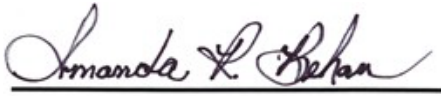




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

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 1-14		Effective Date July 10, 2023	Review Date July 7, 2023	Reviewing Division Administration
Subject CAREER DEVELOPMENT PROGRAM		<input type="checkbox"/> New Policy <input type="checkbox"/> Amends <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised:		This policy shall apply to personnel assigned to the following divisions: <input type="checkbox"/> All Personnel <input checked="" type="checkbox"/> Patrol Division <input checked="" type="checkbox"/> Administration Division <input checked="" type="checkbox"/> Investigation Division
References: VLEPSC: PER.05.01 - .04				
 _____ Chief of Police or Designee		_____ July 10, 2023 Date		

I. PURPOSE

The purpose of this policy is to provide each officer 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 welfare of the community depends on the police officer. The Winchester Police Department is committed to a policy that increases the prestige and level of performance of these officers and encourages them to continue their professional development by providing incentives throughout their law enforcement 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 officers who have and will continue to apply themselves as career oriented police officers.

III. PROCEDURES

A. Career Advancement Board (CAB)

1. The CAB shall consist of the Deputy Chief of Police and the three division captains.
2. The CAB will meet whenever necessary to consider individual officer’s request for advancement in the CDP.

3. The CAB will schedule and conduct meetings to consider appeals from those officers who were not advanced in CDP status.

B. Initiating Responsibility

1. It is the responsibility of each officer to review the criteria that must be met and maintained for each level in the CDP. An officer 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 and/or supporting documentation, must contain proof of proficiency in the identified requirements and criteria within this policy.
2. Each officer must obtain a recommendation from their immediate supervisor. The supervisor shall consider each criterion, address them separately, and state how the requesting officer has or has not met the criteria. The supervisor may include a narrative concerning the individual's advancement in the CDP. This recommendation will accompany the officer's request to his or her respective Division Captain.
3. All paperwork concerning an individual's status in the CDP shall be forwarded through the chain of command to the affected officer's shift Lieutenant. The shift Lieutenant will forward this correspondence through his or her chain of command. Officers assigned to the Criminal Investigations Division shall forward all paperwork through their chain of command.

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. Officers 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 officer's appeal.

D. Notification of Acceptance or Rejection

1. If the candidate is rejected after an appeal to the CAB for entrance or advancement in the CDP, the officer 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 candidate's request for entrance or advancement in the CDP, the candidate shall be placed on a six (6) month special evaluation status.

4. The officer'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 officer formally of the special evaluation.
5. If upon completion of the six (6) month special evaluation period the affected officer has complied with the standards outlined and meets the requirements of entrance or advancement in the CDP, the officer may re-apply for CDP status. Re-application will require the officer to submit a written request to the CAB through their chain of command, which includes a recommendation from the officer's immediate supervisor and an updated employee performance evaluation or memorandum identifying compliance.

E. Reduction in Career Development Status

1. No appointment at any level within the CDP should be considered permanent. Each officer must meet the minimum adjusted evaluation 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. Reevaluation of an employee's current appointment will be conducted 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 officer 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 officer. If the CAB agrees with the supervisor's determination, the affected officer shall be placed on a six (6) month special evaluation status by the supervisor.
4. The officer'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 officer formally of the special evaluation.
5. If upon completion of the six (6) month special evaluation period the affected officer has not complied with the standards outlined, the officer's immediate supervisor shall forward a memorandum to the Chief of Police recommending reduction in the officer'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 officer is to

be reduced. The Chief of Police or his/her designee will make the necessary notifications concerning the officer's reduction in the CDP.

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

G. Compensation

During the time an officer 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.

H. Discretionary Appointments

In special circumstances such as lateral entry of a certified police officer, the Chief of Police may waive restrictions such as time in service requirements and designate the appointee a classification other than police officer I. The Chief of Police may designate a lateral entry certified officer to a special unit or function, such as Detective, Police Officer II, Police Officer III, Police Officer IV or Corporal, according to the officer's experience and ability.

IV. CRITERIA

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

A. Police Officer I

Designation assigned upon appointment. While in training a police officer I can not be eligible for promotion.

