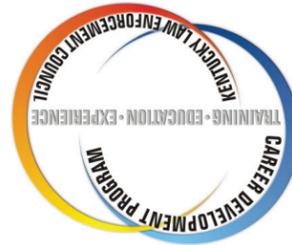
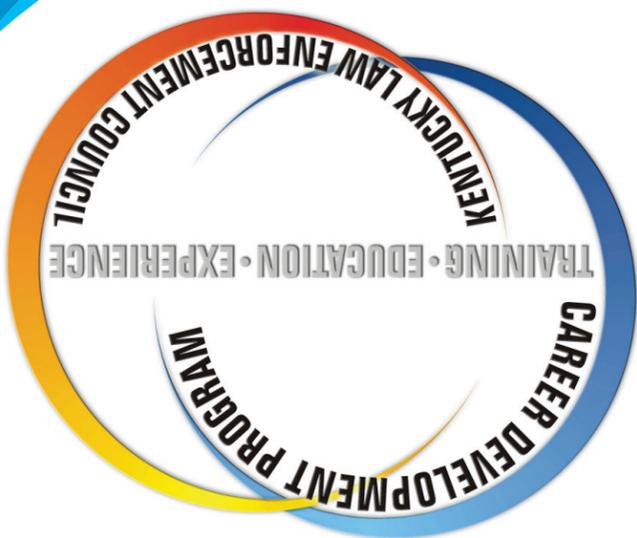


# Informational Guide

More information on the Career Development Program is available through the KLEC Office at (859) 622-6218, or E-mail Joe.Boldt@ky.gov or visit the DOJT website at <http://dojt.ky.gov>, click on KLEC and scroll down to the CDP information. All CDP forms are online.

## Additional Information



1. Complete personal commitment form (CDP-1)
2. Mail/fax (CDP-1) to KLEC office
3. File created
4. Training transcript sent to CDP candidate with skill areas matched with courses
5. Complete certificate requirements
6. Complete application and attach documents/send to KLEC office
7. Application accepted or denied
8. If accepted certificate/pin awarded

## CDP Application Process

## Introduction

Since July 2002, the Kentucky Law Enforcement Council has administered a Career Development Program for Kentucky's law enforcement officers and telecommunicators. Kentucky is the eighth comprehensive, statewide career development program for law enforcement in the nation, and will offer the most comprehensive program for telecommunicators.

The Career Development Program provides structure to the training process through career tracking. Kentucky's program offers two career tracks for law enforcement officers, Law Enforcement Officer Track and Law Enforcement Management Track, and two career tracks for telecommunicators, Telecommunicator Track and Telecommunicator Management Track. Each track has steps of achievement that consist of required levels of training, education, and experience.

### Law Enforcement Officer Track

- Intermediate Officer
- Advanced Officer
- Training Officer
- Investigator
- Advanced Investigator
- Crime Scene Officer
- Traffic Officer
- Advanced Deputy Sheriff

### Telecommunicator Management Track

- Supervisor
- Manager/Director

## Career Development Tracks and Steps

### Law Enforcement Management Track

- Supervisor
- Manager
- Executive
- Chief Executive

### Telecommunicator Track

- Basic Telecommunicator
- Intermediate Telecommunicator
- Advanced Telecommunicator

## Program Management

The Career Development Program is offered and managed by KLEC. Most KLEC approved courses are applicable to the program, depending upon the participant's career track and step requirement.

## Use of the Matrix

Career step training, education, and experience requirements are represented by matrices, which are included in this booklet.

### Intermediate Law Enforcement Officer

**Training: POPS Certificate + 160 hours of in-service training.**  
60% (96 hours) must be in technical skill development,  
40% (64 hours) must be in human skill development.

Education must be satisfied with either a college degree or training points\*

15 Advanced Individual Training hours = 1 training point or 1 semester hour = 1 training point

Years of Full-time Experience	2	4	4	5	6	7	8
Bachelor Degree	2	4	4	5	6	7	8
Assoc. Degree	4	4	5	6	7	8	8
95							
80							
65							
50							
35							

\* See training point total at end of personal training transcript.

An example is the above matrix for the Intermediate Step in the Law Enforcement Officer Career Track. This step is directed towards law enforcement officers that wish to enhance their skills in the patrol function. In order to achieve this step, the participant must hold the basic POPS certificate, complete 160 hours of in-service training with a focus on technical and human skill development, and possess the required mix of education and experience.

