



Iowa State University Department of Public Safety

Directive: 33.4

SUBJECT: CAREER DEVELOPMENT

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POLICY:

The Iowa State University Department of Public Safety shall provide interested employees with career development counseling and mentorship. Career development counseling and mentorship may continue as long as the interested employee is making satisfactory progress.

DEFINITIONS:

“Career counseling” refers to counseling that is designed to facilitate an employee's career choices, understanding of career goals, and achievement of career goals through meaningful, well-informed choices.

“Career development” activities refer to an organized and supervised set of duties or functions designed to stimulate learning (e.g., counseling, training, job rotations). These activities may or may not be specifically related to promotional opportunities.

PROCEDURE:

33.4.1 TRAINING REQUIREMENTS

The following shall establish training requirements for those conducting career development activities:

- A. Department employees who are assigned to conduct career development activities shall undergo a period of orientation to provide increased knowledge and skills in the following areas:
 - 1. General counseling techniques;
 - 2. Techniques for assessing skills, knowledge, and abilities;
 - 3. Salary, benefits, and training opportunities that are available;
 - 4. Educational opportunities and incentive programs; and
 - 5. Career development programs of other jurisdictions.
- B. The Special Events/Training Lieutenant is responsible for the maintenance of written records of all proficiency and career specialty training of employees. Employees are responsible for submitting a copy of their training certification to the Special Events/Training Lieutenant upon completion of courses.
- C. The Field Services Captain is responsible for maintaining a current inventory of internal and external training resources used to develop and satisfy training and career development program goals.

33.4.2 JOB TRAINING UPON PROMOTION

The following provides for job related training for all newly promoted or appointed personnel:

- A. Management and supervisory training are an important element of the career development program and a factor in enhancing an employee's overall potential for upward mobility. All first-line supervisors shall attend a development training for supervisors.
- B. Newly promoted or appointed sworn supervisory personnel should receive specialized training at Northwestern School of Police Staff and Command, the Southern Police Institute, or the FBI National Academy.

- C. Newly promoted or appointed non-sworn supervisory personnel should receive specialized training such as the Northwestern School of Police Staff and Command or a similar course.
- D. Career development related training may include, but not limited to the following:
 - 1. Interpersonal communication;
 - 2. Planning;
 - 3. Decision making;
 - 4. Problem identification, prevention, and solution;
 - 5. Management level information systems;
 - 6. Fiscal management; and
 - 7. Organizational behavior.

33.4.3 CAREER DEVELOPMENT PROGRAM

The following describes the Department's Career Development Program:

- A. Employee and supervisor career development discussions should occur periodically throughout the year. Formal career development counseling should take place during annual performance reviews. Goal setting will occur during the annual performance review and a mid-year conversation. Some career development opportunities, as well as steps taken to prepare for career opportunities, may be utilized as annual evaluation goals on the employee's performance evaluation. Additional counseling may be done informally, in addition to an immediate supervisor, this can be provided by other supervisors, mentors, members of departmental specialized units, etc. Counseling should include inquiry regarding the employee's plans and preferences; review of the employee's areas of knowledge, skills, and abilities; and discussion of relevant training available. Counseling may include instruction in or discussion of steps that the employee should take to prepare for those career development opportunities. This may include developing one's writing skills, honing interview techniques, undertaking additional areas of study, and/or alterations in the employee's focus or performance in their current assignment.
- B. Career development opportunities arise frequently. These opportunities include, but are not limited to the following:
 - 1. Promotions;
 - 2. Training;
 - 3. Formal education;
 - 4. Specialized positions;
 - 5. Collateral assignments;
 - 6. Alternative positions within the Department; and
 - 7. Increased challenge/responsibility within the employee's current assignment.
- C. Opportunities for Department sanctioned training will be available to all employees across several platforms. Employees are encouraged to investigate other available training and submit training requests, as appropriate. Supervisors may submit written training requests for their employees at any time. Employees may submit written training requests via the chain of command. All employees are encouraged to utilize educational opportunities in pursuit of their career development. The career counseling portion of the annual evaluation affords supervisors an opportunity to discuss avenues that might facilitate individual growth and career development. The employee's supervisor and the Training Unit can assist the employee by locating educational programs that will assist the employee in pursuing his or her career opportunities. The University offers a variety of courses on campus throughout the year that may be relevant to employees' career development.

33.4.4 EDUCATION INCENTIVE

The following describes the current education incentive.

- A. Iowa State University Department of Public Safety encourages all employees to continue their education. When hiring sworn staff, a Bachelor's Degree is a preferred qualification. Iowa State University (ISU) assists in this effort by having a Tuition Reimbursement Program (TRP).
- B. TRP helps to defray the cost of tuition, up to a maximum of four college credits, for courses offered by ISU. This program is available to all current ISU Merit and Professional & Scientific (P&S) staff members upon completion

of one year of continuous non-temporary employment, prior to the time of course enrollment and if the employee is enrolled in courses that are part of a degree, or will benefit/enhance the staff member's current position at ISU. The ISU staff member's appointment must be at least twenty (20) hours per week (in a benefit-eligible position).