



## Newport News Police Department – Administrative Manual

### ADM-343 – CAPTAIN'S PROMOTIONAL PROCESS

Amends/Supersedes: (04/09/2018)

Date of Issue: 09/15/2021

#### I. GENERAL

- A. The Newport News Police Department promotes persons for vacancies in the positions of captain 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. [34.1.3]
- C. There will be no promotional list for the positions of captain; however, the Chief of Police reserves the right to utilize the results of a promotion process if another vacancy occurs within 12 months of the original process. The Chief also reserves the right to conduct a new process at any time. The Chief is not bound to use any earlier process held within the preceding year. [34.1.5]
- D. The Assistant Chief of the Administrative Services Bureau or designee is responsible for ensuring the confidentiality of all promotional materials and coordinating and administering the promotional process with the Chief of Police. [34.1.1; 34.1.2(h)]
- E. The Chief of Police is not obligated to fill vacancies as they occur within the Department.

#### II. PROCEDURE

- A. Eligibility Criteria [34.1.3(a)]

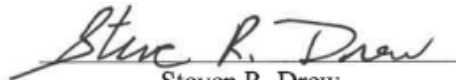
To participate in the selection process for the position of captain, candidates must meet the eligibility criteria outlined in this policy by the application due date.

  - 1. Time in Grade

All candidates for the position of captain must have one (1) current, consecutive year of service with the Newport News Police Department as a police lieutenant. [34.1.3(a,g); 34.1.6(c)]
  - 2. Educational Requirements

All candidates who desire to apply for the position of captain must hold at least a Bachelor's Degree from an accredited college or university or an equivalent combination of education and experience. [33.8.4(d)]
  - 3. Candidates who acquired disciplinary points for violating the standards of conduct during the 12 months preceding the application deadline are not eligible to apply.
  - 4. Candidates must Not have been placed on a performance improvement plan within the one year preceding the application closing date.
- B. Promotional Process

1. According to the announcement directions, applications for the position of captain will be accepted in the Department of Human Resources through the City's automated employment system. [34.1.4]
2. All candidates meeting the minimum qualifications will be allowed to participate in the promotional process. [34.1.2(a)]
3. The eligible candidates may be given a written exercise completed at a specified location during a structured time period. [34.1.2(b)]
4. Candidates for captain will participate in assessment center exercises prepared by an outside contractor and prepare professional history packets. Reviewers of the assessment center exercises and professional history packets using established guidelines for the process.
5. Based on the outcome of the written and assessment center exercises and the professional history packets (if used), the Chief of Police will interview the top five applicants to assess their knowledge, skills, abilities, competencies, and characteristics that reflect the necessary abilities to perform the job of a captain. [34.1.2(d)]
6. The Chief of Police will also consider the candidate's performance in the promotional process and may discuss the candidate's past work history with the executive staff and command staff members.
7. Any candidate will be given the opportunity to challenge any portion of the promotional process, as outlined in the promotional orientation packet. [34.1.2(e)]

  
Steven R. Drew  
Chief of Police