



# LINCOLN POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1250  
**TOPIC:** CAREER DEVELOPMENT  
**ISSUED BY:** MICHON MORROW, CHIEF OF POLICE  
**DATE:** 1-1-2024  
**SUPERSEDES:** G.O. 1250, 2023  
**REFERENCE:**

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## I. POLICY

The Lincoln Police Department maintains a career development program to foster the improvement of employees' skills, knowledge, and abilities, and to enhance job satisfaction and job performance. The department seeks to extend opportunities to employees for personal and professional growth through education, training, and experience.

## II. PROCEDURE (33.8.1, 33.8.3)

### A. Career Development Components

1. The commanding officer of the Education and Personnel Unit is responsible for administering the career development program.
2. The career development program consists of three elements:
  - a. Career counseling to assist employees in identifying and planning for career goals;
  - b. Continuing training and education programs to develop the knowledge, ability, and skills necessary for career growth;
  - c. A position assignment process, to provide opportunities for broadening employees' job experience.

### B. Career Counseling

1. Supervisors will conduct career counseling for employees as part of the performance evaluation in order to:
  - a. Help the employee clarify career goals;
  - b. Assist in identifying plans for achieving career goals;
  - c. Identify opportunities for development that may be available to the employee.
2. Career counseling will include a review of:
  - a. The employee's career goals and plans for self-development.
  - b. The employee's training, education, and experience;
  - c. Available training and assignments which may assist the employee in achieving their career goals.
3. Supervisory personnel shall be provided with training and resources necessary to fulfill their career development counseling responsibilities.
4. The department will provide appropriate training to supervisors on career counseling.

### C. Training and Education

1. The career development program seeks to maintain and develop the knowledge, skill, and abilities of employees through:
  - a. A regular curriculum of in-service training;
  - b. Access to outside training opportunities;
  - c. Training to prepare employees for the duties of specialized assignments, including promotion to supervisory or managerial positions. (33.6.1, 33.8.2)
2. Training will be made available on an equitable basis, with consideration of both department needs and employee goals.
3. Further information is contained in General Order 1310, "Continuing Training."

4. The department encourages employees to obtain a minimum of a bachelor's degree from an accredited institution and will strive, within the constraints of staffing requirements, to provide flexibility in work schedules for those pursuing a degree. (22.1.3)

D. Position Assignment (11.5.1)

1. Position Openings

- a. The department will fill openings in specialized units with consideration for the interest expressed by current employees.
- b. The chief's office shall inform employees of position openings by e-mail. The posting shall contain:
  - (1) Description of position, duties, and work schedule;
  - (2) Minimum qualifications for position;
  - (3) Application procedures and last date for application;
  - (4) Selection criteria or process, if applicable.
- c. The department will comply with all requirements of labor agreements in filling vacant positions.
- d. The chief of police retains the fundamental management right to assign personnel.

E. New Positions Developed

1. If a new specialized position is created, any eligible employee may apply for the new specialized position.

F. Specialized Rotating Positions – 4-year assignments (11.5.1)

1. In order to provide opportunities for experience to a larger number of personnel, and to improve the overall knowledge, skill, and ability of employees, the department will rotate certain identified assignments in the following areas.
  - a. Criminal Investigations
  - b. Narcotics Unit
  - c. Education and Personnel Unit
  - d. Management Services Unit
  - e. School resource officers
  - f. Special Victims Unit
  - g. Events and Incident Command
  - h. Other assignments as deemed necessary by the chief of police.
2. Assignments in rotated positions are for four years from the date of assignment, unless otherwise noted in the posting. With approval from the chief of police, a unit commanding officer may extend an assignment for up to one year if necessary to balance experience or to complete an on-going investigation.
3. Filling Open Positions (11.5.1)
  - a. Openings for rotated positions will be posted in September and the selection of officers completed no later than November unless otherwise noted in the posting.
  - b. Assignments will take effect in January of the following year or as otherwise scheduled.
  - c. Eligibility:

Officers seeking assignment to a rotated position must have three years of law enforcement experience as a certified law enforcement officer and be off probation.

    - (1) Officers presently serving in a 4-year rotated position may not apply for any other rotated assignment.
    - (2) Upon leaving a 4-year rotated assignment, officers may not directly enter another 4-year rotated position.
4. Exceptions (11.5.1)
  - a. Under the following circumstances exceptions may be made to the eligibility criteria for rotated positions in Support or Management Services:
    - (1) No other qualified officers apply for a given position;
    - (2) An officer with less than three years of law enforcement experience is needed for an undercover or other identified assignment;
    - (3) An appointment is necessary in an emergency or in special circumstances.

- (4) The employee has previously served in the position applied for, but has been out of the assignment for an extended period of time.
- b. Other exceptions as deemed necessary and have been approved by the chief of police.

#### G. Specialized Non-Rotating Positions

1. The following assignments are not subject to mandatory rotation due to an overriding requirement for continuity, development of professional expertise through years of experience, or need to qualify as an expert witness for the department:
  - a. Investigator positions designated as non-rotated
  - b. K-9 officer, during the career of their assigned K-9
  - c. Other assignments as deemed necessary by the chief of police.
2. Filling non-rotating positions
  - a. Non-rotating positions will be posted and filled similarly to rotating positions with the following exceptions:
    - (1) Non-rotating positions are open to all employees possessing the required years of service.
3. K-9 Officers who have demonstrated proficiency and performance with their prior K-9 will have the option to apply for an additional K-9 with the approval of the chief of police.

#### H. Specialized Duty Assignments

1. These are assignments identified as extra duties officers and sergeants perform in addition to their assigned primary duty. The Specialized Duty Assignments include:
  - a. SWAT - Special Weapons and Tactics
  - b. CSI – Crime Scene Investigator
  - c. Field Force
  - d. TFO - Tactical Flight Officer
  - e. FTO – Field Training Officer
  - f. Honor Guard
  - g. Fatal Crash Specialist
  - h. Any other assignment as determined by the chief of police
2. Eligibility criteria for selection shall be described on the application position posting or as noted in General Orders.

#### I. Rotating Positions - Less Than 4-year Assignment

1. The following positions are identified to provide experience to a larger number of personnel, and to improve the overall knowledge, skill, and ability of officers:
  - a. Bicycle Patrol (11.5.1)
    - (1) Assignments to the bike patrol position are for one year with the opportunity to reapply for the position annually.
  - b. Traffic Safety Unit (11.5.1)
    - (1) Assignments to the Traffic Safety Unit are for either one or two years, depending on the criteria in the specific posting, with the opportunity to reapply for the positions.
  - c. Team Investigator
    - (1) Prior to a selection process this position must be approved by the assistant chief of Operations. Assignments to a team investigator, are for one year with the opportunity to reapply for the position annually.
  - d. Other assignments as deemed necessary by the chief of police.
2. Filling open positions:
  - a. Officers applying for a rotating position of less than 4 years must not be currently assigned to a Specialized Position.
  - b. Minimum qualifying levels for years of experience will be set by the team/unit but will not exceed the eligibility for a 4-year rotation.
  - c. An officer in a rotating position of less than 4 years may apply for any rotating position.

