RILEY COUNTY POLICE DEPARTMENT

Employee's Guide
Personal Career Portfolio

Purpose of This Employee's Guide

This Employee's Guide outlines the purposes of the Personal Career Portfolio and defines responsibilities and procedures for using the tool for personal career management and individual leadership development.

Purpose of the Personal Career Portfolio

RCPD's strategic intent for developing and providing the Personal Career Portfolio (PCP) has two goals. First is to enhance the quality of the Department's leadership by fully engaging employees in their personal leadership development. The second goal is to support individual employees as they consider and manage their careers with RCPD.

By providing the online tool and supporting access and storage of individual records, RCPD is empowering individuals to actively manage their careers. RCPD encourages employees to reflect, learn, and record their leadership lessons learned using the portfolio process. This program also provides for the participation and coaching or mentoring from supervisors and mentors, as individual employees choose. Additionally, the program will foster a work environment that encourages and recognizes employees' consistency in professional excellence and will allow the Department to better predict future success of emerging leaders. The program will be marked by three attributes; it is voluntary, department-sponsored, and self-guided.

1. Voluntary: RCPD employees choose to use the portfolio tool and to follow its protocols; it is not mandatory. Employees should use the tool on their personal time. While not prohibited from using it during duty hours, employees must get all of their assigned duties accomplished before working on their personal portfolios.
2. Department-sponsored: RCPD will develop, deploy, and support the online portfolio tool (software application), the instructions, and the policies and procedures. This User Handbook provides employees with ideas and techniques for 1) reflecting on what they are learning as a leader, 2) capturing and recording their lessons learned, and 3) engaging with supervisors and mentors to get feedback on their professional growth.
3. Self-guided: Employees choose to participate and choose the content of their portfolio. After learning how to take advantage of the program and how to use the portfolio tool, it will be the employee's decision about what he or she records and shares with supervisors and/or other RCPD leaders.

The portfolio instrument and process are not official records. They do not replace formal documents and procedures that RCPD uses to manage human resource development. Employees are obligated to complete any actions required by the Department's HR policies and procedures.

Responsibilities

To establish and sustain this tool requires a collaborative effort. The following paragraphs define the responsibilities for those individuals who have a role in supporting the Personal Career Portfolio.

4. Each Employee: Individuals choose to use this career management tool; it is not compulsory. Therefore, employees have overall responsibility for how they use the tool. An employee is responsible for:

   a. Maintaining their personal file after the HR Department provides access
   b. Entering data into the portfolio at their discretion and on their time
   c. Reflecting on what he or she is learning
   d. Defining leadership lessons learned
   e. Preparing reports to offer to Promotion Boards or other entities that have an interest in the employee's career.

5. HR Manager: Provide staff oversight of the deployment and use of the tool to include:
   a. Ensuring that it is functioning correctly
   b. Ensuring that it is updated when needed
6. Training Manager: Conduct orientation training as needed.
7. IT Manager: Provide technology support to include:
   a. Ensuring that the hosting service supports the use of the tool
   b. Recommending upgrades when appropriate
8. Supervisors: Assist direct reports by
   a. Reviewing their portfolio as they request
   b. Providing candid and supportive feedback regarding the direct report's goals and leadership lessons. Encourage the employee to reflect and record meaningful lessons learned and record meaningful legacy entries. Point out when it appears that the employee is using 'fluff' rather than valid and substantial reflections.
9. Mentors: Assist those RCPD employees to whom they are a mentor by
   a. Reviewing their portfolio as they request
   b. Providing candid and supportive feedback regarding the direct report's goals and leadership lessons. Encourage the employee to reflect and record meaningful lessons learned and record meaningful legacy entries. Point out when it appears that the employee is using 'fluff' rather than valid and substantial reflections.

Best Practices and Suggestions for Using the Personal Career Portfolio

- Users must keep in mind that this tool is for their personal use to reflect on and intentionally engage in their professional development, especially developing as a leader. While you might create a report to present to promotion boards or other review panels, RCPD encourages users to focus on personal development. Your focus should be lessons learned, professional growth and legacy. Avoid 'fluff' and avoid being obsessed with 'patches and badges'.
- Lessons learned are not limited to what you learn within RCPD. If you are learning professional lessons, especially leadership lessons, by working with civic, church, and community organizations, include them in your portfolio.
- When starting your portfolio, you may want to capture some of the professional lessons you learned earlier. Therefore, think about a handful of lessons that you consider fundamental and important to your professional development and record them. As you continue in your career, do not hesitate to update these lessons.

- Users should not hesitate to admit a mistake. Sometimes the most profound learning is from our mistakes. Therefore, admit a mistake and capture the lessons learned.
- There is no prescribed time interval for entering lessons learned or for asking for feedback from a mentor or supervisor. Daily, even weekly, might be too much and once per year is probably too little.
- Lessons learned can be from training events, unique or major professional events, reading a book, or having a discussion with someone who shares profound insight.

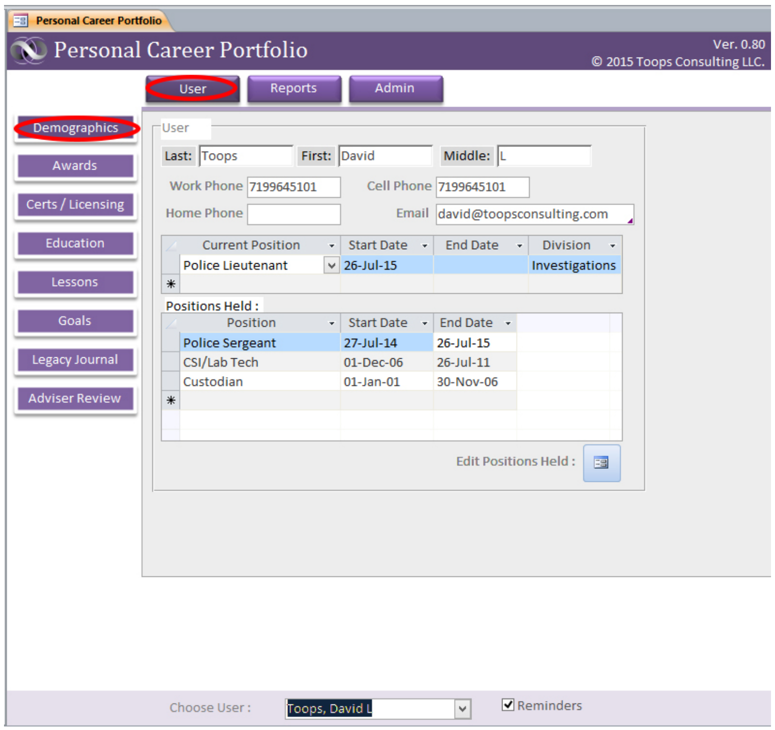
Instructions in How to Use the Personal Career Portfolio

The portfolio is an electronic record using MS Office's Access database software and is hosted on RCPD's servers so that employees can access their file whenever and from wherever they desire, so long as they have secure access.

