

	POLICY & PROCEDURE	SERIES # 648	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	POLICE DIVISION SENIOR MANAGEMENT POSITIONS		9/3/93
DISTRIBUTION		AMENDS/SUPERSEDES/CANCELS	
ALL MANUALS		P&P # 648 date 4/15/89	

I. PURPOSE:

To identify senior management positions within the Police Division and to describe the application of the City's Personnel and Compensation Policies to such positions.

II. POLICY:

It shall be the policy of the Hampton Police Division that all Police Division positions above the rank of Captain shall be compensated in accordance with Chapter Five, Section XXII of the City's Personnel Policies Manual. Such positions shall be administered in the same fashion as other City Senior Management Performance Plan positions and shall be exempt from the requirements of the Police Division's promotion procedures.

III. PROCEDURE:

A. COMPETITION FOR POSITIONS AT THE SENIOR MANAGEMENT LEVEL

Police Division senior management positions shall be exempt from the requirements of the Police Division promotion procedure. The provisions of Chapter Eight, Section III, Paragraph A of the City's Personnel Policies Manual shall apply to the filling of these positions. Normally such positions will be posted for a minimum of five (5) days within the Police Division and in the Department of Human Resources. Applications will be accepted, screened, and ranked by the Department of Human Resources and referrals made in accordance with established policies and procedures. Applicants referred by the Department of Human Resources shall be interviewed by the Chief of Police, who will make final selections for senior management positions.

B. EDUCATIONAL INCENTIVE PAY

Individuals promoted into senior management positions from the Public Safety Pay Schedule shall retain their Educational Incentive Pay, in addition to their base salary. Payment of Educational Incentive Pay, to incumbents of senior management police positions shall be agreed upon in writing by the Director of Human Resources and made a matter of record in the employee's personnel folder.

APPROVED:
CHIEF OF POLICE



C. EDUCATION REQUIREMENTS

All positions at the senior management level shall require completion of a Bachelor's Degree in a discipline determined appropriate by the Chief of Police.

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