

SUBJECT: FIELD CAREER DEVELOPMENT PROGRAM

POLICY

The SBI provides opportunities for individual growth and development at all levels of the Bureau and provides incentives for all individuals in the Bureau to improve skills, knowledge, and abilities. In the Special Agent I, II, and III grades, this is accomplished through the Career Development Program.

PROGRAM

- A. Career development creates incentives for people to take on increased responsibilities; improve job performance; and acquire new knowledge, abilities, and skills. The Bureau seeks to advance employees on the basis of training, education, job performance, and work experience.
- B. The Bureau provides counseling, assistance, training, and appropriate job assignments so that all employees have the opportunity to improve skills, knowledge, and abilities in order to progress in his/her job assignment or job specialty.
- C. Career Development training will be limited to two weeks per year unless approval is authorized by the appropriate Assistant Director.

ADVANCEMENT IN GRADE

All advancement in grade up through Agent III will be made through the Career Development Program. Each position will have specified criteria regarding time-in-grade, training, work experience and job performance in order to be eligible for advancement.

MINIMUM STANDARDS

- A. The Career Development Program is designed to promote excellence. Meeting the minimum training and experience requirements makes an Agent eligible for but does not guarantee advancement. Recommendation for advancement also requires appropriate job performance and work level.
- B. The Career Development Program encourages Agents to acquire new skills and creates incentives to take on increased responsibilities and improve job performance. Through the Career Development Program, the SBI seeks to advance Agents on the basis of training, education, job performance, and work experience.

SUBJECT: FIELD CAREER DEVELOPMENT PROGRAM

RESPONSIBILITY AND AUTHORITY

- A. The Director makes the final determination regarding advancement and is responsible for assuring the opportunity for individual development is available to Bureau Agents through the Career Development Program.
- B. The Assistant Directors are responsible for reviewing the Program requirements concerning time-in-grade, type and amount of training, job performance, and work level necessary for advancement in each grade.
- C. The Assistant Directors are also responsible for recommending to the Director individuals for advancement.
- D. Special Agents in Charge are responsible for periodically reviewing progress through the Career Development Program of Agents under his/her supervision. Special Agents in Charge will meet at least annually and counsel with Agents under his/her supervision regarding the progress of each Agent.
- E. Special Agents in Charge will ensure that each Agent has an opportunity for work assignments, either temporary or full-time, which will assist in advancement through the Program.

RESPONSIBILITY OF THE TRAINING SECTION

- A. The Training Section will provide Bureau Agents with the opportunity to meet the training requirements of the Career Development Program. The Training Section will also provide Special Agents in Charge with the information necessary to counsel Agents regarding the Career Development Program.
- B. The Training Section will maintain a directory or schedule of specific training available which is needed in order to progress through the Career Development Program.
- C. The Training Section will maintain the current training record of each Bureau Agent including records of attendance at required annual in-service training programs. The training records will reflect completion of each phase of training in the Career Development Program.

SUBJECT: FIELD CAREER DEVELOPMENT PROGRAM

- D. The Training Section will, at least on an annual basis, conduct a continuing evaluation of Bureau training needs and produce a sufficient number of basic and specialty courses as appears in the SBI Field Agent Career Development Criteria plan. The Training Section will assist Agents in locating and obtaining needed training at external institutions or other law enforcement training academies when listed courses are not SBI produced.

RESPONSIBILITY OF SPECIAL AGENTS

- A. Each Agent is responsible for monitoring his/her training transcript for accuracy and for seeking assignments which will enhance progression through the Program.
- B. Agents are responsible for seeking training which will enhance present job performance and enable progress through the Career Development Program. Upon completion of the requirements for a given phase of the Career Development Program, including documentation of the required training in the Agent's training transcript, the Agent should then seek courses to develop the skill levels and knowledge commensurate with the most recent advancement in grade.

RESPONSIBILITY OF SPECIAL AGENTS IN CHARGE

- A. To assure the appropriate training is received, Bureau Special Agents in Charge will at least annually review the training transcripts of Agents under his/her supervision with regard to the training requirements as set out in the Career Development Program for Special Agents.
- B. Special Agents in Charge may initiate the advancement process for an Agent under his/her supervision when the Agent has completed the requirements as set out in the Career Development Program with regard to time-in-grade and training. The recommendation must also be that the Agent's investigative work is of the quality and level of complexity commensurate with the advancement recommended.
- C. The advancement process through the Career Development Program is initiated by a memorandum from the Special Agent in Charge to the appropriate Assistant Director recommending an individual for advancement. The memorandum will include the Agent's training transcript, time-in-grade, recent evaluations, and a description of current investigative assignments to include level of complexity.

SUBJECT: FIELD CAREER DEVELOPMENT PROGRAM

RESPONSIBILITY OF ASSISTANT DIRECTORS

- A. Following the receipt of a recommendation for advancement from a Special Agent in Charge, the Assistant Director will review the training transcript of the Agent recommended for compliance with the Career Development Program. Questions concerning Career Development Program credit for any course appearing on an Agent's training transcript will be resolved following consultation between the Assistant Director for Administrative Services and the appropriate Assistant Director.
- B. The Assistant Director will also review the Agent's record with regard to investigative assignments and performance evaluations and make a favorable written recommendation to the Director if the Assistant Director concurs with the Special Agent in Charge. If the Assistant Director does not recommend that the Agent be promoted, the Assistant Director will advise the Special Agent in Charge.
- C. With the Director's approval, the Assistant Director will advise the Special Agent in Charge and request that an appropriate position description (Forms PE-1, PD-102R-92, Physical Activities and Requirements, Visual Acuity and Working Conditions of the Position), and current organizational chart be prepared reflecting the advancement. Upon completion, the Assistant Director will assemble the documentation relating to the advancement, including the new position description, and forward to the Assistant Director for Administrative Services.
- D. For the purpose of the State Bureau of Investigation's internal clock for the time-in-grade requirements, an Agent will begin receiving credit for advancement to the next level at the time of the Director's approval. The actual effective date for advancement will be established by official State Personnel action.
- E. The advancement information is entered into Bureau personnel records by the Assistant Director for Administrative Services and forwarded to the Department of Justice Personnel Office.
- F. The Assistant Director of Field Operations will conduct an ongoing review of the Career Development Program and monitor the progress of Bureau Agents through the program.

SUBJECT: FIELD CAREER DEVELOPMENT PROGRAM

- G. The Assistant Director for Administrative Services will ensure that all career development programs in the Bureau meet Office of State Personnel and Department of Justice Personnel requirements and minimize any adverse impact on any group.