REQUIREMENTS

The employee selected for the position may be required to attend the Bicycle Patrol course. This is an ancillary assignment within the Patrol Division. This timeline is at the discretion of the Chief of Police or his designee. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Bicycle Patrol		Essential
Bicycle Patrol Instructor		Desirable

DRUG RECOGNITION EXPERT (DRE)

MINIMUM REQUIREMENTS

Experience	Education	Certification
1 year exp.	HS Diploma / GED	POST Basic

GENERAL DESCRIPTION

The Drug Recognition Expert (DRE) position is an ancillary opportunity assigned to the Patrol Division. The DRE is trained to recognize impairment in drivers under the influence of drugs other than, or in addition to, alcohol. The DRE administers tests on suspected impaired drivers to determine whether the individual is impaired and categorize the type of impairing substance. The DRE may assist other officer during DUI investigations and provide expert courtroom testimony.

ADDITIONAL REQUIREMENTS

The employee selected for the position will be required to complete all prerequisite courses prior to selection. This is an ancillary assignment within the Patrol Division. This timeline is at the discretion of the Chief of Police or his designee. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Drug Influence – 11550 H&S		Essential
EPAS Training		Essential
DUI / SFST Investigation		Essential
ARIDE		Essential
Drug Recognition Expert (DRE)		Essential

CRISIS INTERVENTION TEAM (CIT) OFFICER

MINIMUM REQUIREMENTS

Experience	Education	Certification
1 year exp.	HS Diploma / GED	POST Basic

GENERAL DESCRIPTION

The Crisis Intervention Team (CIT) Officer position is an ancillary opportunity assigned to the Patrol Division. The CIT Officer may be a resource to make initial assessments and assist in de-escalating situations involving a person exhibiting behavior related to mental illness, psychotic break or mental health exacerbation. The CIT Officer may assist in connecting individuals with appropriate mental health resources. The CIT Officer may attend regular CIT meetings and provide in-service training. CIT Officers are required to maintain proficiency in basic mental illness assessment, crisis intervention techniques, communication skills, and other strategies to safely and effectively de-escalate individuals who have a mental illness and are in crisis.

ADDITIONAL REQUIREMENTS

The employee selected for the position will be required to attend Crisis Intervention Team training. This is an ancillary assignment within the Patrol Division. This timeline is at the discretion of the Chief of Police or his designee. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Crisis Intervention Team (CIT) Training		Essential
Mental Health – Crisis Intervention II		Desirable
Mental Health – Crisis Intervention III		Desirable

CRISIS NEGOTIATIONS TEAM (CNT) MEMBER

MINIMUM REQUIREMENTS

Experience	Education	Certification
3 years exp.	HS Diploma / GED	POST Basic

GENERAL DESCRIPTION

The Crisis Negotiations Team (CNT) is a collateral-duty, multi-jurisdictional team with members selected, trained, equipped and assigned to resolve critical incidents involving a threat to public safety, including hostage and barricaded situations, and other tasks, which would otherwise exceed the capabilities of traditional first responders or investigative units. CNT Members are required to maintain proficiency in de-escalation techniques, crisis response and hostage negotiations tactics.

ADDITIONAL REQUIREMENTS

Employees selected for this position will be required to complete associated training courses, including, but not limited to, Crisis Intervention Team (CIT) training and Crisis/Hostage Negotiations. This is an ancillary assignment. This timeline is at the discretion of the Chief of Police or his designee. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Crisis Intervention Team (CIT) Training		Essential
Crisis / Hostage Negotiations		Essential
Mental Health – Crisis Intervention II		Desirable
Mental Health – Crisis Intervention III		Desirable

USE OF FORCE INSTRUCTOR

MINIMUM REQUIREMENTS

Experience	Education	Certification
2 years exp.	HS Diploma / GED	POST Basic

GENERAL DESCRIPTION

Use of Force Instructors provide department training in the mechanics of arrest, weaponless defense, impact weapons, less lethal devices, firearms, and active shooter tactics. Instructors also facilitate a variety of other topics in conjunction with department phase training. Instructors are required to maintain proficiency in current statutory and case law, department rules and regulations, and policies and procedures. Instructors must develop and maintain knowledge of training methods, industry trends, armory skills, and record keeping. Instructors are responsible for developing lesson plans and must demonstrate above acceptable interpersonal and group presentations skills. Instructors are required to pass any physical or written tests associated with training courses required for this assignment.

ADDITIONAL REQUIREMENTS

Employees selected for this position will be required to complete associated training courses and pass any related entry examinations. This is an ancillary assignment. This timeline is at the discretion of the Chief of Police or his designee. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Firearms Instructor		Essential
Patrol Rifle Instructor		Essential
Crisis Intervention Team / De-escalation		Essential
Less-Lethal Weapons Instructor		Essential
Defensive Tactics Instructor		Essential
ASP / Baton / Impact Weapons Instructor		Essential
Chemical Agent Instructor		Essential
Taser / Electronic Weapons Instructor		Essential
Active Shooter Response		Desirable
Firearms Instructor - Update		Desirable
Defensive Tactics - Update		Desirable
Armorer Courses (AR-15, Rem. 870, Glock)		Desirable

SPECIAL RESPONSE TEAM (SRT) OPERATOR

MINIMUM REQUIREMENTS

Experience	Education	Certification
2 years exp.	HS Diploma / GED	POST Basic

GENERAL DESCRIPTION

The Special Response Team (SRT) is a collateral-duty, multi-jurisdictional team with members selected, trained, equipped and assigned to resolve critical incidents involving a threat to public safety, including hostage and barricaded situations, active shooters, felony apprehension, warrant service, and other tasks which would otherwise exceed the capabilities of traditional first responders or investigative units. SRT Operators are required to maintain proficiency in tactics and techniques including team organization and structure, resolution of critical incidents, covert individual and team movement, searches and room clearing, chemical agents, less-lethal options and warrant service.

