




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This policy is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Number 2-57		Effective Date October 5, 2021	Review Date September 30, 2021	Reviewing Division Administration
Subject PROMOTION AND APPOINTMENT OF SWORN SUPERVISORY PERSONNEL		<input type="checkbox"/> New Policy <input type="checkbox"/> Replaces <input checked="" type="checkbox"/> Revised		This policy shall apply to personnel assigned to the following divisions: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division
References VLEPSC CALEA				
 _____ Chief of Police or Designee		_____ March 23, 2023 Date		

I. PURPOSE

The purpose of this policy is to establish the promotional processes and appointments for the selection of Sergeant, Lieutenant, Captain, and Deputy Chief of Police positions within the Winchester Police Department.

II. POLICY

The Chief of Police, with assistance from the City of Winchester Human Resources Department will be responsible for the coordination, development, validation, and administration of any promotional process. Nondiscriminatory procedures of testing and evaluation shall be employed in the promotional process. The Chief of Police, with input from senior leadership, shall possess the sole authority for promoting and appointing personnel throughout the Winchester Police Department.

III. PROCEDURES

A. Responsibility

1. The Chief of Police is responsible for the formulation and administration of the promotional process and may designate selected personnel to assist in any or all phases of selection.
2. The promotional process will be followed in the appointing of the positions of Sergeant, Lieutenant, and Captain.

3. The Chief of Police shall be responsible for the appointment of personnel to the rank of Deputy Chief of Police, after consultation with the City Manager.
4. The Chief of Police, upon consultation with the HR Director, and with the approval of the City Manager, may open the selection process for Sergeant, Lieutenant, Captain, and/or Deputy Chief of Police to qualified candidates outside of the Winchester Police Department.

B. Vacancy Announcement / Letter of Intent

1. Upon a vacancy, a written announcement concerning the availability of the position shall be disseminated through standard communication channels. This announcement should contain the following information:
 - a. Job description;
 - b. Eligibility requirements of the position, as outlined below;
 - c. A description of the selection process; and
 - d. Closing date for filing a letter of intent.
2. Interested personnel who meet eligibility requirements for a given position shall submit a letter of intent and resume to the Chief of Police or his/her designee no later than the filing deadline.
3. All personnel who meet the eligibility requirements of the position and submit a letter of intent shall be entered into the selection process.
4. A schedule of testing dates for each phase of the selection process will be given to all personnel entered into the selection process.
5. All components of evaluation and testing shall be job related and non-discriminatory in content.

C. Promotional Criteria

1. Personnel may participate in a selection process only for the position for which they are eligible. Trial participation shall not be permitted.
2. In order to participate in the selection process for supervisory positions within the Department, personnel must meet the following criteria:
 - a. Personnel cannot have received grievable discipline during the twelve (12) months prior to the closing date of the vacancy announcement;

- b. Personnel cannot have been suspended from duty for disciplinary reasons during the twenty-four (24) months prior to the closing date of the vacancy announcement;
- c. Personnel cannot be on probationary status due to remedial performance purposes;
- d. Personnel cannot be under an active employee improvement plan;
- e. Any grievable discipline imposed between the date of the announcement and a potential promotion date shall also be subject to the twelve (12) month limitation;
- f. Personnel cannot be under criminal investigation at the time of the promotional process.

D. Eligibility Requirements – Sergeant

1. Candidates must have at least four (4) years qualified law enforcement experience;
2. Candidates may substitute three (3) months experience for each year of college from an accredited college or university, with a maximum of one (1) year of experience for a four (4) year degree or higher.

E. Eligibility Requirements – Lieutenant

1. Candidates must have at least five (5) years of qualified law enforcement experience;
2. Candidates must have a minimum of one (1) year experience as a Sergeant, or equivalent rank. Candidates may substitute three (3) months experience for each year of college from an accredited college or university, with a maximum of one (1) year of experience for a four (4) year degree or higher.

F. Eligibility Requirements – Captain

1. Candidates must have at least seven (7) years of qualified law enforcement experience, with a minimum of one (1) year experience as a Lieutenant, or equivalent rank.
2. Candidates must have a combination of education and experience equivalent to an associate degree. A bachelor's degree is preferred.

G. Assessment of Candidates

1. A promotional candidate may be assessed in variety of areas, including, but not limited to;
 - a. Written examination and/or exercise;
 - b. Practical assessment;

- c. Oral review board;
 - d. Performance evaluations from the two (2) years prior to the closing date of the promotional process;
 - e. A supervisory assessment designed to gauge a candidate's management and supervisory skills, leadership potential and ethical behavior;
 - f. The Chief of Police may contract with a specialist to administer a Leadership Potential and Ethics Assessment to the top candidate(s). The person conducting this assessment will prepare a report for the Chief of Police regarding each candidate's suitability for the promotional position.
2. Upon completion of all phases of assessment, the candidates will be classified as Highly Qualified, Qualified, or Not Qualified. The summation of the categories shall become the candidate's final classification.
 3. All applicants will be notified of their individual classification in writing at the conclusion of the testing process.
 4. An eligibility list of test results will be valid for six (6) months from the date the list is certified by the Chief of Police. The eligibility list may be extended up to one (1) year by the Chief of Police, upon approval of the Human Resources Director. The Chief of Police or his/her designee shall maintain the records and list of candidates for the promotional process.

H. Oral Review Board Standards

1. The Oral Review Board may consist of personnel from other law enforcement agencies or citizen(s), which are selected by the Chief of Police or his/her designee.
2. Law enforcement officers who serve on the Oral Review Board should be at the rank of Lieutenant or higher.
3. The Oral Review Board shall render interview questions in a consistent and standard manner for all candidates. The interview questions will explore general job knowledge, dependability, quantity and quality of work, cooperation, esprit de corps, public relations, leadership, report writing ability, physical preparedness, and additional skills and knowledge acquired while a member of the Department.
4. The candidate will be evaluated and scored based upon his or her response to the selected questions, based upon established benchmarks. Candidates shall be awarded scores of Highly Qualified, Qualified, or Not Qualified. The City of Winchester Human Resources Department will monitor the Oral Review Board interviews.

I. Selection for Promotion

1. The Chief of Police will review each candidate's score for each of the testing areas used to evaluate the candidate.
2. The Chief of Police shall make his/her selection from any of the Highly Qualified candidates. If there are no candidates on the Highly Qualified list, the Chief of Police shall make a selection from the Qualified list. If there are no candidates on either the Highly Qualified or Qualified list, a new testing process will be initiated.
3. A candidate appointed to a promotional position by the Chief of Police will receive an appointment letter advising they have been selected for the position.
4. Promoted personnel will serve a twelve (12) month probationary period with performance evaluations completed, as required by the City of Winchester Human Resources Department.
5. Unsatisfactory performance evaluations and failure to show improvement will be cause for termination of the promotion during the probationary period. Personnel in this category may be reassigned to their former status/rank or to another position, at the discretion of the Chief of Police.
6. The Chief of Police has final authority on any promotion decision.