



County of Fairfax, Virginia

MEMORANDUM

DATE: March 11, 2022

TO: Fairfax County Sheriff's Office, Sergeants

FROM: Captain Kevin Aughavin
Chief, A/B Confinement Branch

SUBJECT: 2022 Second Lieutenant Promotional Process

The Fairfax County Sheriff's Office will be announcing a promotional process for the rank of Second Lieutenant. To qualify, applicants must be serving in the rank of Sergeant in the Fairfax County Sheriff's Office at the time of announcement. Applicants may only apply for the process once they have completed their 12-month probationary period in the rank of Sergeant by the announcement closing date. Additionally, staff who have received formal discipline are not eligible to participate in promotional processes until after twelve (12) months have passed since a supervisor was informed of the incident that resulted in the formal discipline.

The promotional job announcement will be advertised for a two-week period beginning on **Saturday, March 19, 2022 and ending on Friday, April 1, 2022**. In order to participate in this process, you **MUST** apply and submit your application on-line through [NEOGOV](#). If this is your first time using NEOGOV, you will need to [create an account](#).

Candidates will participate in a two-part process consisting of an oral panel interview and written exercise.

Oral Panel Interview

- The interview will consist of questions developed to measure competencies related to the position. Competencies include, but are not limited to Accountability, Job Execution/Knowledge, Effective Communication – Oral/Written, Continual Learning & Initiative, Leadership, Performance/Talent Management, Leveraging Diversity, Managing Change, and Risk Taking.
- The interview will account for 70% of overall score (60% Critical Elements, 10% Presentation).

Written Exercise

- A timed, written exercise will take place and account for 30% of overall score (20% application & critical elements, 10% grammar & structure).
- Candidates' written exercises will be assigned an identifying number and scored by the selected evaluators anonymously.



*** CANDIDATES WHO ARRIVE LATE FOR ANY SCHEDULED PORTION OF THE PROMOTIONAL PROCESS WILL NOT BE ALLOWED TO PARTICIPATE AND WILL BE WITHDRAWN FROM ANY FURTHER CONSIDERATION. ***

Eligibility List

- Candidates will be placed on a banded eligibility list based on their cumulative score. The list will consist of 2 categories, well qualified and qualified. Candidates will be promoted from the well qualified category only.
- Final selection will be made by the Sheriff who will consider the candidate's experience, job performance, and placement on the list. The list will be maintained for twelve (12) months.

Debrief Process

- At the conclusion of the process, each candidate will be offered the opportunity to schedule a date to debrief the promotion process.

