

	Administrative General Order	2.11 Promotion Policy	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 2 - Personnel Information		03/28/2007
			ORIGINATOR/REVIEW
DISTRIBUTION		Chief's Staff	
ALL		CALEA: 34.1.1, 34.1.2 A-H, 34.1.3, 34.1.4, 34.1.6	
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Carr</i>	

Purpose

To specify the role of the Department of Police in the promotional process and to designate the role of the Commanding Officer of the Office of Professional Development and Training as being responsible for the liaison with the Department of Human Resources.

Policy (CALEA 34.1.1, 34.1.2 A- H, 34.1.3 34.1.4)

The City of Virginia Beach, Department of Human Resources is responsible for the development and administration of promotional policies and examinations. Promotional policies signed by the City Manager or his/her designee; specify the promotional process for the ranks of Master Police Officer, Sergeant, Lieutenant, Captain and Deputy Chief. Similar policies guiding the promotional process for civilian and ancillary personnel within this Department also exist with the City of Virginia Beach Department of Human Resources.

The Office of the Chief of Police and the Police Human Resources Coordinator shall have the responsibility for administering the Department's role in the promotional processes for sworn personnel. In administering the Department's role in the various promotional policies, the Chief of Police, or designee, along with the Police Human Resources Coordinator shall:

- Assist the City of Virginia Beach Department of Human Resources in preparing promotional procedures to include:
 - Ensuring that each element of the promotional process is related to important knowledge, skills, abilities, or competencies required to perform successfully in the position sought.
 - Ensuring that each element of the promotional process is non discriminatory in accordance with General Order 2.06 (Prohibition of Discrimination and Harassment, and the City of Virginia Beach Municipal Code).
- Ensure that all existing promotion policies are reviewed in concert with the City of Virginia Beach Department of Human Resources prior to the administration of promotional testing to determine if any modifications or revisions to the policy or process are in order.
- Assist the City of Virginia Beach Department of Human Resources in providing a written announcement of the promotional process to eligible employees.
- Assist the City of Virginia Beach Department of Human Resources in verifying the eligibility and the promotional potential of applicants for the promotional process.
- Ensuring that the materials required for test preparation are available to eligible employees.

- Ensuring the dissemination of scores in a professional and confidential manner and in compliance with the present privacy regulations and laws.

City of Virginia Beach Department of Human Resources Promotional Policies (CALEA 34.1.2 E & H, 34.1.6)

Master Police Officer

As the rank of Master Police Officer does not require or provide for supervisory authority over other employees, movement from the rank of Police Officer to Master Police Officer is considered a career progression rather than a promotion. Information on the [Master Police Officer Career Progression Policy](#) may be found on the Virginia Beach Police Department Intranet site.

Police Sergeant

The rank of Police Sergeant provides for supervisory authority over Police Officers and Master Police Officers, and in some cases or situations Ancillary and Civilian or support personnel. The City of Virginia Beach [Police Sergeant Promotion Policy](#) may be found on the Virginia Beach Police Department Intranet site.

Police Lieutenant

The rank of Police Lieutenant provides for supervisory authority over Police Sergeants, Master Police Officers, Police Officers and, and in some cases or situations Ancillary and Civilian or support personnel. The City of Virginia Beach [Police Lieutenant Promotion Policy](#) may be found on the Virginia Beach Police Department Intranet site.

Police Captain

The rank of Police Captain provides for supervisory authority over Police Lieutenants, Police Sergeants, Master Police Officers, Police Officers and, and in some cases or situations Ancillary and Civilian or support personnel. The City of Virginia Beach [Police Captain Promotion Policy](#) may be found on the Virginia Beach Police Department Intranet site.

Deputy Chief

The rank of Deputy Chief is an appointed position that serves at the discretion of the Chief of Police. The rank of Deputy Chief provides for supervisory authority over Police Captains, Police Lieutenants, Police Sergeants, Master Police Officers, Police Officers and, and in some cases or situations Ancillary and Civilian or support personnel. The City of Virginia Beach [Police Deputy Chief Selection Policy](#) may be found on the Virginia Beach Police Department Intranet site.

Promotional Observation Period

Newly promoted personnel shall receive training in accordance with General Order 3.05 (Specialized Training) and shall complete a six-month observation period. At the conclusion of the observation period, a performance evaluation shall be completed in accordance with General Order 2.10 (Performance Feedback.)

Review and Appeal

Promotional policies and procedures established and administered by the City of Virginia Beach Department of Human Resources provide for the review of the results of each element of the process by promotional applicants. Applicants are encouraged to take advantage of the review processes and the feedback provided on test performance. Applicants who disagree with testing procedures and outcomes may appeal under the provisions of the [City of Virginia Beach Grievance Policy and Procedure](#).

Process Security

The City of Virginia Beach Department of Human Resources shall be responsible for the secure storage of test materials, and tests completed by candidates. Department personnel who assist in the testing process, or serve as subject matter experts in preparation shall keep information entrusted to them confidential in order to preserve the integrity of the promotional process.