

I. PURPOSE

To provide guidance for promotions of employees of the Sheriff's Office.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that promotions will be based on merit and sustained contributions to the mission of this agency. Employees will not be discriminated against based on the criteria set by the Fairfax County Department of Human Resources Personnel Regulations.

III. PROCEDURE

A. Sworn Staff Promotion

1. Certification

- a. The Fairfax County Department of Human Resources announces all promotional opportunities to the rank of Sergeant through Major. Unless otherwise stated on the announcement, only Deputies presently serving in the rank immediately below what is announced will be eligible to compete (e.g., only Sergeants are eligible for Second Lieutenant). These announcements will include:
 - 1) Pay Grade
 - 2) Minimum to maximum salary range
 - 3) Duties and minimum qualifications
 - 4) Application procedures
 - 5) Selection procedures
- b. Deputies who qualify and wish to be considered for promotion to the rank of Sergeant through Major, must submit an application to the Fairfax County Department of Human Resources via the NEOGOV system by the closing date given in the announcement.
- c. All candidates will be assessed and potentially ranked using the advertised process.
- d. Deputy Sheriffs 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.
- e. Deputy Sheriffs who are the subject of an administrative or criminal investigation are eligible to participate in a promotional process. However, they will be removed from the eligible list if formal discipline is imposed.
- f. Only full-time paid employees are eligible to participate in any promotional, or proficiency upgrade, process. Job-share promotional opportunities are limited to the rank of Private First Class (PFC). Job-share employees seeking to obtain rank beyond that of PFC must become full-time employees.

2. Promotional Process

- a. Promotion to the rank of Lieutenant Colonel is by appointment of the Sheriff.
- b. Promotional processes for the ranks of Major and Captain may consist of, but are not limited to, interview, written exercise, and evaluation of each candidates' qualifications. Promotional processes for the rank of Major will be conducted each time a Major's position becomes vacant and will result in a promotion to that specific position. Candidates for the rank of Captain will participate in a promotional process that will announce a specific number of vacancies needing to be filled. Once those positions are filled, the process will expire.
- c. Promotional processes to the ranks of First Lieutenant and Second Lieutenant may consist of, but are not limited to, interview and written exercise(s). Candidates will be placed on an eligible list based upon their results.
- d. Promotional processes for the rank of Sergeant will include a multiple-choice written examination. Candidates with a score of 70% or higher will participate in the remaining steps of the process. Steps may include, but are not limited to, interview, written exercise(s), or assessment center exercises. Candidates will be placed on an eligible list based upon their results.
- e. Promotions to the rank of Private First Class will be made for all Deputy Sheriff I positions, to include job-share positions. Promotional eligibility will be based off of the date of graduation from the Fairfax County Criminal Justice Academy. Additionally, fully certified Deputy Sheriffs who have previous sworn experience as a Law Enforcement Officer in the Commonwealth of Virginia, certified by the Department of Criminal Justice Services (DCJS) will be eligible for promotion to Private First Class once the following criteria have been met:
 - 1) Complete two years of sworn service with the Fairfax County Sheriff's Office, commencing from the date of graduation from the Fairfax County Criminal Justice Academy or by being a fully certified Deputy Sheriff and having a minimum of two years of full-time sworn, law enforcement experience in the Commonwealth of Virginia.
 - 2) No formal disciplinary action in last twelve (12) months.
- f. Promotions within civilian classifications will be made as prescribed by County Department of Human Resources guidelines.

3. Promotion Recommendation

- a. After all candidates have been tested, assessed, and/or interviewed, the Chief, Human Resources Branch will provide the County Human Resources Department with a list of candidates eligible for promotion based on their qualifications. Once the County Human Resources

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 023
SUBJECT: PROMOTION**

Department certifies the eligible list, subsequent promotions will be made by the Sheriff. The promotion will be announced by a memorandum issued by the Sheriff.

- b. There is a one-year probationary period for each newly promoted employee. All newly promoted employees are encouraged to complete a Leadership and Supervision Course at the Fairfax County Criminal Justice Academy, or other site, by the end of their probationary period.

B. Civilian Staff Promotion

1. Promotional opportunities for civilian staff are announced by the Fairfax County Department of Human Resources. In order to participate in promotional opportunities, employees must submit an application to the Fairfax County Department of Human Resources via the NEOGOV system by the closing date of the applicable job announcement.
2. Civilian employees who have received formal discipline are not eligible to participate in Sheriff's Office promotional opportunities until after twelve (12) months have passed since a supervisor was informed of the incident that resulted in the formal discipline.
3. Civilian employees who are the subject of an administrative or criminal investigation are eligible to participate in a Sheriff's Office promotional process. However, they will no longer be considered for the promotional position if formal discipline is imposed.



**STACEY A. KINCAID
SHERIFF**

**08/09/01
DATE APPROVED**

**10/29/2020
EFFECTIVE DATE**

Revised: August 2005, August 2008, May 2009, August 2010, April 2011, October 2011, October 2012, October 2014, January 2015, January 2019, October 2020