B. Police Officer II

1. One year after completing the basic academy or 1 year as a police officer at Winchester Police Department if joining the WPD as a Virginia certified officer;
2. Certified by the Division of Criminal Justice Services (DCJS) as a police officer;
3. Satisfactorily completed the Department probationary period;
4. A minimum of acceptable performance ratings in every competency and job specific responsibility category on the most recent Department employee performance evaluation;

5. Maintain proficiency in all firearms, weapons, and other defensive and tactical equipment as required by the Department. Officers already in a police officer II status on January 1, 1987 are exempt from this standard;
6. Recommendation for advancement by the immediate supervisor; and
7. Selection by the CAB.

C. Police Officer III

1. Three (3) years minimum service as a police officer with at least two (2) years as police officer II 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;
4. Maintain proficiency in all firearms, weapons, and other defensive and tactical equipment as required by the Department;
5. Recommendation for advancement by the immediate supervisor; and
6. Selection by the CAB.

D. Police Officer IV

1. Six (6) years minimum service as a police officer with at least two (2) years as Police Officer III 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;
3. Maintain proficiency in all firearms, weapons, and other defensive and tactical equipment as required by the Department;
4. Recommendation for advancement by the immediate supervisor; and
5. Selection by the CAB.

E. Corporal I

1. Completed at least nine (9) years of service as a certified police officer.;
2. Completed at least three (3) years in the Police Officer IV position;

3. Maintained proficiency in all firearms, weapons, and defensive tactics as required by the Department;
4. A minimum of acceptable performance ratings in every competency and job specific responsibility category on the most recent Department employee performance evaluation;
5. Completed a minimum of five hundred (500) hours of specialized training related to law enforcement, beyond the law enforcement basic academy training. The Chief of Police and Deputy Chief of Police shall approve specialized training. All specialized training must have a certificate of completion submitted with the application. Successfully completed college courses related to law enforcement will be considered toward the five hundred (500) hour requirement. Official grade transcripts must be submitted with the application; the maximum on-line training hours that can be used towards Corporal is 250 hours and no more than 84 hours of on-line training a year can be used each year to count towards the 250hrs of on-line hours. This is does not include classes taken in conjunction with on-line college degree.
6. Letter of recommendation for advancement from the officer's immediate supervisor; and
7. Selection by the CAB.
8. Once approved by the CAB and the Chief of Police the newly appointed Corporal will be placed on a probationary status and must satisfactorily complete the sergeant's FTO in-house program. If the Corporal does not complete the training to the standard the Corporal application will be reviewed by the CAB who will forward a recommendation to the Chief of Police regarding the revocation of MPO probationary status to a PO IV.

F. Corporal II

1. Completed at least twelve (12) years of service as a certified police Officer;
2. If Corporal was attained through Winchester Police Department Career Development, then must have (3) years in the Corporal Position. If hired as a Corporal, then must have (1) year in the Corporal Position.
3. Attain and maintain DCJS certification as a Field Training Officer and/or General Instructor;
4. Maintained proficiency in all firearms, weapons, and defensive tactics as required by Department;
5. A minimum of acceptable performance rating in every competency and job specific responsibility category on the most recent Department employee performance evaluation;

6. Completed a first-line supervisor course or a combination of leadership courses equivalent to forty (40) hours after attaining the rank of Corporal, unless hired as Corporal by the Department and had previously obtained such training.
6. Letter of recommendation of advancement from the Corporal's immediate Lieutenant;
7. Selection by the CAB; and
8. Once approved by the CAB and the Chief of Police the newly appointed Corporal II will be placed on a probationary status and assigned to be in charge of a Department function and placed on a shift that is need of senior leadership. If the Corporal II does not satisfactorily take over the function, then the CAB will forward a recommendation to the Chief of Police regarding the revocation of Corporal II to a Corporal.

G. Proficiency Criteria

1. Court Responsibilities: Each officer must exhibit exemplary court preparation and attendance. Officers on all levels of the CDP must maintain adherence to court regulations. Compliance with each of these responsibilities shall be based upon observation by the officer's supervisors and lack of negative feedback.
2. Patrol Proficiency: Each officer must exhibit exemplary response for primary calls for service as demonstrated by a willingness and ability to perform the police mission. Evidence of such may be made through actual events, community feedback, and supervisory evaluation. This may be demonstrated in several ways, including:
 - a. The apprehension of criminal perpetrators;
 - b. The gathering and dissemination of information about possible criminal activities or suspects;
 - c. Providing aid and assistance to the community; and
 - d. Reporting situations that are potentially liable to the City.
3. Investigative Proficiency: Each officer must exhibit exemplary performance in the investigation of criminal activity assignments. This is demonstrated by eagerness and proficiency in the investigation of each Part I and Part II crime assignments authorized or assigned by the officer's supervisor.
4. Professionalism: Each officer must clearly demonstrate knowledge of the Law Enforcement Code of Ethics as outlined in RR 1-8, Code of Conduct.

