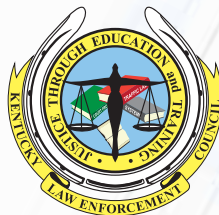




CDP INFORMATIONAL GUIDE



INTRODUCTION

Since 2002, the Kentucky Law Enforcement Council (KLEC) has administered a Career Development Program (CDP) for Kentucky's law enforcement officers and public safety dispatchers. Kentucky is the eighth comprehensive, statewide career development program for law enforcement in the nation, and will offer the most comprehensive program for public safety dispatchers.

After eighteen years, the CDP is being updated to include new training tracks, new career tracks for Court Security Officers, Sheriff's and Deputy Sheriffs. Deputy Sheriffs will now be categorized as peace officers for their career tracks.

The Career Development Program provides structure to the training process through career tracking. Each track has steps of achievement which consist of required levels of training, education and experience. The Career Development Program is regulated by 503 KAR 1:170. *Welcome to the Kentucky Law Enforcement Council Career Development Program.*

CAREER DEVELOPMENT TRACKS & STEPS

LAW ENFORCEMENT OFFICER TRACK

- Intermediate Law Enforcement Officer
- Advanced Law Enforcement Officer
- Training Officer
- Investigator
- Advanced Investigator
- Crime Scene Technician
- Crime Scene Officer
- Traffic Officer
- School Resource I, II & III
- Tactical
- Canine
- Intermediate Court Security Officer
- Advanced Court Security Officer

LAW ENFORCEMENT MANAGEMENT TRACK

- Chiefs
 - Supervisor
 - Manager
 - Executive
 - Chief Executive
- Sheriffs
 - Supervisor
 - Manager
 - Executive
 - Chief Executive

PUBLIC SAFETY DISPATCHER TRACK

- Intermediate Public Safety Dispatcher
- Advanced Public Safety Dispatcher
- Communications Training Officer
- Investigative Dispatcher

PUBLIC SAFETY DISPATCHER MANAGEMENT TRACK

- Supervisor
- Director

USE OF THE MATRIX

Career step training, education and full time experience are represented by matrices, which are included in this booklet for each career track.

The illustration below is the matrix for the Intermediate Law Enforcement Officer Career Track. This track is directed towards law enforcement officers that wish to enhance their skills in the area of patrol. In order to achieve this step, the applicant must hold the basic Peace Officer Professional Standards Certificate, complete 160 hours of in-service with a focus on technical and human skill development and possess the required education and full time experience.

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*

Years of Full-time Experience	2	4	4	5	6	7	8
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	95	80	65	50	35

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

Using the above matrix as an example, suppose an applicant with 5 years of full-time law enforcement experience completed the in-service training requirements for the Intermediate Officer track. The officer would need either a college degree or a minimum of 80 educational training points before an Intermediate Law Enforcement Officer Certificate could be awarded. Training points are awarded at one point for every 15 hours of KLEC approved training, including basic training. College hours are awarded at 1 point per 1 semester hour.

In this example, this officer attended a 640-hour basic training academy and 160 hours of in-service classes for a total of 800 hours of training. This equates to 53 training points, $800/15=53$, meaning the officer needs only 27 additional training points or 27 semester hours of college to fulfill this certificate. Training points are not needed if the applicant has a college degree.

WHY PARTICIPATE IN THE CAREER DEVELOPMENT PROGRAM?

The Career Development Program adds value to training. This is accomplished by focusing law enforcement officers and public safety dispatchers on training that is most relevant to their current or future career paths. Participants that wish to enter management would use the management track to focus on courses and education that develop a well-rounded understanding of management principles. In essence, program participation ensures that training and educational efforts are aligned with participant career objectives. Participants report increased salaries with the Career Development Program. Participants become more effective and valuable as they advance through the program, causing salaries and benefits to increase. The Career Development Program is a great tool to recruit and retain your employees.

Participants will be awarded Certificates of Achievement and uniform pins by the Kentucky Law Enforcement Council as they complete career steps. Furthermore, the Council will acknowledge participants through media releases, the Kentucky Law Enforcement Magazine and via the KLEC web site.

LAW ENFORCEMENT OFFICER TRACK

All ranks are included in this track. Deputies are included in all of the certificate areas shown below.

INTERMEDIATE LAW ENFORCEMENT OFFICER								
Training: POPS Certificate + 160 hours 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*								
Years of Full-time Experience	2	4	4	5	6	7	8	
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	95	80	65	50	35	

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

ADVANCED LAW ENFORCEMENT OFFICER								
Training: POPS Certificate + Intermediate LEO certificate + 160 hours 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 Education must be satisfied with either a college degree or training points*								
Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

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 KLEC approved equivalent. Education must be satisfied with either a college degree or training points*								
Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

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 KLEC approved equivalent + 120 training hours in investigative courses identified by the KLEC. Education must be satisfied with either a college degree or training points*								
Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

LAW ENFORCEMENT OFFICER TRACK (CONT.)

