

YORK-POQUOSON SHERIFF'S OFFICE	RULES AND REGULATIONS
SUBJECT: Career Development	NUMBER: RR 1-12
EFFECTIVE DATE: July 26, 2018	REVIEW DATE: July 26, 2018
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1 **INDEX WORDS**

- 2
- 3 Assessment Board
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- 10 Transfers

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12 **POLICY**

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14 The Sheriff encourages all employees to seek promotional and career development opportunities

15 when they occur. All advancement opportunities are designed to be fair and equitable to assess

16 different applicant qualities to ensure selection of a well-rounded candidate. Promotions are based

17 on performance, longevity, and the growth of skills developed through training and experience

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19 **PURPOSE**

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21 The purpose of this directive is to establish guidelines for career development programs, including

22 promotional process requirements

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24 **PROCEDURES**

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- 26 • The Administrative Commander is responsible for career development activities.
 - 27 • He/she shall be trained in all applicable areas required to manage those activities, including:
 - 28 ○ Techniques for promotional and assessment skills;
 - 29 ○ Salary and benefits;
 - 30 ○ Training opportunities;
 - 31 ○ Educational opportunities;
 - 32 ○ Incentive programs;
 - 33 ○ Ethnic cultural awareness;
 - 34 ○ Record-keeping;
 - 35 ○ Career development programs of other jurisdictions, and
 - 36 ○ The availability of outside resources.

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- The Sheriff shall ensure that all employees, upon receiving a promotion or a functional re-assignment, receive relevant training and skill development as soon as practicable.
 - Upon promotion, sworn personnel shall receive training in management techniques.
 - The Sheriff's Office will maintain an on-going inventory of skills, knowledge, and abilities for each employee.
 - The inventory will track a variety of information. It will include:
 - Educational background;
 - Training courses completed;
 - Work experience (past and present);
 - Special skills;
 - Sign language fluency;
 - Foreign languages;
 - These skills, knowledge, or abilities will be used by the Sheriff's Office to increase its operational ability in special circumstance
 - The York-Poquoson Sheriff's Office Career Development Plan consists of [RR 1-12, Career Development](#), [RR 1-12A, Deputy Sheriff Career Ladder Program](#) and [RR 1-12B, Training](#). It shall be evaluated at least every two years and revised, as necessary

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57 **PROCEDURES**

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- The Promotional Process
 - The promotional process identified in this section is a tool used by the Sheriff to narrow the number of candidates and assist him in making his final selection.
 - The promotional process is a complex system designed to be fair and equitable.
 - The Administrative Commander is responsible for administering the promotional process and is also responsible for insuring that all elements used in the promotional process are job related.
 - When a vacancy exists for the position of Sergeant, Lieutenant, Captain, or Major, the Sheriff shall post an advertisement of the position for a minimum of one week.
 - During that time, deputies may submit the required paperwork outlined in the announcement to be considered for the advertised position.
 - The Sheriff or his designee shall arrange and schedule the appropriate segments of the promotional process. The following criteria shall be used in the promotional process:
 - Time In Service
 - ❖ Sergeant
 - The minimum required time to be eligible to apply for the position of Sergeant is five (5) years law enforcement experience to include thirty-six (36) months service with the York-Poquoson Sheriff's Office.
 - ❖ Lieutenant
 - The minimum required time to be eligible to apply for the position of Lieutenant is five (5) years' experience with the York-Poquoson Sheriff's Office and two (2) years holding the rank of Sergeant.

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- ❖ Captain
 - At the discretion of the sheriff.
- ❖ Major
 - At the discretion of the sheriff
- Education
 - ❖ Sergeant
 - The minimum requirement to qualify as a candidate for promotion to Sergeant is the completion of one specialized 40-hour certification course approved by the [Department of Criminal Justice Services \(DCJS\)](#) or the Training Division of the York-Poquoson Sheriff's Office.
 - Candidates are preferred to have at least fifteen (15) semester hours from a recognized college or university, toward a degree in law enforcement or criminal justice, any combination of education and experience, which provides the required knowledge, skills, and abilities.
 - ❖ Lieutenant
 - The minimum requirement to qualify as a candidate for promotion to Lieutenant is the completion of two specialized 40-hour certification courses approved by the Department of Criminal Justice Services (DCJS) or the Training Division of the York-Poquoson Sheriff's Office.
 - Candidates are preferred to have completed at least thirty (30) semester hours from a recognized college or university toward a degree in law enforcement or criminal justice or any combination of education and experience, which provides the required knowledge, skills, and abilities.
 - ❖ Captain
 - Requires a bachelor's degree in a closely related field, and extensive law enforcement experience, including considerable supervisory experience, or any combination of education and experience, which provides the required knowledge, skills, and abilities.
 - ❖ Major
 - Requires a bachelor's degree in a closely related field, and extensive law enforcement experience, including considerable supervisory experience, or any combination of education and experience, which provides the required knowledge, skills, and abilities.
- Supervisory Experience
 - ❖ Sergeant

