

1.407 MENTORING PROGRAM

- A. The chief may establish a volunteer mentoring program within the agency to provide a framework to support the growth of both the mentor and protégé. It is also a goal of this program to provide a smooth transition for proteges into the organization.
- B. All employees involved in this program must observe existing departmental rules, regulations, policies, procedures, orders, and laws.
- C. The chief will designate a supervisory or administrative ranked officer in the police services bureau to serve as the coordinator for the mentoring program. The Police Services Bureau commander will designate an officer to serve as the Mentoring Program Coordinator.
- D. The Police Services Bureau Commander will form a Mentor Advisory Panel whose duties will include, but are not limited to:
 - 1. Review all questionnaires turned in by potential Mentors.
 - 2. Determine the pool of candidates for departmental Mentors
 - 3. Assist with the matching of mentors and their proteges.
- E. Duties of the Mentoring Program Coordinator include, but are not limited to:
 - 1. Reporting directly to the Police Services Bureau Commander in matters relating to the management and operations of the Mentoring Program.
 - 2. Provide all interested departmental personnel a Mentor Program Questionnaire that will be considered as an application to participate in the Mentoring Program. Respondents will not be required to answer all questions, however, failure to complete the questionnaire may result in the respondent not being assigned as a mentor or protégé..
 - 3. Designing, modifying, evaluating, and facilitating training and refresher programs for mentors.
 - 4. Pairing mentors and proteges once training has been completed.
- F. Mentors will be required to complete a training program prior to placement with any prospective protégé. There will also be periodic refresher training for all active mentors.
- G. Mentor and Protégé candidates shall not receive any additional compensation for their participation in this program. Departmental supervisors shall attempt to facilitate this program in scheduling the mentor-protégé meetings during duty hours. Normal staffing levels should not be compromised to facilitate the process. Any overtime and/or compensatory time must be pre-approved by the Police Services Bureau Commander.