

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION**

DELTON GOODRUM,

Plaintiff,

V.

CITY OF ALEXANDRIA, a municipal
Corporation of Virginia,

Defendant.

Case 1:24-cv-01111-PTG-WEF

**BRIEF IN SUPPORT OF THE CITY OF ALEXANDRIA’S
MOTION FOR SUMMARY JUDGMENT**

COMES NOW the Defendant, the City of Alexandria, by counsel, and for its Brief in Support of this Motion for Summary Judgment the Amended Complaint filed herein, states as follows:

PRELIMINARY STATEMENT

Plaintiff, Police Lieutenant Delton Goodrum, an employee of the City of Alexandria, filed this action against his employer claiming myriad discrimination counts following his claim that he should have been promoted over more senior officers to the rank of Captain in the Alexandria Police Department. (Amended Complaint, ECF No. 12.) He pled four counts. Plaintiff's claims of generally unlawful employment discrimination, Counts I and II, were dismissed by this Court on the City's motion pursuant to Rule 12(b)(6); however, given the extremely low threshold for stating a claim upon which relief may be granted, the Court allowed two claims from Count I (failure to promote) and one from Count IV (retaliation), all under Title VII of the Civil Rights

Act, 42 U.S.C. § 2000, *et seq.*, to proceed. (ECF No. 30.) In the end, however, the record of this case is simply inadequate to sustain Lt. Goodrum's claims, and the City is entitled to summary judgment on Plaintiff's remaining claims.

STATEMENT OF UNDISPUTED MATERIAL FACTS

In obedience with Local Rule 56(b) of the United States District Court for the Eastern District of Virginia, this defendant propounds the following listing of undisputed material facts based upon the Supreme Court's holding in *Scott v. Harris, infra*:

Don Hayes' Staffing Decisions as Police Chief

1. Chief Hayes joined the Department as an officer in 1981. (Hayes Deposition, Exhibit (Exh.) 1 at 8.)
2. After decades in the Department, Chief Hayes was made Acting Chief in June 2021 and was promoted to Chief on a permanent basis in April 2022. (Hayes Affidavit, Exh. 2 at ¶ 2.)
3. He retired from the Department in 2024. (Exh. 1 at 8.)
4. During his tenure as Police Chief, Don Hayes emphasized diversity in hiring and promotions (*Id.* at 39.)
5. His tenure came at a time when localities nationwide struggled to staff their police departments for several reasons, including COVID-19 and the public response to the murder of George Floyd. (*Id.* at 35-36; Hayes Email, Oct. 23, 2021, Exh. 3.)
6. Despite this, during Chief Hayes's tenure, the percentage of non-white officers in the Department increased substantially.

7. Of the 301 officers in the Department in June 2021, 44 were Black – about 14.6% of the Department. (2021 Strength Report, Exh. 4 at Bates No.: 02512.)

8. After the end of Chief Hayes's tenure as Chief, the June 2024 staffing report showed there were a total of 59 Black officers in the Department, about 18.7% of all sworn officers – an increase of 15 Black officers from 2021. (2024 Strength Report, Exh. 5 at Bates No.: 01913.)

9. In June 2021, there were 200 white sworn officers in the Department, about 66.4% of all sworn officers. (Exh. 4 at Bates No.: 02512.)

10. By June 2024, there were 177 white officers in the Department, about 56.2% of all sworn officers – 23 fewer than in 2021. (Exh. 5 at Bates No.: 01913.)

11. Aside from encouraging diverse hiring in the Department, Chief Hayes also promoted many non-white officers within the Department during his tenure as Chief. For example, the staffing reports show that Chief Hayes promoted, among others:

- a. Sgt. B. Dessalegn (Black) to Lieutenant (2022 Strength Report, Exh. 6);
- b. Sgt. P. Alvarez (Hispanic) to Lieutenant (*id.*);
- e. Sgt. T. Moore (Black) to Lieutenant (Exh. 5);
- f. Sgt. A. Asonglefac (Black) to Lieutenant (*id.*);
- g. Ofc. A. Howard (Black) to Sergeant (*id.*); and
- h. Ofc. S. Keith (Hispanic) to Sergeant (*id.*).

