

# CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer's liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

GENERAL ORDER	Number: 129-00
PROMOTIONS	Date: November 4, 2019
VLEPSC Number: PER.07.01 and PER.07.02	Manual Number: 400.45
	Effective Date: Nov. 4, 2019
Authorization: Chief R.M. Brackney <i>Rm Brackney</i>	Follow-up Date: As Needed

## I. POLICY

Promotions will be made on the basis of experience, education, training, competence, and for the purpose of promoting the most qualified candidates. The Chief of Police maintains sole authority and discretion to make promotions.

## II. PURPOSE

The purpose of this directive is to provide guidelines for the promotion to the rank of Corporal, Sergeant, Lieutenant, Captain, and Major.

## III. DEFINITIONS

- A. Corporal: Assists Sergeants in providing general supervision in the Patrol Division, Support Services Division and Investigations Division. May be required to assume all the daily duties of a Sergeant during the absence of the normal assigned Sergeant or Supervisor. Corporals will be automatically appointed as Field Training Officers upon promotion to the rank of Corporal. See General Order **513.10 Field Training Officer Program** for further guidelines and training requirements.
- B. Sergeant: Provides general supervision, technical assistance, and administrative control over a group of patrol officers, detectives, or investigators assigned to a geographic area of the City or assigned to specific law enforcement tasks; schedules; deploys and assigns personnel in accordance with department policies and applicable service requirements; conducts roll calls or briefings; observes, evaluates, develops, advises, and counsels personnel reference job performance; directs tactical operations in given situations; performs law enforcement duties as required.
- C. Lieutenant: Supervises and coordinates the operations and activities of an assigned patrol shift or operational unit; conducts periodic inspection tours of various police department sectors observing personnel demeanor, efficiency, and general appearance; advises and assist subordinate supervisors and officers in the performance of their law enforcement literature, surveys agency personnel and

confers with police administration to determine training and equipment needs; assesses current programs and makes recommendations as to new directions; facilitates inter and intra department cooperation; participates in disciplinary actions; maintains records; conducts and participates in special studies; serves on regular and special committees; prepares recommendations to the Command Staff for operational effectiveness and efficiency.

- D. Captain: Assists in the planning, organizing, directing, and assessing programs and activities of a Division; facilitates the coordination of bureaus, units and sections; studies, reviews and develops operational procedures; prepares and manages budgets; accountable for the effective and efficient use of appropriated resources; provides guidance, development, evaluation, and counsel to subordinates; accountable for the discipline of Department personnel; participates in the annual training needs assessment; interrelates with other law enforcement and public safety agencies and organizations.
- E. Deputy Chief: The Deputy Chief of Police will serve as the second Chief Executive of the police department and will ensure the mission, vision, and values of the Department are advanced. Additionally, the Deputy Chief of Police is responsible for the monitoring of the Department's Strategic Plan and ensures that subordinate members under their command are familiar with the plans, goals and objectives. The Deputy Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department as directed by the Chief of Police. They are responsible for modifying and approving all policies and procedures of the Department at the approval of the Chief of Police. They are responsible in completing and submitting all reports as required by law or as directed by the City Manager or Chief of Police. The Deputy Chief of Police will serve as Acting Chief of Police in the absence of and as directed by the Chief of Police in accordance with **General Order 320.00**.

#### IV. ELIGIBILITY

At the time of promotional appointment, the candidate must have the following at minimum:

- 1. Deputy Chief
  - a. Education – A Bachelor's Degree, or higher, from an accredited college or university.
  - b. Experience – Has held a senior management position (Lieutenant or Captain) within the police department, or a like size law enforcement agency or larger, for a period of one year or more.
  - c. Training - Holds a Virginia Law Enforcement certification, or is eligible to obtain certification within six months of appointment.

2. CAPTAIN

- a. Education – Completed 60 credit hours from an accredited college or university (an Associate’s Degree or higher level of education preferred).
- b. Experience – In grade experience as a Lieutenant with the Charlottesville Police Department for a period of one year or more.
- c. Training - Completion of supervisory in-service staff level training is preferred.

3. LIEUTENANT

- a. Education – Completed 30 credit hours from an accredited college or university (an Associate’s Degree from an accredited college or university preferred).
- b. Experience - One year as a Sergeant with the Charlottesville Police Department as of the process eligibility date set by the Chief of Police.
- c. Training- Completion of supervisory in-service staff level training is preferred.

