

# 120. PROFESSIONAL DEVELOPMENT: INVESTIGATIONS



## RICHFIELD POLICE DEPARTMENT POLICY

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Authority: Chief Jay Henthorne

*NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.*

### I. PURPOSE

The purpose of this Policy is to establish guidelines and procedures for Officers assigned to Investigations.

### II. POLICY

It is the policy of this department to provide professional enhancement opportunities for all officers. The assignment to Investigations is one of these opportunities. In addition to professional development, this assignment will:

- 1) Provide for training of police officers in investigative techniques and operations.
- 2) Assist officers in gaining investigative knowledge and in learning investigative skills and techniques, which will enhance their capability as a police officer.
- 3) Broaden officer's base of knowledge and experience, thereby enhancing qualifications for transfer or promotion

### III. PROCEDURE

#### **ASSIGNMENT OF OFFICERS**

An officer to be eligible for an assignment, must:

- Have completed 1 year of service with the Richfield Police Department.
- Meet satisfactory performance standards established for their regular duty assignment.

#### **1) Selection Process**

- Eligible officer(s) need to submit a "Professional Development Assignment Request Form" to their immediate supervisor detailing their interest, qualifications and the assignment's applicability to their career goals and objectives.
- Immediate supervisor(s) must submit a recommendation/non-recommendation letter for the officer regarding the assignment.
- The Police Chief has the unilateral right to make, change, create or eliminate assignments.
- The Police Chief has sole discretion on determination of appointment including length of appointment and/or reappointment of the officer.

#### **2) Assignment Duration**

Officers assigned to investigations are not subject to a specific time period; however, the following factors will be considered throughout the duration of the assignment:

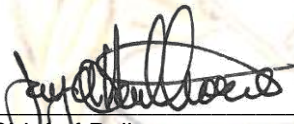
- Officer's performance/evaluations
- The needs of the Department
- The Police Chief's Discretion.

## **PROGRAM DESCRIPTION**

The number of officers concurrently assigned to investigations will be determined by the Chief and based on Department needs.

- A basic orientation will be done which includes:
  - a) Job expectations
  - b) Work attitude/atmosphere/ethic
  - c) Goals of investigations
  - d) Available resources
  - e) Processes involved
  - f) Investigations perspective
- Officers in this assignment will be assigned various Part I and Part II crimes for investigation and varied administrative duties.
- Officers will attend relevant training

By Order Of:

  
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Chief of Police