ADDITIONAL REQUIREMENTS

Employees selected for this position will be required to complete associated training courses and pass any related entry examinations, including, but not limited to, the FBI Physical Fitness Test and the CMPA SRT Firearms qualifications, which are outlined in the Central Marin Police Special Response Team Operations Manual. This is an ancillary assignment. This timeline is at the discretion of the Chief of Police or his designee. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Special Weapons and Tactics		Essential
Diversionsary Devices Instructor		Desirable
Breacher Certification		Desirable
SWAT Team Leader		Desirable

MOTORCYCLE OFFICER

MINIMUM REQUIREMENTS

Experience	Education	Certification
1 year exp.	HS Diploma / GED	POST Basic

GENERAL DESCRIPTION

The Motorcycle Officer will be assigned to the Patrol Division. The Motorcycle Officer will be utilized as a patrol motor and will be expected to work in concert with the Traffic Sergeant as well as the dayshift Patrol Sergeant. The Motorcycle Officer will be required to enforce traffic laws, conduct community policing assignments, handle calls for service, work joint traffic operations with allied Marin County law enforcement agencies, conduct traffic education and enforcement operations, provide traffic safety public education, and conduct collision investigations.

ADDITIONAL REQUIREMENTS

Employees selected for this position will be required to complete 40-hours of in-house motorcycle pre-training and successful completion of a POST-approved 80-hour Motorcycle Training Course. The motorcycle officer will be required to obtain and maintain a Class M1 driver license. The Motorcycle Officer will work a 3/12 schedule and be assigned to a dayshift team. The schedule may convert to a 4/10 as staffing permits. Responsibilities of the position may require night and weekend hours and day off changes. This specialty position will be a three-year assignment. This timeline is at the discretion of the Chief of Police. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Motorcycle Training		Essential
Traffic Collision - Basic		Essential
Traffic Collision - Intermediate		Desirable
Traffic Collision - Advanced		Desirable
Motorcycle Officer Advanced / Update		Desirable
Motorcycle Training Instructor		Desirable

FIELD TRAINING OFFICER (FTO)

MINIMUM REQUIREMENTS

Experience	Education	Certification
1 year exp.	HS Diploma / GED	POST Basic

GENERAL DESCRIPTION

The Field Training Officer (FTO) will be assigned to the Patrol Division. The FTO will train new officers to become a solo patrol officer and is expected to function as a coach and mentor to the trainee while providing supervision, constructive feedback and performance evaluation. The FTO will be required to maintain proficiency in statutory law, case law, liability and training issues, as well as department policies and procedures. The FTO shall demonstrate the ability to remain organized and multi-task while closely monitoring the trainee's actions. The FTO will be required to write training and evaluation reports, provide timely progress updates to the FTO Sergeant and attend scheduled FTO meetings.

ADDITIONAL REQUIREMENTS

The employee selected for the position will be required to attend the POST Field Training Officer 40-hour training course or 24-hour FTO Update course. This is an ancillary assignment within the Patrol Division. This timeline is at the discretion of the Chief of Police or his designee. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Field Training Officer		Mandated
CIT for FTO		Mandated
Field Training Officer Update		Mandated
Legislative / Legal Update		Desirable
Report Writing		Desirable

SCHOOL RESOURCE OFFICER (SRO) DETECTIVE

MINIMUM REQUIREMENTS

Experience	Education	Certification
1 year exp.	HS Diploma / GED	POST Basic

GENERAL DESCRIPTION

The School Resource Officer (SRO) Detective will be assigned to the Investigations Unit to investigate juvenile related crimes and school related incidents. The SRO Detective will be assigned to investigate general crimes and crimes specifically related to child abuse and child sexual assault. The SRO Detective will serve as a Child Forensic Interviewer in collaboration with the Jeannette Prandi Center and the Marin County District Attorney’s Office. The SRO Detective will maintain contacts with the MCDA’s Office, CPS, Juvenile Probation, allied agencies, and local school administrators. The SRO Detective will be responsible for developing, implementing and managing youth-oriented programs. The SRO Detective may teach courses to students and parents, participate on educational panels, serve as a member of School Attendance Review Boards (SARB), and oversee the department’s Diversion Program.