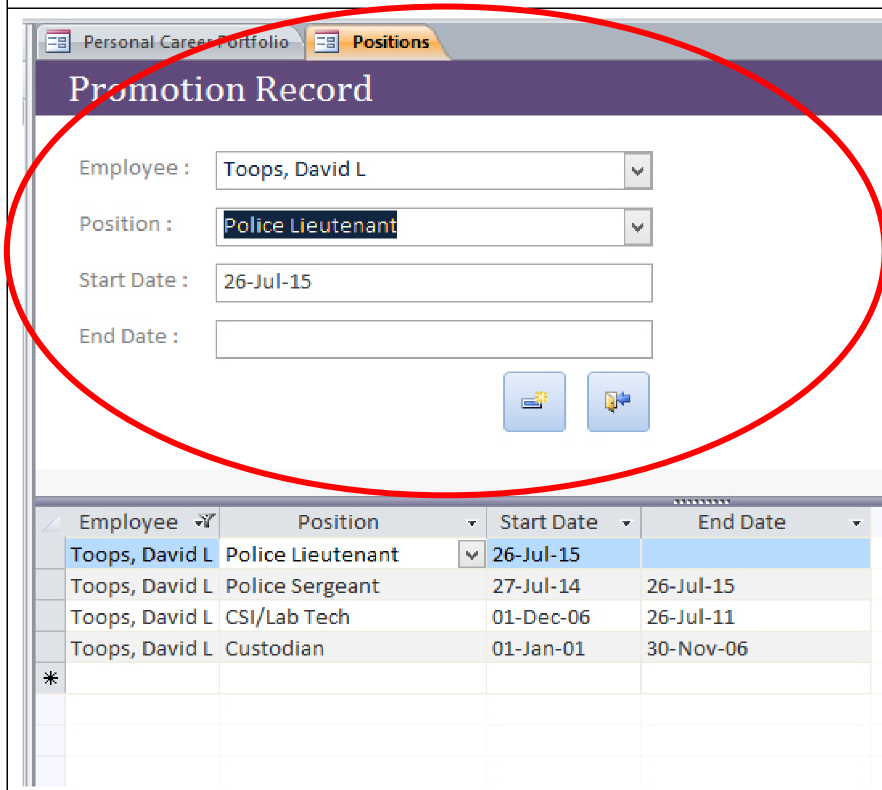
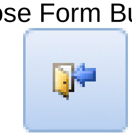
The following instructions define data for the various fields and the processes for sharing selected information with supervisors and mentors.

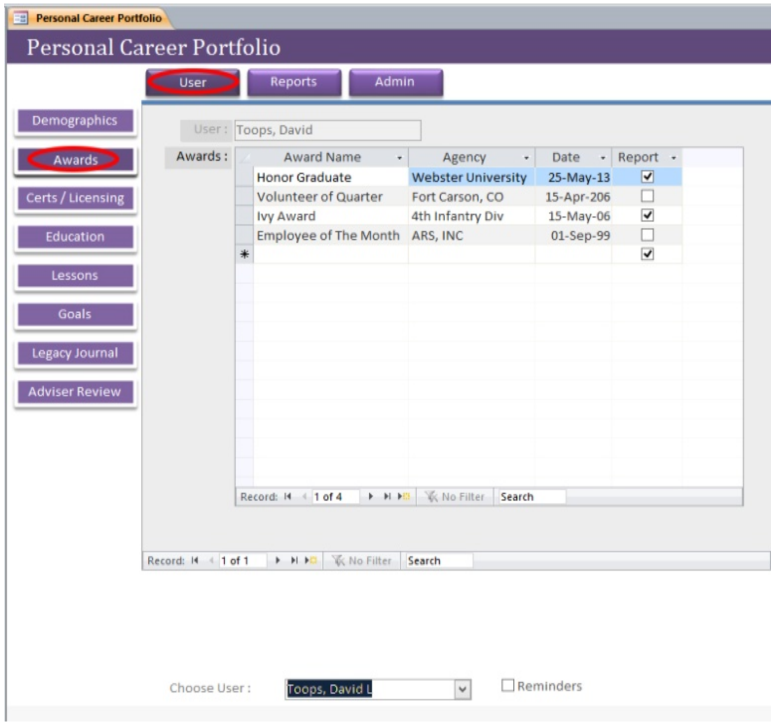
Login Instruction:

