



<b>WRITTEN DIRECTIVE</b>	No. ADDENDUM	Page: 1 of 5
Subject:  Career Progression Program: Eligibility Criteria; Application Coordinator Assignment	Effective Date:	06-15-2015
	Supersedes/ Amends:	Prior Addendum
	Reference:	PD-0216



## 1. Eligibility Criteria for Progression to Senior Police Officer Rank

- a. two years of cumulative, non-initial employment period service in the rank of Police Officer
  - 1) For officers employed by the LPD prior to July 3, 2013, service time eligibility criteria for Senior Police Officer career progression may be met through having 2 years of cumulative, non-initial employment period service in the rank of Police Officer or the former (pre July 3, 2013) rank of Police Officer II.
  - 2) Officers will not be eligible to apply for Senior Police Officer progression while serving in an initial employment period.
- b. demonstrated, supervisor-verified functional competency in use of the following equipment:
  - 1) Sound Level Meter
  - 2) Preliminary Breath Test Meter
  - 3) Window Tint Meter
- c. successful completion of the City of Lynchburg EDGE (*Engaging and Developing Great Employees*) Public Professional Certification program, or a comparable program approved by the Chief of Police to replace it
- d. successful completion of twenty hours of approved Patrol Operations Category 1 training courses
  - 1) A listing of approved training courses within Patrol Operations Category 1 will be maintained within the career development application system.
    - a) Approved training courses may be completed at any time during an officer's career prior to application for career progression.
    - b) The same course may not be used to establish eligibility for both Senior Police Officer and Senior Specialist Police Officer career progression.
  - 2) Patrol Operations Category 1 training encompasses training that serves to enhance patrol officer skills in the following areas:

- a) handling service calls, conducting preliminary investigations, effecting arrests, interacting with other persons
  - b) handling situations involving persons under the influence of alcohol or other drugs, or involving persons with mental or physical impairments
  - c) handling crime-in-progress situations
  - d) problem identification and problem solving at the patrol officer operational level.
- 3) Officers may request command staff review and approval of additional Patrol Operations Category 1 training courses through the career development application system.
- e. successful completion of twenty hours of approved Patrol Operations Category 2 training courses
- 1) A listing of approved training courses within Patrol Operations Category 2 will be maintained within the career development application system.
    - a) Approved training courses may be completed at any time during an officer's career prior to application for career progression.
    - b) The same course may not be used to establish eligibility for both Senior Police Officer and Senior Specialist Police Officer career progression.
  - 2) Patrol Operations Category 2 training encompasses training that serves to build upon Category 1 skill training in the following areas:
    - a) capability to detect and recognize evidence of criminal activity/criminal offenses
    - b) knowledge of applicable law and legal issues
    - c) competency and expertise in handling situations encountered in patrol service delivery functions
    - d) officer safety skills
    - e) use of specialized equipment applicable to service delivery functions.
  - 3) Officers may request command staff review and approval of additional Patrol Operations Category 2 training courses through the career development application system.
- f. completion of forty hours of approved LPD program participation
- 1) A listing of approved LPD program activities will be maintained within the career development application system.

- 2) Officers may request command staff review and approval of additional program activities through the career development application system.
- 3) Addition or deletion of program activities approved to meet career progression eligibility criteria will be contingent upon consideration of factors to include, but not be limited to, the following:
  - a) the program's perceived value in furthering the department's mission
  - b) the program's purpose, scope, duration and perceived community impact – program participation must extend beyond the scope of regular duty assignment activities
  - c) the type and reputation of other agencies or organizations partnering in or served by the program
  - d) the practicality of involving department employees in the program.
- 4) The time credited for approved program participation will depend upon the nature of the program and the scope of the applicant's activities.
- 5) Approved program participation since July 1, 2012 may be counted toward Senior Police Officer career progression eligibility requirements.
- g. no disciplinary action above the level of a written reprimand, either imposed or recommended with final determination pending, within the prior six month period
- h. job performance that acceptably meets supervisory and review panel expectations within the prior six month period.