ADDITIONAL REQUIREMENTS

This position will include “on-call” responsibilities shared with the Detective Sergeant. Hours of work will generally be a 4/10 schedule with dayshift hours. Responsibilities of the position may require shift adjustment, night and weekend hours, patrol assistance, and day off changes. This specialty position will be a three-year assignment. This timeline is at the discretion of the Chief of Police. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Interview & Interrogation		Essential
School Resource Officer		Essential
Criminal Investigation Core Course (ICI)		Essential
Child Abuse Investigation (ICI)		Essential
Sexual Assault Investigation (ICI)		Essential
Child Forensic Interview		Essential
FET / CSI		Desirable
Fingerprint - Basic		Desirable
Crime Scene & Forensic Photography		Desirable

DETECTIVE SERGEANT

MINIMUM REQUIREMENTS

Experience	Education	Certification
3 years exp.	HS Diploma / GED (AA/AS recommended)	POST Basic

GENERAL DESCRIPTION

The Detective Sergeant will be assigned to supervise the Investigations Unit. The Detective Sergeant will be assigned to investigate and supervise felony and selected misdemeanor crimes and other incidents as required. The Detective Sergeant will coordinate multiple resources to address the causes of crime. The Detective Sergeant will maintain proficiency in current statutory law, case law, and Department rules and regulations, and procedures. The Detective Sergeant must display the principles of supervision and effectively direct and evaluate subordinates. The sergeant will also be required to keep the Administrative Bureau Lieutenant informed of all important matters and to maintain professional relations with peers, other Department Bureaus, other police agencies, the press, and the public. The Detective Sergeant will be expected to practice and promote the department's mission statement, budget goals (that include the proper use of overtime and equipment purchases) and Department objectives, and the Chief's expectations of all personnel.

ADDITIONAL REQUIREMENTS

This position will include "on-call" responsibilities shared with the Detective Sergeant. Hours of work will generally be a 4/10 schedule with dayshift hours. Responsibilities of the position may require shift adjustment, night and weekend hours, patrol assistance, and day off changes. This specialty position will be a three-year assignment. This timeline is at the discretion of the Chief of Police. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Criminal Investigation Core Course (ICI)		Essential
Media Relations		Essential
Property & Evidence Management		Desirable
Burglary Investigation (ICI)		Desirable
Domestic Violence Investigation (ICI)		Desirable
Homicide Investigation (ICI)		Desirable
Fraud / Forgery Investigation (ICI)		Desirable

FIELD TRAINING PROGRAM (FTP) SERGEANT

MINIMUM REQUIREMENTS

Experience	Education	Certification
3 years exp.	HS Diploma / GED (AA/AS recommended)	POST Basic

GENERAL DESCRIPTION

The Field Training Program (FTP) Sergeant is assigned to the Patrol Bureau as the administrative and supervisory liaison to the field training teams. The FTP Sergeant is responsible for supervising the training and evaluation process; monitoring field activity and performance; managing potential personality conflicts; handling disciplinary issues in the training environment; and ensuring all training activities are properly documented and approved within the Field Training Program. The FTP Sergeant will ensure any training deficiencies are addressed in a timely manner. The FTP Sergeant will assist the FTOs by developing, reviewing and authorizing appropriate training responses when special training needs arise.

ADDITIONAL REQUIREMENTS

The employee selected for the position will be required to attend the Field Training Program SAC course. This is an ancillary assignment within the Patrol Division. This timeline is at the discretion of the Chief of Police or his designee. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Field Training Officer		Mandated
CIT for FTO		Mandated
Field Training Officer Update		Mandated
Field Training Program SAC Course		Essential
Legislative / Legal Update		Desirable
Report Writing		Desirable

TRAFFIC SERGEANT

MINIMUM REQUIREMENTS

Experience	Education	Certification
3 years exp.	HS Diploma / GED (AA/AS recommended)	POST Basic

GENERAL DESCRIPTION

The Traffic Sergeant is assigned to the Patrol Bureau as the administrative liaison to the motorcycle officers and supervises overall department traffic enforcement strategies. The Traffic Sergeant is responsible for supervising the training of the motorcycle officers; supervising and reviewing major injury and fatal traffic collision investigations; evaluating traffic control needs related to parade and special event permits; managing traffic-related grants; and responding to traffic complaints from the community.

ADDITIONAL REQUIREMENTS

The employee selected for the position may be required to attend intermediate and advanced traffic collision investigation courses. This is an ancillary assignment within the Patrol Division. This timeline is at the discretion of the Chief of Police or his designee. This position will be compensated in accordance with the MVPOA MOU.

TRAINING PLAN

Traffic Collision - Basic		Essential
Traffic Collision - Intermediate		Desirable
Traffic Collision - Advanced		Desirable
Motorcycle Training		Desirable
Motorcycle Officer Advanced / Update		Desirable
Motorcycle Training Instructor		Desirable

COMMUNITY SERVICES OFFICER

MINIMUM REQUIREMENTS

Experience	Education	Certification
2 years exp.	HS Diploma / GED	Valid CDL

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Statutory and case laws and ordinances related to evidence, property and records
- City, State and Federal policies, procedures regarding police records
- Information technology, personal computers and related software applications
- Communicate effectively both verbally and in writing
- Store, track and retrieve property and evidence and maintain accurate records
- Operate camera and various other photographic equipment
- Maintain cooperative relationships with the public and fellow employees