For the purpose of illustration, suppose a participant with five years of full-time law enforcement experience completed the in-service requirements for the Intermediate Officer Step. That officer would need either a college degree or a minimum of 80 semester hours or 80 educational training points before KLEC would award a Certificate of Achievement. Training points are awarded at one point for every fifteen hours of KLEC approved training, including basic training. In this example, the participant attended a 640 hour basic training class and 160 hours of in-service training for a total of 800 hours of training. This equates to 53 training points,  $800/15 = 53$ , meaning the participant needs only 27 additional training points or 27 semester hours of college to fulfill the Intermediate Officer Step requirements,  $80 - 53 = 27$ . Training points are not needed if the applicant has a college degree.

## Why Participate in the Career Development Program?

Participants in states that use Career Development Programs report that the programs add value to their training. This is accomplished by focusing law enforcement officers and telecommunicators on training that is most relevant to their current or future assignment. Participants that wish to enter management, for example, use steps in the management track to focus on courses and education that develop a well-rounded understanding of management principles. The same is true for those that wish to enhance their operational abilities through Intermediate and Advanced career steps, as well as specialized steps like Traffic or Advanced Deputy Sheriff or Training Officer. In essence, program participation ensures that training and educational efforts are aligned with participant career objectives. Additionally, participants report increased salaries with career development programs. Officers and telecommunicators become more effective and valuable as they advance through the program, causing salaries and benefits to increase.

Participants will be awarded Certificates of Achievement by the KLEC as they complete career steps. Additionally, council will acknowledge participants through media releases, uniform pins, and like means.



## Law Enforcement Officer Track

- Intermediate Officer
- Advanced Officer
- Training Officer
- Investigator
- Advanced Investigator
- Crime Scene Officer
- Traffic Officer
- Advanced Deputy Sheriff

### Intermediate Law Enforcement Officer

**Training:** POPS Certificate + 160 hours of in-service training. 60% (96 hours) must be in technical skill development, 40% (64 hours) must be in human skill development.

### Advanced Deputy Sheriff

**Training:** POPS Certificate + 160 hours of in-service training. The 160 hours must include: 80 hours on topics specific to sheriffs' responsibilities, 40 hours must be in technical skill development, and 40 hours must be in human skill development

Education must be satisfied with either a college degree or training points\*

15 Advanced Individual Training hours = 1 training point or 1 semester hour = 1 training point

	Bachelor Degree	Assoc. Degree	95	80	65	50	35
<b>*Years of Full-time Experience</b>	2	4	4	5	6	7	8

\* See training point total at end of personal training transcript.

### Advanced Law Enforcement Officer

**Training:** POPS Certificate + 160 hours of in-service training. 40% (64 hours) must be in technical skill development, 40% (64 hours) must be in human skill development, 20% (32 hours) must be in conceptual skill development.

### Law Enforcement Training Officer

**Training:** POPS Certificate + Intermediate and Advanced Certificate + 120 hours of required courses: Police Training Officer, Field Instructor, Crisis Intervention Team Training or LE Response to Special Needs Persons or KLEEC approved equivalent.

### Law Enforcement Officer Investigator

**Training:** POPS Certificate + 200 hours of in-service training. The 200 hours must include: 80 hour Criminal Investigations I (formerly Basic Investigator Course) or KLEEC approved equivalent and 120 training hours in investigative courses identified by the KLEEC.

### Law Enforcement Officer Advanced Investigator

**Training:** POPS Certificate + LEO Investigator Certificate + 160 training hours of investigations courses identified by KLEEC.

### Crime Scene Processing Officer

**Training:** POPS Certificate + completion of required courses + 80 training hours of investigations courses identified by KLEEC. Required courses are: Crime Scene Investigation, Digital Photography and Advanced Latent Print Development or KLEEC approved equivalent.

### Law Enforcement Traffic Officer

**Training:** POPS Certificate + 200 hours of in-service training. The 200 hours must include: Vehicle Collisions Investigations I Course or KLEEC approved equivalent and 120 training hours in traffic courses identified by the KLEEC.

Education must be satisfied with either a college degree or training points\*

15 Advanced Individual Training hours = 1 training point or 1 semester hour = 1 training point

	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50
<b>*Years of Full-time Experience</b>	4	6	9	8	9	10	11	12

\* See training point total at end of personal training transcript.