5. Department Policy and State Law: Each officer must demonstrate a working knowledge of the Winchester Police Department's Rules & Regulations and General Orders and demonstrate a workable knowledge of criminal and traffic codes of Virginia.
6. Reporting: Each officer must have a steady and punctual reporting record. Evidence of such shall be exhibited by having on each occasion of absence or tardiness, contacted their shift supervisor no later than the actual time their tour of duty is to begin.
7. Supervision: Each PO IV being considered for Corporal must demonstrate confidence and an ability to work without supervision due to a necessity that may arise in which the Corporal serves as a supervisor.

H. Additional Considerations

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

1. 90% firearms proficiency;
2. Successfully pass the annual fitness assessment;
3. State Certified Instructor;
4. or Specialist Instructor, (firearms specialist, defensive tactics, driving instructor);
5. Radar Maintenance Officer;
6. Breathalyzer Operator;
7. Recruiting Officer;
8. Current Field Training Officer;
9. Current Crime Prevention Officer;
10. Advanced Traffic Crash Investigator;
11. School Resource Officer Certified;
12. Certified Bicycle Officer;
13. Forensic Science Academy Graduate;
14. Armorer Officer;
15. Crisis Negotiation Team;

16. Special Weapons and Tactics Team;
17. Canine Officer;
18. Polygraph Examiner;
19. Awards and Commendations.

I. Identified Concerns

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

1. One (1) avoidable vehicle crash within the past one (1) year;
2. Two (2) or more avoidable vehicle crashes within the past three (3) years;
3. Fail to successfully pass the annual fitness assessment;
4. Grievable discipline within the past three (3) years;
5. Suspensions within the past five (5) years.

V. **STANDARDS**

The following standards will apply for considering bonus points in specified criterion:

A. Breathalyzer Operator

Officer who has successfully completed the course conducted by the Department of Forensic Science and satisfies the Commonwealth of Virginia requirements for certification as a breathalyzer operator.

B. Field Training Officer

Officer who will be utilized each year to train and evaluate the probationary officer in accordance with approved Department programs and procedures.

C. Crime Prevention Officer

Officer utilized each year in the Department's crime prevention programs, to include community crime prevention, neighborhood watch programs, and personal protection.

D. State Certified Police Instructor

Officer who has been certified by the State of Virginia and is actively used each year to instruct on a Department basis or state level. To be recertified by the Commonwealth of Virginia, an officer must instruct at an approved academy, except for firearms instructors.

E. Canine Officer

Officer selected by the Department to train, house, and be responsible for the handling of a canine unit as prescribed by the Department.

F. Special Weapons and Tactics (SWAT) Team Member

Officer who has been selected and assigned to the SWAT team by the Department. Assigned members will attend the required training.

G. School Resource Officer

Officer who meets the requirements of the Commonwealth of Virginia as a school resource officer and is assigned to a City school.

H. Forensic Science Academy

Officer who has successfully completed the Virginia Forensic Science Academy.

I. Radar Maintenance Officer

Officer who oversees and maintains the Department's radar units and performs vehicle calibrations.

J. Polygraph Examiner

Officer must be certified as a polygraph examiner and be licensed as a polygraph examiner in the Commonwealth of Virginia.

K. Bicycle Patrol

Officer who is currently assigned to the Department Bicycle Unit and has been certified by DCJS as a bicycle officer.

L. Advanced Traffic Crash Investigator

Officer who has successfully completed one hundred and twenty (120) or more hours of advanced traffic crash investigation training that is recognized by the DCJS.

L. Armorer

Officer assigned to maintain armory inventory and security, inspect and assign firearms, maintain firing range supplies, and coordinates and conducts firearms training.

M. Recruiter

Officer assigned to and actively involved in the recruitment function.

N. Crisis Negotiation Team (CNT) Member

Officer who has been selected and assigned to the CNT by the Department. Assigned members will attend the required training.