



TO: All Sworn Police Personnel
FROM: Stephen Jenkins, Interim Police Chief
RE: PROMOTIONAL PROCESS ANNOUNCEMENT FOR POLICE SERGEANT, POLICE LIEUTENANT AND POLICE CAPTAIN
DATE: July 14, 2022

The city's public safety promotional process consultant, Morris and McDaniel, along with the city's departments of Police and Human Resource Management, will coordinate all portions of the 2022 process. Included in this memorandum are details to assist you in determining if you qualify for participation as well as an explanation of the registration processes, important dates, and the components that determine placement on the eligibility list.

PROMOTIONAL PROCESS OVERVIEW

Registration to Participate in the 2022 Promotional Process:

Civil Service Commission Rules and Policies, Rule 22, "Eligibility List – Promotion," letter (a) states:

"Promotion shall be based on a cumulative process that may include a written examination and an assessment of the candidate's knowledge, skills and abilities. Promotion shall be open to all employees who have served at least two (2) full years in the Classified Service of the respective Department. Eligibility for promotion will start on the anniversary date one (1) day after having served one (1) year or more in the next lower position in a non-probationary status, however, a person shall only be entitled to take a promotional exam if that person has served at least one (1) year or more in the next lower position in a non-probationary status."

To apply for the 2022 Promotional Process, please submit a completed application on the city's E-career portal at <https://www.governmentobs.com/careers/portsmouthva> beginning on August 1, 2022 and before

Monday, August 1, 2022, and close on Wednesday, August 31, 2022 open on
career portal application. Please use as only application acceptance of the promotional process. Please use the procedure to the next phase of the process you must meet the minimum requirements of the previous phase. Please meet the requirements of the ongoing advertisement process.

o tandard s and eligib ility requirem ents to participate in the process

Each of the descriptions of the rank of Police Sergeant, Police Lieutenant and Police Captain may be accessed on the City of Portsmouth career portal as well as the Police Department

The class/categorization specification outlines the typical tasks performed by the class/categorization employee, no less, and all the minimum standards of the position

Applicants must meet all the requirements of eligibility by the application closing date and dates must complete all phases of the process to be considered for promotion

Promotional Process Components and Weights by Rank:

POLICE SERGEANT

Component	Weight
Written Test	Up to 35 points
Performance-Based Assessment	Up to 65 points (equally divided among two exercises)
Seniority	Up to 5 points (1/2 point per year up to 10 years in rank)
Chief Interview	Rule of 5

POLICE LIEUTENANT

Component	Weight
Written Test	Up to 35 points
Performance-Based Assessment	Up to 65 points (equally divided among two exercises)
Seniority	Up to 5 points (1/2 point per year up to 10 years in rank)
Chief Interview	Rule of 5

POLICE CAPTAIN

Component	Weight
Performance-Based Assessment	Up to 100 points (equally divided among two exercises)
Seniority	Up to 5 points (1/2 point per year up to 10 years in rank)
Chief Interview	Rule of 5

Candidate Orientation:

In order to register to participate in the written examination phase for the ranks of Police Sergeant and Police Lieutenant, and to participate in the Performance-Based Assessment for the rank of Police Captain, all eligible employees must first complete their application in the City of Portsmouth career portal. Once determined that the candidate meets the eligibility requirements, the candidate will be emailed a consultant provided online candidate orientation to complete.

WRITTEN EXAMINATION PHASE

(Sergeant and Lieutenant Ranks only)

Written Multiple-Choice Examination:

For Police Sergeants:

Date: atu day, ctobe 2 , 2022
Time: o e ete ned
Location: Renaissance Portsmouth-Norfolk
Waterfront Hotel,
425 Water Street, Portsmouth, VA

For Police Lieutenants:

Date: atu day, ctobe 2 , 2022
Time: 1:00 pm
Location: Renaissance Portsmouth-Norfolk
Waterfront Hotel, 425 Water
Street, Portsmouth, VA

Preliminary Scoring and Appeals/Rebuttals for the Written Multiple-Choice Examination (for the ranks of Sergeant and Lieutenant only :

Upon completion of the test, each candidate will be escorted to a copy machine and provided with a copy of his/her test answer sheet. The candidate will be given an opportunity to view the intended test answer key and self-score the photocopied answer sheet.

