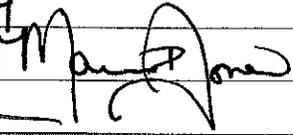


 NORFOLK Department of Police	Administrative General Order - 350: Master Police Officer Program		
	Office of Preparation: Strategic Management Division (lkb)		
	CALEA:	None	
	VLEPSC:	None	
LEGAL REVIEW DATE:	10-01-2013	PRESCRIBED DATE:	1/21/14
City Attorney:	Jack Cloud	City Manager/Director of Public Safety:	
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:			

Purpose

This order establishes departmental policy and procedures for the Master Police Officer Program.

Policy

Master Police Officer (MPO) status shall be accorded to personnel within the rank of police officer meeting departmental program requirements as set forth in this order. Police officers designated as MPOs must maintain the Master Police Officer Program's requirements at all times to remain in MPO status. Failure to maintain the required standards or to recertify shall result in loss of MPO status and supplement.

Designation as MPO and recognition of status is not a separate rank or job classification. The official classification and rank of all officers designated as MPO shall remain police officer, although they are designated for operational purposes, i.e., Daily Assignment as MPO. Loss of this status shall not be a demotion, nor is the designation a promotion. Officers designated as MPO shall be compensated as provided by the City's Compensation Plan.

Supersedes:

1. G.O. ADM-350, dated May 14, 2009
2. Any previously issued directive conflicting with this order

Order Contents:

- I. MPO Program Requirements
- II. MPO Program Administration

I. MPO Program Requirements

Police officers applying or recertifying for MPO status shall be required to meet and maintain the following departmental program requirements. Failure to maintain any of the program's requirements shall result in loss of MPO status and supplement.

- A. Tenure: Officers must complete 6 years of continuous uninterrupted service as a sworn Norfolk Police Officer in order to apply for Master Police Officer status. MPOs must remain employed with the Department, without broken service, in order to maintain MPO status or obtain MPO recertification.
- B. Education: Officers must earn at least 60 credit hours from an accredited college or university to apply for MPO status; 6 of these credit hours must have been earned within 2 years of applying for MPO.
 - 1. Officers applying for MPO recertification must earn an additional 6 college credit hours from an accredited college or university between MPO recertification periods, within the 2 year period.
 - 2. This continuing educational requirement is waived upon earning an Associate or Bachelor Degree from an accredited college or university.
- C. Training: Officers must complete 24 classroom hours of job-related training within 2 years of applying for MPO status and MPO recertification. At least 8 of the 24 classroom hours shall be related to community policing (CP) or leadership (L). In-service courses used for DCJS recertification shall not be used to meet this training requirement.
 - 1. Officers should contact the Training Unit prior to taking any course for the purpose of determining whether the course satisfies the training requirement.
 - 2. In cases of uncertainty, it may be necessary for the requesting officer to submit a course description to the Commanding Officer of the Personnel Division for approval.
 - 3. Officers shall provide the Training Unit with proper documentation, such as a certificate, upon course completion. Training personnel are responsible for entering completed courses into the employee's training record. Courses added to the Training Tracking System selection list shall indicate if the training is a MPO approved course for future entries.
- D. Discipline: Officers must not receive suspension(s) from duty totaling more than 2 days within a 12 month period prior to applying for MPO or while holding MPO status.
- E. Performance: Officers must receive an overall rating of 3.50 (Highly Competent) or higher on the annual Performance Review for the year prior to applying for MPO and while holding MPO status.

- F. Testing: New MPO applicants must receive a passing score on the Master Police Officer Written Examination during the initial application process. Recertifying MPOs shall not be required to retake the written examination.

II. MPO Program Administration

A. Oversight

1. Administration and maintenance of the Master Police Officer Program, including the processing of applications and written examinations, shall be conducted by the Personnel Division.
2. The Chief of Police shall retain final discretionary authority as to any issue or decision relating to the Master Police Officer Program and the certification of officers.

B. Application Process

1. Police officers meeting the program requirements may apply for MPO status by submitting a completed PD 939, Master Police Officer Application to the Personnel Division, via the chain of command.
 - a. New MPO Applications are accepted by the Personnel Division throughout the year.
 - b. The following documentation shall be attached to the MPO Application:
 - (1) An official sealed college transcript (no copies accepted). It shall not be necessary to resubmit a transcript if one is located within the officer's personnel jacket, unless an updated transcript is needed to show completion of additional credit hours.
 - (2) A copy of the officer's training record from the Department's Training Tracking System. Officers should allow 5 business days when requesting their training record from the Training Unit. All job-related training used for the MPO training requirement must be listed in the officer's training record.
 - (3) A copy of the "Total Score Summary Sheet", with signatures, from the officer's annual Performance Review. The officer shall request their immediate supervisor conduct a Performance Review if a review has not been conducted within the past year.
 - c. The Personnel Division shall review MPO applications and return incomplete applications to the submitting officer's command.

d. Testing Process

- (1) The MPO Written Examination shall be administered - periodically to new applicants.
- (2) The test shall consist of multiple choice questions based on selected departmental manuals and directives.
- (3) Applicants who have submitted MPO Applications and meet the program's requirements shall be notified of the date, time, and location of the test, and a current list of study materials.
- (4) The Personnel Division shall notify each applicant of their test score and note scores on the appropriate MPO Application.

- e. MPO Applications with passing scores shall be submitted to the Chief of Police for approval. Upon approval, a departmental memorandum announcing the certification of officers shall be issued, along with their recertification date.

C. Recertification Process

1. Master Police Officer status shall remain valid for a period of 2 years from the date certified, unless the officer is promoted, disqualified from the program, or employment is terminated. Any MPO shall be immediately disqualified and removed from the program if any of the following occurs:
 - a. Suspension(s) from duty totaling more than 2 days within a 12 month period.
 - b. A rating of less than 3.50 (Highly Competent) on an annual Performance Review.
2. Officers applying for MPO recertification must continue to meet the program requirements and adhere to the application process to continue receiving the MPO supplement as provided by the City's Compensation Plan.
3. Officers wishing to recertify for MPO status shall submit a completed PD 939, Master Police Officer Application, with attachments (same as Section II.B.1.b.), to the Personnel Division, via chain of command.
 - a. The Personnel Division shall be responsible for maintaining a list of certified MPOs and their certification date.
 - b. MPO applications shall be submitted during the month before the end of their certification period.

D. Reapplying for Master Police Officer Status

Any officer who is removed from the Master Police Officer Program or fails to recertify prior to the end of their certification period may reapply as a new applicant provided all program requirements are met. Because the officer is considered as a new applicant, the officer shall be required to re-take the MPO Written Examination.

Related Documents:

1. G.O. ADM-392: Salary and Payroll-Related Procedures
2. G.O. ADM-495: Tuition Assistance
3. City of Norfolk Compensation Plan