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- To qualify as a candidate for the position of Sergeant, the applicant must obtain a current Lieutenant’s recommendation describing their specific leadership, management, and organizational abilities.
 - If the Lieutenant does not believe the applicant is qualified for the position, they must submit a detailed description in writing as to why they are not suited for the promotion.
- ❖ Lieutenant
 - To qualify as a candidate for the position of Lieutenant, the applicant must have at least two (2) years of supervisory experience as a Sergeant.
 - ❖ Captain
 - At the discretion of the sheriff.
 - ❖ Major
 - At the discretion of the sheriff.
- Specialized Training
 - ❖ Sergeant
 - Must have completed a DCJS certified Field Training Officer, or
 - General Instructor course.
 - ❖ Lieutenant
 - Must have completed a DCJS certified Field Training Officer, or
 - General Instructor course, and
 - Must have completed training in:
 - ✓ Basic leadership, or
 - ✓ Criminal investigations, or
 - ✓ Crime prevention, or
 - ✓ Possess the equivalent knowledge, skills, and abilities.
 - ❖ Captain
 - At the discretion of the sheriff
 - ❖ Major
 - At the discretion of the sheriff
 - Disciplinary Actions
 - ❖ Applicants for promotion shall not have received any disciplinary days off within a one (1) year period immediately prior to the beginning of any promotional process.
- Application

- 168 ○ A written announcement of a vacancy will be posted in the Sheriff's Office Law
169 Enforcement Center and in the Civil/Court Security Office to advise those employees
170 eligible for promotion that a position vacancy exists.
171 ○ The position vacancy will be advertised (Internal Sheriff's Office Employees Only)
172 through the York County employment web site.
173 ○ To be considered as a candidate for promotion, the applicant shall complete a York
174 County on line Employment Application.
175 ○ The entire completed application process must be submitted by the date and time
176 specified in the promotional job announcement.
177
178 ● Waivers
179 ○ If an applicant(s) does not meet the minimum requirements set forth in this policy or by
180 the Sheriff, that applicant(s) may submit a request for a waiver.
181 ○ Waiver requests must be submitted in writing to the Sheriff.
182 ○ The granting of a waiver is not automatic, and is at the sole discretion of the Sheriff.
183
184 ● Review of Applications
185 ○ The Administrative Division Commander shall review the background information for
186 each candidate to ensure the minimum eligibility requirements are met or appropriate
187 waivers have been granted.
188
189 ● Assessments
190 ○ All applicants below the rank of Captain will be interviewed by an assessment board.
191 ▪ Questions will be pre-determined prior to the assessment.
192 ❖ All questions shall be related to the job function the assessment is for.
193
194 ▪ Each candidate will be asked the same questions.
195 ▪ Assessment board members may ask follow up questions to each answer.
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197 ○ The Assessment board will collectively rank the candidates and present that list to the
198 Sheriff.
199 ○ The Sheriff can then make a selection from the list.
200
201 ● Assessment Board
202 ○ The assessment board will generally consist of:
203 ▪ The Chief Deputy
204 ▪ Division Commanders
205 ▪ A Lieutenant or Sergeant from the division where the vacancy exists.
206 ▪ The Sheriff may at his discretion include supervisors from other law enforcement
207 agencies.
208
209 ● Eligibility List
210 ○ An eligibility list will be created to rank each candidate numerically from top to bottom.
211 ○ The eligibility list will normally be valid for twelve months.

- 212 ○ An eligibility list may be extended up to twelve additional months at the discretion of
213 the Sheriff.
- 214 ○ Likewise, the Sheriff may cancel a list when three (3) or fewer names remain.
- 215 ○ The Sheriff may select either the top or subsequent two ranking candidates when a
216 vacancy occurs.
- 217 ○ The selection process shall be recorded and maintained on file for three years.
- 218 ○ Unsuccessful applicants who wish to grieve the selection process must follow the
219 provisions of [RR 1-10, Grievances](#).
- 220
- 221 ● Probation after promotion
- 222 ○ Employees receiving a promotion will serve twelve (12) months on probation.
- 223 ○ Personnel Performance Evaluations shall be conducted at least semi- annually.
- 224 ○ Unsatisfactory performance may result in demotion.
- 225 ○ There is no guarantee that a member who is demoted will return to his or her previous
226 position or pay grade.
- 227
- 228 ● Lateral Transfers
- 229 ○ The Sheriff may laterally assign or transfer any employee to a duty assignment that is
230 deemed to be in the best interest of the Sheriff's Office.
- 231 ○ Employees desiring a transfer to another assignment shall make a request in writing to the
232 Sheriff through their chain-of-command, requesting transfer.
- 233 ○ Employees requesting transfer to the Investigations Division due to a vacancy must have
234 satisfactorily completed their initial twelve (12) month probationary period.
- 235 ▪ The Sheriff may waive this requirement when deemed in the best interest of the
236 Sheriff's Office.
- 237
- 238 ○ Occasionally, the Sheriff may require the temporary transfer of an individual in order that
239 the Sheriff's Office may sufficiently benefit from an individual's specialized training or
240 education.
- 241 ○ The Sheriff shall determine and authorize temporary periods of assignment and reserves the
242 right to establish minimum and maximum terms of service for selected duty assignments
243 that he or she determines to be in the best interest of the Sheriff's Office.