12. Moreover, Chief Hayes filled all three vacant Assistant Chief positions with non-white candidates – hiring Easton McDonald, a Black man, as Assistant Chief in February 2023 (2023 Strength Report, Exh. 7 at Bates No.: 01899; City Press Release, Jan. 18, 2023, Exh. 8) and filling the remaining two Assistant Chief positions with Tina Laguna, a Black woman, and Raul

Pedroso, a Hispanic man, in October 2023 (Exh. 5 at Bates No.: 01910; City Press Release, Oct. 2, 2023, Exh. 9).

Creation of the 2020 Captain Promotion Process Eligibility List

13. On August 24, 2020, the Department began an internal promotion process, notifying the staff by email of the opportunity to apply for a Police Captain position. (All-Staff Email, Aug. 24, 2020, Exh. 10.)

14. Lt. Goodrum was among the applicants. (ECF No. 12 at ¶ 12.)

15. The City contracted with Morris & McDaniel, Inc., a personnel testing company, to evaluate the candidates. (Orientation Guide, Exh. 11; Promotion Process Outline, Exh. 12.)

16. Each candidate submitted a Professional History Portfolio and completed an oral tactical exercise and an oral presentation exercise. (Exh. 11 at 11-15, 17-19.)

17. Assessors picked by Morris & McDaniel evaluated the candidates on these elements. (*Id.* at 11.)

18. The company calculated each candidate's total score based on a formula that weighed the various elements. (*Id.* at 2; Captain Promotion Process Scoring Chart, Exh. 13.)

19. The departmental policy that governed the process – APD Directive 4.21 on sworn promotions – requires that candidates be placed into “eligibility categories” based on their total scores. APD Dir. 4.21.04(D)(11). (Exh. 14.) There are three eligibility categories: Categories I, and II, and III. APD Dir. 4.21.05(j). (*Id.*) Category III candidates are not considered for promotion. (*Id.*)

20. APD Directive 4.21 gives the Police Chief the “sole discretion” to promote a candidate. APD Dir. 4.21.05(J). (Exh. 14.) The Chief can select from Category I or, “[o]nce Category I candidates have been considered,” from Category II. (*Id.*)

21. The policy does not call for candidates to be ranked within a given category. (*See, generally*, Exh. 14.)

22. Consistent with the policy, on December 17, 2020, the HR Department issued the 2020 Police Captain Promotion Process Final List (the "List"), which identified six candidates, including Lt. Goodrum, as Category I, and three candidates as Category II. (List, Exh. 15.)

23. Based on actions by former Chief Brown, the candidates filed grievances against the City based on the selection process, resulting in a settlement agreement executed by all the candidates, including Lt. Goodrum. (Settlement Agreement, Dec. 14, 2021, Exh. 16.)

24. The agreement, dated December 14, 2021, established that the List would remain in effect until December 18, 2022. It gave the Chief even more freedom, explaining that "The Police Chief reserves the right to select from CATEGORY II, even if there are candidates remaining in Category I." (*Id.*)

Lieutenants' Meeting

25. Don Hayes held a meeting with all the Police Lieutenants in 2021. (Hayes Declaration II, Exh. 17 at ¶ 2.)

26. At this time, Don Hayes was Assistant Chief. He had not been placed as Acting Chief because Chief Michael Brown had not yet retired. (*Id.* at ¶¶ 2-3.)