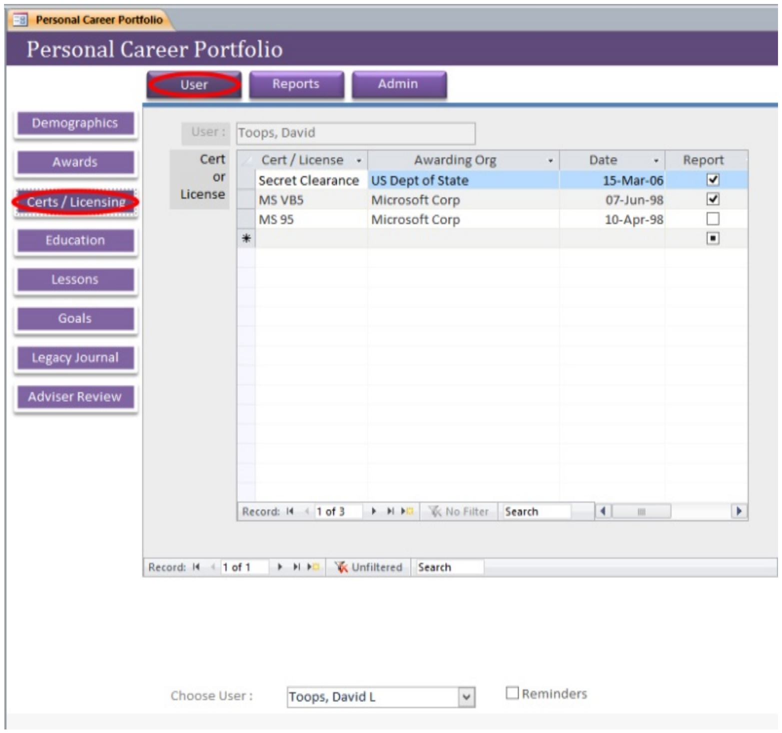
Entering Data in the Fields

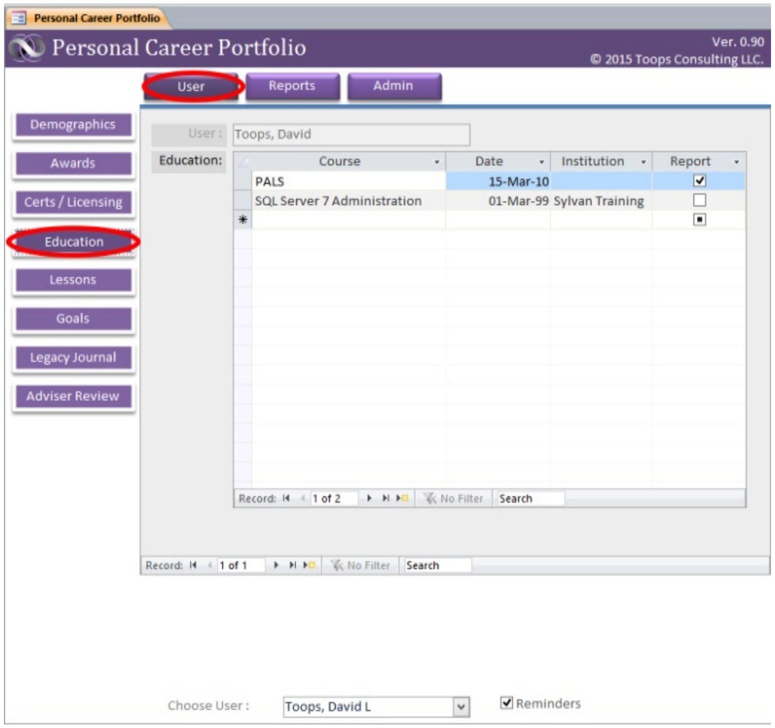


Demographics	Fields	Type of Field	Instructions
	Promotions Record Section You will be able to enter as many promotions as needed.		
	Name	Text	Enter last, first and middle names in the appropriate box.
	Work Phone	Text	Enter user's work phone
	Cell Phone	Text	Enter user's cell phone
	Home Phone	Text	Enter user's home phone
	Email	Text	Enter username
	Current Position	Dropdown	Choose position name from the dropdown menu.
	Start Date (current position)	Date	Enter the start date for that position.
	End Date (current position	Date	Enter the end date for that position. For the current position do not enter a date; on open box indicates that it is your current position.
	Positions Held	Dropdown	Choose position titles from the dropdown menu.
	Start Date	Date	Enter the start date for that position
	End date	Date	Enter the end date for that position

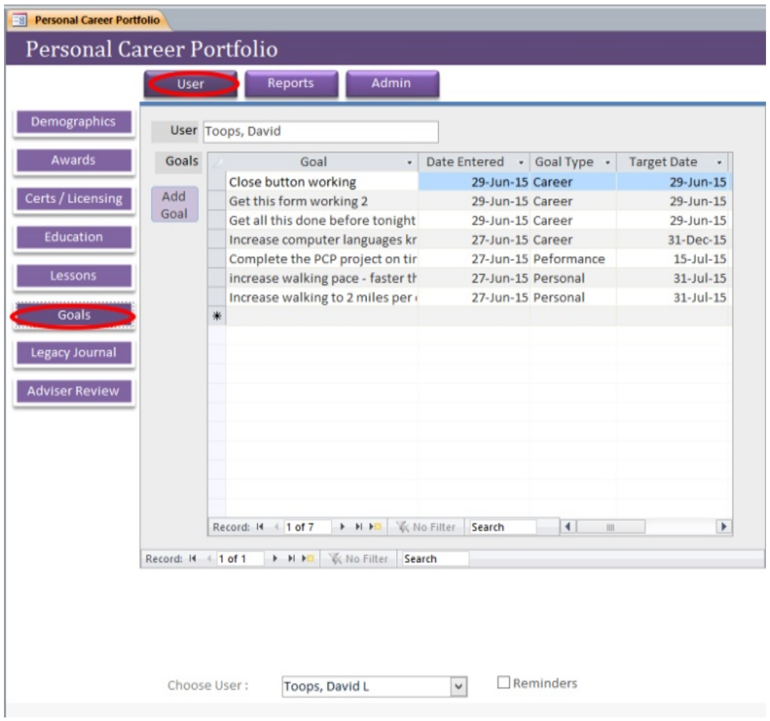
<table>
<tr><th>Promotion Record</th><th>Fields</th><th>Type of Field</th><th>Instructions</th></tr>
<tr><td colspan="4">There are two parts to this form. The top part is the area where the user should update their promotion record. The bottom area is to display and select previous positions.</td></tr>
<tr><td rowspan="7">
</td><td></td><td></td><td></td></tr>
<tr><td>Employee</td><td>Dropdown</td><td>Displays Employee name</td></tr>
<tr><td>Position</td><td>Dropdown</td><td>Select the position</td></tr>
<tr><td>Start Date</td><td>Date</td><td>The date the selected position was attainted.</td></tr>
<tr><td>End Date</td><td>Date</td><td>The date the selected position ended.</td></tr>
<tr><td>New Position Button
</td><td>Button</td><td>Press button to enter a new position. If the End Date is blank when the button is pressed the current date will be placed in that field.</td></tr>
<tr><td>Close Form Button
</td><td>Button</td><td>Press the close form button when done editing/viewing Promotion Record. Any changes will be saved when the form is closed.</td></tr>
</table>

Awards	Fields	Type of Field	Instructions
	**Awards Section** You will be able to enter as many new awards as needed.		
	Award Name	Text	Enter the name of the award. (255 character limit)
	Issuing Organization	Text	Enter the name of the organization. (255 character limit)
	Date Received	Date	Enter the date that you received the award.
	Report	Checkbox	Click on the box to enter a check mark. This indicates that the item will appear in the Awards Report.

Professional Certifications	Fields	Type of Field	Instructions
	**Professional Certifications or Licenses Summary** This screen shows the Summary Report for certifications and licenses you already entered and is where you will start the process to enter new certifications or licenses by clicking on the "Certification or License" button.		
	Certification/License	Text	This is the description of the certification or license that you previously entered. Click on this line to edit the entry, if necessary.
	Awarding Organization	Text	This is the name of the organization that granted or awarded the certification/license that you entered previously.
	Date Earned	Date	This is the date you entered previously for the awarding of the certification or license.
	Report	Checkbox	Click on the box to enter a check mark. This indicates that the item will appear in the Certifications and Licenses Report.

