



# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** October 15, 2014

**TO:** Command Staff

**FROM:** Shawn P. Bennett, Major  
Director, Criminal Justice Academy

**SUBJECT:** 2015 Master Police Officer Process

This memorandum shall serve as the official announcement for the 2015 Master Police Officer (MPO) Process. The current MPO eligibility list, established on May 1, 2012, will remain active until the 2015 process is completed and approved by the Chief of Police. The MPO Process will consist of the following two criteria: Multiple-Choice Exam and Tenure.

**Source Material:** The multiple-choice exam will be based on the following source materials:

- Fairfax County Police Department Regulations, General Orders and Standard Operating Procedures (SOPs) (as of July 1, 2014)
- Fairfax County Police Department Report Writing Manual, Section III (chapters 1-26) & Section V (chapters 1-14), (as of July 1, 2014)
- Virginia Criminal Law; Title 18.2 (as of July 1, 2014)
- Virginia Motor Vehicle Law; Title 46.2 (as of July 1, 2014)
- Selected Chapters of the Code of the County of Fairfax, Virginia (as of July 1, 2014)

Note: There will be no questions related to the I/LEADS records management system.

**Multiple Choice Exam:** The multiple choice exam will be held on Saturday January 17, 2015 at the Fairfax County Criminal Justice Academy located at 14601 Lee Road, Chantilly, Virginia 20151. Officers must bring a photo I.D. and uniform or casual business attire is permitted. The doors to the Academy will open at 0800 and the test will begin at 0900 hrs.

**Review / Appeal Procedure:** On the day of the examination, candidates will have an opportunity to review/appeal their examination. Upon completing the written examination, candidates will turn in all testing material. Candidates desiring to review their test will then gather their reference material and report to a designated location within the Criminal Justice Academy. Copies of each participant's answer sheet, a copy of the examination booklet, and the answer key will be provided. Participants can review these materials and submit any appeals they feel are appropriate on appeal forms provided. If an appeal is upheld and additional answers are considered correct, then all individuals who marked these answers will receive credit (even those who did not appeal the question). The final multiple choice exam score will be based on the resolution of the appeals.

**Eligible Applicants:** Fairfax County Personnel Regulation 4.10 *Allowances Granted Police Officers*, states:

*“A Police Officer II who has a minimum of **five (5) years of service** as a sworn officer with Fairfax County and who is certified by the Chief of Police or designee as demonstrating exemplary expertise in an authorized Police Officer II specialty, may be **eligible** to receive a police proficiency pay adjustment and assume the work title of “Master Police Officer”.*

Therefore, any Police Officer II who graduated from FCCJA Session #55 or earlier may apply to take the MPO Process. Additionally, any officer who was hired through the “Direct to the Street” program on or before December 31, 2009 is also eligible.

**Application Process:** Applications for the MPO Process will be handled within the Fairfax County NeoGov online application system. The system will begin accepting applications on Saturday November 1, 2014. Applicants must apply for this position online using NeoGov no later than **5:00 p.m. on January 2, 2015**. Further details about the application process to NeoGov will be sent out prior to November 1<sup>st</sup>. It is recommended that individuals intending to take the MPO Process log into NeoGov and create an account in advance of submitting your application. Here is the [link to NeoGov](#).

(<https://www.governmentjobs.com/Applications/Index/fairfaxcounty>)

**Selection Process:** The outcome of the combined written examination score and calculated tenure will create a numerical list of candidates for promotion—approved by the Chief of Police. The weights for each portion of the promotional process are:

<b>Written Examination:</b>	50%
<b>Tenure:</b>	50%

**Reasonable Accommodations:** Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. Minorities and people with disabilities are encouraged to apply. Reasonable Accommodations: Applicants with disabilities may request reasonable accommodations during the selection process. A request for reasonable accommodation during the selection process should include a Reasonable Accommodation Request Form found at the following link:

[http://fairfaxnet.fairfaxcounty.gov/Dept/DHR/Admin/PROMEMS/PP39-04\\_Reasonable.pdf](http://fairfaxnet.fairfaxcounty.gov/Dept/DHR/Admin/PROMEMS/PP39-04_Reasonable.pdf)

Those requests should be directed to Thomas Klus at 703-324-5808 or 703-222-7314 (TTY) at least three weeks prior to selection process.

**Questions:**

Any questions regarding this process, please contact Captain Ed C. O’Carroll at 703-814-7077, or Major Shawn P. Bennett, at 703-449-7272.