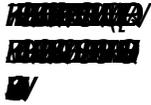
At the test site, candidates will be provided detailed information on how to appeal or rebut any test question(s) or keyed answer(s). Appeals will be published without the name of the appellant so that other interested candidates may support or file a rebuttal. Once appeals are posted, candidates may submit a rebuttal to an appealed test item/keyed answer and give reason(s) and documentation supporting why the test item should stand as is or the answer remain as keyed.

The Exam Review Committee, with input from the consultant, will review the appealed item(s) and rebuttal(s). The Exam Review Committee, without knowledge of the name of the individual appealing or rebutting the item(s), will review all appeals using the five-pronged test below. Their decision will be final.

1. Does the question come from the cited source?
2. Is the question captured correctly from the cited source?
3. Is the keyed answer correct according to the cited source?
4. According to the cited source, is one or more of the distracters an equally correct answer?
5. According to the cited source, do one or more of the distracters create so much ambiguity that it is not possible to choose a best answer?

An answer of "no" to questions 1 – 3 or an answer of "yes" to questions 4 or 5 could result in the test item being either re-keyed with a different answer; re-keyed with more than one answer; or everyone being given credit.

PERFORMANCE-BASED ASSESSMENT *(all ranks)*



Performance-Based Assessment:

Date: Saturday, December 3, 2022
Time: To Be Determined
Location: I.C. Norcom High School, 1801 London Blvd, Portsmouth, VA 23704

Once the Performance-Based Assessment is underway, no additional candidates will be added to the list of those participating in this phase of the process.

EVALUATION BY THE POLICE CHIEF

In accordance with Chapter 11, Section 11.06 of the City Charter, whenever a position in the classified service becomes vacant, the appointing authority, if it desires to fill the vacancy, shall request from the commission the names of persons eligible for appointment thereto. The Police Chief will receive a list of eligible candidates certified in accordance with Rule 24 of the Civil Service Commission Rules and Policies, referred to as the "Rule of 5." The Police Chief retains authority for the final recommendations for promotion.

CREDIT FOR SENIORITY

Seniority points (up to 5 points, 1/2 point per year up to 10 years in rank), will be added to the final score in accordance with Rule 23 of the Civil Service Commission Rules and Policies.

POLICE DEPARTMENT SUGGESTED READING MATERIALS

Rank of Sergeant

1. Effective Police Supervision, 3rd Edition. Larry Miller, Harry More, and Michael Braswell.
2. "Final Report of the President's Task Force on 21st Century Policing," National Criminal Justice Reference Service, May 2015. (article)
<https://www.ojp.gov/ncjrs/virtual-library/abstracts/final-report-presidents-task-force-21st-century-policing>
3. City of Portsmouth Police Department Standard Operating Procedures
4. City of Portsmouth Administrative Policies: <https://hr.portsmouthva.gov/154/Administrative-Manual>

Rank of Lieutenant

1. Police Leadership: Organizational and Managerial Decision Making Process, 2nd Edition. M.R. Haberfield
2. "Final Report of the President's Task Force on 21st Century Policing," National Criminal Justice Reference Service, May 2015. (article)
<https://www.ojp.gov/ncjrs/virtual-library/abstracts/final-report-presidents-task-force-21st-century-policing>
3. City of Portsmouth Police Department Standard Operating Procedures
4. City of Portsmouth Administrative Policies: <https://hr.portsmouthva.gov/154/Administrative-Manual>

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Rank of apta n

1. Leadership, Ethics, and Policing: Challenges for the 21st Century, 2nd Edition. PJ Ortmeier and Edwin Meese III.
2. Crucial Conversations, 2nd Edition. Patterson, Grenny, McMillan, and Switler.