

# **COVINGTON POLICE DEPARTMENT**

## **STANDARD OPERATING PROCEDURE**

**Subject: CAREER DEVELOPMENT PROGRAM**

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### **I. Purpose**

To encourage employees to pursue higher education through formal schooling opportunities and police related schools and to establish a program to reward employees through a career development program.

### **II. Statement of Policy**

It shall be the policy of the Covington Police Department to work closely with the Department of Personnel to develop and administer a Career Development Program for police employees. Courses may be added or deleted at the discretion of the Police Department and the Department of Personnel. Personnel assigned to career development activities should be trained in those duties. Furthermore, it shall be the responsibility of each employee to ensure that copies of certificates and/or diplomas are provided to the Police Department's Training Officer for inclusion in the employee's training file and for calculation into the Career Development Program.

### **III. Position Requirements - Police Officer I**

A. Basic Mandate Certification with six months of employment.

#### **1. POI - Group 1 (80 hours of classes listed below):**

- a. Criminal Procedures (40 hrs)
- b. Officer Survival (40 hrs)
- c. First Responder (48 hrs)
- d. Health & Wellness Awareness (22 hrs)
- e. Interpersonal Communication (8 hrs)
- f. Field Training Officer (40 hrs)

2. **POI – Group 2** (60 hours of classes listed below):
  - a. Radar (16 hrs)
  - b. Lidar (Laser) (8 hrs)
  - c. Stress Management (16 hrs)
  - d. Survival Spanish for L.E. Officers (40 hrs)
  - e. L.E. Response to Domestic Violence (24 hrs)
  - f. Community Oriented Policing - Introduction (16 hrs)
3. **POI – Group 3** (64 hours of classes listed below):
  - a. Drugs That Impair Driving (8 hrs)
  - b. DUI Case Preparation and Courtroom Presentation (24 hrs)
  - c. DUI Case Report Writing (8 hrs)
  - d. DUI Detection and Standardized Field Sobriety Testing (24 hrs)
  - e. B.A.T. - Basic (16 hrs)
  - f. DUI Detection and SFST Instructor Course (40 hrs)

#### **IV. Position Requirements - Police Officer II**

- A. Total of two (2) years of experience as a full-time police officer **plus** a minimum of ten (10) quarter or six (6) semester hours from an accredited college or university, and/or four (4) years of military service. Additionally, officers must complete four (4) of the courses listed below.

1. **POII –** (4 classes listed below)
  - a. Criminal Procedure (24 hrs.)
  - b. Health & Awareness (22 hrs.)
  - c. Interpersonal Relations/Crisis Intervention (8hrs.)
  - d. Crisis Intervention Team (40hrs.)
  - e. Tactical Diffusion Strategies (24 hrs.)
  - f. First Responder (40 hrs.)
  - g. Officer Survival (40hrs.)
  - h. Tactical Combat Casualty Care
  - i. Specialized Patrol Techniques
  - j. Stop The Bleed

**V. Position Requirements - Police Officer III**

A. Total of four (4) years of experience as a full-time police officer plus a minimum of twenty (20) quarter or twelve (12) semester hours from an accredited college or university, and/or four (4) years of military service. Additionally, officers must complete four (4) of the courses listed below.

1. **PO III** – (4 classes listed below)
  - a. Advanced Traffic Law (24 hrs.)
  - b. Crime Scene Processing (2h hrs.)
  - c. Crime Scene Technician (40 hrs.)
  - d. Crime Scene Investigations (40 hrs.)
  - e. Specialized Patrol Techniques (14 hrs.)
  - f. Advanced Patrol Techniques (24 hrs.)
  - g. Interviews and Interrogations (24 hrs.)
  - d. Advanced Interviews and Interrogations (24 or more hrs.)
  - e. Search Warrants and Affidavits (16 hrs.)
  - f. Search Warrants and Affidavits, Advanced (24 hrs.)
  - g. Search and Seizure for Law Enforcement (40 hrs.)
  - h. Advanced Firearms (32 hrs.)
  - i. Semi-Automatic Pistol Level 2 (32 hrs.)
  - j. Firearms Instructor Course (80 hrs.)
  - k. SWAT Levels I & II
  - l. Advanced Report Writing (8 hrs.)

BY ORDER OF THE CHIEF OF POLICE:

*Brent Fuesting*  
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Chief of Police