All ranks are included in this track. Deputies are included in all of the certificate areas shown below.

LAW ENFORCEMENT OFFICER ADVANCED INVESTIGATOR								
Training: POPS Certificate + LEO Investigator Certificate + 160 training hours of investigations courses identified by KLEC. Education must be satisfied with either a college degree or training points*								
Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

CRIME SCENE PROCESSING OFFICER								
Training: POPS Certificate + completion of 400 hour KY Criminalistics Academy, or the National Forensic Academy. Education must be satisfied with either a college degree or training points*								
Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

CRIME SCENE TECHNICIAN								
Training: POPS Certificate + completion of the 200 hour KY Criminalistics Academy, or any of the following courses to equal 200 hours: Bloodstain Pattern Recognition, Forensic Mapping, CAD Zone, Fingerprint Pattern Recognition, Digital Photo, Advanced Latent Fingerprints, Crime Scene Inv, or KLEC approved equivalent courses. Education must be satisfied with either a college degree or training points*								
Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

LAW ENFORCEMENT TRAFFIC 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*								
Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

LAW ENFORCEMENT OFFICER TRACK (CONT.)

All ranks are included in this track. Deputies are included in all of the certificate areas shown below.

SCHOOL RESOURCE OFFICER I

Training: POPS Certificate + School Resource Officer I Certificate + 160 hours of in-service. 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*

Years of Full-time Experience	2	4	4	5	6	7	8
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	95	80	65	50	35

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

SCHOOL RESOURCE OFFICER II

Training: POPS Certificate + School Resource Officer I Certificate + School Resource Officer II 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
Education must be satisfied with either a college degree or training points*

Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

SCHOOL RESOURCE OFFICER III

Training: POPS Certificate + School Resource Officer I Certificate + School Resource Officer II Certificate + School Resource Officer III 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 the conceptual skill development
Education must be satisfied with either a college degree or training points*

Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

LAW ENFORCEMENT OFFICER TRACK (CONT.)

All ranks are included in this track. Deputies are included in all of the certificate areas shown below.

LAW ENFORCEMENT TACTICAL OFFICER

Training: POPS Certificate + 200 hours of in-service training. The 200 hours must include KLEC approved courses in the tactical field.
Education must be satisfied with either a college degree or training points*

Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

LAW ENFORCEMENT CANINE OFFICER

Training: POPS Certificate + 200 hours of in-service training. The 200 hours must include KLEC approved courses in the canine field.
Education must be satisfied with either a college degree or training points*

Years of Full-time Experience	4	6	8	8	9	10	11	12
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	110	95	80	65	50

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

INTERMEDIATE COURT SECURITY OFFICER

Training: CCSO or POPS Certificate + 80 hours of in-service training. The 80 hours must be the KLEC approved Court Security Officer in-service courses.
Education must be satisfied with either a college degree or training points*

Years of Full-time Experience	2	3	3	4	5
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	15	10	5

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

ADVANCED COURT SECURITY OFFICER

Training: CCSO or POPS Certificate + Intermediate Court Security Certificate + 80 hours of in-service training. The 80 hours must be the KLEC approved Court Security Officer in-service courses.
Education must be satisfied with either a college degree or training points*

Years of Full-time Experience	4	6	8	8	9	10	11
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	18	20	22	24

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

PUBLIC SAFETY DISPATCHER MANAGEMENT TRACK

PUBLIC SAFETY DISPATCHER SUPERVISOR (Supervisory experience*)

Training: TPS Certificate + Advanced Certificate + 80 hours of KLEC approved public safety dispatch leadership courses.
Education must be satisfied with either a college degree or training points**

*Years of Full-time Experience	2	3	3	4	5	6	7
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	25	20	15	10	5

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

PUBLIC SAFETY DISPATCHER MANAGER/DIRECTOR (Mgr/Director experience*)

Training: TPS Certificate + Supervisor Certificate + 80 hours of KLEC approved public safety dispatch leadership courses.
Education must be satisfied with either a college degree or training points**

*Years of Full-time Experience	2	3	3	4	5	6	7
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	25	20	15	10	5

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

LAW ENFORCEMENT MANAGEMENT TRACK

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 + 40 hour course in conceptual skill development and:
Option A - 40 hour Basic Supervisor's Course + 40 hour Advanced Supervisor's Course or,
Option B - Academy of Police Supervision or,
Option C - A KLEC approved equivalent
Education must be satisfied with either a college degree or training points**

*Years of Full-time Experience	2	4	6	6	7	8	9
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	95	80	65	50

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

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**

*Years of Full-time Experience	2	4	6	6	7	8	9
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	95	80	65	50

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

LAW ENFORCEMENT MANAGEMENT TRACK (CONT.)

