

Promotions, Special Assignments and Request for Change of Assignment

806.1 VERSION

Review Date	Effective Date	Approving Authority
10/11/2021	07/09/2018	Kelley Warner, Chief of Police

806.2 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Harrisonburg Police Department. The Harrisonburg Police Department determines promotions and assignments in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

This policy also establishes guidelines for departmental employees to request a change of assignment in response to an announced vacancy.

806.3 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

806.4 PROMOTIONAL POSITIONS

The Harrisonburg Police Department selects and promotes employees using standards and evaluation techniques that help ensure the most qualified individuals are promoted into leadership positions.

Sworn officers who already hold a supervisory rank will only be eligible for promotional opportunities one rank higher than what they currently hold. In addition, supervisors must complete one year in grade before becoming eligible for a follow-on promotion.

- (a) Specialties
 1. Officer to specialty - 1 years from date of PTO completion
 2. Certified officer to specialty - 2 years police experience with minimum 1 year with the Harrisonburg Police Department
- (b) Promotions
 1. Officer to Sergeant - 3 years from date of PTO completion

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2. Certified officer to Sergeant - 3 years police experience with minimum 1 year with the Harrisonburg Police Department
3. Sergeant to Lieutenant - 1 year in grade
4. Lieutenant to Captain - 1 year in grade

Candidates will have no disciplinary action resulting in suspension or more within 6 months of application to apply for a specialty position; and 1 year for a supervisory position.

In addition to promotional opportunities for sworn officers, civilian personnel are eligible to compete for promotion whenever vacancies occur for which they may be qualified. There are no service time requirements for non-sworn promotions, although length of service may be considered as one of a number of factors affecting overall qualifications.

The Department will provide employees, in coordination with Human Resources, a written announcement of the promotional process, which shall include as a minimum a description of the positions or job classifications for which the vacancy exists, a description of eligibility requirements, and a method and deadline for submitting applications.

806.4.1 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered some of the specialty assignments and not promotions (this list may not be all inclusive):

- (a) Special Weapons and Tactics Team member (SWAT)
- (b) Negotiator (CNT)
- (c) Detective
- (d) Traffic Officer
- (e) Motorcycle Officer
- (f) Canine handler
- (g) Police Training Officer (PTO)
- (h) Community Resource Officer
- (i) Training Officer
- (j) School Resource and/or Drug Abuse Resistance Education (D.A.R.E.) officer
- (k) Selective Enforcement Team (SET) Officer
- (l) RUSH Task Force
- (m) CHARGE Task Force
- (n) Professional Standards Officer
- (o) Downtown Bike Officer
- (p) Business Resource Officer (Mall)
- (q) MICT Officer

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- (r) Honor Guard

806.4.2 PROCEDURE

- (a) When a vacancy exists for a position, the Chief of Police shall post an announcement of the position, outlining the requisite requirements (ex., years of service, time in rank/grade) for eligibility. All interested and qualified staff must respond to this announcement in the prescribed manner in order to be considered for the position.
- (b) The affected Bureau Commander, in consultation with the Professional Standards Unit, will determine the composition of the promotional panel. Employees of the panel will be selected based on their assignment and knowledge of the position to be filled.
 - 1. The panel will follow the procedure outlined for the promotional process to provide consistent testing for all candidates.
- (c) The affected Bureau Commander, in consultation with the Professional Standards Unit, will determine the specific elements to use, ensure the elements are job related and a point/percent value to assign to each one when testing for the position. Some examples include but are not limited to:
 - 1. Oral and/or written presentation
 - 2. Written Test
 - 3. Panel Interview
 - 4. Leaderless Discussion
 - 5. Performance Review
 - 6. Supervisor Recommendations
 - 7. Practical Exercises
- (d) An eligibility list (list of qualified applicants for consideration) will be created and retained for one year for specialty position and 2 years for supervisory position. The Chief of Police will select from the list of qualified applicants.
- (e) Unsuccessful candidates who wish to grieve any selection process must follow the City policy (<http://citycentral.harrisonburgva.gov/sites/default/files/hr/Policies/Section%2010%20-%20Dispute%20Resolution%2012-2016.pdf>)

Interview processes, to include scoring, will be consistent throughout the Department for promotional and special assignment panels.

806.4.3 GENERAL REQUIREMENTS AND CRITERIA

The following requirements should be considered when selecting a promotional or special assignment candidate:

- (a) Years of relevant experience
- (b) Possession of, or ability to obtain any certification required by the Virginia Department of Criminal Justice Services or law
- (c) Exceptional skills, experience or abilities

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- (d) Leave (abuse of leave)
- (e) Disciplinary History
- (f) Performance Evaluations
- (g) Supervisor recommendation
- (h) Accommodations
- (i) Blue Team Information

In addition, the following criteria can be used in evaluating candidates for promotions or special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making
 4. Personal integrity and ethical conduct
 5. Leadership skills
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to department goals and objectives in a positive manner

806.5 REQUEST FOR CHANGE OF ASSIGNMENT

All requests for change of assignment will be considered in an equitable and nondiscriminatory manner.

Employees requesting a change of assignment shall submit a request document through the chain of command to their Commanders.

The change of assignment request document provides employees with the opportunity to list their qualifications for specific assignments. It should include:

- (a) The employee's relevant experience, education and training.
- (b) All assignments in which the employee is interested.

The document will remain in effect until the end of the calendar year in which it was submitted. Effective January 1 of each year, employees still interested in a change of assignment should complete and submit a new request.

806.5.1 SHIFT REQUESTS

Shift request "bid" processes typically occur each April and October. The Professional Standards Office will notify all sworn officers of the bid process open dates.

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Employees (excluding exempt status employees) assigned to the Patrol Division who are interested in requesting a change of assigned shift may complete such request as follows:

- (a) Submit their first and second choice for shift assignments to their direct supervisor.
- (b) Direct supervisors will forward the requests with recommendations to the Division Commanders.
- (c) Division Commanders will announce the shift assignments, in writing, upon completion of the process.

The new shift assignments will become effective as directed, or when practical based on staffing. Division Commanders may open a shift request at additional times during the year when operationally prudent.

806.5.2 SHIFT SELECTION

- (a) Division Commanders will make every effort to ensure experience and special skill sets are equally distributed to meet the needs of the department.
- (b) Shift selection will be at the discretion of the Division Commanders.

806.5.3 RESPONSIBILITIES OF SUPERVISORS

Upon receipt of a memo requesting a change of assignment, the supervisor should provide feedback to the appropriate Division Commander.