

Promotions, Specialty Assignments, and Change of Assignments

806.1 VERSION

Review Date	Effective Date	Approving Authority
03/07/2024	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.

Supervisors must complete one year in grade before becoming eligible for promotion.

(a) Promotions

1. Officer to Sergeant - 3 years from date of FTO completion
2. Certified officer hired from an external agency to Sergeant - 3 years police experience with minimum 1 year with the Harrisonburg Police Department
3. Sergeant to Lieutenant - 1 year in class specification / position
4. Lieutenant to Captain - 1 year in class specification / position

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.

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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. Education and experience requirements pursuant to the class specification will be outlined in the advertisement.

806.4.1 SPECIAL ASSIGNMENT POSITIONS

The Harrisonburg Police Department selects employees using standards and evaluation techniques that help ensure the most qualified individuals are selected.

- (a) Specialties
 - 1. Officer to specialty - 1 years from date of FTO completion
 - 2. Certified officer hired from an external agency to specialty - 1 year with the department

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) Field Training Officer (FTO)
- (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
- (r) Honor Guard

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806.4.2 PROMOTIONAL PROCEDURE

- (a) When a vacancy exists for a position, the Chief of Police or designee will notify employees accordingly. The Human Resources Department shall post an announcement of the position, outlining the requisite requirements 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 Chief of Police or designee, in consultation with the Human Resources Department, will determine the specific elements to use, ensure the elements are job related and determine a minimum passing score. Some examples include but are not limited to:
 - 1. Oral and/or written presentation
 - 2. Written Test
 - 3. Panel Interview
 - 4. Performance Review
 - 5. Supervisor Recommendations
 - 6. Practical Exercises
- (c) An eligibility list will be created and retained one year for supervisory positions. The Chief of Police can select from any of the top three qualified candidates. The Chief of Police may extend or void the eligibility list at anytime based on the needs of the department.
- (d) Unsuccessful candidates who wish to grieve any selection process must follow City Policy.

806.4.3 SPECIAL ASSIGNMENT PROCEDURE

- (a) When a vacancy exists for a position, the Bureau Commander or designee shall post an announcement of the position, outlining the requisite requirements 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 or designee will determine the specific elements to use, ensure the elements are job related and assign a point/percent value to each one for the process. Some examples include but are not limited to:
 - 1. Oral and/or written presentation
 - 2. Panel Interview
 - 3. Performance Review
 - 4. Supervisor Recommendations
 - 5. Practical Exercises

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- (c) An eligibility list will be created and retained one year for specialty positions. The Chief of Police can select from any of the top three qualified candidates. The Chief of Police may extend or void the eligibility list at anytime based on the needs of the department.
- (d) Unsuccessful candidates who wish to grieve any selection process must follow City Policy.

806.4.4 GENERAL REQUIREMENTS AND CRITERIA

The following requirements will 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
- (d) Leave (including abuse of leave)
- (e) Disciplinary History
- (f) Performance Evaluations
- (g) Supervisor recommendation
- (h) Commendations
- (i) IA Pro / Blueteam entries

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

- (a) Presents a professional, neat appearance.
- (b) Meets positions physical requirements.
- (c) Demonstrates the following behaviors:
 1. Professional Demeanor
 2. Sound Psychological State
 3. Stress tolerance
 4. Sound judgment and decision-making
 5. Personal integrity and ethical conduct
 6. Leadership skills
 7. Initiative
 8. Adaptability and flexibility
 9. Ability to support to department goals and objectives in a positive manner

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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. The employee may withdraw their request at anytime during the calendar year. Effective January 1 of each year, employees still interested in a change of assignment should complete and submit a new request. The Chief of Police may modify this date for business purposes.

806.5.1 SHIFT REQUESTS

Shift request "bid" processes typically occur each April and October. The Operations Bureau Commander will notify all sworn officers of the bid process open dates.

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. The Chief of Police 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.