27. During the meeting, someone asked Assistant Chief Hayes whom he would promote to Captain. (Exh. 1 at 30.)

28. In response to the question, Assistant Chief Hayes told the group that he would promote Lt. Goodrum. (*Id.*)

29. As Lt. Goodrum explained it, Assistant Chief Hayes told those assembled at the Lieutenants meeting that he would promote Lt. Goodrum to Captain because of his “performance on the captain’s process and also the need for diversity within the captain's rank[.]” (Goodrum Deposition, Exh. 18 at 84-85; *see also* Exh. 1 at 30 (when asked if he was promoting Goodrum “because he’s Black?” Assistant Chief Hayes replied, “no, because of diversity[.]”).)

30. Assistant Chief Hayes answered this way because he was attempting to directly confront what he perceived as the racial motivation behind the question. (Exh. 1 at 32 (“Because I knew why they were asking me.”).)

31. He then asked the Lieutenants a rhetorical question: if then-Chief Brown told them that he would promote Steven Carr, would the Lieutenants’ first thought be that Chief Brown's decision was racially motivated because both Brown and Carr are white? No one responded. (*Id.* at 30.)

32. Lt. Goodrum stated that the other Lieutenants in the meeting misinterpreted Assistant Chief Hayes’ comments to mean that he planned to promote Lt. Goodrum “solely because I am black.” (Exh. 18 at 84-85.)

33. Lt. Goodrum acknowledged that it would be unlawful to promote someone solely because of his or her race. (*Id.* at 92.)

34. After the meeting, Chief Hayes heard that some Lieutenants were concerned about what he had said, even that he was racist (Exh. 1 at 30-31.)

35. Chief Hayes met with some Lieutenants individually. These were quick meetings and those he spoke to told him that they had understood what he meant and were not offended or concerned about it. (*Id.* at 43-45.)

36. At the time of the Lieutenant's meeting, the Captain promotion process was on hold due to grievances, which had not yet been resolved by the December 2021 agreement. (*See* Exh. 16 (noting that a grievance had been filed in January 2021).)

37. Then-Assistant Chief Hayes was not sure at that time if he would be in a position later to make any promotion decisions or what list of candidates he would be choosing from. (Exh. 17 at ¶ 3.)

Transfer of Lt. Goodrum and Lt. Downey

38. On March 5, 2022, Chief Hayes transferred Lt. Goodrum out of the Human Resources and Training Division and simultaneously transferred Lt. Downey into it. (Goodrum Transfer Personnel Action Forms (“PAF”), Exh. 19; Downey Transfer PAF, Exh. 20.)

39. These transfers occurred concurrently with Chief Hayes’ transfer of two other Lieutenants – Jason North and Scott Patterson (North Transfer PAFs, Exh. 21; Patterson Transfer PAFs, Exh. 22.)

40. The Department announced all these transfers at the same time. (Special Directive 22-19, Exh. 23).

41. Lt. Goodrum and the other transferred Lieutenants had all been in their positions for about two years when Chief Hayes directed these transfers. (Exhs. 19, 21, 22.)

42. Traffic Safety, where Lt. Goodrum had been assigned, is not viewed as an undesirable assignment by officers in the Department. In contrast, a Patrol Division is generally viewed as a less desirable assignment because it requires working on the weekend, allows for less creativity/flexibility, and contributes less to an officer's professional development because all officers start in Patrol. (Downey Affidavit, Exh. 24 at ¶ 3.)

43. The switch of Lt. Downey for Lt. Goodrum in the HR and Training Division was based on an operational need. The Division handles recruiting and Chief Hayes was looking to spearhead a robust recruiting program to address the increased attrition rate of sworn personnel. (Exh. 17 at ¶ 4.) For the reasons given in the following section (Paragraphs 47-55), Lt. Goodrum work as a recruiter was not meeting Chief Hayes' expectations.

44. Chief Hayes transferred Lt. Downey into the Human Resources and Training Division because Chief Hayes believed Lt. Downey would be good in the role. He was correct: Lt. Downey was innovative as an officer in the Human Resources and Training Division and took on extra duties while doing this work, as well. (Exh. 17 at ¶ 6.)

