
	LEXINGTON POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	Distribution	General Order Number
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Order Title: PROMOTIONS	CALEA Accreditation Standards: 34.1.1; 34.1.2; 34.1.3; 34.1.4; 34.1.5; 34.1.6 VLEPSC: PER.07.01; 07.02 Rescinds: PER 07	Section 8	
	Section Title PERSONNEL  Anthony J. Panebianco, Chief of Police		

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

I. PURPOSE

The purpose of this General Order is to establish written guidelines for the promotional process for sworn officers of the Lexington Police Department.

II. POLICY

It is Lexington Police Department policy that the promotional process for sworn personnel shall meet all professional, legal, and administrative requirements, including job-relatedness (validity), usefulness (utility), and fair and non-discriminatory procedures (minimum adverse impact.) Unless specifically stated otherwise, the standards in this General Order apply only to sworn personnel.

The promotional process is of vital interest and concern, as promotion brings about recognition, personal satisfaction, and added responsibilities. A standardized system is essential to both the Department and the individual. It is Department policy to promote persons without regard to race, creed, sex, age or national origin.

III. PROCEDURES

A. Agency Role in Promotional Process

The Chief of Police, has the authority and responsibility to administer the promotional process for sworn officers of the police department. This process will result in the establishment of a promotional eligibility list for specific ranks. The Chief of Police reserves the authority to direct the commencement of a promotional process for any rank at any given time. The Chief of Police reserves the right to supersede any part of the promotional process if he or she determines that it is in the best interests of the department.

1. Role of the Chief of Police

The Chief of Police, or designee, will administer the Police Department's role in the promotional process. The City of Lexington vests the Chief of Police with the authority and responsibility for the selection and appointment of all officers and employees of the Department, including promotions. Other responsibilities include:

- a. To serve as advisor to the City Manager on promotional matters, as required.
- b. To participate in the evaluation of candidates as outlined in the promotional process.
- c. To provide input in the development of the promotional testing and measurement instruments that will be used to determine the knowledge, skills, and abilities of the promotional candidates.
- d. To review and validate all eligibility prerequisites of candidates participating in all promotional processes.

2. Review and Evaluation

- a. The entire promotional process should be evaluated in terms of effectiveness relative to selecting the best and most qualified candidates for promotion in a fair and equitable manner. In evaluating the validity, utility, and adverse impact of the process, all factors should be considered in determining when one or more components of the promotional process may need review and revision by the Chief of Police.
- b. In order to select the best and most qualified candidates for promotion in a fair and equitable manner, the Chief of Police shall review, and revise as necessary, any/all elements of the promotional process. Given the relative infrequency in which the promotional process is required, the review will be conducted in anticipation of an upcoming promotional process and must be completed and approved by the Chief of Police prior to the promotional announcement of any anticipated

process.

- c. All oral board scores, as well as all questions involved in the selection process, will be recorded and maintained on file for three (3) years for affirmative action/equal opportunity requirements.

B. Authority/Responsibility for Administering Promotional Process

1. The Chief of Police is vested with the authority and responsibility of administering the promotional process. The Chief of Police is vested with the authority and responsibility for overseeing the Department's role in the promotion process, as required. This role may include performing appropriate liaison activities with the City and vendors of promotional testing materials.

C. Procedures for Promotional Process

1. The Chief of Police, through the administrative rulemaking authority of the City Manager, approves the elements of the promotional process for each rank and/or position. The City determines the selection process for the positions of Chief of Police. The promotional process for all other ranks, may include the following components, depending on the rank:
 - a. A written examination
 - b. A panel interview
 - c. The awarding of points from the Chief of Police
 - d. A scenario-based examination
 - e. An inbox style examination
 - f. An interview with the Chief of Police
2. Eligible candidates must provide written notification of their intent to take the promotional examination in accordance with this General Order. All candidates may request to receive written notification of their score, and their placement on the promotional list when applicable, following the completion of all phases of the examination. The Chief of Police, or designee, shall retain results of the each phase of the promotional process in written form. A copy shall be forwarded to the Chief of Police.
3. This General Order serves as a resource for promotional issues and describes all the components of the promotional process. The components of the promotional process shall address, at a minimum, the following procedures:
 - a. Evaluating the Promotional Potential of Candidates

While the evaluation and selection of personnel for promotion begins with the identification of employees who appear to have the potential for assuming greater responsibility and who possess the skills, knowledge, and abilities required to perform at that level, the only

official criteria used in determining the promotional eligibility of candidates are “time-in-grade” prerequisites.

