



SPECIAL JOB NEWS

*Fairfax County Government is an Equal Opportunity/Affirmative Action
Employer Committed to Diversity in the Workplace*



February 13, 2016

THIS IS A PROMOTIONAL OPPORTUNITY OPEN ONLY TO UNIFORMED EMPLOYEES OF THE FAIRFAX COUNTY POLICE DEPARTMENT

POLICE SERGEANT POLICE DEPARTMENT O20 (\$57,822 - \$94,189) JOB ANNOUNCEMENT #16-00286

DUTIES: Supervises and participates in the work of a detail of police officers and civilians to ensure the maintenance of order, enforcement of laws, prevention of crime, and protection of life and property; trains and advises patrol officers and civilians in the performance of their duties. Questions suspects and interviews witnesses in the manner prescribed by law; gives testimony in court. Under special assignment, investigates a wide variety of offenses, including homicide, rape, larceny, auto theft, and fraud; on assignment, makes specialized vice, narcotics and alcoholic beverage violation investigations and raids; ascertains information or secures evidence for the arrest of suspects; searches for and apprehends criminal offenders.

MINIMUM QUALIFICATIONS: Any combination of education and experience equivalent to high school graduation or a G.E.D. issued by a state department of education; plus four years of sworn experience as a Fairfax County Police Officer as of **March 11, 2016**. Candidate must be currently serving as a Fairfax County Police Officer to be eligible for examination for this rank.

SELECTION PROCESS: The selection procedure will be related to the duties of the position and will consist of a written examination and an assessment center. The written examination will be used as a screening device to determine who will be eligible to participate in the assessment center. In addition, the written examination score **will be** included in the calculation of a candidate's final score. The weights for each portion of the promotional process are identified below:

Written Examination:	30%
Assessment Center:	70%

Sufficient candidates will be admitted to the assessment center to allow for a pool of eligible persons to meet the Department's needs for the next two years.

References Used for the Examination: The written examination will be based on the following source material:

Fairfax County Police Department Regulations, General Orders and SOP's, (as of December 31, 2015)

Fairfax County Police Department Report Writing Manual, (as of December 31, 2015)

Virginia Criminal and Traffic Law Manual (2015 Edition) ((Also found in BlueNet, Resources tab, "Virginia State Code" which links to <http://law.lis.virginia.gov/vacode>) (as of August 20, 2015))

Selected Chapters of the Code of the County of Fairfax, Virginia, (as of December 31, 2015)
Also found in BlueNet, Resources tab, "Fairfax County Code of Ordinances (Municode.com)"
which links to https://www.municode.com/library/va/fairfax_county/codes/code_of_ordinances

Fairfax County Personnel Regulations, Chapter 10, Effective December 2015

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

WRITTEN EXAMINATION:

The 100 question multiple choice written examination is scheduled for administration on Saturday, **March 26, 2016**. The multiple choice exam will be held at the Fairfax County Criminal Justice Academy. Candidates should report at 0800 hours.

NOTE: *Doors to the testing area will close at 09:00 a.m. No candidates will be admitted after this time.*

Candidates must bring a photo I.D. Uniform or casual business attire is permitted. Candidates should bring their **OWN REFERENCE MATERIAL** to the test site for review/appeals purposes only. All material must remain outside until the review process begins.

REVIEW 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 will then gather their reference material and report to a designated location to begin the examination review/appeals process. 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. This will be the only time appeals will be considered for this process.

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.

Once the final multiple choice exam scores are determined the candidates that are deemed qualified to take the assessment center will be notified and then they will select their reporting time for the assessment center using the self-scheduling in NeoGov.

ASSESSMENT CENTER: The assessment center will consist of three exercises:

<p>Administrative Exercise:</p> <p>The writing exercise will require the applicants to synthesize data and general information into a professional written document. Candidates will be expected to generate their finished work on a computer using Microsoft Word within a set amount of time.</p>
<p>Oral Board:</p> <p>Candidate will give oral responses to questions or scenarios presented on a computer via MS Power Point. The responses will be videotaped and scored later by a panel of raters.</p>
<p>Role Play Exercise:</p> <p>Candidates will interact with live role players in a situation similar to one that an incumbent Sergeant might expect to find should they be selected for the rank. This exercise will be videotaped and scored by a panel of raters at a later time.</p>

Dates and Locations:

The Administrative Exercise will be held in the Computer Training Lab at the Criminal Justice Academy on April 5-6, 2016 from 0800-1100 hours or 1300-1600 hours. The Oral Board and Role Play Exercises will be held the week of April 25-29 at the Criminal Justice Academy. Candidates will select their dates and times for the assessments using the self-scheduling in NeoGov. More information regarding this process will be forthcoming to eligible candidates.

Orientation:

Orientation will be held at the Criminal Justice Academy on March 8 and 9 at 1300 hours, Classroom 4.

ELIGIBLE LIST:

Tie scores will be broken in accordance with Personnel Regulations, Section 5.8 -2.a. It is anticipated that the eligible list for this test will be in effect for two years. The duration of the eligible list could be changed (shortened or extended) by the Police Chief with approval from the Director of Human Resources. To be appointed, eligible candidates shall meet Class "A" medical standards and be free of any disciplinary actions that impact promotional ability, including but not limited to, any **sustained truthfulness violations**. Selection will be made by the Chief of Police with consideration given to the candidate's assessment center ranking, education, experience, and job performance.

The provisions of **General Order 001, Section VII prohibit the promotion of any employee who possesses a sustained ethics, integrity, and/or truthfulness violation**. Additionally, the Chief of Police has authority as promulgated by the Fairfax County Personnel Regulations to de-certify and/or not select candidates as specified in chapters 5, 6, 7, and 8. Final selections will be made by the Chief of Police with consideration given to the candidate's assessment center ranking, education, and experience and job performance.

APPLICATION PROCESS

All applicants must apply for promotional opportunities using the NeoGov online applicant tracking system to submit an application to sit for this examination.

To access promotional opportunities you may go through: [fairfaxNET](http://www.fairfaxnet.gov), and click "Apply for a Job" or <http://www.fairfaxcounty.gov> and go to "Jobs" and then "Apply for a Job" to submit an application to sit for the examination.

If you do not have an account, you will need to click "Create an Account" and follow the step-by-step guide. To apply for a job, you must complete your basic profile. You can expedite the process by importing a resume from LinkedIn or by uploading an existing file.

You will complete a series of steps, including answering questions about your qualifications and experience. Once your application is complete, click on "Proceed to Certify and Submit" and then "Accept and Submit."

Note: You must complete the supplemental questionnaire to be eligible for the examination. **A resume is not required to apply.**

Applicants who need assistance with the Government Jobs application process are welcome to visit HR Central, where staff will help you to establish an account and get your resume into the system. HR Central is located in the Government Center at 12000 Government Center Parkway, Suite 270, Fairfax, Virginia 22035. Call 703-222-5872 for more information.

*Fairfax County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered on a case-by-case basis; **all requests must be submitted two weeks in advance of the exam date**. 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. Submit the accommodation request to Thomas Klus at Thomas.Klus@fairfaxcounty.gov.

CLOSING DATE:

All applicants must submit the application using NeoGov no later than **5:00 p.m. on March 11, 2016**.