



**City of Hampton  
PERSONNEL ADMINISTRATIVE INSTRUCTION**

<b>DATE:</b> October 21, 2022	<b>CHAPTER:</b> 8	<b>PAI No.</b> 7-1
<b>REFERENCES:</b> Section XII	<b>SUBJECT:</b> Assistant Police Chief Promotional Procedure	

I. General:

The purpose of this procedure is to establish consistent criteria for determining personnel to be promoted who best meet the needs of Police Division, and the City of Hampton. This promotional policy covers the rank of Assistant Police Chief and shall serve at the pleasure of the Police Chief, but shall be consistent with law and City policy as it pertains to, race, color, religion, sex, color, national or ethnic origin, disability, age, marital status, sexual orientation, gender identity, pregnancy, childbirth or related medical condition including lactation, status as a veteran, genetic information or other non-job related criteria shall have no bearing on a selection. Once established, the promotion register shall remain closed and in effect for one (1) year. However, the Police Chief has the discretion to establish a new promotion register, prior to the one year period, if the register is exhausted.

II. Definitions:

A. Promotion Examination Process

A process of screening and assessment center conducted by the City of Hampton Department of Human Resources and/or a professional consultant and the Police Division.

B. Screening

Any qualifying experience gained in an approved temporary position may be used in the promotion screening process. Education is considered only when received from an institution that is approved by a regionally or nationally recognized accrediting agency. A list of approved accrediting agencies is determined by the U. S. Secretary of Education.

C. Assessment Center

An oral or practical interview or examination that is evaluated by external assessors.

D. Subject Matter Experts

An expert in the field of Police science and services.

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III. Eligibility Criteria:

Police Division personnel classified under the Public Safety Pay Schedule must meet the following eligibility criteria in addition to the minimum qualifications established for the position of Assistant Police Chief:

- A. Requires at least two (2) years of experience at the rank of Police Lieutenant in the City of Hampton at the time of application.
- B. Requires a Bachelor's Degree in Police Science, Criminal Justice, Public Administration, Psychology, or closely related field of study.
- C. An employee who has been demoted as a disciplinary measure, shall not be eligible for promotion for a period of three (3) years from the date of demotion, but shall be eligible to participate in the promotion examination process.
- D. An employee who competes in the promotional process must have a Performance Evaluation overall rating for the most recent fiscal year of 'Achieved' or better.
- E. An employee who has received two (2) written reprimands or has been suspended from duty and pay as a disciplinary measure shall be eligible to participate in the promotion examination process, but shall not be eligible for promotion for a period of one (1) year from the date of the most recent reprimand and/or suspension.

IV. Application Process:

Police Division employees will be informed of the Assistant Police Chief promotional process schedule by the Police Chief or designee through electronic communication. Police Division employees who wish to compete for promotion shall complete and submit an on-line application for the position of Assistant Police Chief. The position posting (job announcement) shall be posted on the Human Resources website located at [www.hampton.gov/hire](http://www.hampton.gov/hire) for a minimum of fourteen (14) calendar days.

Applications must be completed in sufficient detail to support the required experience and education. Applicants should enter the titles of all positions held, to include official temporary promotion dates the position(s) were held, and a brief description of responsibilities and/or areas of expertise. In order to be considered in the promotional process, completed applications to include all required documentation, current college transcripts or diplomas and or copies of completed certifications must be submitted prior to the closing of the posting.

Applications will not be accepted after the closing date of the position posting. It is the responsibility of the employee to ensure that the application and/or transcripts/certifications are properly completed and submitted in a timely manner. Employees are required to communicate in writing to the Human Resources practitioner or a Police Division representative if they wish to withdraw from the promotional process.

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V. Determine Eligibility

The Human Resources practitioner, in conjunction with a Police Division representative, shall review each application to determine if the employee meets the eligibility criteria. Therefore, it is essential that each candidate's official personnel record be accurate and complete. It is the responsibility of each candidate to ensure the official personnel record is accurate and complete at all times. Employees who do not meet the minimum eligibility criteria shall be notified through electronic communication by the Human Resources practitioner within seven (7) calendar days after the completion of the screening process. The notification will include the reason for the disqualification.

VI. Awarding of Points:


The promotional procedure will be based on a total score of 100 points calculated on the following scoring system. All eligible candidates will be assessed according to the following components:

- |                      |                   |
|----------------------|-------------------|
| 1. Assessment Center | Maximum 60 points |
| 2. Chief's Interview | Maximum 40 points |

VII. Assessment Center Examination:

- A. The assessment center examination shall be administered by the Police Division and professional consultants in coordination with the Department of Human Resources.
- B. The assessment center examination shall require candidates to demonstrate the knowledge, skills, abilities, and performance dimensions required for the position sought. Examples of performance dimensions include, but are not limited to, conflict resolution, interpersonal skills, judgment, leadership, organizing and planning, supervision, teamwork and cooperation and customer service.

The Department of Human Resources and/or the Police Division representative shall advise all qualified candidates of the time, date, and location of the assessment center examination.

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VIII. Promotion Register:

After the completion of the examination process, the Human Resources practitioner shall total the assessed components as described in Section VI for each candidate. The resulting numerical scores shall be available only to Human Resources. Human Resources will use the numerical score to compile the promotion register. Within five (5) business days of receipt of the assessment center scores, Human Resources will provide candidates their total score.

Referrals for Final Selection:

The Department of Human Resources shall refer only the names from the promotion register of the top five (5) candidates for one vacancy, in alphabetical order to the Police Chief on the final promotion list, for selection. If there is more than one vacancy, one additional candidate will be added per vacancy. An example would be if there are two (2) vacancies, the top five (5) candidate's names will go forward, plus one additional name per vacancy. In this example, there would be six (6) names put forward for the two (2) vacancies. The additional names would be the next highest scoring candidates. After the candidates have been referred for final selection, the Police Chief may promote any of the candidates on the final promotional list, who in the Chief's sole discretion is the best-qualified candidate.

IX. Failure to Attend Interviews, and/or Assessment Center:

Any candidate who, after being properly notified and fails for any reason(s) unacceptable to the Police Chief to attend an interview or assessment center shall be terminated from the current promotion process. There may be disciplinary consequences for applicants who do not participate without prior acceptable notification. Notification should be made as soon as possible, but not later than seven (7) days prior to the scheduled process. Failure to follow notification procedures may result in disciplinary action. It is recognized that true emergencies do occur and those will be handled on a case-by-case basis.

*Mark E. Talbot, Sr.*

11/10/2022

Police Chief

Date

Mark E. Talbot, Sr.

Approved By: *Nicole M. Clark*

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