4. Administering Written Tests

The Chief of Police provides guidelines governing the administering of written tests in the promotional process. Examinations shall consist of one or more of the following tests, as determined by the Chief of Police, and shall conform to the following provisions:

- a. Written tests of aptitude, achievement, and knowledge of the work. The test may include an objective type examination designed to test the applicant's familiarity with information and material which could be reasonably expected in position, standard intelligence tests, standard aptitude tests, or a dissertation on one or more subjects dealing with problems encountered in the classification.
- b. The written examination shall be obtained from a recognized test development organization and shall be validated by appropriate documentation.
- c. All examinations shall comply with current Federal, State, and local laws.

3. Use of Assessment Centers

An assessment center is a comprehensive, standardized program in which participants are systematically observed over one or multiple days and evaluated for promotional purposes. If an assessment center is used as part of a particular promotional process, the agency must meet the following minimum criteria in order to be selected:

- a. Measures dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job analysis.
- b. Uses multiple assessors who are thoroughly trained prior to participating in a center.
- c. Uses multiple assessment techniques designed to provide documented information that is used in evaluating the dimensions, attributes, or qualities previously determined.
- d. Provides participants, upon request, with written rationale and information concerning the dimensions, ratings, and recommendations of the center.

4. Use of Oral Interviews

When utilized, oral interviews (also known as “oral boards”) are conducted prior to promotion as part of the promotional process. Once promoted, candidates will serve a probationary period. This review shall consist of a panel of trained professionals within the field of law enforcement. The process is designed to evaluate job skills, knowledge, and abilities related to the duties of the position sought.

5. Providing Procedures for Review and Appeal of the Results

The Chief of Police provides guidelines governing the review of the results of each promotional element by candidates. Candidates may also be eligible to appeal elements of the promotional process through the grievance process. In addition, employees may be eligible to appeal promotional processes through provisions established by Federal, State, and/or local laws.

6. Reapplication Procedures

Upon the expiration of a particular promotional list, candidates may apply and participate in the next promotional process.

7. Security of Promotional Materials

The Chief of Police has the responsibility for the security of promotional materials. Only the Chief of Police or designees shall have accessibility to these materials.

D. Promotional Criteria

1. In order to participate in the selection process for rank within the Lexington Police Department, personnel must meet the following criteria:
 - a. Maintain a satisfactory performance evaluation.
 - b. Personnel must not have received more than one written reprimand during the twelve months prior to the closing date of the vacancy announcement.
 - c. Personnel must not have been suspended/demoted for disciplinary reasons during the twelve months prior to the closing date of the vacancy announcement.
 - d. Personnel must not be in probationary status due either to the fulfillment of department requirement for new rank or for remedial purposes.

2. Only personnel who satisfy the eligibility requirements for a position may participate in the selection process for that position.

E. Eligibility Requirements

1. Lieutenant:

- a. Education – An Associate’s Degree from an accredited college or university preferred, but not mandatory. Education points are awarded to those who possess a college degree.
- b. Experience – One year of service as a Sergeant with the Lexington Police Department or one years’ experience as a lieutenant currently employed by a law enforcement agency as recognized by DCJS with seven years’ cumulative experience as a Virginia certified law enforcement officer as of the process eligibility date set by the Chief of Police.
- c. Training – Completion of specialized in-service staff level training is preferred.