<table>
<tr><th>Professional Education</th><th>Fields</th><th>Type of Field</th><th>Instructions</th></tr>
<tr><td rowspan="5">
</td><td colspan="3">Professional Education
You will be able to enter as many new training completions as needed by choosing "Enter additional training completed"</td></tr>
<tr><td>Course or Training Program</td><td>Text</td><td>Enter the name of the training program or course that you completed. (255 character limit)</td></tr>
<tr><td>Date Completed</td><td>Date</td><td>Enter the date that you completed the training</td></tr>
<tr><td>Training Institution</td><td>Text</td><td>Enter the name of the institution that conducted the training. (255 character limit)</td></tr>
<tr><td>Report</td><td>Checkbox</td><td>Click on the box to enter a check mark. This indicates that the item will appear in the Professional Education Report.</td></tr>
</table>

Goals Summary



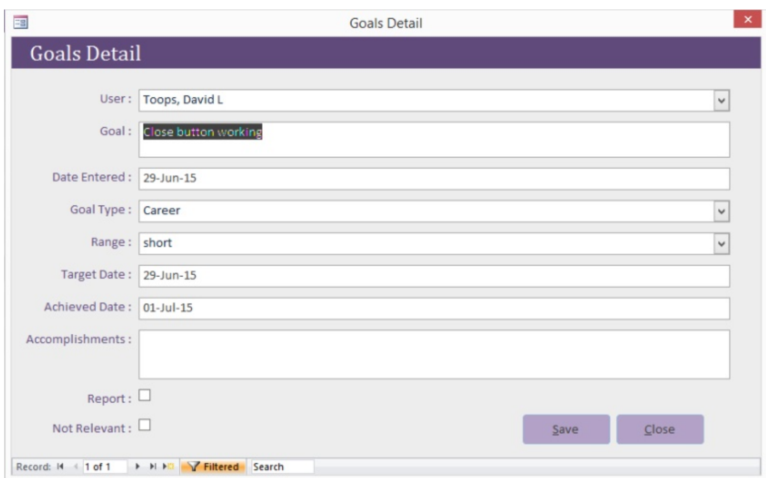
Goals Summary	Fields	Type of Field	Instructions
	Goals Summary Report This screen is a summary of your goals. You do not use this form to enter data. Either click on the 'Add Goal' button to enter a new goal or click on the line for an existing goal in order to edit it.		
	Add Goal	Button	Click on the 'Add Goal' button to open the Goal Detail form so that you can enter your new goal.
	Goal	Text	This is the description of your goal. Click on it to open the Goal Detail form to edit what you previously entered.
	Date Entered	Date	This is the date that you first wrote the goal
	Goal Type	Dropdown	This is the goal type that you previously selected
	Target Date (to Complete):	Date	This the target date for completing the goal that you set earlier.

Goals – Detail

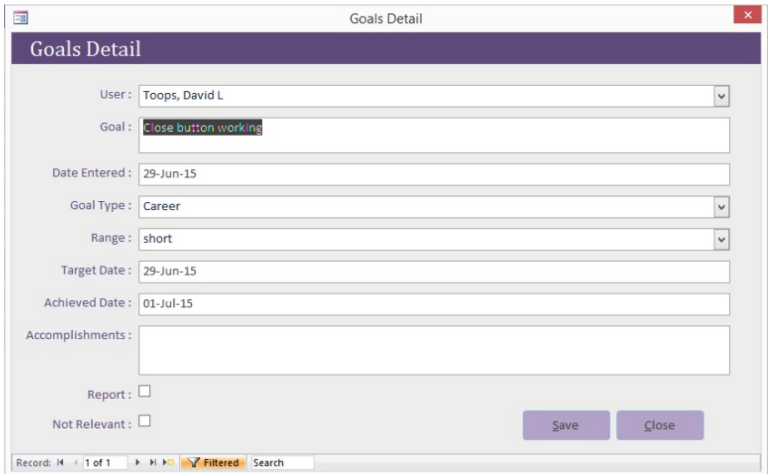
In this section, you will be able to enter and track your career, personal and annual performance goals.

1. Career goals are those that you want to accomplish during your career. It could be something like a position or ranks you want to attain or training you want to complete. Career goals should be defined as short-term, mid-term, or long-term.
   a. Short-term (two to three years): These might include training or education to attend and complete, certification or licenses to earn, or job opportunities within the current rank that you want to pursue.
   b. Mid-term (three to five years): In addition to training, education, or certifications and licenses, this may include promotions or change of positions that enhance long-term career goals.
   c. Long-term (five years or more): This may include earning promotions or changing positions that enhance other long-term goals.
2. Personal goals are achievements you want in your personal life such as fitness, financial, non-professional education.
3. Annual Performance goals are the near term goals or objectives you must accomplish in the next year and should be coordinated with your supervisor.

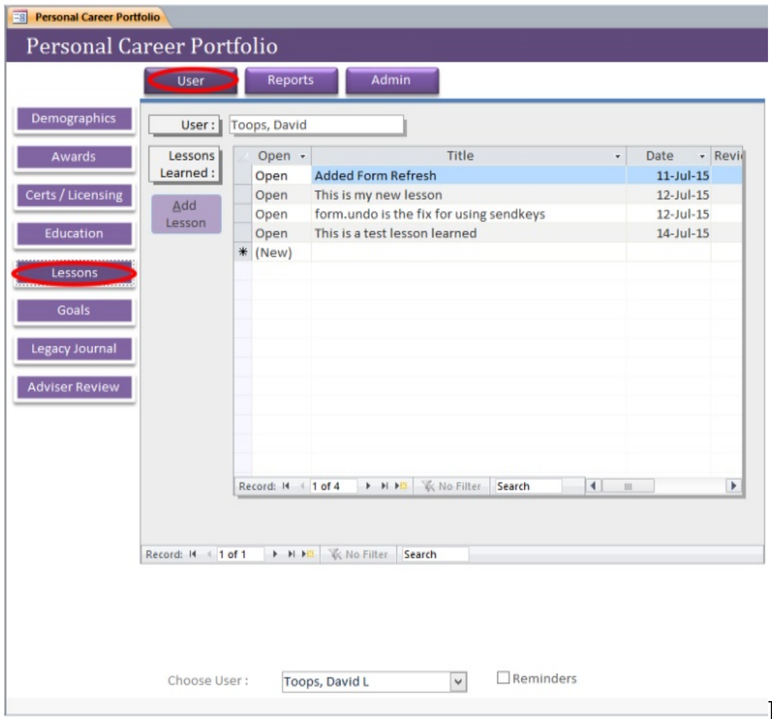
Employees should use this section to define their career goals.


