

## ILLINOIS STATE POLICE DIRECTIVE PER-014, CAREER DEVELOPMENT

<b>RESCINDS:</b> PER-014, 2015-060, revised 08-31-2015.	<b>REVISED:</b> 04-25-2022 <b>2022-175</b>
<b>RELATED DOCUMENTS:</b> PER-005, PER-009, PER-041, PER-052, PER-102	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 33.8.1, 33.8.3, 35.1.1, 35.1.4, 35.1.7, 35.1.9

### I. POLICY

The Illinois State Police (ISP) will:

- I.A. Promote and facilitate the personal development and professional growth of its employees.
- I.B. Adopt formal standards of education commensurate with job responsibilities, classifications, and ranks, and encourage interdivisional experience for career development and advancement for all employees.
- I.C. Through formalized succession planning and as part of the overall career development effort, forecast staffing needs and maintain an inventory of qualifications and skills needed to maintain tactical readiness.

### II. DEFINITIONS

- II.A. Career Development Program - an organized process coordinated by the ISP Academy and designed to stimulate continuing employee education, training, and experience consistent with department staffing needs.
- II.B. Career Development Resource Guide, form ISP 1-164 (the guide is available from the ISP Document Library and in the ISP Strategic Performance Evaluation Applications for Results (SPEAR365) system) - a guide that lists programs, courses, training, and resources available to enhance ISP employees' career development and is used by supervisors during employee ratings and/or evaluations.
- II.C. Qualifications - the minimum skill, knowledge, and/or ability required for the successful and acceptable performance of a job.

### III. RESPONSIBILITIES

III.A. The ISP Academy will:

- III.A.1. Oversee and coordinate the Career Development Program.
- III.A.2. Establish standards for employees, to include proposed training and education and objectives consistent with those standards.
- III.A.3. Publicize department training, administrative and leadership programs, technical instruction, college courses, and training offered in the private sector.

III.B. ISP supervisors will:

- III.B.1. Be familiar with opportunities available for career enhancement, offer opportunities to subordinates, and use the Career Development Resource Guide when conducting annual evaluations.
- III.B.2. Use the Career Development Resource Guide when consulting with employees at their annual evaluation (or at another time, but at least annually) to plan for continued education, training, and experience consistent with advancing career goals of employees, including enhancement of skills for their current position as well as promotion and specialization.
- III.B.3. Complete the Career Development Resource Guide in SPEAR365 during employee evaluations. The Career Development Resource Guide will be completed in SPEAR365 for Sworn employees.

- III.C. The Office of Human Resources (OHR) will maintain completed Career Development Resource Guides with Job Performance and Promotional Skills Evaluations. Career Development Resource Guides for Sworn employees will be maintained by the OHR in the SPEAR365 system. The OHR will retain the Career Development Resource Guide for the same time period as the associated evaluation is retained.

| Indicates new or revised items.

**-End of Directive-**