2. Sergeant:

- a. Education – An Associate’s Degree in a Criminal Justice related curriculum is preferred, but not mandatory. Education points are awarded to those who possess a college degree.
- b. Experience – One year of service as a Corporal or Detective with the Lexington Police Department or one years’ experience as a sergeant currently employed by a law enforcement agency as recognized by DCJS with five years’ cumulative experience as a Virginia certified law enforcement officer as of the process eligibility date set by the Chief of Police.

3. Corporal:

- a. Education – Completion of an Advance Patrol Technique training and First Line Supervisor Course is preferred, but not mandatory.
- b. Experience – One year of service as an Officer with the Lexington Police Department, beginning on the graduation date from police academy for Department recruits, or three years’ experience as a Virginia certified law enforcement officer currently employed by a law enforcement agency as recognized by DCJS as of the process eligibility date set by the Chief of Police.

c. Maintain proficiency in all firearms, weapons, and other defensive/tactical equipment as required by the department.

d. Ability to understand and carry out oral and written instructions; ability to assign, instruct, and review the work of subordinates; ability to deal firmly and tactfully with other employees and the public; possession of physical agility and endurance.

F. Experience/Education Points:

1. Corporal: Candidates will receive one point for 3 years of Lexington Police Department service, with a maximum attainable of +1 points.

2. Sergeant: Candidates will receive one point for 5 years of Lexington Police Department service and one point for an Associate's Degree or higher, with a maximum attainable of +2 points.

3. Lieutenant: Candidates will receive one point for 10 years of Lexington Police Department service, 2 points for 15 years of Lexington Police Department service, one point for an Associate's Degree, and 2 points for a Bachelor's Degree or higher, with a maximum of +4 points.

G. Job-Related and Nondiscriminatory Procedures

All procedures used in the promotional process must be designed to be job-related, useful, and nondiscriminatory. The process should ensure that candidates are evaluated on traits or characteristics that are a significant part of the job being sought. All phases of the process must be designed so that they address:

1. Validity: Proof through statistical data that a given component of the selection process is job related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.
2. Utility: Proof of the usefulness that a given component of the selection process can be used as a predictor of job success.
3. Adverse Impact: Proof that a given component is not discriminatory towards a member of a particular protected class, age, race or ethnic background, as measured by the "80% rule."

H. Promotional Process Announcement

The Chief of Police has the authority to establish and announce potential promotional test dates. A written promotional announcement, not less than thirty (30) days prior to the examination, shall be posted in conspicuous locations within the Department. The

written announcement, and follow-up announcements, shall contain the following, at a minimum:

1. A description of the position and/or job classification for which the vacancy exists, which may include the adopted job description for that position.
2. A description of eligibility requirements to include years of service, or time in rank/grade requirements (if any).
3. A schedule of dates, times, and locations of all elements of the process including the opening and closing dates for eligible candidates to register for the promotional, or that a schedule will follow as soon as the number of candidates is determined.
4. A description of the resource, source material, or reading list from which the examination questions are prepared, if applicable.
5. A description of the process to be used in selecting personnel for the vacancy.

This promotional announcement shall be as detailed as possible. The announcement will be issued to all eligible personnel by being posted in a prominent location in the Police Building.

I. Development and Use of Promotional Eligibility Lists

The Chief of Police establishes criteria and procedures for the development and use of eligibility lists for sworn positions, which include the following, at a minimum:

1. The numerical weight, if any, assigned to each eligibility requirement;
2. The system of ranking eligible candidates on the lists;
3. Time-in-grade and/or time-in-rank eligibility requirements, if any;
4. The duration of the lists; and
 - a. The eligibility list will terminate at the earliest of either:
 - i. One year from the date of the start of the promotional process;
 - ii. Until the list is exhausted; or
 - iii. At the discretion of the Chief of Police.
 - b. The Chief of Police has discretion to extend the duration of an eligibility list for an additional 12 months.
5. The system for selecting names from the lists.
 - a. The Chief of Police reserves the authority to select the names from the list.

J. Promotional Probationary Period

Newly promoted employees shall serve a one-year probationary period.