ADMINISTRATIVE MANUAL

ADM - 337 – MASTER POLICE OFFICER PROGRAM

[34.1.1]

Amends/Supersedes: ADM-337 (05/30/2022) **Date of Issue:** 08/10/2026

I. GENERAL

A. The career position of Master Police Officer (MPO) requires demonstrable expert knowledge, skills, abilities, and complex duty and assignment performance. The complex skill demonstrated must exceed the non-MPO officer's current assignment requirements.

NOTE: The official title for the position is "Master Police Officer," regardless of the assignment.

B. MPOs perform specialized or complex duties as directed by supervision.

C. Only MPOs will be considered for selection as corporal.

II. PROCEDURES

A. Eligibility 34.1.3(a)]

Applicants must meet all the following criteria before applying:

1. Must have at least five years of credited service as a DCJS certified law enforcement officer (full-time) and have completed at least 60 semester hours or 90 quarter hours towards an associate or bachelor's degree from an accredited college or university,

   or

2. Candidates must have at least eight years as a DCJS certified law enforcement officer (full-time).

   NOTE: Officers who laterally transferred into the Department must have completed a minimum of 12 months of continuous services with the Newport News Police Department, be released from probation, **and** have the credited time in service outlined above, which is determined at the time of hire.

3. Must not have been assessed any disciplinary points for violating the Standards of Conduct in the 12 months preceding the application deadline date.

4. Must have demonstrated the ability to lead and provide guidance to other officers and make effective presentations.

5. Must have attended one 40-hour minimum NNPD sanctioned leadership enrichment class as set out:

   a. Newport News Police Training Academy's (NNPTA's) Leadership Education Training.

   b. Pathways to Learning Leadership Training

   c. Completion of a City of Newport News leadership development academy (LDA I or LDA II).

   d. Any approved external or internal (department or city) courses with leadership-related material similar to the ones mentioned above. Approval must occur prior to registration, by the Chief of Police or designee. To receive approval, the request must include course content that addresses basic leadership, team management, problem solving, interpersonal relationships and communication skills, conflict management and peer coaching/mentoring.

6. Must be qualified in a minimum of one specialty

   NOTE: Specialty areas are defined as specialized functions routinely used in law enforcement operations requiring advanced training and/or certification. The officer must have one

year of experience in the application of their specialty area within the previous two years. Attachment A lists approved specialty areas.

B. Application Process [34.1.5]

1. Application packages for MPO will be accepted as announced.
2. Candidates will submit application packages to their immediate supervisors, who will review qualifications and provide a written recommendation with respect to selection.
3. Application packages must contain the following:
   a. An application form for advancement to MPO (NNPD Form #239).
   b. A copy of the candidate's training record highlighting the 40 hours of leadership training.
   c. A detailed explanation of work experience highlighting specialty areas, including the usage and application of those specialties in the previous twelve (12) months. A letter of good standing from the commander of a specialty assignment may also be required, as outlined in Attachment A.
   d. Attendance at and completion of candidate orientation.
   e. A combined passing score for the MPO written exam and assessment exercises based on specific policies, procedures, City and State codes. The written exam and assessment exercises are scored on a "pass/fail" basis.
      1) The MPO exam.
      2) Assessment exercises.
4. The candidate's immediate supervisor will review the submitted package for completeness and forward the original application package along with their written recommendation with respect to this administrative selection to their precinct/division commander for review. The precinct/division commander will then forward the application package to the Support Services Division captain, who will prepare it for the candidate's participation in the remainder of the process. [34.1.2]
5. Applications classified as "recommended" will be forwarded to the Chief of Police for consideration.
   a. Candidates who are administratively selected will be notified in writing by the Chief of Police.
   b. Candidates not selected will be notified in person by the appropriate division/precinct captain and provided with career guidance to assist them in meeting standards for MPO administrative selection.
   c. Candidates who are not administratively selected may re-apply for an MPO position during the next application period. [34.1.2(f)]
6. Administrative selection of candidates to MPO will be at the discretion of the Chief of Police.
7. An MPO's selection date will be effective upon the candidate meeting all criteria and approval by the Chief of Police.

C. Requirements for retention as an MPO

1. MPOs must maintain their specialty and utilize that specialty at least annually. A To/From letter of good standing from the commander of a specialty assignment may also be required, as outlined in Attachment A.

   NOTE: If the MPO is unable to maintain their qualifying complex skill, the MPO must qualify in an alternate skill area within 18 months of the annual December 15th compliance date.

2. MPOs must participate in 30 hours of community engagement outside of their normal duties (adopt-a-school, softball/kickball/basketball games, etc.) annually within the City of Newport News, outside of their regularly scheduled work hours. All community engagement activities must be pre-approved by the officer's supervisor, and MPOs must report these 30 hours as time worked on their timesheet. Additionally, they must document the activities on the MPO *Community Engagement Record* (Form #239b).

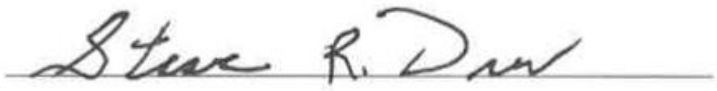
NOTE: MPOs may participate in community engagement outside their normal duties during their regularly scheduled work hours if they obtain prior approval from the Assistant Chief of their assigned bureau. If approved, only documentation on Form #239b is required.

3. MPOs must complete the three (3) required article readings selected by the command staff. These articles will be assigned through PowerDMS.

   NOTE: MPOs are responsible for tracking these requirements. Proof of completion must be submitted annually by December 15th through the officer's chain of command on Forms #239a and #239b and will be reviewed by the Chief of Police.

D. Removal/Demotion

MPOs who do not submit the required documentation in any given calendar year will be notified in writing of their transfer to the position of senior police officer, with a corresponding salary adjustment.



Steven R. Drew
Chief of Police