Goals Detail
Goals Detail
User : Toops, David L
Goal : Close button working
Date Entered : 29-Jun-15
Goal Type : Career
Range : short
Target Date : 29-Jun-15
Achieved Date : 01-Jul-15
Accomplishments :
Report :
Not Relevant :
Save
Close
Record: 1 of 1
Filtered
Search

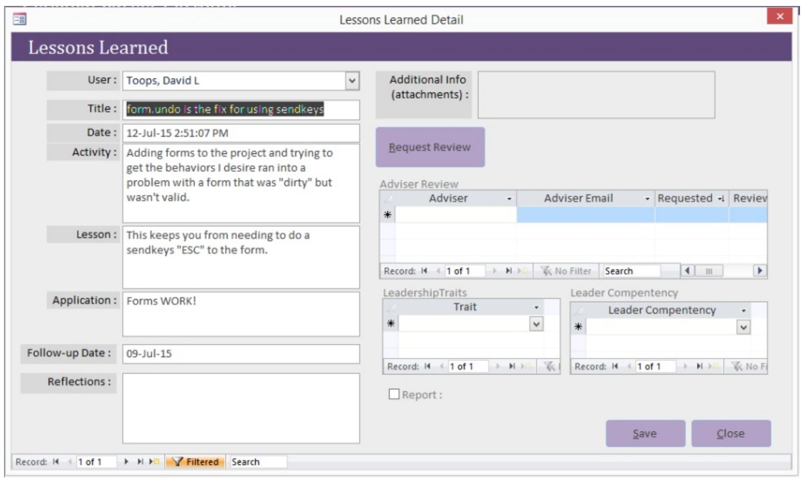
Goals: Career, Personal, and Annual Performance	Fields	Type of Field	Instructions
	Goal	Text	Define the career goal. Be specific if it is a training or education program or a certification or license. (255 character limit)
	Entered Date	Date	Choose the date on which you are defining a career goal
	Goal Type	Dropdown	Choose the type of goal from the dropdown menu.
	Range	Dropdown	Choose the period for the goal Short = Short-term goals Med = Medium-term goals Long = Long-term goals
	Target Date (to Complete)	Date	Enter the date by which you want to achieve the goal

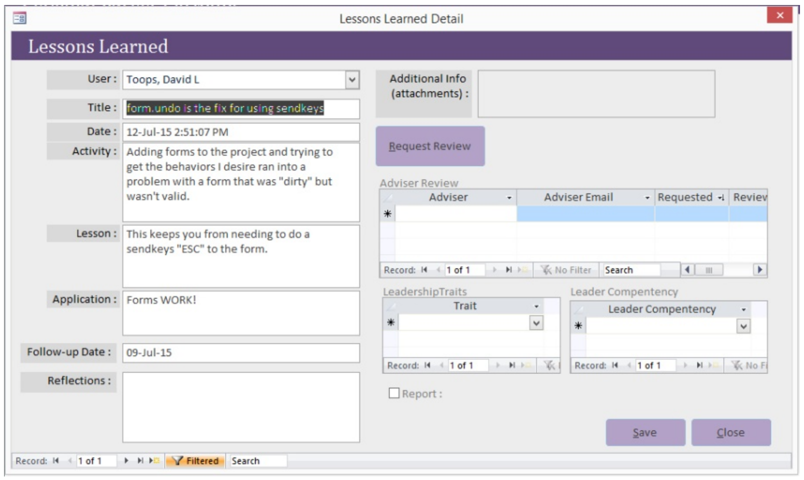
Goals: Career, Personal, and Annual Performance	Fields	Type of Field	Instructions
	Achieved Date	Date	After achieving the goal, enter the you achieved the goal. If you had to drop the goal, enter that date.
	Accomplishment	Text	Whenever you fulfill the goal/objective or at the end of the year record what you accomplished. If you had to drop the goal, enter something like "OBE' (over come by events) or 'Dropped" and briefly explain why.
	Report	Checkbox	The Report check box indicates that the associated item will appear in the "Selected" version of that report. In this case, Goals.
	Not Relevant	Checkbox	This flags the goal as no longer relevant to the user's leadership development. The goal was not achieved and is no longer being pursued due to it no longer being relevant to the overall development of the user.
	Save	Button	The save button saves any changes to the information on the form and advances to the next goal or provides an entry screen for a new goal.
	Close	Button	The close button saves any changes to the information entered and closes the form – returning the user to Goal summary form.

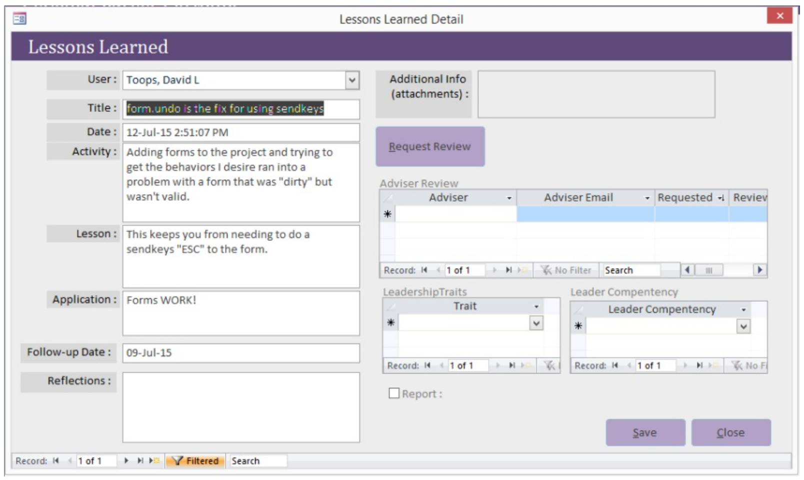
Leadership Lessons Learned Summary

Leadership Lessons Learned Summary	Fields	Type of Field	Instructions
	**Leadership Lessons Learned Summary** This screen is the summary of your lessons learned.		
	User		
	Add Lesson	Button	The 'Add Lesson' button opens the Lessons Learned Detail form and allows the user to enter a lesson learned.
	Title	Text	This is the description of the lesson learned that you entered earlier. Click on this line to open the Lessons Learned Detail form to edit the lesson learned.
	Date	Date	This is the date you entered the lesson learned earlier.
	Open Column	Column	Clicking Open tab to open the Lessons Learned Detail form.

