

	<b>FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES</b>	
	<b>ADMINISTRATION</b>	
<b>141.00</b>	<b>APPROVED:</b> <i>Brian F. Layton, Chief of Police</i>	<b>Initiated:</b> 10/01/2007
		<b>Revised:</b> 06/26/2025

## PROMOTIONAL PROCESS

**141.00 – Promotions Process** – In the interest of promoting objectivity and fairness during the promotions process, the police department typically contracts with an outside agency to provide neutral assessors who evaluate and rank all promotional candidates. The department selects the methods by which the candidates will be evaluated and provides subject matter experts to assist in the development of the test. The department is responsible for identifying eligibility criteria, announcing the promotional process and details, and coordinating process logistics. Subsequent to the evaluation process, the names of the candidates and their rankings are submitted to the Chief of Police, who is solely responsible for selecting employees for promotion. [34.1.1] [CS 4.4.1]

**141.01 – Promotions Process Administration** – The Chief of Police or his/her designee is responsible for coordinating the police department's role in the promotions process and will complete the following tasks:

- Prepare, post, and circulate a notice of a vacant position to which employees may be promoted.
- Accept applications from employees who intend to seek promotion.
- Serve as a liaison with the outside agency and assessors that have been retained to conduct evaluations of candidates for promotion. [34.1.2] [CS 4.4.2]

### 141.02 – Promotional Process Procedures –

Procedures for sworn personnel promotional processes include the following:

- All elements of the promotional process will be uniformly administered, scored, evaluated, and interpreted.
- Testing will be designed to evaluate the promotional potential of candidates for that position. Subject matter experts will assist in developing and reviewing the test materials and procedures. [34.1.3, a]

- Written tests will have answer keys, cut-off scores or passing points, and numerical ranking procedure established prior to administration of the test. [34.1.2, b]
- An assessment center process will be conducted for promotional testing for the rank of Sergeant, and Lieutenant. Components of the assessment center will be established prior to testing and identified on the promotional exam announcement. [34.1.2, c]
- Captains serve at the pleasure of the Chief of Police and do not require participation in the usual selection process. This position is management exempt, at will, and appointment to Captain is made by the Chief of Police. The Chief of Police may at his/her discretion require that applicants for the position of Captain participate in an assessment process.
- Oral interviews, if administered as part of the testing process, will include uniform questions and rating scales designed to assess a defined set of attributes. A standardized form will be used to record oral interview results. [34.1.2, d]
- A written synopsis of the candidate's performance in the promotional process will be provided to each candidate. Candidates may review their test results upon written request to the Chief of Police or his/her designee. The request must be made within seven (7) days of receipt of the candidate's test results. Following review of the test results, the candidate may appeal the results for each promotional element by identifying, in writing, specific questions or elements the candidate wishes to appeal. [34.1.2, e]
- If a candidate is not successful in a promotional process, the candidate may apply again when the next promotional process is administered, as long as he/she meets the minimum criteria established for the process. [34.1.2, f]
- Unless authorized by the Chief of Police, lateral entry for vacant supervisory positions is not permitted. [34.1.2, g]
- All promotional materials will be maintained in a secure area. If a consultant group is administering the promotional test, that company will be responsible for maintaining security of the materials. The Chief of Police or his/her designee is responsible for ensuring all promotional materials maintained by the Police Department are kept in a secure environment. [34.1.2, h]

Procedures for Emergency Communications personnel promotional processes include the following:

- All elements of the promotional process will be uniformly administered, scored, evaluated, and interpreted.
- Testing will be designed to evaluate the promotional potential of candidates for that position. Subject matter experts will assist in developing and reviewing the test materials and procedures. [CS 4.4.3, a]
- Written tests will have answer keys, cut-off scores or passing points, and numerical ranking procedure established prior to administration of the test. [CS 4.4.3, b]

