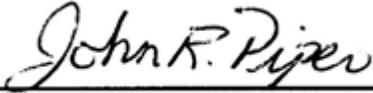




**WINCHESTER POLICE DEPARTMENT OPERATION ORDER**

**NOTE: This policy 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 case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.**

Number 1-25		Effective Date July 1, 2020	Review Date May 1, 2020	Reviewing Division Administration
Subject <b>CAREER DEVELOPMENT PROGRAM- ADMINISTRATIVE ASSISTANT</b>	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Amends <input type="checkbox"/> Replaces: <input type="checkbox"/> Revised:		This policy shall apply to personnel assigned to the following divisions: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division	
References: CEMS: VLEPSC: PER.05.01 - .04 CALEA				
 <hr/> Chief of Police or Designee		May 29, 2020 <hr/> Date		

**I. PURPOSE**

The City of Winchester Comprehensive Employee Management System (CEMS) identifies positions that are eligible for career development. The purpose of this policy is to provide administrative assistants with knowledge of the criteria for movement in the career development path and the procedures required to initiate consideration for upward movement.

**II. POLICY**

The Winchester Police Department is committed to a policy that increases the prestige and level of performance of administrative staff and encourages them to continue their professional development by providing incentives throughout their careers. The career development process shall stress actual job performance, combined with professional growth and development. The assignment to a particular status in the Career Development Program (CDP) should not be considered a promotion, but an incentive to administrative personnel who have and will continue to apply themselves by attending ongoing training and gaining professional experience within the City government.

**III. PROCEDURES**

**A. Career Advancement Board (CAB)**

1. The CAB shall consist of the Deputy Chief of Police, Captain of Administration, Captain of Criminal Investigations, and the Captain of Patrol.

2. The CAB will meet whenever necessary to consider individual requests for advancement in the CDP.
3. The CAB will schedule and conduct meetings to consider appeals from those Administrative Assistants who were not advanced in CDP status.

B. Initiating Responsibility

1. It is the responsibility of each administrative employee to review the criteria that must be met and maintained for each level in the CDP. An employee who wishes to be considered for entrance or progression in the CDP must submit a written request to the CAB, through their chain of command, on or near their individual anniversary date or when eligible for advancement. The written request, in the form of a memorandum and any necessary attachments, must contain proof of proficiency in the identified criteria within this policy.
2. Each administrative employee must obtain a recommendation from their immediate supervisor. The supervisor shall consider each criterion identified in Section IV. D. of this general order, address them separately, and state how the requesting employee has demonstrated high proficiency in each. The supervisor may include a narrative concerning the individual's advancement in the CDP.
3. All paperwork concerning an individual's status in the CDP shall be forwarded through the chain of command to the Deputy Chief of Police.

C. Notification of Board's Recommendation

1. The CAB shall notify the Chief of Police of the board's recommendation. The CAB may make either a favorable or non-favorable recommendation. This notification shall be made no later than ten (10) business days following the respective CAB meeting.
2. The employee shall have ten (10) business days after notification to appeal a non-favorable recommendation to the CAB. The CAB will then schedule and hear the employee's appeal.

D. Notification of Acceptance or Rejection

1. If the employee is rejected after an appeal to the CAB for entrance or advancement in the CDP, the employee has ten (10) business days to initiate an appeal to the Chief of Police through the chain of command.
2. The Chief of Police will make the final determination of CDP status.
3. If the final determination is rejection of the employee's request for entrance or advancement in the CDP, the employee shall be placed on a six (6) month special evaluation status.

4. The employee's immediate supervisor will draft a memorandum outlining the area(s) of deficiency, indicating what improvements are expected in order to comply with the standards for the CDP and notify the employee in writing of the special evaluation.
5. If upon completion of the six (6) month special evaluation period the affected employee has complied with the standards outlined and meets the requirements of entrance or advancement in the CDP, the employee may re-apply for CDP status. Re-application will require a submission of a written request to the CAB through their chain of command, which includes a recommendation from the employee's immediate supervisor and an updated employee performance evaluation.