45. Under Lt. Downey's command of Training and Recruiting, the Police Department "was able to surpass its attrition rate with qualified candidates." (*Id.* at ¶ 7.)

46. Lt. Goodrum had previously requested to work in Traffic Safety, which was part of the reason Chief Hayes transferred him there. The Chief needed someone to motivate that section and believed Lt. Goodrum was a good fit for it. (*Id.* at ¶ 8.)

Lt. Goodrum's Performance in the
Human Resources and Recruiting Division

47. Months before these transfers occurred, in October 2021, Acting Chief Hayes had emailed the staff that the Police Department was understaffed and working to bring in new recruits. (Exh. 3.)

48. As Chief Hayes explained, COVID and the murder of George Floyd had affected recruitment at this time, "[b]ut we still have to do our job." (Exh. 1 at 35-36.)

49. Chief Hayes had wanted to send about 30 recruits to the Academy to meet the Department's staffing needs and did not see sufficient action from Lt. Goodrum toward this goal. (*Id.* at 37.)

50. Chief Hayes transferred Lt. Goodrum out of the Human Resources and Training Division because Lt. Goodrum was not performing well in the position. Chief Hayes wanted someone in the Division who would bring "input" and "innovation" and "motivation," but "saw none of that" from Lt. Goodrum. (*Id.* at 37.)

51. Chief Hayes expected that new officers would be recruited at a faster pace, but "it didn't happen." (*Id.* at 33.) He explained that "people weren't being recruited." (*Id.* at 35.)

52. Lt. Goodrum began no new initiatives and the work product he turned in to Chief Hayes at that time was below the Chief's expectations, indicating to the Chief that Lt. Goodrum was not in the right assignment. (Exh. 17 at ¶ 5.)

53. In a March 1, 2022 email to Chief Hayes, Lt. Goodrum stated "I accept full responsibility for the deficiencies in [sic] which we discussed and I intend on learning from this experience as I move on to my next assignment." (Goodrum Email, Mar. 1, 2022, Exh. 25.)

54. On one occasion, while Lt. Goodrum was in the HR And Recruiting Division, a deficient recruiting memo was sent up the chain of command to Chief Hayes. (Exh. 1 at 33-34.) When Chief Hayes spoke to Lt. Goodrum about the memo, he had no recollection of it. (*Id.*)

55. For all these reasons, Chief Hayes transferred Lt. Goodrum out of the Division, replacing him with Lt. Downey.

Chief Hayes' Promotion Philosophy

56. Chief Hayes considered each promotion in terms of what the Department needed at the time he made the selection, especially what particular assignments the newly promoted officer would be taking on. (Exh. 17 at ¶ 9.)

57. Chief Hayes gave little to no weight to the category that an eligible promotion candidate was placed in. To him, the difference between Category I and II was that Category I “did better on the test. That's all it is.” (Corporate Designee (Hayes) Deposition, Exh. 26 at 36.)

58. Chief Hayes also emphasized community-oriented policing when he made his promotion selections, an issue he saw as a weakness for Lt. Goodrum:

... Again, I was newly promoted as chief and I was building a team that was going to be community oriented and the people they go out there in the community and again, cast that vision of being a part of the community, not set apart from the community. And so I needed people who would go out in the community and talk to people.

Q: Was it your view that that was a weakness of Lieut. Goodrum?

A: Yes.

(Exh. 26 at 64-65.)

Promotion of Ballantine to Captain

59. On June 23, 2022, Chief Hayes promoted Courtney Ballantine from the List and assigned him to the Community Relations Division. (Special Directive 22-46, Exh. 27; Ballantine PAF, Exh. 28).

60. Chief Hayes determined that the Department needed a Captain in the Community Relations Division, and he made his selection with this in mind. (Exh. 17 at ¶ 10.)

61. Chief Hayes picked Ballantine because he had already been placed as an Acting Captain in the Community Relations Division by a former Chief. (Exh. 26 at 51-52; Ballantine Annual Evaluation, Jan. 24, 2022, Exh. 29.)

