

	POLICY & PROCEDURE	SERIES # 546	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	MASTER POLICE OFFICER		10/12/2020
			OVERSIGHT Prof. Standards
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 546 dated 08/05/14.		

I. PURPOSE:

The purpose of this policy is to identify the position of Master Police Officer (MPO), and list the qualifications necessary to become and remain a Master Police Officer.

II. POLICY:

It is the policy of the Hampton Police Division to provide an alternative career path to non-ranking personnel who attain higher skills, perform at increased levels of responsibility, and show dedication to the citizens and goals of the Hampton Police Division.

III. DEFINITION:

The Master Police Officer position requires skills and abilities beyond that of other patrol officers. Upon acceptance into the Master Police Officer Program, the officer will receive a salary increase of 5%.

It is the responsibility of the MPO's supervisor to monitor MPO status. MPO status will be documented on the employee's annual performance evaluation.

IV. PROCEDURE:

A. GENERAL RESPONSIBILITIES

1. The MPO performs the regular duties of an officer as well as specialized technical functions. The MPO is expected to assume a leadership role within his/her work assignment and be capable of providing guidance or directions to co-workers.
2. The following tasks are examples of work performed by the MPO:
 - a. Assist supervisor with administrative responsibilities.
 - b. Conduct investigations.
 - c. Serve as lead officer in absence of a supervisor.

APPROVED:
CHIEF OF POLICE



- d. Provide guidance and direction to co-workers in the performance of their duties.
- e. Serve on department committees and/or focus group.
- f. Respond to major incidents and assist the supervisor.
- g. Assists with crime scene processing.

B. ELIGIBILITY

1. Applicants must meet all of the following criteria at the time of application deadline:

- a. Must have three (3) years of consecutive service as a SPO in the Hampton Police Division.
- b. Must have achieved, during the past three years, a “surpassed” (4) or above.
- c. Must not have received any formal discipline as defined by the City’s Personnel Policies Manual during the past year (from application date).
- d. Must have participated in at least two community events sanctioned by the Division during each year (from date of application). Examples of community events include, but are not limited to: Shop with a Cop, The Steak-out (fund raiser), Torch Run, Bowl for Kids Sake, Blood Donation, etc. It is the responsibility of the applicant to report their participation verification to the Community Relations Unit forthwith.
- e. Must be qualified with a minimum of three (3) specialty and three (3) competencies.

(1) Specialties (instructorship or specialized assignment):

Instructorship:K-9, Patrol Training Officer Instructor, General Instructor, Crisis Intervention Team Instructor, Driving Instructor, Firearms Instructor, Radar Instructor, Defensive Tactics Instructor, Standardized Field Sobriety Test Instructor, Motorcycle Instructor, Bike Instructor.

Specialized Assignment: Any assignment where an applicant must apply and compete against one or more additional applicants. This would include a position which is determined by Senior Management Interview where a board is not applicable due to the number of

submitted applicants.

- (2) Competencies (certifications) may include, but are not limited to:

Bike Certification, Radar Certification, Second Language, Crime Prevention Specialist, Dive Team, MRT, SWAT, Fatal Accident Investigation, Crisis Intervention Team, Hostage Negotiator, and/or having used an instructor certification for in-house training (can only be used as one competency) within past 12 months.

C. APPLICATION PROCESS

Application(s) will be submitted online through the City of Hampton “HIRE” employment system. An email notification of position posting will be provided to sworn employees semi-annually in January and July. The posting will be done at the beginning of the month and be open for 14 days. After receipt of applications, the Personnel and Recruiting Unit will complete a SPO/MPO Eligibility Sheet. After verification is complete, both online application and eligibility sheet will be forwarded to the Office of Professional Standards for final review and submission to the Chief of Police for approval.

D. REQUIREMENTS FOR RETENTION IN THE MPO PROGRAM

1. Maintain certifications.
2. Use certification (Unless assignment precludes one from doing so).
3. No disciplinary infractions of gross misconduct.

E. CHANGING TO SUPERVISORY/RANKING CAREER PATH

MPO’s seeking to attain the rank of Corporal must compete in the full promotional process as if they were a regular patrol officer. Ranking officers are not eligible for the MPO program.

F. INSIGNIA

MPO’s will have a rocker with a diamond designation to be worn on the uniform sleeve, along with a name tag tab.

G. EXCEPTION

Exception to this plan may be made by the Chief of Police.