## **2. Eligibility criteria to apply for progression to Senior Specialist Police Officer rank**

- a. three years of cumulative, non-initial employment period service in the rank of Senior Police Officer
  - 1) Officers must hold Senior Police Officer rank to be eligible to apply for Senior Specialist Police Officer progression.
  - 2) For officers employed by the LPD prior to July 3, 2013, service time eligibility criteria for Senior Specialist career progression may be met through having 5 years of cumulative, non-initial employment period service in any combination of the ranks of Police Officer, Senior Officer, or the former (pre July 3, 2013) rank of Police Officer II.
  - 3) Officers will not be eligible to apply for Senior Specialist Police Officer progression while serving in an initial employment period.
- b. successful completion of a DCJS-sponsored Instructor Certification Course

- c. successful completion of the City of Lynchburg EDGE Public Leader Certification program, or a comparable program approved by the Chief of Police to replace it
- d. successful completion of forty hours of approved Specialized Skills Training courses
  - 1) A listing of approved Specialized Skills Training courses will be maintained within the career development application system.
    - a) Approved training courses may be completed at any time during an officer's career prior to application for career progression.
    - b) The same course may not be used to establish eligibility for both Senior Police Officer and Senior Specialist Police Officer career progression.
  - 2) Specialized Skills training encompasses training that serves to enhance the skills and effectiveness of officers assigned to specialized department job functions.
  - 3) For the purposes of this directive, "specialized job functions" will be defined as functions outside the scope of responding to calls for service and conducting initial investigation as a patrol officer, to include:
    - a) developing or enhancing an officer's basic knowledge, capabilities and skills related to performing specialized assignment functions
    - b) developing or enhancing an experienced officer's basic knowledge, capabilities and skills related to serving as a training instructor for other employees or agency representatives within CVCJA, LPD, or other regional criminal justice training environments.
  - 4) Officers may request command staff review and approval of additional training courses through the career development application system.
- e. completion of forty hours of approved LPD program coordination, or completion of forty hours of approved LPD, CVCJA, or other regional criminal justice course instruction
  - 1) A listing of approved program coordination or course instruction activities will be maintained within the career development application system.
  - 2) Officers may request command staff review and approval of additional program coordination or course instruction activities through the career development application system.
  - 3) Addition or deletion of program coordination or course instruction activities approved to meet career progression eligibility criteria will be contingent upon consideration of factors to include, but not be limited to, the following:
    - a) the program's or course's perceived value in furthering the department's mission

- b) the program's or course's purpose, scope, duration and perceived community impact – program participation must extend beyond the scope of regular duty assignment activities
  - c) the type and reputation of other agencies or organizations partnering in or served by the program or course
  - d) the practicality of involving department employees in the program or course.
- 4) The time credited for approved program coordination or course instruction will:
- a) depend upon the nature of the program and the scope of the applicant's responsibilities.
  - b) not exceed a maximum of 20 hours credited time for any single activity, unless an exemption to the 20 hour maximum is noted.
- 5) Approved program coordination or course instruction since July 1, 2011 may be counted toward Senior Specialist Police Officer career progression eligibility requirements.
- a) Police Officers III transitioned to Senior Specialist Police Officer rank at the time of the department's July, 2013 rank structure transition will be required to meet Senior Specialist Officer eligibility requirements by August 1, 2016 in order to maintain Senior Specialist Officer rank and compensation beyond that date.
  - b) For these transitioned officers, approved program coordination or course instruction since July 1, 2010 may be counted toward Senior Specialist Police Officer career progression eligibility requirements.
- f. no disciplinary action above the level of a written reprimand, either imposed or recommended with final determination pending, within the prior twelve month period
  - g. job performance that acceptably meets supervisory and review panel expectations within the prior twelve month period.
- 3. The following department staff member is currently assigned to monitor and maintain information within the career progression application system:**
- a. the LPD Off Duty Assignment Coordinator.