Leadership Lessons Learned Detail

Leadership Lessons Learned	Fields	Type of Field	Instructions
	**Lessons Learned Detail Form** A lesson learned is a personal reflection on what you have learned from an experience, training event, or during a short period of time, such as conducting an investigation over a few days or working on a project for several weeks or months.		
	User	Dropdown	
	Title	Text	Give a name or a very brief description of the topic you will address in this lesson learned. (255 character limit)
	Date	Date	Enter the date that you are entering the lesson learned
	Activity	Text	Name and describe the event, activity, project, or experience. This may be from working with organizations other than RCPD, such as civic and church organizations.
	Lesson	Text	Describe the leadership lesson learned. This should be a generalized statement that leads to daily application as a leader. (See examples under "Writing Lessons Learned" shown below)
	Application	Text	Describe how you will apply the lesson. This should be a statement of specific actions you will take to develop new skills or to apply the lesson on a routine basis.
	Follow-Up Date	Date	Set a date when you will reflect on the lesson learned to confirm that the lesson and application were accurate or to update it.

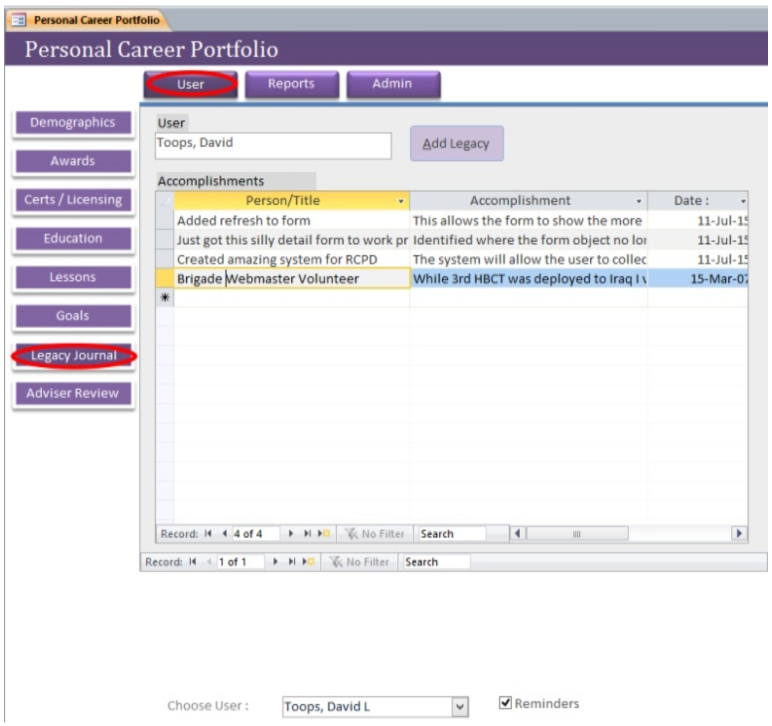
Leadership Lessons Learned	Fields	Type of Field	Instructions
	Reflections	Text	After six or more months, reflect on the lesson learned and consider: "What effect did my actions have?" "Did I capture the lesson accurately?" The software will provide a prompt for you to go back and reflect on the original lesson learned and to update it or add to it.
	Additional Information	Attachments	This feature allows the user to include spreadsheets, word documents, photos to the Lessons Learned entry.
	Request Review Button	Command Button	To request a review and comment from your supervisor or mentor, click on the "Request Review" button to send an email to whom you desire a professional review.
	Adviser Review	Subform	The Adviser Review subform lists the requests that have been made for an adviser (supervisor or mentor) to review this particular lesson learned. If you click in the left most column of that subform, it will bring up the Adviser Review Detail form.
	Leadership Traits	Subform	This Leadership Traits subform allows the user to select any and all leadership traits as defined in the Leadership Model that apply to this lesson learned.
	Leadership Competency	Subform	The Leadership Competency subform allows the user to select any and all leadership competencies that apply to this lesson learned as defined in the Leadership Model.

Leadership Lessons Learned	Fields	Type of Field	Instructions
	Report	Checkbox	The report check box indicates that the associated item will appear in the "Selected" version of that report. In this case, Goals.
	Save	Button	The save button saves any changes made to the information on the form and advances to the next record or provides the user with a blank form so that user may enter a new lesson learned.
	Close	Button	The close button saves any changes made to the information on the form and closes the form, returning the user to the Lessons Learned Summary form.

Legacy Journal Summary

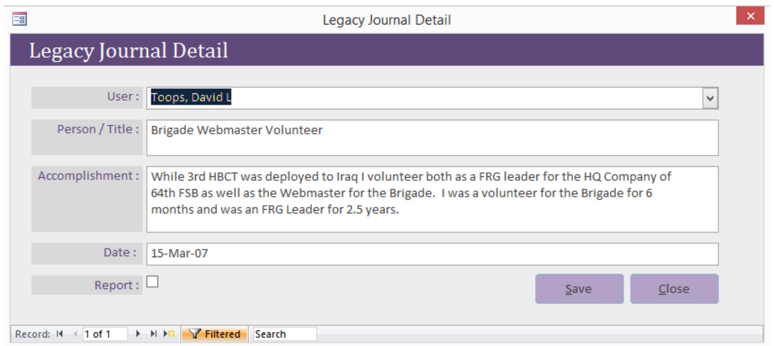
This section will allow you to review your impact on developing and sustaining other employees at RCPD.

A legacy is a significant, enduring benefit that you leave for a person or organization. It may be someone's professional or personal development or a program that you created or significantly contributed to that will have enduring benefit to the Department, community, or other organization. When identifying the legacy of what someone else accomplished, you should limit your entry to people who accomplished something more than what might be expected and you contributed to their achievement.

Legacy Journal	Fields	Type of Field	Instructions
	**Legacy Journal Summary** This is the summary of the legacies that you have entered and where you can open the Add Legacy Detail form by clicking on the 'Add Legacy' button.		
	Add Legacy	Button	The Add Legacy button opens the Legacy Journal Detail form allowing the user to enter a new Legacy Journal entry.
	Person/Title	Text	This is the name of the person or the program that you entered earlier as part of your legacy.
	Accomplishments	Text	This is the brief description of what that person or program accomplished because of your leadership, coaching or mentoring.
	Date	Date	The date of the Legacy entry