GENERAL DUTIES & ACTIVITIES

- Author police reports and respond to emails received by the police department
- Develop, maintain and coordinate community outreach programs
- Conduct presentations and provide information through website and social media
- Administer Live Scan fingerprinting service to the public
- Facilitate (EPAS) program and maintain (PEBT) equipment
- Receive, record and deliver physical evidence recovered from crime scenes
- Assist Patrol, Investigations and Records staff as requested
- Assist with parking enforcement and traffic control

TRAINING PLAN

Mandated Training	Initial Training	Recertification
CLETS/NCIC	Orientation	Every 2 Years
Harassment Training (City Policy)	Orientation	Every 2 Years
Classification Specific Training		
Property Room Management		Essential
FET / CSI		Desirable
Fingerprint - Basic		Desirable
Crime Scene & Forensic Photography		Desirable

PARKING ENFORCEMENT OFFICER

MINIMUM REQUIREMENTS

Experience	Education	Certification
None	HS Diploma / GED	Valid CDL

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Communicate effectively both verbally and in writing
- Interpret and explain laws, rules, regulations and technical procedure manuals
- Establish cooperative relationships with the public and fellow employees
- Municipal parking regulations, vehicle code and towing procedures
- Department policies, procedures and forms
- Operate a personal computer and related software
- Prepare and maintain records and files
- Compile data and prepare simple reports
- Establish and maintain effective relationships with others
- Operate a variety of modern office technology, equipment and vehicles

GENERAL DUTIES & ACTIVITIES

- Issue parking citations using hand-held computers
- Explain and enforce parking laws and regulations
- Collect coins deposited in meters
- Enforce abandoned vehicle abatement program
- Prepare monthly statistical reports on activities
- Report missing traffic signals or signs, or broken parking meters
- Enforce time violations in non-metered spaces at specified intervals
- Tow abandoned or illegally parked vehicles or vehicles with outstanding tickets
- Handle complaints from citizens regarding illegally parked and abandoned vehicles
- Enter data into computer about abandoned and illegally parked vehicles
- Repair, maintain and program parking meters

TRAINING PLAN

Mandated Training	Initial Training	Recertification
CLETS/NCIC	Orientation	Every 2 Years
Harassment Training (City Policy)	Orientation	Every 2 Years

POLICE RECORDS SPECIALST

MINIMUM REQUIREMENTS

Experience	Education	Certification
None	HS Diploma / GED	Valid CDL

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Statutory and case laws and ordinances related to evidence, property and records
- City, State and Federal policies, procedures regarding police records
- Information technology, personal computers and related software applications
- Communicate effectively both verbally and in writing
- Interpret and explain laws, rules, regulations and technical procedure manuals
- Establish cooperative relationships with the public and fellow employees

GENERAL DUTIES & ACTIVITIES

- Answer, evaluate and all non-emergency calls for service into the CAD system
- Research, interpret and apply laws, codes or statutes to police records issues
- Provide callers and walk-in customers with assistance, information, or referral
- Distribute information from the police department to other public safety agencies
- Process and maintain police reports, documents and records in multiple formats
- Enter and retrieve information from other law enforcement data bases and resources
- Maintain the integrity and security of all confidential police records and reports
- Research, release, purge and seal police records in accordance with all state laws
- Prepare mandated statistical and other reports for the State Department of Justice
- Prepare standardized and specialized letters, records and reports
- Prepare releases for impounded and stored vehicles and criminal record clearances

TRAINING PLAN

Mandated Training	Initial Training	Recertification
CLETS/NCIC	Orientation	Every 2 Years
Harassment Training (City Policy)	Orientation	Every 2 Years
Public Records Act	Within 2 Years	None
Classification Specific Training		
Records - Basic		Essential
Supervisory Course - Civilian		Essential

SENIOR ADMINISTRATIVE AIDE

MINIMUM REQUIREMENTS

Experience	Education	Certification
5 years exp.	BA degree	Valid CDL

GENERAL KNOWLEDGE, SKILLS & ABILITIES

- Communicate clearly, concisely, and professionally, orally and in writing
- Interpret, apply, and teach policies, regulations, and procedures as needed
- Compile and organize data, records, and communications
- Use appropriate discretion in maintaining confidential data and information
- Interpret and make decisions in accordance with laws, regulations and policies
- Accomplish assigned tasks using office and computer equipment or programs
- Use independent and innovative judgment and personal initiative

GENERAL DUTIES & ACTIVITIES

- Provide high-level and efficient administrative and customer service assistance
- Schedule meetings and prepare and distribute agendas, minutes and staff reports
- Supervise, train, and evaluate designated employees, contractors and/or volunteers
- Conduct research, data collection, report preparation, and information sharing
- Perform a variety of confidential and complex clerical and administrative duties
- Coordinate responses to Public Records Act and other requests for information
- Assist with payroll, budget, purchasing, scheduling, and record-keeping
- Manage and coordinates department's newsletters, public notices and notifications

TRAINING PLAN

Mandated Training	Initial Training	Recertification
CLETS/NCIC	Orientation	Every 2 Years
Harassment Training (City Policy)	Orientation	Every 2 Years
Public Records Act	Within 2 Years	None
Classification Specific Training		
Assertive Supervision		Essential
Records - Supervisors		Desirable
DOJ CLETS for Trainers		Desirable
Microsoft Office - Advanced		Desirable
Partnering for Department's Success (CPCA)		Desirable

