



OFFICE OF THE CHIEF

Professional Development at the UOPD

Matthew E. Carmichael
Chief of Police

Content

University of Oregon Police Department (UOPD) Mission Statement	2
Introduction	2
The Process/Plan.....	2
Employee Survey.....	3
Meeting with the Chief of Police	4
Meeting with the Manager/Supervisor	4
Conclusion.....	4

University of Oregon Police Department (UOPD) Mission Statement

The University of Oregon Police Department is committed to excellence in campus law enforcement and is dedicated to the people, culture, traditions and diversity of our community. In order to protect life and property, preserve the peace, prevent crime and reduce the fear of crime, the department provides community-oriented and trust-based services with compassion and understanding, performing campus law enforcement with accountability, integrity and vision.

Introduction

The goal of this program is to support the professional development of all members of the UOPD. A specific employee professional development plan will be created for all participating members through a process starting with and administered by the Office of the Chief. Each UOPD member's plan will serve as a professional roadmap to their own career development. Employee professional development plans will:

- Document if the employee feels they have the current skills for their current role and if necessary help the employee get "caught up"
- Document the employee's goals, required skill and competency development, and objectives they will need to accomplish in order to support continuous improvement and career development.
- The development plan will begin with a one on one session with the Chief of Police and cover a high level review of an employee's development needs and aspirations
- From this meeting, a professional development plan will be created by the manager and employee's direct supervisor (if different from the manager) working closely with the employee to identify the necessary skills and resources to support that employee's desired career path consistent with the organization's business needs.

The Process/Plan

Professional development for our employees begins when someone joins our Team. Supported by our mission statement and training plan, new employees embark upon an exciting adventure at the UOPD. Every member of the UOPD in some way supports the professional development of their peers. As members of the UOPD, how we interact with each other plays an important role in our own professional development. Just as a proactive energetic members of the Team can have a positive impact on other members, so too can detractors in the work place negatively impact us as a Team.

Lastly, this employee professional development plan will be a living document very similar to the UOPD training plan. Department and employee needs will change over time and this development plan will change as well. This is not a one-time inoculation rather it is a long term commitment to every member of our Team.

The UOPD formal Employee Development Plan (EDP) will include but is not limited to the following information:

- Input from supervisor and employee detailing the following
 - Employee technical skills: skills needed to get the job done.
 - Employee social skills: how do they work with others?
 - Employee aptitudes: natural talents; special abilities for doing, or learning to do, certain kinds of things.
 - Employee attitude: outlook, feelings, mind-set, way of thinking, and point of view.
- Identify an employee professional development goal (with caution can be more than one goal. Remember, this is a living document which allows for changes, additions, and/or deletions)
 - This goal must meet with the business needs of the organization
 - The fact we are a police department this in itself creates a lot of opportunity for development areas
- Identify if this development goal will serve as an internal pipeline to employee advancement within our organization
 - Again, true succession planning. Are you the next police chief?
- Craft a timeline
 - Identify required training and seek support from the UOPD Training Unit
 - Schedule coursework
 - Collaborate with University of Oregon Human Resources Learning and Development
 - <https://hr.uoregon.edu/learning-development>
 - Create benchmarks
 - Schedule quarterly manager/supervisor employee check-ins
 - Schedule supervisor and employee monthly check-ins
- Celebrate success

Employee Survey

Our process begins with a simple employee survey. The survey is intended to capture the following information and will become a part of the employee development file maintained by the Office of the Chief:

- Employee name and current assignment
- Current job satisfaction
- Comfort in competency
- Opportunity to provide examples of non UOPD training
- Short and long range employee goals
 - Where do I see myself in three to five years and what is my current ultimate professional goal
- Is the employee interested in another field unrelated to their current position
 - Does this field also serve a UOPD business purpose and need
- Employee own recommendations for their own success

Meeting with the Chief of Police

This one hour interview will serve as the kickoff to an employee's professional development plan. The Chief will review the employee's survey with the employee and take general notes as to the employee's professional aspirations. In general terms, the Chief will work with the employee and make suggestions for creating a roadmap for success. The outcomes from the meeting will be entered into the employee's professional development file and shared with the next step of the process. All employees will maintain or have access to a full copy of this file.

Meeting with the Manager/Supervisor

This is an opportunity for the employee to meet with their direct supervisor and manager to develop the formal plan. Typically this initial meeting will take approximately one hour but it is recommended to be scheduled for two hours as this is the start of the formal plan development.

Quarterly meetings with this team will ensure the plan is meeting benchmarks. It is not uncommon for these types of plans to stall. Understanding that this is a possibility it will be the responsibility of the manager and supervisor to intervene and provide alternative options. When needed, this team should consult with a University of Oregon HR specialist for support.

Conclusion

While the employee development plan is intended to support every employee of our department the process itself will mandate enhanced communication at all levels of the organization. Too often we can become disconnected and finding ways to connect is the responsibility of every member of the Team. Our Team thrives when we are working together towards our common goal while recognizing our individual professional needs. In closing, we are committed to the success of our Team which we demonstrate through our actions. We know that a healthy Team is a safe Team.