Legacy Journal Detail

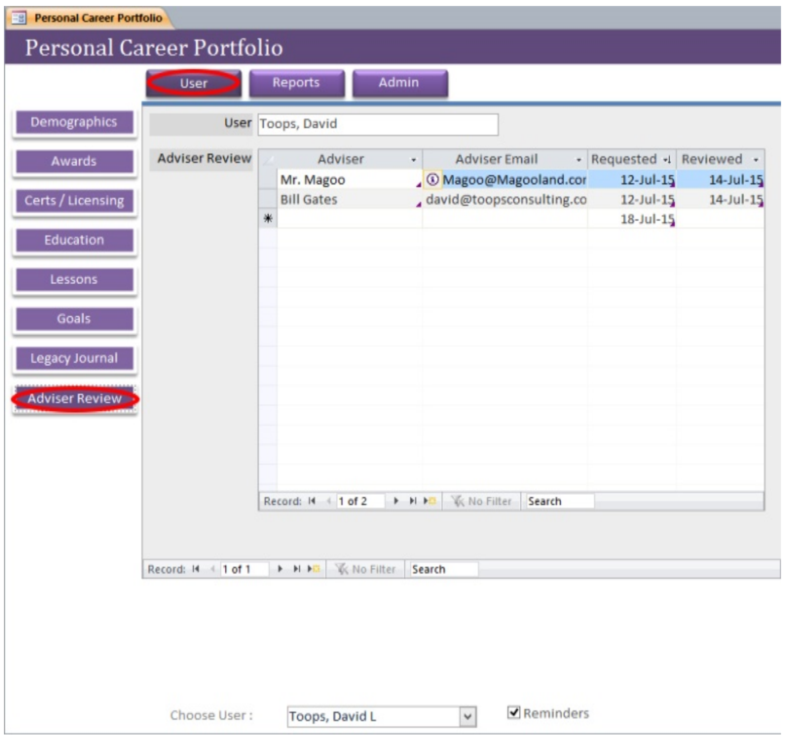
This section will allow you to review your impact on developing and sustaining other employees at RCPD.



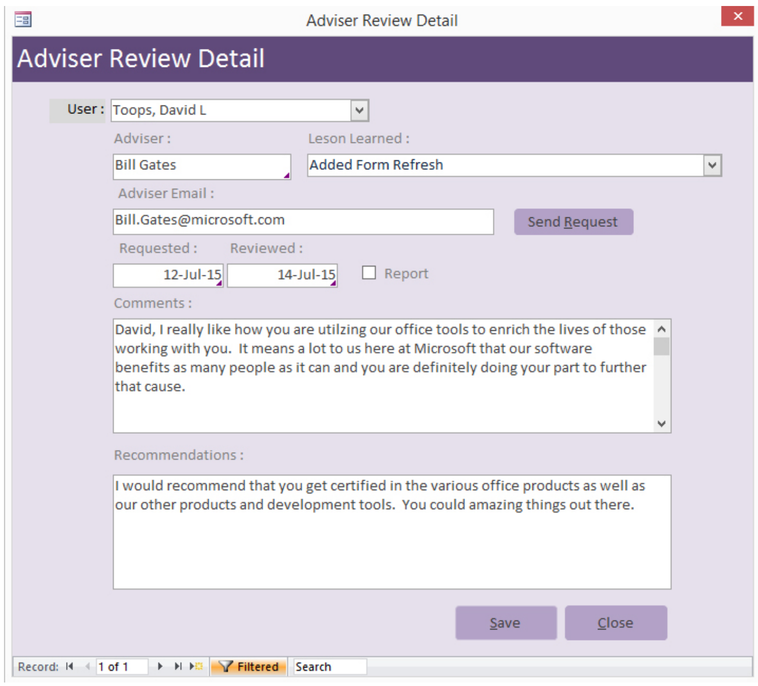
Legacy Journal	Fields	Type of Field	Instructions
	Legacy Journal Detail Form This is the form that you will use to record your legacy items.		
	Person/Title	Text	Enter first and last name of the person you supervised, mentored, coached, or otherwise influenced for a sustained period or the name of the program that you started, managed or otherwise contributed to with a major impact. (255 character limit)
	Accomplishments	Text	Enter a brief description of what that person accomplished because of your leadership, coaching or mentoring or what your contribution was to the program that you listed.
	Date	Date	Enter the date that you are making the entry.
	Report	Checkbox	The report check box indicates that the associated item will appear in the "Selected" version of that report. In this case, Goals.
	Save	Button	The save button saves any changes made to the information on the form and advances to the next record or provides the user with a blank form so that the user may enter a new Legacy Journal entry.
	Close	Button	The close button saves any changes made to the information on the form and closes the form, returning the user to the Legacy Journal Summary form.

Adviser's Summary

In this section, the supervisor will offer observations/comments regarding your lessons learned and goals. The adviser will also offer recommendations regarding how you might stretch your thinking on the topic, additional actions to take to fulfill personal goals, and/or how to enhance your career. **<u>This will not replace</u> any obligation that the supervisor must fulfill on the standard annual reviews and other career documentation.**

<table>
<tr><th>Advisers' Summary</th><th>Fields</th><th>Type of Field</th><th>Instructions</th></tr>
<tr><td rowspan="6">
</td><td colspan="3">Advisers Summary
This is the summary of the comments you have requested and received from your adviser, whether it is a mentor or a supervisor.</td></tr>
<tr><td>Adviser's Name</td><td>Text</td><td>This is the name of the adviser that you previously entered.</td></tr>
<tr><td>Adviser's Email</td><td>Text</td><td>This is the email address of your adviser.</td></tr>
<tr><td>Requested</td><td>Date</td><td>This is the date that you requested review and comments.</td></tr>
<tr><td>Reviewed</td><td>Date</td><td>This is the date that you received comments</td></tr>
<tr><td>Adviser Column</td><td>Column</td><td>Clicking the in Adviser column will open the Adviser Review Detail form with that adviser review record.</td></tr>
</table>

Adviser's Review and Comment

<table>
<tr><th>Adviser's Comments</th><th>Fields</th><th>Type of Field</th><th>Instructions</th></tr>
<tr><td rowspan="10">
</td><td colspan="3">Advisor's Comment Detail Form
This is the form you will use to capture the comments that an advisor – a supervisor or a mentor – sent you.</td></tr>
<tr><td>Adviser's Name</td><td>Text</td><td>Enter first and last name. Enter middle name and suffix, if desired. (255 character limit)</td></tr>
<tr><td>Lesson Learned</td><td>Dropdown</td><td>Use the dropdown to choose which Lesson Learned you want the Advisor to review.</td></tr>
<tr><td>Adviser Email</td><td>Text</td><td>Enter the adviser's email address.</td></tr>
<tr><td>Send Request</td><td>Button</td><td>The Send Request button will launch the email process, assuming that a default mail client is properly installed. If it is, the system populates the "To" and "Subject" fields and attaches a RTF version of the Lesson Learned and repeats that same information in the body of the email.</td></tr>
<tr><td>Date Review Requested</td><td>Date</td><td>Date defaults to the current date.</td></tr>
<tr><td>Date of the Review</td><td>Date</td><td>Enter the dates of the comments</td></tr>
<tr><td>Report</td><td>Checkbox</td><td>Click on the box to enter a check mark. This indicates that the item will appear in the Advisor Review Report.</td></tr>
<tr><td>Comments</td><td>Text</td><td>The mentor will share any feedback he or she has regarding the individual's lessons learned.</td></tr>
<tr><td>Recommendations</td><td>Text</td><td>The mentor will offer recommendations about how the you might stretch your thinking on the lesson learned and additional actions for consideration</td></tr>
</table>