Mill Valley Police Department



Career Development Forms



Mill Valley Police Department Career Development Plan



POLICE OFFICER

Employee Information		
Name:	ID#:	Date:

Qualifications		
Experience:	None Required	<input type="checkbox"/>
Education:	High School Diploma	<input type="checkbox"/>
Certification:	POST Basic Academy	<input type="checkbox"/>

Developmental Activities	
Patrols assigned area to observe/report suspicious activities or hazardous conditions	<input type="checkbox"/>
Answers routine and emergency calls for protection of life and property	<input type="checkbox"/>
Investigates crimes, accidents, deaths and disturbances	<input type="checkbox"/>
Collects, preserves and presents evidence using scientific identification techniques	<input type="checkbox"/>
Interviews and/or takes statements and completes investigative reports	<input type="checkbox"/>
Directs traffic, including regulation of vehicle flow at emergency or congested places	<input type="checkbox"/>
Appears in court to present evidence/testimony in criminal and/or civil cases	<input type="checkbox"/>
Provides information and direction to the public	<input type="checkbox"/>
Assists in developing community policing strategies	<input type="checkbox"/>
Maintains effective public relations and makes public service appearances	<input type="checkbox"/>
Provides emergency first aid and/or assistance to injured or incapacitated persons	<input type="checkbox"/>
Searches, guards, transports and assists in the custodial care of prisoners	<input type="checkbox"/>
Assists with planned events, emergencies, natural disasters, fires and parades	<input type="checkbox"/>
Directs, instructs, and supervises officers/employees in training	<input type="checkbox"/>
Conducts in-service and/or briefing training	<input type="checkbox"/>



Mill Valley Police Department Career Development Plan



Specialty Assignments			
Bicycle Patrol Officer	<input type="checkbox"/>	Motorcycle Officer	<input type="checkbox"/>
Drug Recognition Expert (DRE)	<input type="checkbox"/>	Field Training Officer (FTO)	<input type="checkbox"/>
Crisis Intervention Team (CIT) Officer	<input type="checkbox"/>	School Resource Officer (SRO)	<input type="checkbox"/>
Crisis Negotiations Team (CNT) Member	<input type="checkbox"/>	Detective Sergeant	<input type="checkbox"/>
Use of Force Instructor	<input type="checkbox"/>	Field Training Program (FTP) Sergeant	<input type="checkbox"/>
Special Response Team (SRT) Member	<input type="checkbox"/>	Traffic Sergeant	<input type="checkbox"/>

Training Courses			
Traffic Collision - Basic	<input type="checkbox"/>	ARIDE	<input type="checkbox"/>
Radar / Lidar Operator	<input type="checkbox"/>	Interview & Interrogation	<input type="checkbox"/>
Drug Influence – 11550 H&S	<input type="checkbox"/>	Advanced Officer Training	<input type="checkbox"/>
EPAS Training	<input type="checkbox"/>	Domestic Violence for First Responder	<input type="checkbox"/>
DUI / SFST Investigation	<input type="checkbox"/>	Sexual Assault for First Responder	<input type="checkbox"/>

Comments & Recommendations

Staff Approval		
Name:	ID#:	Date:



Mill Valley Police Department Career Development Plan



POLICE CORPORAL

Employee Information		
Name:	ID#:	Date:

Qualifications		
Experience:	2 years	<input type="checkbox"/>
Education:	High School Diploma (AA/AS degree recommended)	<input type="checkbox"/>
Certification:	POST Basic	<input type="checkbox"/>

Developmental Activities	
Patrols assigned area to observe/report suspicious activities or hazardous conditions	<input type="checkbox"/>
Answers routine and emergency calls for protection of life and property	<input type="checkbox"/>
Investigates crimes, accidents, deaths and disturbances	<input type="checkbox"/>
Collects, preserves and presents evidence using scientific identification techniques	<input type="checkbox"/>
Interviews and/or takes statements and completes investigative reports	<input type="checkbox"/>
Directs traffic, including regulation of vehicle flow at emergency or congested places	<input type="checkbox"/>
Appears in court to present evidence/testimony in criminal and/or civil cases	<input type="checkbox"/>
Provides information and direction to the public	<input type="checkbox"/>
Assists in developing community policing strategies	<input type="checkbox"/>
Maintains effective public relations and makes public service appearances	<input type="checkbox"/>
Provides emergency first aid and/or assistance to injured or incapacitated persons	<input type="checkbox"/>
Searches, guards, transports and assists in the custodial care of prisoners	<input type="checkbox"/>
Assists with planned events, emergencies, natural disasters, fires and parades	<input type="checkbox"/>
Directs, instructs, and supervises officers/employees in training	<input type="checkbox"/>
Mentors subordinate personnel in career development	<input type="checkbox"/>
Acts as shift supervisor in the absence or at the direction of a supervisor	<input type="checkbox"/>