E. Reduction in Career Development Status

1. No appointment at any level within the CDP should be considered permanent. Each employee must meet the proficiency criteria and requirements in order to be appointed to each level of the CDP and must maintain those performance levels to retain their position, to include an active status on all specialty certifications and trainings.
2. The employee's immediate supervisor shall monitor compliance with CDP on an annual basis through use of the City of Winchester performance evaluation. Should evaluations be suspended, a memorandum identifying compliance of the established criteria will be completed in its place.
3. If it is determined that an employee is not maintaining the minimum standards prescribed for their respective level with the CDP, the supervisor will notify the CAB in writing, with a copy to the employee. If the CAB agrees with the supervisor's determination, the affected employee shall be placed on a six (6) month special evaluation status by the supervisor.
4. The employee's immediate supervisor will draft a memorandum outlining the area(s) of deficiency, indicating what improvements are expected in order to comply with the standards, and notify the employee formally of the special evaluation.
5. If upon completion of the six (6) month special evaluation period the affected employee has not complied with the standards outlined, the employee's immediate supervisor shall forward a memorandum to the CAB and Chief of Police recommending reduction in the employee's CDP status. This memo shall contain an outline of events leading to the recommendation for reduction in the CDP level.
6. The Chief of Police shall make the final determination on whether a reduction in CDP status is in order and the level to which the employee is to be reduced. The Chief of Police or his/her designee will make the necessary notifications concerning the employee's reduction in the CDP.

7. Once an employee's level has been reduced in the CDP, that employee must apply to the CAB if they wish to be considered for CDP advancement.
8. An employee may not be considered for CDP advancement until twelve (12) months after the date of status reduction.

F. Compensation

During the time an employee is in an advanced CDP status, he or she will receive a percentage of their annual salary determined by advancement to the appropriate pay grade or a 5% pay increase, whichever is greater.

#### IV. CRITERIA

The following criteria will be met for each of the CDP advancement positions:

A. Administrative Assistant II

1. Complete 8 years as an Administrative Assistant I with the Winchester Police Department;
2. A minimum of acceptable performance ratings in every competency and job specific responsibility category on the most recent Department employee performance evaluation;
3. Maintain proficiency in use of assigned software applications;
4. Complete at least 60 hours of college credits in secretarial science, business administration, or a related field and extensive experience in a service occupation dealing with public interactions and general business administration. In lieu of college credits, employee must provide a written statement or portfolio of on the job and/or external training and experience received that is equivalent to the required college credits;
5. Complete 40 hours of job related external or online training previously submitted through the training request process;
6. Recommendation for advancement by the immediate supervisor; and
7. Selection by the CAB.

B. Executive Administrative Assistant

Although CEMS identifies the Executive Administrative Assistant position in the career development policy, the job description for the Winchester Police Department identifies this position under the direct supervision of the Chief of

Police. Because there is only one position, it is not subject to career development. However, should a vacancy occur, internal personnel meeting the criteria set forth in the description are eligible to apply.

C. Proficiency Criteria

1. Answers inquiries from the public and employees regarding department procedures and services;
2. Plans, initiates, and carries to completion clerical, statistical, and administrative materials and activities;
3. Maintains filing and record keeping systems;
4. Assists in the development of office procedures;
5. Assists in the gathering of information and materials when requested.
6. Types a variety of material from rough drafts, reports, and correspondence;
7. Enters and maintains data in accordance to policy and when appropriate, state law;

D. Additional Considerations

When making a recommendation to the CAB, supervisors will document and consider the following:

1. Training obtained during employment with the Department;
2. Speak Spanish to level of interpreting;
3. Crisis Negotiations Team;
4. Peer to Peer Team.

E. Identified Concerns

When making a recommendation to the CAB, supervisors will identify and document the following:

1. Grievable offenses with the past three (3) years;
2. Suspensions within the past five (5) years.