

	POLICY & PROCEDURE	SERIES # 545	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE 10/12/2020
	SENIOR POLICE OFFICER		OVERSIGHT Prof. Standards
DISTRIBUTION ALL MANUALS			AMENDS/SUPERSEDES/CANCELS P&P # 545 dated 08/05/14.

I. PURPOSE:

The purpose of this policy is to identify the Senior Police Officer (SPO) position and to list the qualifications necessary to become and remain a senior police officer.

II. POLICY:

It is the policy of the Hampton Police Division to provide an alternative career path to non-ranking personnel who attain higher skills, perform at increased levels of responsibility, and show dedication to the citizens and goals of the Hampton Police Division.

III. DEFINITION:

The Senior Police Officer position requires skills and abilities beyond that of other patrol officers. Upon acceptance into the Senior Police Officer Program, the officer will receive a salary increase of 3%.

It is the responsibility of the SPO's supervisor to monitor SPO status. SPO status will be documented on the employee's annual performance evaluation.

IV. PROCEDURE:

A. GENERAL RESPONSIBILITIES:

1. In addition to standard work required of a given assignment, the SPO performs specialized tasks as directed.
2. The following tasks represent examples of work normally assigned the SPO in addition to regular patrol duties:
 - a. Assists corporals with administrative tasks such as roll call preparation, record maintenance and review of reports.
 - b. Serves as lead officer in the absence of a supervisor or Master Police Officer (MPO).

APPROVED:
CHIEF OF POLICE



- c. Provides guidance and direction to co-workers in the performance of their duties.
- d. Conducts investigations.
- e. Serves on department committees or focus groups.
- f. Assists with crime scene processing.

B. ELIGIBILITY

1. Applicants must meet all of the following criteria at the time of application deadline:

- a. Must have five (5) years of consecutive service as a PO1 in the Hampton Police Division.
- b. Must have achieved, during the past three years, a “achieved” (3) or above on the annual performance evaluations.
- c. Must not have received any formal discipline as defined by the City’s Personnel Policies Manual during the past year (from application date).
- d. Must have participated in at least one (1) community event sanctioned by the Division during the past year (from date of application). Examples of community events are: Shop with a Cop, The Steak-out (fund raiser), Torch Run, Bowl for Kids Sake, Blood Donation, etc. It is the responsibility of the applicant to report their participation verification to the Community Relations Unit forthwith.
- e. Must be qualified with a minimum of one (1) specialty and two (2) competencies.

(1) Specialties (instructorship or specialized assignment):

Instructorship: K-9, Patrol Training Officer Instructor, Crisis Intervention Team Instructor, General Instructor, Driving Instructor, Firearms Instructor, Radar Instructor, Defensive Tactics Instructor, Standardized Field Sobriety Test Instructor, Motorcycle Instructor, Bike Instructor.

Specialized Assignment: Any assignment where an applicant must apply and compete against one or more additional applicants. This would include a position

which is determined by a Senior Management Interview when a board is not applicable due to the number of submitted applicants.

- (2) Competencies (certifications) may include, but are not limited to:

Bike Certification, Radar Certification, Second Language, Crime Prevention Specialist, Dive Team, MRT, SWAT, Fatal Accident Investigation, Crisis Intervention Team, Hostage Negotiator, and/or having used an instructor certification for in-house training (can only be used as one competency) within past 12 months.

C. APPLICATION PROCESS

Application(s) will be submitted online through the City of Hampton “HIRE” employment system. An email notification of position posting will be provided to sworn employees semi-annually in January and July. The posting will be done at the beginning of the month and be open for 14 days. After receipt of applications, the Personnel and Recruiting Unit will complete a SPO/MPO Eligibility Sheet. After verification is complete, both online application and eligibility sheet will be forwarded to the Office of Professional Standards for final review and submission to the Chief of Police for approval.

D. REQUIREMENTS FOR RETENTION IN THE SPO PROGRAM

- 1. Maintain certifications.
- 2. Use certifications (unless assignment precludes one from doing so).
- 3. No disciplinary infractions for gross misconduct.

E. CHANGING TO SUPERVISORY/RANKING CAREER PATH

SPO’s seeking to attain the rank of Corporal must compete in the full promotional process as other patrol officers. Ranking officers are not eligible to participate in the SPO program.

F. INSIGNIA

The SPO designation will be a rocker for the uniform sleeve and a name tag tab.

G. EXCEPTIONS

Exceptions to this plan may be made by the Chief of Police.