Mill Valley Police Department Career Development Plan



Specialty Assignments			
Bicycle Patrol Officer	<input type="checkbox"/>	Motorcycle Officer	<input type="checkbox"/>
Drug Recognition Expert (DRE)	<input type="checkbox"/>	Field Training Officer (FTO)	<input type="checkbox"/>
Crisis Intervention Team (CIT) Officer	<input type="checkbox"/>	School Resource Officer (SRO)	<input type="checkbox"/>
Crisis Negotiations Team (CNT) Member	<input type="checkbox"/>	Detective Sergeant	<input type="checkbox"/>
Use of Force Instructor	<input type="checkbox"/>	Field Training Program (FTP) Sergeant	<input type="checkbox"/>
Special Response Team (SRT) Member	<input type="checkbox"/>	Traffic Sergeant	<input type="checkbox"/>

Training Courses			
Assertive Supervision	<input type="checkbox"/>	Legislative / Legal Update	<input type="checkbox"/>
Critical Incident Response	<input type="checkbox"/>	Field Training Officer	<input type="checkbox"/>
Media Relations	<input type="checkbox"/>	Supervisory Course (POST)	<input type="checkbox"/>

Comments & Recommendations

Staff Approval		
Name:	ID#:	Date:



Mill Valley Police Department Career Development Plan



POLICE SERGEANT

Employee Information		
Name:	ID#:	Date:

Qualifications		
Experience:	3 years	<input type="checkbox"/>
Education:	High School Diploma (AA/AS degree recommended)	<input type="checkbox"/>
Certification:	POST Supervisory Certificate	<input type="checkbox"/>

Developmental Activities	
Plan, organize, assign, direct, review work and activities of subordinate personnel	<input type="checkbox"/>
Supervise police response to critical law enforcement situations	<input type="checkbox"/>
Coordinates crime scene activities, investigations and assists subordinate personnel	<input type="checkbox"/>
Assists in developing community policing strategies	<input type="checkbox"/>
Maintains effective public relations and makes public service appearances	<input type="checkbox"/>
Reviews bulletins and assigns cases to subordinate personnel for further investigation	<input type="checkbox"/>
Prepares memoranda and records of shift activity	<input type="checkbox"/>
Reviews submitted reports for accuracy and completeness	<input type="checkbox"/>
Prepares performance appraisals of subordinate personnel	<input type="checkbox"/>
Counsel employees regarding work performance and document disciplinary issues	<input type="checkbox"/>
Responds to, investigates and resolves citizen complaints regarding police activities	<input type="checkbox"/>
Directs, instructs, and supervises subordinate personnel in training	<input type="checkbox"/>
Conducts in-service and/or briefing training	<input type="checkbox"/>
Mentors subordinate personnel in career development	<input type="checkbox"/>



Mill Valley Police Department Career Development Plan



Specialty Assignments			
Bicycle Patrol Officer	<input type="checkbox"/>	Motorcycle Officer	<input type="checkbox"/>
Drug Recognition Expert (DRE)	<input type="checkbox"/>	Field Training Officer (FTO)	<input type="checkbox"/>
Crisis Intervention Team (CIT) Officer	<input type="checkbox"/>	School Resource Officer (SRO)	<input type="checkbox"/>
Crisis Negotiations Team (CNT) Member	<input type="checkbox"/>	Detective Sergeant	<input type="checkbox"/>
Use of Force Instructor	<input type="checkbox"/>	Field Training Program (FTP) Sergeant	<input type="checkbox"/>
Special Response Team (SRT) Member	<input type="checkbox"/>	Traffic Sergeant	<input type="checkbox"/>

Training Courses			
ICS (300,400)	<input type="checkbox"/>	Supervisory Leadership Institute	<input type="checkbox"/>
Supervisory Course (POST)	<input type="checkbox"/>	Media Relations	<input type="checkbox"/>
High Technology Crimes	<input type="checkbox"/>	Legislative / Legal Update	<input type="checkbox"/>
Assertive Supervision	<input type="checkbox"/>	Criminal Investigation Core Course (ICI)	<input type="checkbox"/>
Internal Affairs	<input type="checkbox"/>	Field Training Program SAC Course	<input type="checkbox"/>
Critical Incident Response	<input type="checkbox"/>		<input type="checkbox"/>

Comments & Recommendations

Staff Approval		
Name:	ID#:	Date:



Mill Valley Police Department Career Development Plan



POLICE LIEUTENANT

Employee Information		
Name:	ID#:	Date:

Qualifications		
Experience:	8 years; 3 years supervisory experience	<input type="checkbox"/>
Education:	Bachelor Degree	<input type="checkbox"/>
Certification:	POST Supervisory Certificate	<input type="checkbox"/>

Developmental Activities	
Plan, organize, assign, direct, review work and activities of subordinate personnel	<input type="checkbox"/>
Supervise police response to critical law enforcement situations	<input type="checkbox"/>
Develop department policies, procedures and/or directives	<input type="checkbox"/>
Establish, implement and monitor department budget goals and objectives	<input type="checkbox"/>
Review crime trends, personnel effectiveness and equipment resources	<input type="checkbox"/>
Assesses workforce allocation and makes recommendations for strategic plan	<input type="checkbox"/>
Prepares staff reports and make presentations to the City Manager and City Council	<input type="checkbox"/>
Manages grants and oversee the grant application and budget process	<input type="checkbox"/>
Coordinate investigation, crime scene activities and protection of evidence	<input type="checkbox"/>
Prepares performance appraisals of subordinate personnel	<input type="checkbox"/>
Counsel employees regarding work performance and document disciplinary issues	<input type="checkbox"/>
Direct, instruct, supervise in-service and/or briefing training	<input type="checkbox"/>
Mentor subordinate personnel in career development	<input type="checkbox"/>
Interview, recommend, select employees for special assignment and/or promotion	<input type="checkbox"/>
Assist in developing community policing strategies	<input type="checkbox"/>
Maintain good public relations and make public service appearances	<input type="checkbox"/>



