



Newport News Police Department - Administrative Manual

ADM-337 - MASTER POLICE OFFICER PROGRAM

[34.1.1]

Amends/Supersedes: ADM-337 (07/14/2015)

Date of Issue: 08/15/2017

I. GENERAL

- A. The Master Police Officer is a career position requiring demonstrable expert knowledge, skills and abilities and performs complex duties and assignments. Master Police Officer can be an alternative career path for officers and detectives. The complex skill demonstrated must exceed the requirements of the non-MPO officer's current assignment.

NOTE: The official title for the position is "Master Police Officer", (MPO) regardless of the assignment.

- B. The Master Police Officer is a leadership position within the department and will provide guidance or direction to co-workers.

II. PROCEDURES

A. General Responsibilities

1. In addition to standard work required of a given assignment, the Master Police Officer performs specialized or complex tasks as directed.
2. The following tasks and responsibilities are representative examples of work normally assigned:
 - a. Assist sergeants with administrative responsibilities such as shift briefing preparation, record maintenance and development of reports.
 - b. Serve as lead officer. Will be expected to serve in an acting sergeant capacity.
 - c. Provide guidance and direction to co-workers in the performance of their duties.
 - d. Provide instructional support.
 - e. Lead small group presentations to schools, civic organizations, or community groups.
 - f. Serve on department committees and/or focus groups.
 - g. Respond to major incidents and oversee scene activities as directed by a supervisor.
 - h. Demonstrate proficiency in the use of problem solving and community engagement.

B. Eligibility [34.1.3(a)]

Applicants must meet all of the following criteria prior to submitting an application:

1. Must have three (3) consecutive years of experience (unbroken service) as a Senior Newport News Police Officer, by the date of application submission.

2. Must have achieved an overall rating of “meets”, or higher in the two-year period preceding the application for administrative promotion with no attribute rated “unacceptable”. Can have no more than one attribute rating of "needs improvement". This will exclude evaluations prepared in accordance with ADM-350 (Requests for Transfers - Non Supervisory Sworn Personnel).
3. Must not have been assessed any disciplinary points for violating the Standards of Conduct in the 12 months preceding the application deadline date.
4. Must have demonstrated the ability to prepare and review written reports.
5. Must have attended, and successfully completed, a General Instructor course. General Instructor certification must be maintained.
6. Must have demonstrated the ability to lead and provide guidance to other officers as well as make effective presentations.
7. Must be able to communicate effectively orally and in writing.
8. Must have attended a 40 hour NNPD sanctioned Leadership Enrichment class as set out:
 - a. Newport News Police Training Academy's (NNPTA's) Leadership Enhancement Training (LED-01)
 - b. Pathways to Learning Leadership Training – including the following:
 - 1) Intro to Leadership
 - 2) Team Management
 - 3) Problem Solution Techniques
 - 4) Interpersonal Relationships
 - 5) Communications courses
 - 6) Conflict Management
 - 7) Peer Coaching & Mentoring
 - 8) Myers Briggs
 - c. Completion of a City of Newport News leadership development academy (LDA 1 or LDA 2).
 - d. Any pre-approved external or internal (Department or City) courses with leadership-related material similar to the ones mentioned above.
 - 1) Pre-approval will be through the Chief of Police, or his designee. Pre-approval denotes pre-qualification of the external/internal course as meeting the requirements as an approved leadership course.
9. Must be qualified in a minimum of one complex skill.

NOTE: Complex skill areas are defined as specialized functions routinely used in law enforcement operations requiring advanced training, certification, and/or competency testing that exceed the requirement of the position. The officer must have one year experience in the application of his complex skill area within the previous two years. Complex skill areas are listed at the end of this policy, in Attachments A and B.

C. Application Process [34.1.5]

1. Application packages for Master Police Officer will be accepted as announced.
2. Candidates will submit application packages to their immediate supervisors, who will review qualifications and provide a written recommendation with respect to promotion.
3. Application packages must contain the following:
 - a. An application form for advancement to Master Police Officer (NNPD Form #239).
 - b. A copy of the candidate's training record that highlights the 40 hours of leadership training.
 - c. A detailed explanation of work experience highlighting complex skill areas.
 - d. Attendance at, and completion of, candidate orientation during the calendar year (or within 12 months) of the date of the application.
 - e. A combined "pass" rating on:
 - 1) The MPO exam;
 - 2) The Professional History Packet (PHP); and
 - 3) Assessment exercises.

NOTE: The assessment exercises and PHP will be scored by a panel, which will include current MPO's.