## Telecommunicator Management Track

- Supervisor
- Manager/Director

### Telecommunication Supervisor (Supervisory experience\*)

**Training:** Career Development Program Basic Telecommunicator certificate + 40 hour Telecommunications Executive Development I + 16 hours of KLEEC approved supervision training.

Education must be satisfied with either a college degree or training points\*\*

15 Advanced Individual Training hours = 1 training point or 1 semester hour = 1 training point

	Assoc. Degree	55	50	45	40	35	30
<b>*Years of Full-time Experience</b>	2	3	4	5	6	7	8

\*\* See training point total at end of personal training transcript.

### Telecommunication Manager/Director (Mgr/Director experience\*)

**Training:** Supervisor Certificate + Telecommunications Executive Development Course II & III + 40 elective hours. Elective hours may be chosen from council approved supervisory/management courses.

Education must be satisfied with either a college degree or training points\*\*

15 Advanced Individual Training hours = 1 training point or 1 semester hour = 1 training point

	Bachelor Degree	Assoc. Degree	60	55	50	45	40	35
<b>*Years of Full-time Experience</b>	2	4	5	6	7	8	9	10

\*\* See training point total at end of personal training transcript.

## Law Enforcement Management Track

- Supervisor
- Manager
- Executive
- Chief Executive

### Law Enforcement Supervisor (Supervisory experience\*)

**Training:** POPS Certificate + 160 hours of in-service training. The 160 hours must include 40 hour course in technical skill development, and 40 hour course in conceptual skill development and: Option A - 40 hour Basic Supervisor's Course, and 40 hour Advanced Supervisor's Course or Option B - Academy of Police Supervision or Option C - A KLEEC approved equivalent.

### Law Enforcement Manager (Management experience\*)

**Training:** POPS Certificate + CJED or School of Strategic Leadership or equivalent long management course, e.g., FBI NA, SPI AOC, Northwestern.

Education must be satisfied with either a college degree or training points\*\*

15 Advanced Individual Training hours = 1 training point or 1 semester hour = 1 training point

	Master Degree	Bachelors Degree	Assoc. Degree	95	80	65	50
<b>*Years of Full-time Experience</b>	2	4	6	6	7	8	9

\*\* See training point total at end of personal training transcript.

### Law Enforcement Executive (Executive Officer experience\*)

### Law Enforcement Chief Executive (Chief Executive experience\*)

**Training:** POPS certificate (not required for Chief Executive) + required courses are Orientation for New Chiefs, or Mandatory Duties of the Sheriff or School of Strategic Leadership or completion of 3 Police Executive Command Courses (Command Decisions) or 3 CLIME classes offered by DOCJT or completion of a KLEEC approved equivalent executive level course and: Option A - 120 hours of training in conceptual or human skill development or Option B - Manager Certificate plus 40 hours training in conceptual or human skill development.

College\*\*

	Bachelor Degree	60 Credit Hours	30 Credit Hours
<b>*Years of Full-time Experience</b>	2	3	4

\*\* Note: training points may not be substituted for college hours.

## Telecommunicator Track

- Basic Telecommunicator
- Intermediate Telecommunicator
- Advanced Telecommunicator

### Basic Telecommunicator

**Training:** Required courses are: Emergency Medical Dispatching, Basic Telecommunications, Crisis Negotiation, Family Violence, Spanish for the Telecommunicator and Incident Command (contact the Basic Telecommunications Supervisor for admittance to the above courses) OR Telecommunications Academy or Telecommunications Academy CJIS.

### Intermediate Telecommunicator

**Training:** Career Development Program Basic Telecommunicator certificate +48 hours of required courses. Required courses are: Customer Service, Teambuilding, Cultural Awareness and EMD Advanced.

College/Training Points: 15 classroom hours or 1 semester hour = 1 point\*

15 Advanced Individual Training hours = 1 training point or 1 semester hour = 1 training point

	30	25	20	15	10	5
<b>*Years of Full-time Experience</b>	3	4	5	6	7	8

\* See training point total at end of personal training transcript.

### Advanced Telecommunicator

**Training:** Intermediate Certificate + 48 hours of required courses + 8 hours of electives. Required courses are: Communications Training Officer, Ethics. Elective hours may be chosen from any KLEEC approved Telecommunications course.

College Training Points: 15 classroom hours or 1 semester hour = 1 point\*

15 Advanced Individual Training hours = 1 training point or 1 semester hour = 1 training point

	45	40	35	30	25	20
<b>*Years of Full-time Experience</b>	4	5	6	7	8	9

\* See training point total at end of personal training transcript.