4. SERGEANT

- a. Education - Completed 30 credit hours from an accredited college or university in a criminal justice related curriculum is preferred, but not mandatory.
- b. Experience – One year service as a Corporal with the Charlottesville Police Department as of the process eligibility date set by the Chief of Police.
- c. Training - Completion of an Advanced Patrol Technique Training Course. A First Line Supervisor Course is preferred.

5. CORPORAL

- a. Education - Completion of an Advanced Patrol Technique Training Course is preferred but not mandatory.
- b. Experience - Must have completed a minimum of three (3) years of employment as a sworn police officer within the Commonwealth of Virginia. The last 12 months must have been served consecutively as a sworn police officer with the Charlottesville Police Department as of the process eligibility date set by the Chief of Police. Auxiliary or reserve officer status shall not be considered in their assessment.

- c. Training- Maintain proficiency in all firearms, weapons and other defensive / tactical equipment as required by the department. Ability to understand and carry out oral and written instructions; ability to assign, instruct and review the work of subordinates; ability to deal firmly and tactfully with other employees and the public.

## V. PROCEDURE

### A. ADMINISTRATION of the PROMOTION PROCESS

The Chief of Police or their designee shall initiate and administer the promotion process.

1. Initiation will include a written announcement of the promotion process, which shall be provided to all eligible members of the Department.

### B. ASSESSMENT of CANDIDATES ELIGIBLE for PROMOTION

1. Candidates will be assessed in two categories; a Formalized Assessment Panel(s) and a Performance Review:

- a. Formalized Assessment Panel(s)

The Formalized Assessment Panel(s) will account for 70 out of 100 possible points and will be conducted as one means of identifying candidates most suitable for promotion. The assessment panel will be conducted by a review board comprised of :

1. Selected department employees or members of the same rank or higher from internally or external agencies of the position applied for; and
2. Non-sworn community stakeholders may serve as panel members.

The Formalized Assessment Panel(s) will include the following elements:

1. Candidates will orally present their career achievements and qualifications to the appointed interview panel(s).  
Candidates will respond to a series of standardized questions or situations posed by the appointed assessment panel(s).
2. Assessments may be situational or scenario-based.
3. Content and format will be developed under the direction of the Chief of Police.
4. It will be at the discretion of the appointed assessment panelists to ask follow-up questions in order to clarify points made during a candidates' response.

5. Candidates will be scored in each category on a 1 to 5 scale with a maximum possible evaluation of 35 points (total of categories) per assessment panel(s). Categories will consist of but not be limited to the following:
  - a. Knowledge of Substantive and Procedural Law
  - b. Knowledge of Police Tactics
  - c. Knowledge of Department Policies and Procedures
  - d. Supervisory Skills and Ability
  - e. Problem Oriented Policing
  - f. Command presence
  - g. Oral articulation
6. Panelists will individually score candidates. The separate evaluations will be averaged to produce the raw score.
  - a. Any time limits imposed upon a candidates' response will be universally applied to all candidates participating in that promotional process, and communicated by the board to each candidate prior to posing questions.
7. Candidates competing for Captain will be interviewed by the Chief of Police and Deputy Chief.
8. Candidates competing for Deputy Chief will be interviewed by the Chief of Police.
9. In administering the process, the promotion process administrator will monitor all of the process elements to ensure that they are job related.

b. Performance Review

Candidates for promotion to Deputy Chief and Captain will have their work performance and their promotional potential formally reviewed and assessed by the Chief of Police. Candidates for promotion to Lieutenant, Sergeant and Corporal will have their work performance and their promotional potential formally reviewed and assessed by supervisory staff at least one rank above the position for which the candidates have applied. The performance review will account 30% of the total score or 30 out of 100 possible points. The purpose of the performance review board will be:

1. To assess all candidates' promotional abilities which are based upon review of candidates' prior work performance and skills demonstration, in an objective and consistent manner.
2. To force rank all candidates for promotion based upon the board's promotional skills assessment.