4. The candidate's immediate supervisor will review the submitted package for completeness, and forward the original application package along with his written recommendation with respect to this administrative promotion to his Bureau/Precinct/Division Commander for review. The Bureau/Precinct/Division Commander will then forward the application package to the Support Services Division Captain, who will prepare it for the candidate's participation in the remainder of the process. [34.1.2]
5. MPO assessment exercises, PHP, and written exam will be conducted and will be scored on a combined "pass/fail" basis.
 - a. Assessment exercises and written exam will be based upon specific policies, procedures, City and State Code.
6. Applications classified as "recommended" will be forwarded to the Chief of Police for consideration.
 - a. Candidates who are administratively promoted will be notified in writing by the Chief of Police.
 - b. Candidates not promoted will be notified in person by the appropriate Division/Precinct Captain and provided with career guidance to assist them in meeting standards for administrative promotion.
 - c. Candidates who are not administratively promoted may re-apply for an MPO position during the next application period. [34.1.2(f)]

9. Administrative promotion of candidates to MPO will be at the discretion of the Chief of Police.
10. The date of any promotion to MPO will be effective upon the candidate meeting all criteria and approval by the Chief of Police.

D. Requirements for retention as an MPO

1. Evaluation Criteria [35.1.4; 35.1.5]
 - a. MPO's are required to maintain ratings of "meets", or higher on each annual performance evaluation with no areas rated "unacceptable". Can have no more than one attribute rating of "needs improvement".
 - b. One of the five tasks in the annual evaluation will be devoted to MPO criteria. The MPO must maintain a rating of "meets" or higher on this task area.
 - c. If the MPO transfers, or is not utilizing the qualifying complex skill, the MPO must qualify in an alternate skill area within 18 months.
 - d. Supervisors are tasked with monitoring the complex skills of MPOs under their command. If an MPO changes a complex skill, the change to the skill set must be sent to Fiscal Services.

2. Removal/Demotion

The Chief of Police may terminate or demote personnel from MPO positions for failure to meet the conditions of employment.

NOTE: MPOs approved prior to the date of this policy are grandfathered and must have a complex skill listed on Appendix B. If the MPO who is grandfathered requires a new skill after the issuance date of this police, the new skill must be from Appendix A.

Richard W. Myers
Chief of Police

Attachment A

1. MPO Complex Skill Areas: Officer must meet length of service, must have mastery level knowledge and demonstration of the complex skill area. In cases of "training-related" (i.e. instructor) complex skills, if the officer is unable to meet the 40 hour teaching requirement for the year, they may use the 40 hours below*.

Complex Skill Areas
Tactical Team
Motor Carrier Level 1 and 2
General Instructor
Specialized Instructor (Firearms, Driving, or Defensive Tactics)
Crash Team Level 1 or higher
Full-time FTO
First Aid/CPR Instructor
Marine Patrol Trainer
Mobile Field Force (MFF)
Polygraph
Crisis Negotiator

NOTE: Additional skill areas may be added by the Chief of Police and Director of Human Resources.

- *2. A total of 40 hours of training as an instructor during the annual PEDI evaluation period, committees or community functions. The department will define "approved community functions". These hours shall be comprised of:
≥20 hours of teaching² and ≤20 hours of approved community functions or committee work¹.

¹The officer must maintain track of their participation and training

²The teaching lesson plan must have been submitted to, and approved by, the Training Unit prior to the instruction.

Attachment B (Grandfathered skills for MPOs promoted prior to 08/15/2017)

MPO Complex Skill Areas:

Patrol	Investigative	Specialty Assignments
Tactical Team	Complex Financial Investigator	Crime Prevention Specialist
Canine	Complex Organized Crime Investigator	First Aid/CPR Instructor
Motor Carrier Level 1 and 2	Gang Investigative Specialist	School Resource Officer (State Certified through DCJS or School)
General Instructor with a specialty (Firearms, Defensive Tactics, Driving, Radar Instructors)	Special Victims Investigative Specialist (Child Fatality Level B and Child Sexual Exploitation)	K-9 Trainer
Crash Team Level 1, or higher	Advanced Criminal Investigator (Homicide, Robbery, Burglary, Economic, General Investigations)	Marine Patrol Trainer
Full-time FTO	Electronic Surveillance Specialist	Polygraph
TOU – Medic		Hostage Negotiator Levels 1 and 2
		PIO
		IBR Quality Control Officer

NOTE: Additional skill areas may be added by the Chief of Police and Director of Human Resources.

2. The MPO must qualify in his/her alternate complex skill area within 18 months. Skill areas for an officer's second complex skill will be considered on a case-by-case basis.
3. MPO Complex Skill Areas (40 hours of related training) for Second Skill Area may include the MPO serving as an instructor in his/her subject matter expert area.