	Winchester City Sheriff's Office Manual of General Orders Personnel 201	Effective Date: May 1, 2014 Accreditation Standards: PER .07.01 PER .07.02
		Original Policy: May 1, 2014 Last Review Date: May 1, 2020 Next Review Date: May 1, 2023
Subject: Promotions		By Authority of: <hr/> Les R Taylor, Sheriff

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
06-11-18	I	Removed "Lieutenant"	EAS	LRT
06-11-18	III A 4	Removed "Lieutenant"	EAS	LRT

I. PURPOSE

The purpose of this directive is to establish the promotional process for the selection of Corporal and Sergeant positions within the Winchester City Sheriff's Office.

II. POLICY

Sheriff's Office policy designates the Chief Deputy responsible for administering any promotional process. Nondiscriminatory procedures of testing and evaluation shall be employed in the promotional process. The Sheriff shall possess the sole authority for promoting personnel throughout the Sheriff's Office.

III. PROCEDURE

A. RESPONSIBILITY

1. The Chief Deputy is responsible for the formulation and administration of the promotional process and may designate selected personnel to assist in any or all phases of selection.
2. The promotional process will be followed in the appointing of the position of Corporal, Investigator, and Sergeant.
3. The Sheriff shall possess final authority for promoting personnel throughout the Sheriff's Office.
4. The Sheriff shall be responsible for the appointment of the rank of Chief Deputy (Major).

B. VACANCY ANNOUNCEMENT/LETTER OF INTENT

1. Upon a vacancy, a written announcement concerning the availability of the position shall be disseminated through standard channels of the Sheriff's Office and posted on the Sheriff's Office bulletin board, and will contain the following information:
 - a. Job description;
 - b. Eligibility requirements of the position;
 - c. A description of the selection process;
 - d. A schedule of testing dates for each phase of the selection process;

- e. Closing date for filing a letter of intent.
 - 2. All personnel that submitted a letter of intent and that meet the eligibility of the position shall be entered in to the selection process.
 - 3. Interested personnel who meet eligibility requirements for a given position shall submit a letter of intent to the Chief Deputy no later than the filing deadline.
 - 4. All components of evaluation and testing shall be job related and non-discriminatory in content.

C. PROMOTIONAL CRITERIA

- 1. In order to participate in the selection process for rank within the Winchester city Sheriff's Office, personnel must meet the following criteria:
 - a. Personnel cannot have received a written reprimand during the twelve (12) months prior to the closing date of the vacancy announcement;
 - b. Personnel cannot have been suspended from duty for disciplinary reasons during the twenty-four (24) months prior to the closing date of the vacancy announcement;
 - c. Personnel cannot be on probationary status due either to the fulfillment of official requirement or for remedial
 - d. Personnel cannot be under active administrative probation for disciplinary reasons;
 - e. Personnel cannot currently be under administrative or criminal investigation.
- 2. Personnel may participate in a selection process only for the position for which they are eligible. Trial participation shall not be permitted.

D. ELIGIBILITY REQUIREMENTS: SERGEANT

- 1. Three years of qualified law enforcement experience, immediately preceding the closing date for filing a letter of intent.

E. ELIGIBILITY REQUIREMENTS: CORPORAL

- 1. Two years of qualified law enforcement experience immediately preceding the closing date for filing the letter.

F. ASSESSMENT OF CANDIDATES

- 1. A promotional candidate may be assessed in four main areas; however, a minimum of three of the four areas shall be used.
 - a. Written Test.
 - b. Oral Review Board/Practical Experience.
 - c. Seniority.
 - d. Performance Evaluations (Two years previous to the closing date).

2. Upon completion of all categorical phases of assessment, the candidates' scores will be tabulated accordingly. The summation of the categories shall become the candidates' final scores.

G. METHODS OF EXAMINATION

1. Written Examination

- a. The Sheriff's Office may administer a written examination to candidates for the rank of sergeant.
- b. Written examinations will be applicable to the law enforcement profession.
- c. Candidates will be provided with a bibliography of reading materials from which test contents are derived. The bibliography will be distributed at least two weeks in advance of testing. Some of these materials may be part of the deputy's issued equipment.
- d. The Chief Deputy or his designee, will set test times and dates.
- e. Written Examinations will be administered and scored by the Chief Deputy or his designee.