LAW ENFORCEMENT EXECUTIVE (Executive Officer experience*)

Training: POPS certificate + 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 KLEC 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.
Education must be satisfied with either a college degree or training points**

*Years of Full-time Experience	2	3	4
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	60	30

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

LAW ENFORCEMENT CHIEF EXECUTIVE (Chief Executive experience*)

Training: POPS certificate (not required for Chief Executive) + required courses are: Orientation for New Chiefs – Sheriffs, 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 KLEC 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.
Education must be satisfied with either a college degree or training points**

*Years of Full-time Experience	2	3	4
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	60	30

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

SHERIFF 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: Duties of the Sheriff's Office, or
Option C: A KLEC approved equivalent
Education must be satisfied with either a college degree or training points**

*Years of Full-time Experience	2	4	6	6	7	8	9
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	95	80	65	50

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

LAW ENFORCEMENT MANAGEMENT TRACK (CONT.)

SHERIFF MANAGER (Management 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: Duties of the Sheriff's Office, or Option C: A KLEC approved equivalent Education must be satisfied with either a college degree or training points**							
*Years of Full-time Experience	2	4	6	6	7	8	9
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Master Degree	Bachelor Degree	Assoc. Degree	95	80	65	50

**Add the matrix for the LE Manager Track. This will be the same matrix for the Supervisor tracks and the Manager tracks.

SHERIFF EXECUTIVE (Executive management experience*)			
Training: POPS Certificate + required courses: Orientation for New Chiefs – Sheriffs, or Mandatory Duties of the Sheriff, or completion of 3 Police Executive Command Courses, or completion of 3 Sheriff's Executive Command Courses, or completion of 3 CLIME classes, or completion of a KLEC approved equivalent executive level course and: Option A: 120 hours of training in conceptual, or human skill development, or Option B: Manager Certificate + 40 hours training in conceptual, or human skill development. Education must be satisfied with either a college degree or training points**			
*Years of Full-time Experience	2	3	4
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	60	30

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

SHERIFF CHIEF EXECUTIVE (Executive management experience*)			
Training: POPS Certificate (not required for Chief Executive) + required courses: Orientation for New Chiefs, or Mandatory Duties of the Sheriff, or completion of 3 Police Executive Command Courses, or completion of 3 Sheriff's Executive Command Courses, or completion of 3 CLIME classes, or completion of a KLEC approved equivalent executive level course and: Option A: 120 hours of training in conceptual, or human skill development, or Option B: Manager Certificate + 40 hours training in conceptual, or human skill development. Education must be satisfied with either a college degree or training points**			
*Years of Full-time Experience	2	3	4
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	60	30

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

PUBLIC SAFETY DISPATCHER TRACK

INTERMEDIATE PUBLIC SAFETY DISPATCHER					
Training: TPS Certificate + 56 hours of KLEC approved public safety dispatch courses. Education must be satisfied with either a college degree or training points*					
Years of Full-time Experience	2	3	3	4	5
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	20	10	5

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

ADVANCED PUBLIC SAFETY DISPATCHER						
Training: TPS Certificate + Intermediate certificate + 56 hours of KLEC approved public safety dispatch courses. Education must be satisfied with either a college degree or training points*						
Years of Full-time Experience	2	3	3	4	5	6
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	20	15	10	5

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

COMMUNICATIONS TRAINING OFFICER						
Training: TPS Certificate + Communications Training Officer, CTO: Developing A Training Program, Ethics, and Cultural Awareness. Education must be satisfied with either a college degree or training points*						
Years of Full-time Experience	2	3	3	4	5	6
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	20	15	10	5

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

INVESTIGATIVE PUBLIC SAFETY DISPATCHER						
Training: TPS Certificate + Intermediate + Advanced Dispatcher + 32 hours of KLEC approved investigative courses. Investigative courses are coded "I" on the CDP Transcript. Education must be satisfied with either a college degree or training points*						
Years of Full-time Experience	2	3	3	4	5	6
College/Training Points 15 classroom hours or 1 semester of full-time = 1 point	Bachelor Degree	Assoc. Degree	20	15	10	5

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



APPLICATION PROCESS

1. Complete personal commitment form (CDP-1)
2. Mail, fax or email (CDP-1) to KLEC office at address listed below
3. File created
4. Training transcript sent to CDP candidate with skill areas matched with courses
5. Complete certificate requirements
6. Complete application, attach documents and send to the KLEC office at:

Career Development Program
4449 Kit Carson Drive
Richmond, KY 40475

Fax: (859) 622-5943
Email: DeAnna.Boling@ky.gov

7. Application accepted or denied
8. If accepted, certificate/pin will be awarded

ADDITIONAL INFORMATION

For more information on the Career Development Program contact the KLEC Office at (859) 622-6496 or email DeAnna.Boling@ky.gov.

All CDP forms are available on the KLEC website at:

<https://klecs.ky.gov/forms-pg>

Once there, scroll down to Career Development Program Forms.