**C. EXPERIENCE / EDUCATION POINTS**

1. **Corporal** candidates will receive 1 point for 5 years of Charlottesville Police Department Service

**Maximum attainable points: 1**

2. **Sergeant** candidates will receive 1 point for 5 years of Charlottesville Police Department service and 1 point for an Associate's Degree (or higher)

**Maximum attainable points: 2**

3. **Lieutenant** candidates will receive 1 point for 5 years of Charlottesville Police Department service and 2 points for 10 years of Charlottesville Police Department service. Lieutenant candidates will also receive one point for an Associate's Degree (or higher)

**Maximum attainable points: 3**

4. **Captain** candidates will receive 1 point for 10 years of Charlottesville Police Department service and 2 points for 15 years of Charlottesville Police Department service. Captain candidates will also receive one point for an Associate's Degree and 3 points for a Bachelor's Degree (or higher)

**Maximum attainable points: 5**

5. **Deputy Chief** candidates will not receive any additional points past the structured interview and the performance review. In promoting a candidate to Deputy Chief, the Chief of Police will base their decision fully on which candidate is best suited for the position.

- a. Upon completion of all categorical phases of assessment, the candidate's scores will be tabulated with the percentage values applied accordingly.

30% Performance Review  
 70% Formalized Assessment  
+ Education / Experience Points  
 = Final Score

- b. The summation of the categories will become the candidates' final score. Candidates will be ranked in numerical order (highest to lowest). Individual assessment results including rank position will be handled confidentially.

- c. Test scores or assessment results will not be posted for general inspection.

#### D. ELIGIBILITY LIST

1. The ranked eligibility lists of candidates shall remain effective for a period of 1 year.
2. The Chief of Police will retain the authority to expire, or to extend the existing promotional roster for up to an additional year.
3. A new promotion selection process shall be established and conducted for future promotion(s) that occur after the current eligibility period has expired.
4. The Chief of Police has sole authority to and discretion to make promotions and may promote any of the top 5 candidates on the eligibility list regardless of their ranking. Nothing in this promotion procedure will be deemed as binding upon the decisions on promotions by the Chief of Police.
5. All promotions will be subject to a 6 month probationary period.

#### E. CANDIDATE REVIEW OF THE PROMOTION PROCESS

1. The candidate can review each phase of the promotion process at the completion of the process by making an appointment for review with the Promotion Process Administrator.
2. Candidates wanting a review shall submit a written request to the Promotion Process Administrator to review the results of their promotion process.
3. Candidates requesting to review their promotion file jacket shall be provided with their promotion file jacket. The review shall take place in the Department and will be monitored by the Promotion Process Administrator or a designee. The candidate may take notes on the contents of their file, but shall not make duplicate copies of the documents.
4. Scores from the supervisor's evaluation, Assessment Panel forms and Interview audio/video recordings (if any) will be forwarded to the Chief of Police.
5. The Chief of Police will maintain all scores, review forms, notes, comments and audio/video recordings (if any) on the candidates until the promotional appointment(s) have been made. The Chief of Police will provide each candidate with information on their performance and perceived strengths and weaknesses. The Chief of Police reserves the right to provide to each candidate copies of interviewer comment forms, a copy of their interview video (if any) and any other information the Chief deems appropriate to assist in developing the candidate's skills. Candidates will not be provided with their raw score nor ranking in the process. Following the promotional process, all information on candidates will be maintained in the Office of the Chief of Police.

## F. REDUCTION IN PROMOTION

1. Unsatisfactory performance during the probationary period and failure to show improvement will be cause for revocation of the promotion. Employees in this category may be reassigned to their former status /rank.
2. The Chief of Police will make the final determination on whether a reduction in rank status is in order. The Office of the Chief of Police will make the necessary notifications concerning the officers' reduction.

## G. PROCESS EVALUATION

1. The entire promotional / appointment process will be evaluated at the conclusion of a promotional event or at the direction of the Chief of Police. The evaluation will consider process efficiency, fairness, and alignment with current professional trends. Deficiencies, if any, will be rectified in a timely manner.
2. The evaluation will be conducted by the Chief of Police or their designee.

All interview scores as well as all questions involved in the selection process will be recorded and maintained on file for three years in compliance with the City of Charlottesville Department of Human Resources. Redacted copies of these scores will be made available to the Accreditation Manager to comply with the Standards of the Virginia Law Enforcement Professional Standards Commission. (VLEPSC).