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| WRITTEN DIRECTIVE | No. PD17-0216 | Page: 1 of 7 |
| | Subject: | Effective Date: 04-24-2017 |
| | CAREER PROGRESSION PROGRAM | Supersedes/ Amends: PD13-0216 |
| | | Reference: 34.1.1, 34.1.2, 34.1.3, 24.1.4, 34.1.5, 34.1.6 |



I. Purpose

The purpose of this directive is to establish sworn officer career progression procedures for the Lynchburg Police Department.

II. Policy

34.1.4

It shall be the policy of the Lynchburg Police Department to promote professional skills and career experience development through providing sworn officers with structured means to pursue career progression within generalized, specialized and supervisory career paths. Career progression program requirements and criteria will be job-related and nondiscriminatory.

III. Procedure

A. RESPONSIBILITIES

34.1.1, 34.1.2

1. The Chief of Police will be responsible for the administration of the department career progression program, and may utilize the assistance of:
 - a. the Director of the City Human Resources Department
 - b. department command staff members at the Major, Captain, and other levels as required
 - c. consultants
 - d. other persons deemed appropriate by the Chief of Police.
2. The Chief of Police has approved the procedures outlined within this directive to regulate the sworn officer career progression program as described within this directive.
3. Application for rank advancement through the career progression procedures outlined within this directive will be voluntary.
 - a. Officers will not be required to apply for career progression to Police Officer II or to Police Officer III rank.
 - b. Officers holding Police Officer III rank at the time of the department's July, 2013 rank structure transition were transitioned to the Senior Specialist Police

Officer (transitioned back to PO III) rank in order to maintain their current compensation levels.

4. The Chief of Police will have the final authority in all career progression selection procedures and decisions.
5. Compensation assigned to career progression ranks will be subject to approval by the City Manager in accordance with City of Lynchburg compensation policies.

B. GENERAL PROCEDURES

34.1.1, 34.1.3

1. The department transitioned during January 2017 to a structure containing four police officer ranks:
 - a. Recruit Police Officer – a non-sworn position assigned from the point of employment as a non-certified trainee until completion of basic police training and swearing-in as an LPD Police Officer.
 - b. Police Officer – a sworn police officer rank assigned on swearing-in as a LPD Police Officer.
 - c. Police Officer II – an advanced rank attainable through the career progression program.
 - d. Police Officer III – an advanced rank attainable through the career progression program.
2. Subject to established eligibility and performance requirements, department sworn officers may apply for career progression as follows:
 - a. Employees at the Police Officer rank may apply for career progression to Police Officer II.
 - b. Employees at the Police Officer II rank may apply for career progression to Police Officer III.
3. Officer application for career progression advancement will be made through a database system maintained by the Lynchburg Police Department.
 - a. Instructions on how to access and use the career progression application system will be available to officers and supervisors within the department's IT network.
 - 1) The career development application system will provide users with self-guided usage instructions.
 - 2) Additional guidance and assistance will be available from an officer's supervisory staff and from Computer Operations staff.
 - b. The career progression application system will log and track an officer's progress toward meeting career progression eligibility requirements.

4. An officer may apply for career progression at any time that the officer believes that he or she has met all established eligibility criteria.
5. Applications for career progression to Police Officer II and to Police Officer III rank will be accepted and reviewed on a schedule approved and communicated by the Chief of Police.
 - a. Applications for career progression to Police Officer II rank will be accepted for review and action at six month intervals.
 - 1) Officers may develop and complete Police Officer II career progression applications at any time during the year.
 - 2) Police Officer II career progression applications will be accepted for review and action during the months of July and January.
 - a) Prior written notice will be provided to officers by the Chief of Police detailing the specific time period during which applications will be accepted for review.
 - b) Prior written notice will be provided to officers by the Chief of Police in the event that the July/January application timetable is changed.
 - b. Applications for career progression to Police Officer III rank will be accepted for review at six month intervals.
 - 1) Officers may develop and complete Police Officer III career progression applications at any time during the year.
 - 2) Police Officer III career progression applications will be accepted for review and action during the month of July and January.
 - a) Prior written notice will be provided to officers by the Chief of Police detailing the specific time period during which applications will be accepted for review.
 - b) Prior written notice will be provided to officers by the Chief of Police in the event that the January/July application timetable is changed.
 - c. After receipt of career progression applications, the Chief of Police will convene a command staff review panel for purposes of:
 - 1) reviewing submitted applications for completeness and accuracy
 - 2) ascertaining whether each applicant has met all eligibility criteria for career progression
 - 3) recommending approval or denial of each career progression application to the Chief of Police based upon specific criteria outlined within this directive and the related Addendum.