- Assessment centers are not utilized for the Emergency Communications Division promotions. [CS 4.4.3 c]
- The Emergency Communications Director serves at the pleasure of the Chief of Police and does not require participation in the usual selection process. This position is management exempt, at will, and appointment to Emergency Communications Director is made by the Chief of Police. The Chief of Police may at his/her discretion require that applicants for the position of Emergency Communications Director participate in an assessment process.
- Oral interviews, if administered as part of the testing process, will include uniform questions and rating scales designed to assess a defined set of attributes. A standardized form will be used to record oral interview results. [CS 4.4.3, d]
- A written synopsis of the candidate's performance in the promotional process will be provided to each candidate. Candidates may review their test results upon written request to the Chief of Police or his/her designee. The request must be made within seven (7) days of receipt of the candidate's test results. Following review of the test results, the candidate may appeal the results for each promotional element by identifying, in writing, specific questions or elements the candidate wishes to appeal. [CS 4.4.3, e]
- If a candidate is not successful in a promotional process, the candidate may apply again when the next promotional process is administered, as long as he/she meets the minimum criteria established for the process. [CS 4.4.3, f]
- Unless authorized by the Chief of Police, lateral entry for vacant supervisory positions is not permitted. [CS 4.4.3, g]
- All promotional materials will be maintained in a secure area. The Chief of Police or his/her designee is responsible for ensuring all promotional materials maintained by the Police Department are kept in a secure environment. [CS 4.4.3, h]

**141.03 – Promotions Criteria** – All evaluative criteria that are employed throughout the promotions process are directly germane to the duties of the position for which promotion is being sought. Job classifications are located in the City of Fredericksburg Compensation and Pay Classification Study maintained by the City Human Resources Department. Additionally, the consultant group with which the department contracts ensures that any oral exams that are administered seek to measure traits that are integral to performing the job in question and that statistical evidence exists to demonstrate that written examinations are valid predictors of future job performance.

In the interest of objectivity, all evaluations are conducted with the assistance of outside assessors. All candidates applying for a position take the same examination. Such examinations are neutral and nondiscriminatory. [34.1.3] [CS 4.4.4]

**141.04 – Promotions Announcements** – As mentioned previously, the Chief of Police or his/her designee will prepare, post, and circulate an announcement detailing opportunity for promotion. The announcements, in conjunction with the job description contain, at a minimum the following information:

- A concise description of the position.
- Applicable salary information.
- A summary of the duties, skills, knowledge, and abilities required.
- Beginning and end dates of the official qualifying period.
- Information concerning the duration of the promotions process, as well as the format, length, and evaluative criteria to be employed.

All promotions announcements will be posted and circulated throughout the dates of the official qualifying period. Additionally, supervisory personnel will be responsible for issuing verbal reminders at staff meetings and shift briefing sessions. [34.1.4] [CS 4.4.5]

#### **141.05 – Eligibility Lists –**

Criteria and procedures for the development and use of eligibility lists for sworn positions include:

- The numerical weight assigned to each element of the promotional process will be established prior to administration of the test. Factors considered in establishing the weight for each element are the number of categories and their importance in regards to the position. [34.1.5, a] [CS 4.4.6, a]
- Candidates will be ranked in numerical order, based upon the candidate's final score, and placed on an eligibility list. [34.1.5, b] [CS 4.4.6, b]
- Requirements of time-in-grade and/or time-in-rank eligibility for vacant positions will be established and advertised prior to administration of all promotional processes. [34.1.5, c] [CS 4.4.6, c]
- Promotional lists will remain active for the time specified in the promotional announcement for each position. The Chief of Police may extend the list as determined appropriate to meet the needs of the Department. [34.1.5, d]
- The Chief of Police will be given the names of the top three Sergeant or Lieutenant candidates from the eligibility list and is able to select a candidate from this list to fill a vacancy. This process shall be repeated for each vacancy. [34.1.5, e] [CS 4.4.6, e]
- At the discretion of the Chief of Police, additional evaluation may be required for the top 3 candidates when they are close in final scoring. The Chief of Police may also consider employee past performance in the selection process.

The Emergency Communications Division does not utilize eligibility lists, rather performs a full promotional process for each supervisory position. [CS 4.4.6, d]

**141.06 – Probationary Period Subsequent to Promotion –** All sworn employees and Emergency Communications personnel promoted to a higher level are required to serve a one-year probationary period. Civilian personnel promoted to a higher level must serve a 6-month probationary period. At the end of the probationary period, the Chief of Police may close the probationary period or extend the probationary period for a designated period of time based upon the employee's performance. Final disposition of the employee's status resides with the Chief of Police. [34.1.6] [CS 4.4.7]