

# GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



<b>G.O. Number:</b> 15.8	<b>Subject:</b> Training and Career Development	
<b>Chapter:</b> 15 Career Development	Number of Pages: 04	
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<b>By Order of Chief of Police :</b> Rene G. Landa Chief of Police		<b>Revised:</b> 03/01/2021 <b>Status:</b> Amended

**SECTIONS:**

- 15.8.1**            **Definitions**
- 15.8.2**            **Career Development Personnel Training**
- 15.8.3**            **Skills Development Training Upon Promotion**
- 18.9.4**            **Newly Promoted First Line Sworn Supervisors**

**RESCINDS:**    Any other existing orders in conflict.

**PURPOSE:**    To establish departmental policy and provide training requirements for career development activities.

**SCOPE:**        All departmental personnel.

**POLICY:**        It is the policy of the South Miami Police Department to provide advanced career development training designed to add to an employee’s skills, knowledge, and ability to perform their job with competency and confidence. This advanced training may address supervisory, management, and/or executive development training.

### 15.8.1 DEFINITIONS

- A. **ADVANCED MANAGEMENT TRAINING:** Advanced management training is the type of training provided at local/regional training centers for executive management development, and national training centers, such as the FBI National Academy, Southern Police Institute, Northwestern Traffic Institute, and the Florida Department of Law Enforcement Executive Institute, among others.
- B. **COMMANDER/ MANAGER:** A member who holds the rank of lieutenant or higher or a civilian with a mid-level management position.
- C. **FIRST-LINE SUPERVISOR:** A member who holds the rank of sergeant or a civilian with a first-line supervisory position.
- D. **FIRST-LINE SUPERVISOR TRAINING:** An in-service or outside course that delivers the fundamental skills new supervisors need to be successful in their position. These types of courses focus on the role and functions of the first-line supervisor and builds a solid introduction to management-level decision making.

### 15.8.2 CAREER DEVELOPMENT PERSONNEL TRAINING

- A. The Training Unit is responsible for maintaining records on all career development activities conducted in the department. In order to maintain such activities, personnel assigned to conduct career development activities will receive orientation and training in the following areas:
  - 1. Salary, benefits, and training opportunities within the department;
  - 2. Training opportunities that are or may be available to department personnel;
  - 3. Cultural background awareness;
  - 4. Educational opportunities and incentive programs;
  - 5. Record keeping techniques;
  - 6. Availability of outside resources.

### 15.8.3 SKILL DEVELOPMENT TRAINING UPON PROMOTION

- A. As personnel are promoted, the skills necessary to perform at a given level will change to require supervisory, leadership, and administrative skills and knowledge. The South Miami Police Department will provide both in-service and outside training for newly promoted personnel as soon as practical following the promotion.
1. Management and supervisory training is a key element in career development, and a major factor in enhancing an employee's overall potential for upward mobility. This training is designed to improve the professional competence of officers who have demonstrated leadership potential. These courses consist of basic supervisory leadership training, technical skills, and advanced management.
  2. Advanced management training is the type of training provided at local/regional training centers for executive management development, and national training centers, such as the FBI National Academy, Southern Police Institute, Northwestern Traffic Institute, and the Florida Department of Law Enforcement Executive Institute, among others (see 15.5.4 Advanced Training).
  3. Criteria and conditions for being considered to attend an advanced management training institution are as follows:
    - a. Ability to meet requirements of the institution;
    - b. Be in a supervisory/command position;
    - c. Receive the endorsement of the Chief of Police.
  4. Training requirements to be satisfied by advanced management training may include the following:
    - a. Management theory;
    - b. Utilization of resources to their maximum efficiency;
    - c. Supervisory techniques;
    - d. Problem identification, evaluation and solving techniques;
    - e. Police administration;
    - f. Leadership instruction.

#### **15.8.4 NEWLY PROMOTED FIRST LINE SWORN SUPERVISORS**

- A. The agency has a training program for newly promoted first line sworn supervisors. Newly promoted probationary first-line supervisors will attend a 40-hour First Line Supervisor Training; training will be completed no later than 12 months after appointment to a supervisory position or promotion. The training may include but is not limited to the following: [CFA10.12M]
1. Supervisory role and techniques;
  2. Leadership Styles;
  3. Civil Liability Topics;
  4. High Liability/ Critical Incidents Procedures;
  5. Discipline Process;
  6. Performance Evaluations;
  7. Personnel and Resource Management; and
  8. Supervisory Paperwork and other responsibilities.