

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.28

ADMINISTRATIVE REGULATIONS

EFFECTIVE DATE: 5/31/2017

**SUBJECT: DEPARTMENTS OF POLICE AND
HUMAN RESOURCES –
POLICE PROMOTIONAL POLICY**

SUPERSEDES: 7/17/2014

I. PURPOSE

To establish consistent and objective criteria for determining the most suitable employees to be promoted within the rank structure of the Chesapeake Police Department (CPD). Major and Deputy Chief are positions appointed by the Police Chief and are not promotions within the rank structure covered by this administrative regulation.

II. DEFINITIONS

Police Promotional Process - A competitive process including a written test (Police Sergeant and Police Lieutenant ranks only), assessment center, and a review of each candidate's professional history synopsis for the purpose of establishing promotional eligibility lists for the ranks of Police Sergeant, Police Lieutenant and Police Captain.

Professional History Synopsis – The candidate's presentation of credentials in an approved format including, but not limited to, leadership skills, supervision, technical knowledge, skills and abilities, relevant training, certifications, awards, and service to the community.

Uninterrupted Service – Service without a break in active City employment with the Police Department except in the instance of satisfying a military obligation.

III. RESPONSIBILITY

The Police Chief and the Director of Human Resources have oversight responsibility for the administration of the Police promotional process. The City will retain a consultant to develop and administer the Police promotional process and establish the resulting promotional eligibility lists. For the purpose of this Policy, it shall be understood that reference to the Police Chief or the Director of Human Resources shall include their designees.

IV. SCHEDULE

The Departments of Police and Human Resources will conduct a competitive examination process to establish a promotional eligibility list for ranks of Sergeant, Lieutenant, and Captain in the CPD. The promotional processes will be administered at such times as deemed necessary by the Police Chief and the Director of Human Resources on the basis of actual or projected vacancies.

V. ELIGIBILITY

Police Department personnel desiring to compete for promotion must meet the eligibility requirements set forth below. Eligibility requirements must be met in accordance with the schedule established by the Police Chief and the Director of Human Resources.

Police Sergeant Two years of post-probationary, uninterrupted service as a Chesapeake Police Officer.

Police Lieutenant Two years of uninterrupted service as a Chesapeake Police Sergeant.

Police Captain One year of uninterrupted service as a Chesapeake Police Lieutenant.

VI. CONFIDENTIALITY

- A. Promotional process candidates will be required to sign a pledge of confidentiality indicating that they will not discuss any phase of the process until all phases have been completed. Candidates found to have violated the pledge of confidentiality will be removed from the promotional process and subject to disciplinary action.
- B. City staff associated with the promotional process will be required to sign a pledge of confidentiality that they will not divulge to any other parties any information relating to the process. City staff found to have violated the pledge of confidentiality will be removed from serving in the promotional process and subject to disciplinary action.

VII. PROMOTIONAL PROCESS PROCEDURES

- A. Knowledge-Based Written Examination
 - 1. The consultant will oversee the administration of written examinations for the ranks of Police Sergeant and Police Lieutenant.
 - 2. A list of study materials for the written examination will be developed by the consultant and reviewed and approved by the Police Chief. The list will be published by the Police Department at least ninety (90) calendar days prior to the test date.
 - 3. All eligible promotional candidates desiring to compete in the promotional process must be registered by the date and time established by the Police Chief. In order to ensure the integrity of the process, requests for a make-up exam will not be considered except in instances where legally required.
 - 4. Candidates will be notified of their score on the written exam in writing by the consultant.

5. Candidates will have the opportunity to submit appeals to questions on the written examination. Appeals must be submitted in writing to the Police Chief in the manner, and by the date and time specified. The Exam Review Committee, will review the challenged test item(s) without using the names of the individuals appealing the item(s). The Committee will report its findings to the Police Chief for review and approval/disapproval. The decision of the Police Chief is final and non-grievable.
6. The consultant will notify each candidate, in writing, of his/her official written examination score following the processing of all appeals.

B. Performance-Based Assessment Center

1. All Police Sergeant and Police Lieutenant candidates completing the written examination and all eligible and registered candidates for the rank of Police Captain will qualify to participate in the performance-based assessment center phase of the promotional process.
2. Composition of the Assessor Panel
 - a. Those serving as assessors will have at least two years of service at the tested or equivalent rank or higher and will serve for the assigned rank in reviewing and scoring the candidates' assessment center performance. The assessor panel may include internal assessors, external assessors, or a combination of both as determined by the Police Chief with the assistance of the consultant.
 - b. Selection of Internal Assessors

If internal assessors are to be utilized, the Police Chief will submit to all candidates registered to participate in the assessment center, a roster of names of potential internal assessors for the appropriate rank. Candidates will vote for a select number of assessors, thereby creating a smaller pool of assessors. The Police Chief, with the assistance of the consultant, will identify a selected number from the smaller pool to serve as assessors for each rank.
3. Candidates will be notified of their performance-based assessment score in writing by the consultant.
4. All candidate assessment center exercises will be videotaped. A candidate may request to view the videotaped recording of his/her assessment center performance. A candidate who has viewed his/her recorded performance may request a second review by the assessors, if desired. A written request for a second review by the assessors must be submitted in the manner, and by the date

and time specified. The score resulting from such review will be considered the candidate's official score on this phase of the process. It is the responsibility of the consultant to notify, in writing, each candidate who has challenged his/her official score.

