



# Stl'atl'imx Tribal Police Service

## Administrative Policy: AB110 Career Development

Effective Date: 2010-03-05 Revision Date:

### 1.0 Policy

- 1.1. Stl'atl'imx Tribal Police Service (STPS) personnel will be primarily responsible for planning and managing their own careers
- 1.2. In support of career development, the STPS will provide a career development program that:
  - Is voluntary
  - Will assist personnel in planning and managing their career
  - Ensures that all personnel have equal access to training and development opportunities
  - Is administered under the authority of the STPS Chief Officer and the responsibility of the STPS Chief Officer
  - Is evaluated annually and kept current as required
- 1.3. In support of personnel career development, the STPS will develop and maintain an inventory of the skills, knowledge and abilities of each individual employed by the department

### 2.0 Reason for Policy

- 2.1. To provide a viable career development program that will benefit both personnel and the department
- 2.2. To highlight specific opportunities for individual growth at all levels
- 2.3. To improve overall job satisfaction and performance
- 2.4. To facilitate access to department human resources



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### 3.0 Procedures

- 3.1. The STPS Chief Officer will annually review and update as necessary the STPS Career Development Program.
- 3.2. The STPS Chief Officer will keep an inventory of STPS personnel skills, knowledge and abilities. This information will be kept in "STPS Personnel Skill Sets" file and will contain:
- Employee name
    - Education level
    - List of completed Post Secondary courses
    - List of completed STPS Training courses
    - List of other completed courses
    - List training acquired in previous employment
    - List of skills that did not fall into previous headings
    - Languages spoken

This information is important in personnel development and preparing for future vacancies at the STPS.

- 3.3. Desirable qualities and experience for personnel aspiring to a management position are as follows:
- A diversity of experience in
    - Supervisory roles
    - Work fields or positions held
  - Post secondary educational courses
  - Cross Cultural training



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### Career Development Program

- 3.4. A career development program is to be designed as a “win win” situation for the STPS and the STPS personnel
- 3.5. An educational fund is available for assisting STPS personnel with career development. The dissemination of any funds and limitations will be at the discretion of the STPS Chief Officer.
- 3.6. STPS required courses/training will be paid for by the STPS
- 3.7. The STPS will promote career development through education and training that is appropriate, suitable and beneficial to the STPS and STPS personnel.
- 3.7.1. STPS personnel will:
- Request, in writing, a career development plan
  - Provide details of the course(s) and or training that will be involved in the career development plan
- 3.7.2. STPS Chief Officer will:
- Review request
  - Set appointment with personnel to:
    - discuss career development program
    - discuss courses/training and associated costs
    - look at long term benefits for the employee
    - look at long term benefits for the STPS
  - Review information collected during meeting
  - Provide response in writing to STPS personnel
    - If negative advise personnel when to renew request
    - If positive stipulate any requirements or limitations



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### Financial Assistance

3.7.3. Is at the discretion of the STPS Chief Officer, this includes:

- Disbursement of funds
- Partial or complete coverage

3.7.4. Approved courses/training must be completed successfully in order to qualify for reimbursement of expenses

3.7.5. STPS personnel may request that courses/training be paid upfront by the STPS.

3.7.6. STPS personnel who are financially assisted in their career will be expected to remain in the service of the Stl'atl'imx Tribal Police Service for two years following completion of any approved courses/training

- Any financial assistance provide by the STPS may be recovered if the STPS personnel resigns is discharged