Mill Valley Police Department Career Development Plan



Specialty Assignments			
Bicycle Patrol Officer	<input type="checkbox"/>	Motorcycle Officer	<input type="checkbox"/>
Drug Recognition Expert (DRE)	<input type="checkbox"/>	Field Training Officer (FTO)	<input type="checkbox"/>
Crisis Intervention Team (CIT) Officer	<input type="checkbox"/>	School Resource Officer (SRO)	<input type="checkbox"/>
Crisis Negotiations Team (CNT) Member	<input type="checkbox"/>	Detective Sergeant	<input type="checkbox"/>
Use of Force Instructor	<input type="checkbox"/>	Field Training Program (FTP) Sergeant	<input type="checkbox"/>
Special Response Team (SRT) Member	<input type="checkbox"/>	Traffic Sergeant	<input type="checkbox"/>

Training Courses			
Management Course (POST)	<input type="checkbox"/>	Pitchess Motion Update	<input type="checkbox"/>
Officer-Involved Shooting Investigations	<input type="checkbox"/>	Property Room Management	<input type="checkbox"/>
Public Records Act	<input type="checkbox"/>	Background Investigation	<input type="checkbox"/>
Critical Incident Management	<input type="checkbox"/>	Partnering for Team Success	<input type="checkbox"/>
Training Managers Course	<input type="checkbox"/>	Strategic & Succession Planning	<input type="checkbox"/>
Field Training Program SAC Course	<input type="checkbox"/>	Women Leaders Law Enforcement	<input type="checkbox"/>

Comments & Recommendations

Staff Approval		
Name:	ID#:	Date:



Mill Valley Police Department Career Development Plan



POLICE CAPTAIN

Employee Information		
Name:	ID#:	Date:

Qualifications		
Experience:	8 years; 3 years supervisory experience	<input type="checkbox"/>
Education:	Bachelor Degree	<input type="checkbox"/>
Certification:	POST Supervisory & Management Certificates	<input type="checkbox"/>

Developmental Activities	
Plan, organize, assign, direct, review work and activities of subordinate personnel	<input type="checkbox"/>
Supervise police response to critical law enforcement situations	<input type="checkbox"/>
Develop department policies, procedures and/or directives	<input type="checkbox"/>
Establish, implement and monitor department budget goals and objectives	<input type="checkbox"/>
Review crime trends, personnel effectiveness and equipment resources	<input type="checkbox"/>
Assesses workforce allocation and makes recommendations for strategic plan	<input type="checkbox"/>
Prepares staff reports and make presentations to the City Manager and City Council	<input type="checkbox"/>
Manages grants and oversee the grant application and budget process	<input type="checkbox"/>
Coordinates police activities with other City departments and outside agencies	<input type="checkbox"/>
Represents department during meetings with outside agencies, vendors and public	<input type="checkbox"/>
Supervises, evaluates and mentors subordinate personnel in career development	<input type="checkbox"/>
Enforces personnel regulations, resolves complaints and initiates employee action	<input type="checkbox"/>
Recommends and/or selects employees for hiring, assignment and promotion	<input type="checkbox"/>
Acts as the department head at the direction or in the absence of the Police Chief	<input checked="" type="checkbox"/>



Mill Valley Police Department Career Development Plan



Specialty Assignments			
Bicycle Patrol Officer	<input type="checkbox"/>	Motorcycle Officer	<input type="checkbox"/>
Drug Recognition Expert (DRE)	<input type="checkbox"/>	Field Training Officer (FTO)	<input type="checkbox"/>
Crisis Intervention Team (CIT) Officer	<input type="checkbox"/>	School Resource Officer (SRO)	<input type="checkbox"/>
Crisis Negotiations Team (CNT) Member	<input type="checkbox"/>	Detective Sergeant	<input type="checkbox"/>
Use of Force Instructor	<input type="checkbox"/>	Field Training Program (FTP) Sergeant	<input type="checkbox"/>
Special Response Team (SRT) Member	<input type="checkbox"/>	Traffic Sergeant	<input type="checkbox"/>

Training Courses			
Management Course (POST)	<input type="checkbox"/>	Becoming a Police Chief (CPCA)	<input type="checkbox"/>
Officer-Involved Shooting Investigations	<input type="checkbox"/>	FBI National Academy	<input type="checkbox"/>
Public Records Act	<input type="checkbox"/>	Command College	<input type="checkbox"/>
Workers Comp / Disability Retirement	<input type="checkbox"/>	Senior Management Institute for Police	<input type="checkbox"/>

Comments & Recommendations

Staff Approval		
Name:	ID#:	Date:



Mill Valley Police Department Career Development Plan



POLICE CHIEF

Employee Information		
Name:	ID#:	Date:

Qualifications		
Experience:	10 years; 5 years management experience	<input type="checkbox"/>
Education:	Bachelor Degree (Master degree recommended)	<input type="checkbox"/>
Certification:	POST Supervisory & Management Certificates	<input type="checkbox"/>

Developmental Activities	
Lead Police Department towards achievement of goals and objectives	<input type="checkbox"/>
Manage personnel and budget in accordance with law, policies and practices	<input type="checkbox"/>
Formulate policy to support implementation of new initiatives	<input type="checkbox"/>
Identify and implement strategies to exploit opportunities and mitigate problems	<input type="checkbox"/>
Develop subordinates to secure the most ethical and effective service delivery	<input type="checkbox"/>
Participate as contributing member of City's management team	<input type="checkbox"/>
Provide support to other City departments and their personnel	<input type="checkbox"/>
Establish strong ties between the community and the Police Department	<input type="checkbox"/>
Assist community groups and committees in achievement of goals	<input type="checkbox"/>
Maintain constructive press and community relations.	<input type="checkbox"/>
Evolve the department toward internalizing the philosophy of community policing	<input type="checkbox"/>
Identify, secure and implement new equipment and technology	<input type="checkbox"/>



Mill Valley Police Department Career Development Plan



Specialty Assignments			
Bicycle Patrol Officer	<input type="checkbox"/>	Motorcycle Officer	<input type="checkbox"/>
Drug Recognition Expert (DRE)	<input type="checkbox"/>	Field Training Officer (FTO)	<input type="checkbox"/>
Crisis Intervention Team (CIT) Officer	<input type="checkbox"/>	School Resource Officer (SRO)	<input type="checkbox"/>
Crisis Negotiations Team (CNT) Member	<input type="checkbox"/>	Detective Sergeant	<input type="checkbox"/>
Use of Force Instructor	<input type="checkbox"/>	Field Training Program (FTP) Sergeant	<input type="checkbox"/>
Special Response Team (SRT) Member	<input type="checkbox"/>	Traffic Sergeant	<input type="checkbox"/>

Training Courses			
Executive Development Course (POST)	<input type="checkbox"/>	Partnering for Success of City (CPCA)	<input type="checkbox"/>
Succeeding as a Police Chief	<input type="checkbox"/>	Annual Conference (CPCA)	<input type="checkbox"/>

Comments & Recommendations

Staff Approval		
Name:	ID#:	Date:



Mill Valley Police Department Career Development Plan



SENIOR ADMINISTRATIVE ASSISTANT

Employee Information		
Name:	ID#:	Date:

Qualifications		
Experience:	5 years	<input type="checkbox"/>
Education:	Bachelor Degree	<input type="checkbox"/>
Certification:	Valid CDL	<input type="checkbox"/>

Developmental Activities	
Provide high-level and efficient administrative and customer service assistance	<input type="checkbox"/>
Schedule meetings and prepare and distribute agendas, minutes and staff reports	<input type="checkbox"/>
Supervise, train, and evaluate designated employees, contractors and/or volunteers	<input type="checkbox"/>
Conduct research, data collection, report preparation, and information sharing	<input type="checkbox"/>
Perform a variety of confidential and complex clerical and administrative duties	<input type="checkbox"/>
Coordinate responses to Public Records Act and other requests for information	<input type="checkbox"/>
Assist with payroll, budget, purchasing, scheduling, and record-keeping	<input type="checkbox"/>
Manage and coordinates department's newsletters, public notices and notifications	<input type="checkbox"/>

Specialty Assignments			
Police Communications Clerk	<input type="checkbox"/>	Community Service Officer	<input type="checkbox"/>

Training Courses			
Assertive Supervision	<input type="checkbox"/>	Microsoft Office - Advanced	<input type="checkbox"/>
Records - Supervisors	<input type="checkbox"/>	Social Media Methods	<input type="checkbox"/>
DOJ CLETS for Trainers	<input type="checkbox"/>	Partnering for Department's Success	<input type="checkbox"/>



Mill Valley Police Department

Career Development Plan



Comments & Recommendations

--

Staff Approval

Name:

ID#:

Date:



Mill Valley Police Department Career Development Plan



CDP Questionnaire

Employee Information		
Name:	ID#:	Date: Click here to enter a date.
Current Rank / Specialty	Desired Rank / Specialty	
Choose an item. / Choose an item.	Choose an item. / Choose an item.	
Total LE Experience	Retirement Date	
Choose an item. Years	Click here to enter a date.	
Current Education	Desired Education	
Choose an item.	Choose an item.	
Current Certification	Desired Certification	
Choose an item.	Choose an item.	

Career Development Goals
(Describe your career goals and list desired skills, knowledge, abilities and training)



Mill Valley Police Department Career Development Plan



CDP Activity Log

Employee Information		
Name:	ID#:	Date: Click here to enter a date.
Career Development Goals		
Rank / Specialty: Choose an item. / Choose an item.		
Education: Choose an item.		
Certification: Choose an item.		

Career Development Activities
(List specific training, education and experiential activities completed in support of development plan)

Supervisor:	ID#:	Date:
--------------------	-------------	--------------