

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY



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Sheriff

Career Development Opportunities for Sworn Personnel

Distribution:	All Sworn Personnel		Policy Number:	PER 0503	
Responsible Unit:	Administrative Services Division		Rescinds:	<i>New policy 03/14/22</i>	
Original Issued Date:	03/14/22	Revision #:	1	Latest Revision Date:	09/01/23
Latest Required Review was Completed:		09/01/23	Next Review Due:	09/01/26	

1. Purpose

To provide opportunities for deputies to advance their career goals while allowing the Harford County Sheriff's Office (HCSO) the opportunity to develop personnel.

2. Policy

Deputies will comply with the procedures contained in this policy to ensure opportunities to advance their career goals. The HCSO will document these interactions to encourage personnel to achieve their career goals while ensuring personnel become as proficient as possible to serve the citizens of Harford County.

3. Definitions

Internship: temporary rotational assignment to another Division or Unit to afford a deputy an opportunity for individual and professional growth as well as a chance to acquire or increase skills, knowledge, and abilities for a current or future assignment within a specialized area.

4. Procedure

A. Deputies Requesting Career Development Opportunities

1. Deputies requesting the opportunity to intern with another unit/division will complete and submit an **Internship Opportunity (SO-215)** to their **immediate supervisor for review**. The **Internship Opportunity (SO-215)** should specify:
 - a. What unit/division he is requesting to intern;
 - b. Whether or not he is willing to work a different shift, on a regular day off (RDO), or for compensatory time;
 - c. What career goal is he working towards; and
 - d. What he is hoping to learn while interning with the unit/division.

B. **Deputy's Immediate Supervisor**

1. **Will review the deputy's Internship Opportunity (SO-215), determine suitability, complete the Internship Opportunity (SO-215) and submit it to their division commander for review.**

C. Division Commanders

1. Will review **Internship Opportunity (SO-215)** submitted by deputies of their command.
2. Discuss the request with the deputy's supervisor.
3. Grant or deny the request.

D. Supervisors of Requesting Deputies

1. Determine when manpower allows the deputy to conduct the internship with the other unit/division.
2. Contact a supervisor in the requested unit/division to verify the internship dates.
3. Schedule the deputy to work with the requested unit/division as manpower allows.

E. After the Internship Opportunity Has Been Completed

1. The Interning deputy will:
 - a. Complete **the same Internship Opportunity (SO-215)** containing:
 - i. The days/hours worked;
 - ii. Who he was assigned to work/intern with;
 - iii. What tasks were accomplished during the assigned hours;
 - iv. What he learned from the opportunity;
 - v. State and describe whether he still has an interest in working with that unit/division and if not state the reason(s) why; and
 - vi. Forward said **Internship Opportunity (SO-215)** to the **unit/division supervisor where the internship occurred.**
2. The unit/division supervisor where the deputy interned will **complete the same Internship Opportunity (SO-215)** containing:
 - a. The days/hours the interning deputy worked;
 - b. Who the deputy was assigned to work/intern with;
 - c. What tasks were accomplished during the assigned hours;
 - d. The performance of the deputy during the assigned hours; and
 - e. Additional comments regarding a future assignment to the unit/division.

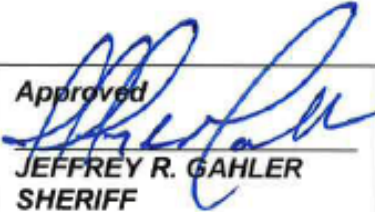
3. The unit/division supervisor will meet with the interning deputy and review the following:
 - a. What steps the deputy could take to improve his skills for that assignment (e.g., take an investigative class, apply for a second internship at a later date, etc.); and
 - b. The skills/attributes the deputy displayed during the internship.
4. The completed form will be forwarded to the deputy's division commander.

F. Command Review and Processing

1. Division Commander will review the **Internship Opportunity (SO-215)** completed by the unit supervisor and may add comments and recommendations then forward to their Bureau Chief.
2. The Bureau Chief will review the **Internship Opportunity (SO-215)** and forward to the Human Resources Director for inclusion in the deputy's personnel file and consideration during any future transfer process.

5. **Summary of Changes**

- A. 08/30/23 – Created a new form Internship Opportunity (SO-215) to be used at all levels of the process replacing the use of multiple Memorandum (SO-212) forms.
 - Added Section 4.B. to include comments by the deputy's immediate supervisor.

Approved

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SHERIFF
DATE 9.1.2023