Reports Formats and Printing

Goals

Goals : Toops, David

Tuesday, June 30, 2015
12:14:17 AM

Goal Type :	Goal :	Date Entered :	Target Date :
Career			
	Close button working	29-Jun-15	29-Jun-15
	Get this form working	29-Jun-15	29-Jun-15
	Get all this done before tonight	29-Jun-15	29-Jun-15
	Increase computer languages known	27-Jun-15	31-Dec-15
Annual Performance			
	Complete the PCP project on time.	27-Jun-15	15-Jul-15
Personal			
	increase walking pace - faster than 3mph	27-Jun-15	31-Jul-15
	Increase walking to 2 miles per day	27-Jun-15	31-Jul-15

Records : 7

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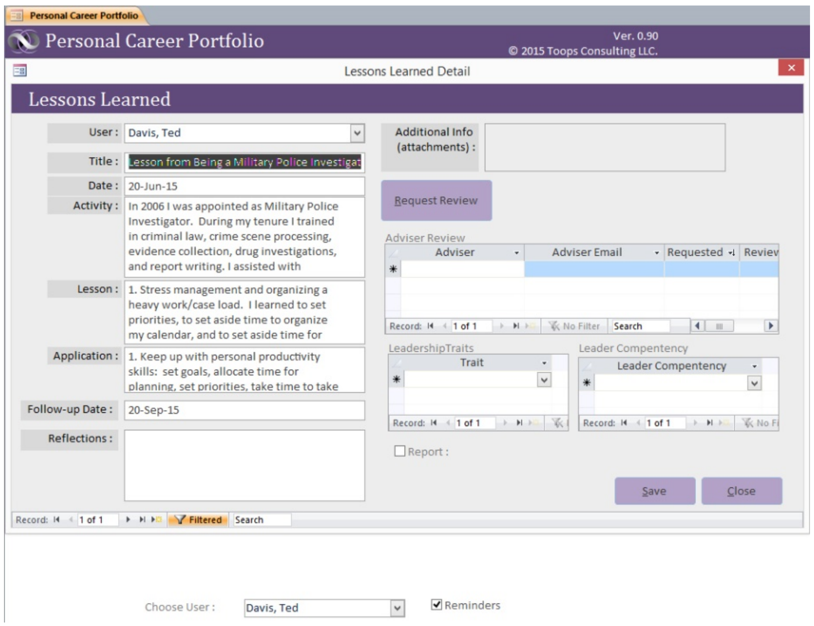
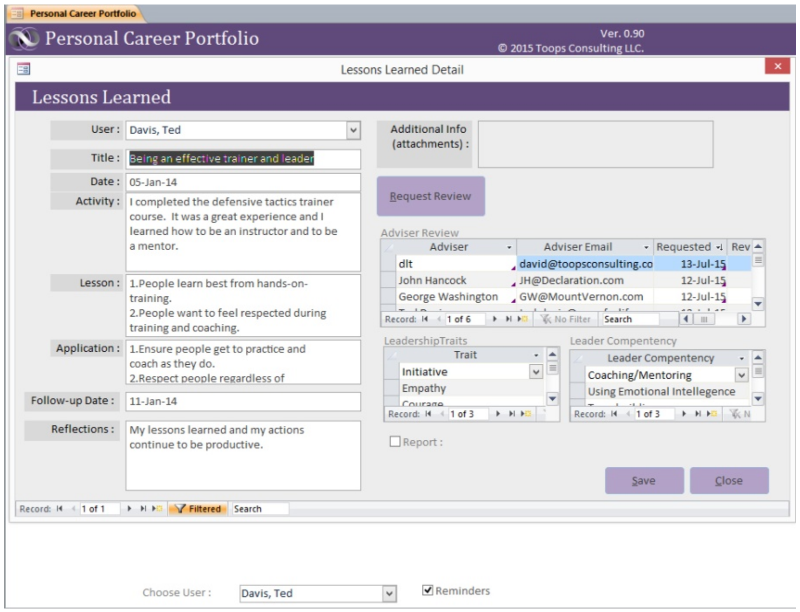
Writing Lessons Learned

Narrative

Examples

Leadership Lessons Learned	Fields	Type of Field	Instructions
	User	Dropdown	
	Title	Text(255)	Lesson from Being a Military Police Investigator
	Date	Date	6/20/2015
	Activity	Text	In 2006 I was appointed as Military Police Investigator. During my tenure I trained in criminal law, crime scene processing, evidence collection, drug investigations, and report writing. I assisted with investigations and conducted suspect interviews. I became an SME, and my peers asked questions and asked for my assistance in resolving cases and making arrests.
	Lesson	Text	1. Stress management and organizing a heavy work/case load. I learned to set priorities, to set aside time to organize my calendar, and to set aside time for taking care of myself. 2. Pay attention and study: I learned to become a subject matter expert because expertise is respected. 3. Be willing to assist others: Helping others often reinforces my expertise and exposes me to new areas
	Application	Text	1. Keep up with personal productivity skills: set goals, allocate time for planning, set priorities, take time to take care of myself, and set healthy boundaries of what I can and cannot/should not do. 2. Study diligently and become a SME in my field 3. Assist others, both to fulfill my calling and to stretch my knowledge-base.
	Follow-Up Date	Date	9/20/2015
	Reflections	Text	My lessons learned and applications remain valid.
	Request Review Button	Command Button	

Leadership Lessons Learned



Fields	Type of Field	Instructions
User	Dropdown	
Title	Text(255)	Being an effective trainer and leader
Date	Date	5/1/2014
Activity	Text	I completed the defensive tactics trainer course. It was a great experience, and I learned how to be an instructor and to be a mentor.
Lesson	Text	1. People learn best from hands-on-training. 2. People want to feel respected during training and coaching. 3. Technical expertise and trainer expertise are equally important. 4. Humility and good humor create a productive training environment. Arrogance creates hostility. 5. Praise works better than sarcasm, and correcting poor technique does not require ridicule.
Application	Text	1. Ensure people get to practice and coach as they do. 2. Respect people regardless of proficiency. 3. Continue to master instructional skills. 4. Be humble, accept constructive criticism, and encourage good humor. 5. Be honest and accurate in critiquing performance and be quick to praise.
Follow-Up Date	Date	11/1/2014
Reflections	Text	My lessons learned and my actions continue to be productive.
Request Review Button	Command Button	