C. Review of Professional History Synopsis

1. The candidate will submit a professional history synopsis to the Police Chief by the specified deadline and in the format provided.
2. Members of the Police Chief's command staff will serve as assessors in reviewing and scoring each candidate's professional history synopsis.
3. Candidates will be notified of their professional history synopsis score in writing by the consultant.
4. A written request for a second review by the assessors must be submitted in the manner, and by the date and time specified. The score resulting from such review will be considered the candidate's official score on this phase of the process. It is the responsibility of the consultant to notify, in writing, each candidate who has challenged his/her official score.

VIII. MAXIMUM POINT ASSIGNMENTS BY RANK

- A. For the ranks of Police Sergeant and Police Lieutenant, the following maximum points will apply to the established criteria for placement on the promotional eligibility list.

Knowledge-Based Written Examination	30 points
Performance-Based Assessment Center	50 points
Review of Professional History Synopsis	20 points

- B. For the rank of Police Captain, the following maximum points will apply to the established criteria for placement on the promotional eligibility list.

Performance-Based Assessment Center	70 points
Review of Professional History Synopsis	30 points

IX. SENIORITY CREDIT

Years of service will be calculated by determining the number of full post-probationary years an employee has served in their current rank as of December 31st of the year the promotional process is administered. For the rank of Police Sergeant, one-half point will be awarded for each year of post-probationary, uninterrupted service as a Chesapeake Police Officer. In such case, the reference to "probationary period" shall be considered to be the probationary period which was applicable on the employee's date of hire. For the ranks of Police Lieutenant and Police Captain, one-half point will be awarded for each year of service with the City of Chesapeake in

the current rank. There is a five point maximum for seniority credit. Seniority points are added to the candidate's final cumulative score.

X. EVALUATION BY POLICE CHIEF

The Police Chief shall evaluate the performance record of each candidate who completes all phases of the promotional process and assign up to a maximum of five points to a candidate's final cumulative score. The Police Chief's review may include one-on-one discussions with the candidates.

XI. ELIGIBILITY LISTS

- A. The promotional eligibility lists (ranked listing from the highest to lowest scores) for the ranks of Police Sergeant, Police Lieutenant, and Police Captain will be developed by the consultant and made available to the Police Chief and the Director of Human Resources by the date specified. The consultant shall be responsible for notifying each candidate in writing accordingly. The promotional eligibility list for each rank will be in effect for 24 months from date of issue or until the list is exhausted, whichever occurs first. The list, if posted departmentally, will only include the names and ranks of the candidates. Candidates failing to complete all phases of the process will not be placed on the promotional eligibility list and, therefore, will not be eligible for promotion.
- B. In the case of tie scores on the overall process, the candidate with the longest consecutive service as a sworn officer in the CPD will be placed above those with whom he/she is tied. If necessary, a secondary tie shall be determined by the average score of the last three annual performance evaluations for each candidate so situated.
- C. Individuals will be selected for promotion on the basis of their ranking on the list, except in those instances where the Police Chief, in his/her discretion, determines that another individual ranked in the top twenty-five percent (25%) of the eligibility list is better suited for the position. In such case, in advance of making the appointment, the Police Chief shall provide to the Director of Human Resources, written documentation outlining his/her reasons for selecting such person other than those making a higher score.

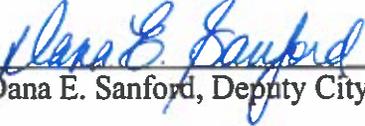
XII. EXTENUATING CIRCUMSTANCES

In situations where extenuating circumstances exist that impact the time line prescribed by this Policy, the Police Chief and the Director of Human Resources, in their discretion, may approve exceptions to the time line to include revising the date of issue and/or expiration of the eligibility lists.

XII. POLICY INTERPRETATION

The Director of Human Resources is responsible for rendering official interpretations of this Policy.

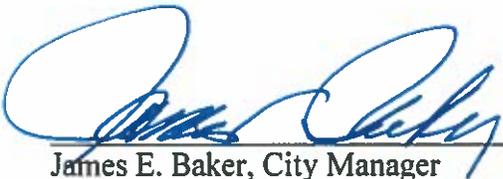
APPROVED AS TO FORM AND CONTENT:



Dana E. Sanford, Deputy City Attorney

4.26.2017
Date

APPROVED AND ADOPTED:



James E. Baker, City Manager

5/31/17
Date