2. Oral Review Board

- a. The Oral Review Board may consist of personnel from the Winchester city Sheriff's Office, other law enforcement agencies, or a citizen of choice, which are selected by the Sheriff or Chief Deputy.
- b. Law enforcement officers who serve on the Oral Review Board shall be the rank of Sergeant or higher.
- c. The board shall render interview questions in a consistent and standard manner for all applicants. The interview questions will explore general job knowledge, dependability, quantity and quality of work, cooperation, esprit de corps, public relations, leadership, report writing ability, physical preparedness and additional skills and knowledge acquired while a member of the Sheriff's Office. All of the elements of the promotional process shall be job related.
- d. The promotional applicant will be evaluated and scored by review board panelists by the answers to the selected questions. Applicants shall be given scores from 0-10. Each board member will individually score each applicant. All scores will be combined to give applicants a total score for this portion of process.

3. Seniority

- a. Promotional applicants shall receive an assessed score based upon the years of service with the Winchester City Sheriff's Office, as well as service from other approved jurisdictions.
- b. The assessment will be based on receiving one point for each full year of service in law enforcement.

4. Scoring

Points shall be awarded to all applicants as follows:

- a. One point for each full year of service in law enforcement;
- b. Performance Evaluation:

8 points: 4.6-5 rating
6 points: 3.6-4.5 rating
4 points: 3-3.5 rating
2 points: 2-2.9 rating

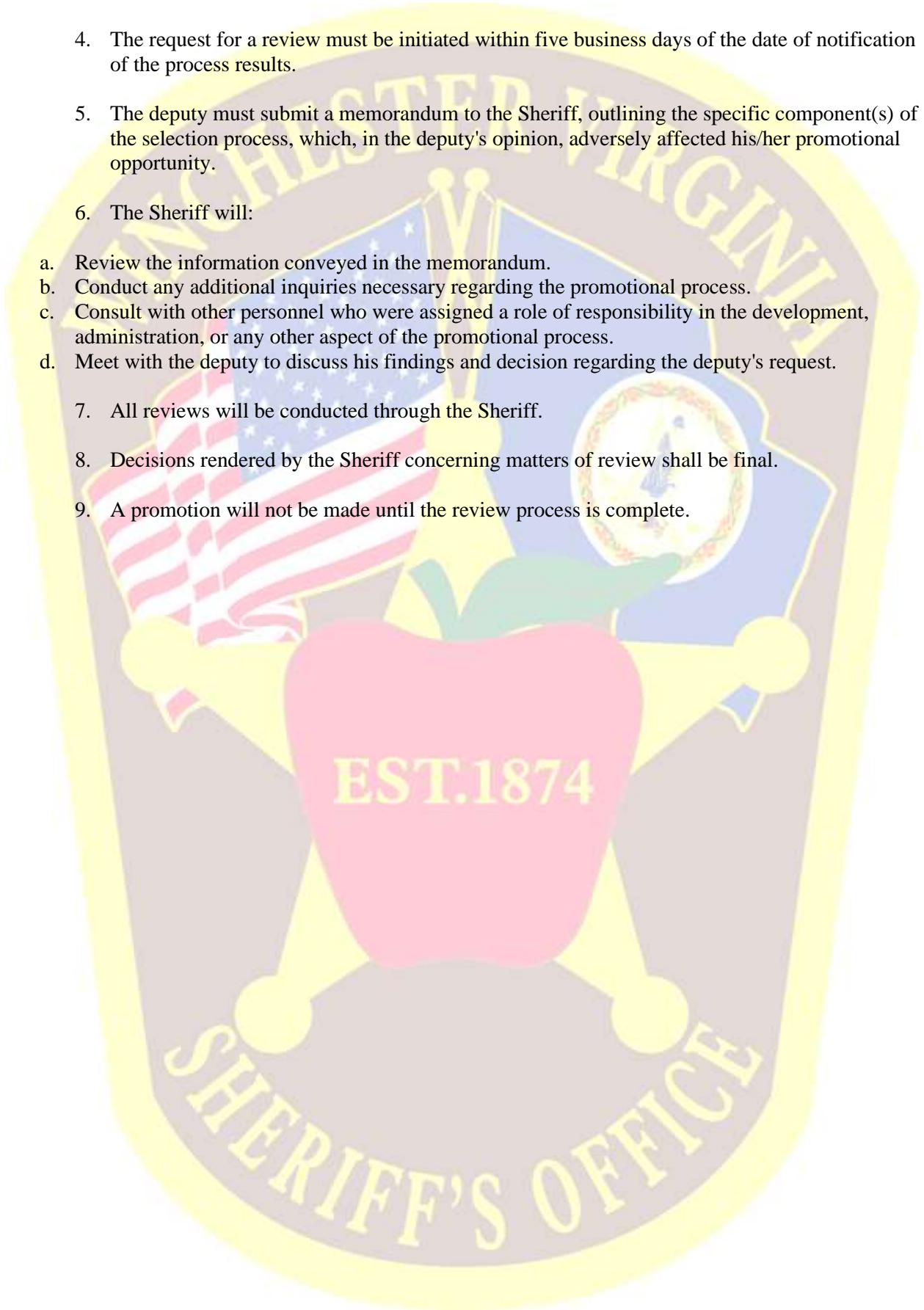
- c. Oral Interview: 0-10 points;
- d. Score from written test (ex. 85 out of 100).

