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| LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL | | |
| General Order Number: 405 | Section: PERSONNEL | Effective Date: SEPTEMBER 2022 |
| Title: PROMOTION | | |
| Accreditation Standards: PER.07.01; PER.07.02; TRN.02.03 | | |
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I. PROFESSIONAL AND LEGAL REQUIREMENTS

A. Departmental Role.

The Administration and Support Services Division Commander is responsible for the testing of candidates in the promotion process. The Chief of Police will provide input on the various stages of the promotional process. The Chief of Police will maintain the primary responsibility for any selection interviews and the administration of probationary periods. The Town Manager retains final approval of all candidates recommended by the Chief of Police for promotion.

B. Authority and Responsibility.

The Chief of Police is vested with the authority and responsibility for administering the Department's role in the promotion process. This role includes performing appropriate liaison activities to carry out the process.

C. Promotion Process.

1. The evaluation of personnel for promotion begins with the identification of employees who appear to have the potential for assuming greater responsibility and who possess the skills, knowledge and abilities required to perform at that level. There are several ways to determine the potential for promotion, including training and education, work history and performance evaluations, and promotional examinations.
2. If assessment centers are utilized, they will be based on a written job task analysis which will assist in establishing the dimension, attributes, characteristics, qualities, skills, abilities or knowledge necessary for the position. The assessment center may be utilized to evaluate analytical ability, leadership, decisiveness and decision making, planning and organizing, and interpersonal and community relations. Techniques, including a simulation exercise, will be designed to provide information for assessors to evaluate the dimensions, attributes and qualities previously determined. Simulation exercises will have been pre-tested prior to being conducted. During assessment centers, a group of thoroughly trained assessors will be provided with forms to record and document their observations. The assessment center will base judgments resulting in an outcome on pooled information from assessors and techniques. The center will base the overall evaluation of behavior made by assessors at a separate time from the observation of behavior during the exercises. Upon request, participants will be provided with written rationale and information concerning the dimensions, ratings and recommendations of the center.
3. The promotional process for the ranks of sergeant, lieutenant, and captain may consist of an oral interview with the Chief of Police and/or Senior Command Staff members.
4. Prior to the appointment of officers to probationary status, the Chief of Police will meet with promoted personnel to apprise them of the conditions of probationary status.
5. Personnel are permitted to review and appeal adverse decisions concerning their eligibility for appointment to promotional vacancies. Procedures for the review and appeal are as follows:
 - a. Candidates will be permitted to review the questions and answers to any written examination;
 - b. Candidates will be permitted to review the written results of scored elements of the selection process;
 - c. Candidates will be allowed to contest any promotional-potential ratings, if used in the selection process;

- d. Candidates failing to be promoted or failing to meet eligibility will be permitted to reapply, retest and be reevaluated the next time the promotional process is implemented.
- 6. Procedures for absences from any portion of the promotional / competitive assignment process:
 - a. It is the **responsibility of each candidate** to notify the Chief of Police or designee (person in charge of the process) when they cannot make their assigned time and the reason why.
 - b. The Chief of Police or designee will have the sole deciding authority in determining if the reason given is bona fide justification for missing the event.
 - c. It is the **responsibility of each candidate** to seek a reschedule of the missed event. Action to reschedule must be done within 24 hours unless the candidate is incapacitated.
 - d. Candidates will be notified of the rescheduled time and place, to be determined by the Chief of Police or designee.
- 7. See General Order 402 - Selection for lateral entry qualifications.

D. Job Related and Nondiscriminatory Procedures.

The Administration and Support Services Division Commander will ensure procedures used in the promotional process are job related and nondiscriminatory. All elements of the promotion process will measure traits that are shown by job analysis, as outlined in General Order 106 – Classification and Delineation of Duties and Responsibilities, to be significant or necessary to perform the job. All procedures of the selection process will be in accordance with the guidelines, where applicable, set forth in General Order 402 - Selection.

E. Promotional Opportunity Announcements.

- 1. When a decision is made to conduct a promotional process, an announcement will be posted and distributed to all affected personnel. The announcement will include:
 - a. A description of the position or job classification for which the vacancy exists;
 - b. A schedule of dates, times and locations of all elements of the process;
 - c. A description of eligibility requirements;
 - d. A description of the process to be used in selecting personnel for the vacancy.
- 2. The description of the promotion process will be as detailed as necessary to indicate clearly what is to be expected.

F. Eligibility Lists.

- 1. Criteria and procedures for developing eligibility lists for promotional purposes will be established by the Chief of Police. These criteria and procedures are as follows:
 - a. The relative value of each part of the examination will be determined by the Chief of Police;
 - b. Once candidates successfully complete all requirements of the promotional process, their names will be placed on a qualified list. Participants will be notified in writing of their eligibility status by the Chief of Police. Individual numerical scores will be confidential. The final rating will be determined by the total of the scores received by each applicant for each part of the examination, based on the relative value assigned. In the event of a vacancy, the top five names on the qualified list will be placed on a certified list and forwarded to the Chief of Police for further consideration. The Chief of Police may request additional information from candidates and or command staff prior to selecting from the certified list. The Chief of Police may select any of the top five candidates on the list. Promotional lists will be in effect for 1 year. The Chief of Police with concurrence of the Human Resources Director may call for retesting at any time.
 - c. The minimum requirements for eligibility for promotion are established in the Career Development Program Manual.
- 2. There will be no promotional list established for the rank of captain or major.
- 3. A written explanation of the reasons for promoting personnel to vacancies will be provided to the Town Manager from the Chief of Police. Promotions will be announced through official written correspondence, specifying the effective date and basis for the promotion.

G. Probation after Promotion.

All promotions of personnel will be tentative and subject to a one-year probationary period. Personnel on probation will be closely observed and a “Probationary Employee Evaluation” shall be completed by the

employee's immediate supervisor during the six month of the probationary period to determine at the earliest possible date if performance is unsatisfactory and improvement is needed.

H. Training after Promotion or Transfer

All newly promoted or transferred personnel shall receive skill development training relative to their job assignment or transfer. This training may be accomplished through the Northern Virginia Criminal Justice Training Academy (NVCJA), on the job training, or outside vendors i.e. International Association of Chiefs of Police (IACP), Institute of Police Technology and Management (IPTM), or the Department of Criminal Justice Services (DCJS) etc.