



Newport News Police Department - Administrative Manual

ADM-341 - PROMOTIONAL PROCESS FOR THE POSITION OF SERGEANT & LIEUTENANT

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I. STATEMENT

Newport News Police Department strives to conduct fair and impartial, merit-based promotions. This policy and procedure provide the process for sworn personnel promotion to the ranks of sergeant and lieutenant.

II. GENERAL

- A. The Newport News Police Department will promote persons for job vacancies without regard to race, color, gender, gender identity, sexual orientation, religion, national origin, age, disability status, childbirth, or any other factor outlined in the City Personnel Administrative Manual, section [200 Equal Employment Opportunity](#). [34.1.3]
- B. The Newport News Police Department will ensure that promotional decisions are in accord with principles of equal employment opportunity by imposing only job-related requirements on promotional opportunities. [34.1.3]
- C. Promotional eligibility lists for the ranks of sergeant and lieutenant are established for one year until exhausted, or the Chief of Police deems that creating a new list is in the organization's best interest, whichever is shorter. The Chief of Police will make this determination after consultation with the executive staff. [34.1.6(d)]

NOTE: If the Department cannot complete a process and produce a new list before the existing list's expiration, the list may be extended beyond one year.

- D. The Assistant Chief of the Administrative Services Bureau or designee is responsible for ensuring the confidentiality of all testing materials and coordinating the promotional process with the Department of Human Resources. The Department of Human Resources will receive, review and process applications. Any necessary tests associated with the process will be administered under the direction of a professional human resources firm hired to conduct the process. [34.1.1; 34.1.2(a-d, h);]
- E. The Chief of Police is not obligated to fill vacancies as they occur within the Department.

III. PROCEDURE

A. Eligibility Criteria

To participate in the selection process for sergeant or lieutenant, candidates must meet the criteria outlined in this policy. Job descriptions are available on PowerDMS and the City's website.

1. Application Requirements

a. Time in Grade

[34.1.5(c)]

- 1) All candidates for the sergeant position must have at least five current consecutive years of service with the Newport News Police Department classified as a full-time police officer by the application closing date.

- 2) All candidates for the position of lieutenant must have at least two current consecutive years of service at the rank of sergeant with the Newport News Police Department by the application closing date.
- b. Education
- 1) Candidates for the position of sergeant must:
 - a) Hold an Associate's degree from an accredited college or university, or
 - b) Have completed at least 60 semester hours or 90 quarter hours towards a Bachelor's degree from an accredited college or university.
- NOTE: If a candidate has at least eight years as a DCJS certified law enforcement officer, with the last five years as a full-time police officer with the Newport News Police Department, the above educational requirements are not required.
- 2) Candidates for the position of lieutenant must have completed at least 90 semester hours or 135 quarter hours towards a Bachelor's degree from an accredited college or university or an equivalent combination of education and experience.
- c. Candidates for either position who acquired disciplinary points for violating the Standards of Conduct during the 12 months preceding the application deadline date are not eligible to apply.
 - d. Must not have been placed on a performance improvement plan within the one year preceding the application closing date.

B. Application Process

1. Candidates interested in applying for the position of sergeant or lieutenant must submit a City employment application to the Department of Human Resources within the time frame specified in the position promotional announcement. Each candidate is responsible for ensuring that a copy of an official diploma, certified transcript, or official class completion certificate (grade report) is on file with the Police Department before the application deadline.
2. City Human Resources staff evaluate the applications to determine whether or not the candidate meets the minimum qualifications. All transcripts and training records are subject to verification. Candidates meeting the minimum qualifications will be placed on a list of individuals declared eligible to further participate in the process. [34.1.2(a)]

C. Promotional Process

[34.1.2]

1. The promotional process will generally consist of the following components:
 - a. Job-Related Promotional Multiple-Choice Written Examination (required);
 - b. Performance-based assessment exercises using trained (required);
 - c. Professional History/Dimension Evaluation;
 - d. Interview with the Chief of Police. [34.1.3(d)]
2. Study materials utilized for any examination, assessment, or exercise will be announced at least 60 days before the scheduled promotional examination date.
3. Job-Related Promotional Examination

Candidates will be required to take a job-related promotional examination. [34.1.2 (b,e)]

NOTE: Candidates will have the opportunity to receive exam results at the end of the examination and appeal test items based on appeal procedures. [34.1.2(e)]

4. Performance-Based Assessment Exercises

Candidates will participate in an assessment process that consists of various exercises allowing the candidates to demonstrate knowledge, skills, and abilities or dimensions of the respective position. Dimensions assessed will come from the applicable job description. [34.1.2(c)]

5. Professional History/Dimension Evaluation: The professional history/dimension rating will be conducted on each candidate by evaluators comprised of ranking personnel.

6. Eligibility List Placement

- a. Scores (calculated on a point basis) for each element will be calculated for each candidate.
- b. The combined scores determine the applicant's placement on the eligibility list, from highest to lowest. [34.1.5(a)]

7. Interview with Chief of Police: The Chief of Police will interview the top five candidates on the eligibility list and select from that group. Once a selection is made, the next candidate on the list will be interviewed. This process will take place as each vacancy occurs. Candidates may be re-interviewed at the discretion of the Chief of Police. [34.1.2(e)]

8. The Chief of Police will have the authority to remove any candidate from the promotional process at any time who does not fully meet the required qualifications, standards, or any other requirements for promotion. In addition, other circumstances may occur during the effective period of the promotional eligibility list that may render a candidate ineligible for promotion.

9. The Chief of Police may extend any time requirement for submitting the promotional application, other materials, or sitting for any portion of the exam, assessment panel, or interview.

10. A challenging process for each element of the process will be available for each phase of the process. [34.1.2(e)]

11. Applicants who are not selected for promotion during the time in which the promotional eligibility list is active may re-apply when the next promotional process is advertised if they meet eligibility criteria. [34.1.2(f)]


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