H. SELECTION FOR PROMOTION

1. The Chief Deputy shall submit in writing to the Sheriff, each applicant's score for each of the above areas used to evaluate the applicant.
2. The Chief Deputy shall submit in writing to the Sheriff a numerical ranking of all of the applicants for the advertised position.
3. The Sheriff shall select someone from the top five scores of the promotional list.
4. An appointee appointed to the position by the Sheriff shall:
 - a. Receive an appointment letter advising that they have been selected for promotion.
 - b. Serve a twelve-month (12) probationary period with performance evaluations conducted as required by Winchester City Human Resources.
5. Unsatisfactory performance evaluations and failure to show improvement will be cause for termination of the promotion during the probationary period. Personnel in this category may be reassigned to their former status/rank or to another position at the discretion of the Sheriff, if a vacancy exists.
6. The Sheriff has the final authority on any promotion decision.
7. The selection list shall be valid for vacancies for one (1) year from the completion date of the testing. The Chief Deputy shall maintain the records/list for the promotional process.

I. PROCESS REVIEWS

1. A deputy may request a review of an adverse decision concerning his eligibility or appointment to a promotional vacancy.
2. The process will include at minimum:
 - a. Review of the written results of the scored elements.
 - b. Reapplication, re-testing, and/or reevaluation, where a discrepancy is verified.
3. Should a deputy believe the selection process as a whole or some specific component thereof has adversely affected his/her promotional opportunity, he/she may request a review by the Sheriff.

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- The background of the page features a large, semi-transparent watermark of the Chesterfield Virginia Sheriff's Office seal. The seal is circular with a yellow border. Inside the border, the words "CHESTERFIELD VIRGINIA" are written in a semi-circle at the top, and "SHERIFF'S OFFICE" is written in a semi-circle at the bottom. The central part of the seal depicts a yellow crown with a red and white striped banner across it. To the left of the crown is a portion of the American flag. To the right is a circular emblem containing a figure. Below the crown is a large red apple with a green stem and leaf. The text "EST. 1874" is written in yellow across the front of the apple.
4. The request for a review must be initiated within five business days of the date of notification of the process results.
 5. The deputy must submit a memorandum to the Sheriff, outlining the specific component(s) of the selection process, which, in the deputy's opinion, adversely affected his/her promotional opportunity.
 6. The Sheriff will:
 - a. Review the information conveyed in the memorandum.
 - b. Conduct any additional inquiries necessary regarding the promotional process.
 - c. Consult with other personnel who were assigned a role of responsibility in the development, administration, or any other aspect of the promotional process.
 - d. Meet with the deputy to discuss his findings and decision regarding the deputy's request.
 7. All reviews will be conducted through the Sheriff.
 8. Decisions rendered by the Sheriff concerning matters of review shall be final.
 9. A promotion will not be made until the review process is complete.