



Newport News Police Department - Administrative Manual

ADM-333 - CONTINUOUS SERVICE GUIDELINES

Amends/Supersedes: OCP 01-09 (10/19/2007)

Date of Issue: 07/30/2021

I. GENERAL

- A. Each sworn job and level has credited service or consecutive service requirements with the City of Newport News Police Department which are stated in the job description for that job and level. The Police Department's transfer and promotion policies state service requirements with the City of Newport News Police Department for various transfers and promotions. These requirements assume continuous and unbroken service with the Department. Any breaks in service may affect eligibility for transfer and promotion.
- B. This policy addresses credited service, circumstances that constitute a break in service, and how breaks in service affect eligibility for transfer and promotion.

II. PROCEDURE

A. Credited Service

- 1. Credited service for transfer and promotion purposes is stated in policy and in job descriptions in terms of years of service in an active paid status.
- 2. A month of unbroken service is defined as a consecutive 30-day period; however, when an employee's breaks in service are intermittent, and when an employee has had breaks in service for more than one reason, the final determination of eligibility for transfer or promotion shall rest with the Chief of Police and the Director of the City Human Resources Department.

B. Break in Service

[34.1.5(c)]

Each of the following circumstances constitute a break in service for purposes of determining eligibility for transfer and promotion:

- 1. Resignation, termination or retirement
- 2. Formal transfer to a non-sworn position
- 3. Unpaid personal leave of absence
- 4. Unpaid medical leave of absence, worker's compensation leave, and other unpaid leave for medical purposes beyond the period covered by the Family Medical Leave Act (FMLA, [28 CFR Part 825](#)).
- 5. Periods of alternative employment or light duty beyond the period covered by the FMLA
- 6. Any other non-paid absence beyond any period covered by the FMLA

C. Continuous Service Requirements

A break in service may affect an applicant's eligibility for transfer or promotion. Applicants who met the minimum credited service requirements stated in the job description or transfer policy before the break in service may need a continuous and unbroken period of service immediately prior to the posted closing date for application as defined below:

<u>Length of Break In Service</u>	Required period of continuous and unbroken service immediately prior to application. <u>Total service requirements must be met</u>
3 months or less	Does not affect eligibility for transfer or promotion
More than 3 months and up to 6 months	At least 6 months
6 months and up to 12 months	At least 12 months
12 months or more	Full service requirements must be continuous and unbroken.


Steven R. Drew
Chief of Police