



## Newport News Police Department - Administrative Manual

### ADM-341 - PROMOTIONAL PROCESS FOR THE POSITION OF SERGEANT & LIEUTENANT

**Amends/Supersedes:** ADM-341 (08/21/2012)

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#### I. STATEMENT

This Department strives to provide promotional opportunities for its members. Promotional processes are conducted in a fair and impartial manner and promotions are based on merit. This policy and procedure provides the process for sworn personnel for promotion to the ranks of sergeant and lieutenant.

#### II. GENERAL

A. The Newport News Police Department will promote persons for job vacancies without regard to race, color, religion, sex, national origin, age, disability, or any other non-merit factor.

[34.1.4]

B. The Newport News Police Department will ensure that promotional decisions are in accord with principles of equal employment opportunity by imposing only valid requirements on promotional opportunities.

[34.1.4]

C. Promotional eligibility lists for the ranks of sergeant and lieutenant are established for a period of one year, until exhausted, or should the Chief of Police deem that the creation of a new list is in the best interest of the organization, whichever is shorter. The Chief of Police will make this determination after consultation with the Executive Staff and the Director of Human Resources.

[34.1.6(d,e)]

NOTE: A promotional eligibility list may be extended beyond the one year period in the event of extraordinary circumstances. This decision will be made by the Chief of Police with the consultation of the Executive Staff and the Director of Human Resources.

[34.1.6(e)]

D. The Assistant Chief of the Administration Bureau will be responsible for ensuring the confidentiality of all testing materials, along with coordinating the promotional process with the Department of Human Resources. The Department of Human Resources will review exercises and evaluation criteria established by the Police Department, and will receive applications. Any necessary tests associated with the process will be administered under the direction of any professional human resources firm hired for the purpose of hiring/promotional processes, or the City's Department of Resources.

[34.1.1; 34.1.2; 34.1.3(b,h)]

E. The Chief of Police is not obligated to fill vacancies as they occur within the Department.

- F. The Police Department will offer general information sessions to candidates on an annual basis on how to prepare for a promotional process.

### III. PROCEDURE

- A. Eligibility Criteria [34.1.3(a); 34.1.4]

In order to participate in the selection process for the position of sergeant or lieutenant, candidates must meet the criteria set forth in this policy. The candidates may request from the Assistant Chief of the Administration Bureau a copy of the job description for the position of sergeant or lieutenant. All requirements for eligibility criteria must be met according to the yearly promotional guidelines.

#### 1. Application Requirements

- a. Time in Grade [34.1.3(g); 34.1.6(c)]

- 1) All candidates for the position of sergeant must have at least five current consecutive years of service with the Newport News Police Department classified as a full-time, police officer.
- 2) All candidates for the position of lieutenant must have at least two current consecutive years of service at the rank of sergeant with the Newport News Police Department.

- b. Education

- 1) Candidates for the position of sergeant must:
  - a) Hold an Associate's degree from an accredited college or university, or
  - b) Have completed at least 60 semester or 90 quarter hours towards a Bachelor's degree from an accredited college or university.
- 2) Candidates for the position of lieutenant must have completed at least 90 semester or 135 quarter hours towards a Bachelor's degree from an accredited college or university.

- c. Candidates for either position must not have been assessed any disciplinary points for violating the Standards of Conduct in the 12 months preceding the application deadline date.

- d. Must have achieved ratings of "meets", or higher in the one-year period preceding the application for promotion with no areas rated "unacceptable" or "needs improvement".

- B. Application Process

- 1. Candidates interested in applying for the position of sergeant or lieutenant must submit a City employment application to the Department of Human Resources within the time frame specified in the position promotional announcement. Each candidate is

responsible for ensuring that a copy of an official diploma, certified transcript, or official class completion certificate (grade report) is on file with the Police Department prior to the application deadline date. [34.1.5]

2. The Assistant Chief of the Administration Bureau will evaluate the application, and college diploma or transcripts or class completion certificate to determine whether or not the candidate meets the minimum qualifications. All transcripts and training records are subject to verification. Candidates meeting the minimum qualifications will be placed on a list of individuals declared eligible to further participate in the process.[34.1.3(a)]

C. Promotional Process [34.1.4]

1. The promotional process may consist of the following components:
  - a. Job Related Promotional Multiple-Choice Written Examination. [34.1.3(b)]
  - b. Performance-based exercises using trained assessors. [34.1.3(c)]
  - c. Professional History/Dimension Evaluation.
  - d. Interview with the Chief of Police. [34.1.3(d)]
2. Study materials that will be utilized for any examination, assessment, or exercise will be announced at least 60 days prior to the scheduled promotional examination date. [34.1.5]

3. Job Related Promotional Examination

Candidates will be required to take a job related promotional examination. [34.1.3 (b,e)]

NOTE: Candidates will have the opportunity to receive exam results at the end of the examination and appeal test items based on appeal procedures.

4. Performance Based Exercises

Candidates will participate in an assessment process that will consist of various exercises affording the candidates the opportunity to demonstrate knowledge, skills and abilities or dimensions of the respective position. Dimensions assessed will come from the applicable job description. [34.1.3(c)]

5. Professional History/Dimension Evaluation: The Professional History/Dimension rating will be conducted on each candidate by evaluators comprised of ranking personnel.
6. Interview with Chief of Police: The Chief of Police will interview the top five candidates based on their scores (calculated on a point basis) from the written exam, the performance based exercises and the Professional History/Dimension Evaluation. He will make his selection from that group. When a new vacancy occurs, the person with the next-highest score will be interviewed and considered along with the remaining four on the list. This process will occur as each vacancy occurs. [34.1.3(d)]

7. The Chief of Police will have the authority to remove any candidate from the promotional process at any time who does not fully meet the required qualifications, standards or any other requirements for promotion. In addition, other circumstances may occur during the effective period of the promotional eligibility list that may render a candidate ineligible for promotion.
8. The Chief of Police may, in extenuating circumstances, extend any time requirement for submitting the promotional application, or other materials, or for sitting for any portion of the exam, assessment panel, or interview.
9. A challenge process for the written exam, the performance based exercises, and the Professional History/Dimension Evaluation will be available for each phase of the process. [34.1.3(e)]
10. Applicants who are not selected for promotion during the time in which the promotional eligibility list is active, may re-apply when the next promotional process is advertised if they meet eligibility criteria. [34.1.3(f)]

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