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C. ELIBILITY CRITERIA FOR CAREER PROGRESSION

34.1.4, 34.1.6

1. Established career progression eligibility criteria will be maintained so as to be accessible for officer review.
 - a. Eligibility criteria to apply for career development progression to Police Officer II rank will be set forth within the current Addendum to this directive.
 - b. Eligibility criteria to apply for career development progression to Police Officer III rank will be set forth within the current Addendum to this directive.
 - c. Listings of courses and programs currently approved by the Chief of Police to meet career progression eligibility requirements will be maintained within the career progression application system.
 - 1) LPD approved programs will be highlighted.
 - 2) Officers will be authorized to earn compensatory time, or overtime, if participating in an LPD approved program while off-duty
2. Verification that applicants have met established eligibility criteria for career progression will be performed:
 - a. through ongoing career progression application system feedback to applicants
 - b. through final application review by a command staff panel.

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D. CAREER PROGRESSION REVIEW PANEL PROCEDURES

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1. Applications for career progression to the Police Officer II and Police Officer III ranks will be reviewed and assessed by a panel comprised of the department Captains and chaired by a Major.
 - a. The role of the Major will be:
 - 1) to direct and monitor the panel review process
 - 2) to facilitate panel review and discussion
 - 3) to facilitate panelists reaching consensus in making career progression application approval or denial decisions.
 - b. The panel will be assisted by a staff member assigned to monitor and maintain information entered within the career progression application system.
 - 1) This staff member will be assigned by the Chief of Police.
 - 2) The staff member currently assigned to this role will be identified within an Addendum to this directive.
2. The career progression review panel will perform the following functions:

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- a. reviewing each application for completeness and accuracy
 - b. confirming that each applicant has met all eligibility requirements for the requested career progression, to include:
 - 1) completing all required activities
 - 2) having no unacceptable disciplinary action as defined within written eligibility criteria within the time period specified within written eligibility criteria
 - 3) maintaining job performance that acceptably meets supervisory expectations, as documented by written job performance evaluation and written supervisory notation, within the specified time period
 - c. providing the Chief of Police with a written recommendation that each application be approved or denied based upon the panel's review of the documented information available at that time.
- 34.1.2
3. The career progression review panel will interview the applicant's current Lieutenant/first line supervisor to verify that all eligibility criteria have been met, including the applicant's:
 - a. having no unacceptable disciplinary action within the specified time period
 - b. maintaining job performance that acceptably meets supervisory expectations within the specified time period.
 4. Any maximum time limits imposed by the panel upon Lieutenant/first line supervisor presenters will be:
 - a. universally applied to all presenters participating in that career progression review process
 - b. communicated by the panel to each presenter prior to the start of the panel interview.
 5. The career progression review panel will document its recommendations by means of a *Career Progression Assessment* form specific to that applicant's assessment and approved by the Chief of Police. Completed *Career Progression Assessment* forms will:
 - a. identify the applicant by full name, the career progression rank applied for, and by the date on which career progression assessment was conducted
 - b. be signed by all assessment panel members
 - c. be provided to the Chief of Police for review and action.

6. In cases where the career progression review panel recommends application denial, the panel will note on the *Career Progression Assessment* form a written explanation of the specific reason(s) for the panel's recommendation.

E. APPROVAL OF APPLICANTS FOR CAREER PROGRESSION

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1. The Chief of Police will approve officer career progression applications, related rank and compensation changes:
 - a. on deeming that all eligibility requirements have been met, and
 - b. on verifying that funding is available at that time to support the compensation increase related to rank progression.
2. An officer approved for career progression will receive an appointment letter detailing the effective date of career progression, the rank earned and the related compensation increase.
3. An officer whose career progression application is denied:
 - a. will receive a copy of the review panel's written explanation citing the reason(s) for application denial
 - b. will be eligible to reapply at any time that all eligibility criteria have been met
 - c. may appeal denial of the career progression application through procedures set forth in section III-F.

F. CAREER PROGRESSION PROCESS REVIEW PROCEDURES

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1. Officers who believe that their application for career progression has been adversely affected, by either the selection process as a whole or some specific component thereof, may make a direct appeal to the Chief of Police.
 - a. Any such appeal must be initiated within five business days of the date on which the applicant received notice that his or her application for career progression was denied.
 - b. The applicant must submit a *Memorandum* to the Chief of Police, outlining the specific career progression program event(s) or action(s) which, in the officer's opinion, adversely affected his or her career progression opportunity.
 - c. The Chief of Police will:
 - 1) review the information provided in the appeal *Memorandum*
 - 2) conduct any additional inquiries regarding the career progression program process that he deems necessary
 - 3) consult with the Majors, the Captains, or other persons involved in developing or administering aspects of the career progression program

- 4) meet with the affected officer to discuss the officer's outlined concerns and the Chief's decision regarding the officer's appeal.

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- 2. *Career Progression Assessment* forms and attachments submitted for review will be maintained in a secure location approved by the Chief of Police. Access to filed *Career Progression Assessment* forms and attachments will be subject to prior approval by the Chief of Police.
- 3. The Chief of Police, assisted by the Majors, the Captains or other persons at the Chief's discretion, will be responsible for reviewing the career progression program procedures annually, and for making necessary program revisions as deemed appropriate.

Original Signed

Raul M. Diaz
Chief of Police

April 24, 2017

Date