62. As Acting Captain, Ballantine had performed his duties as the commander of the division well. (Exh. 17 at ¶ 11; Exh. 29)

63. Chief Hayes explained that Courtney Ballantine “literally helped build [the Community Relations Division].” (Exh. 26 at 51.)

64. Chief Hayes also noted that Ballantine, “was kind of a guy who was always out in the community, cookouts and all that. So he was a natural fit for that particular division.” (*Id.* at 52.)

65. When asked why did not promote Lt. Goodrum, Chief Hayes mentioned that his emphasis on building a “community oriented” team was one factor. (Exh. 26 at 64).

Temporary Placement of Downey as Acting Captain

66. On September 17, 2022, Chief Hayes placed Lt. Downey in an Acting Captain role. (Sutton Email, Sept. 16, 2022, Exh. 30.)

67. Chief Hayes explained that he made Downey Acting Captain at that time because:

I know there was no captain over top of the division and the . . . HR division chief was leaving to go and get a job at the fire department. And I needed to make sure somebody was going to be in the command structure that could make decisions and get things done.

(Exh. 26 at 61; *see also* Exh. 17 at ¶ 12.)

68. Making Marcus Downey, who was already in the Division, Acting Captain was also logistically easier than transferring another commander into the Division. (Exh. 17 at ¶¶ 12, 14.)

69. Chief Hayes believed Lt. Downey could handle the role because he was already familiar with the Division (*id.* at ¶ 12) and because Lt. Downey was “very detail orientated,” a “self-motivator[,]” and “knew the job and he would get it done.” (Exh. 26 at 62.)

70. Chief Hayes selected Downey to be Acting Captain in part because he was not on the list of eligibles for Captain that was then in effect. If Chief Hayes had placed a candidate for Captain in the role of Acting Captain, he believed the other candidates would have complained. (Exh. 17 at ¶ 15.)

71. Chief Hayes explained that he assigned Lt. Downey as Acting Captain “until we kind of figured out what the structure [of the Division] was going to look like.” (Exh. 26 at 61.) Lt. Downey was placed back in a Lieutenant role on October 6, 2022, after just a few weeks as an Acting Captain. (Email Chain, Oct. 6, 2022, Exh. 31.)

Lt. Goodrum's Grievance

72. On October 11, 2022, Lt. Goodrum initiated a grievance by meeting with his supervisor, Capt. Jaime Bridgeman. (Grievance Form and Attachment, Exh. 32.)

73. Lt. Goodrum asserts that the grievance was protected activity and alleged discrimination against himself and other Black employees. (Exh. 18 at 159-60.)

74. The grievance concerned Chief Hayes’ alleged failure to make a promotion decision and did not allege discrimination or retaliation of any kind. (Exh. 32.)

Promotion of Newcomb to Captain

75. Effective December 10, 2022, Chief Hayes promoted Jerry Newcomb to Captain from the List. (Newcomb Promotion PAF and letter, Exh. 33.)

76. Chief Hayes explained that Newcomb related well to his coworkers and had longevity in the Department. (Exh. 26 at 59.)

77. Newcomb had been an officer in the Department since August 26, 1996. (Employee Chart, Exh. 34.)

78. Chief Hayes considered Jerry Newcomb to be "community oriented." (Exh. 26 at 59.) At the time he was promoted, Newcomb had recently won an award for his contributions to the community. (*Id.*)

79. Newcomb had Criminal Investigations experience that is needed in the Patrol Division of the Field Operations Bureau. (*Id.* at 59; Exh. 17 at ¶ 16).

80. In selecting Ballantine and Newcomb, Chief Hayes did not give significant weight to the candidates' categories. When asked about the difference between Category I and Category II, Chief Hayes said he considered the candidates' entire careers: "It was just, to me it was just a fair way of looking at everybody's careers and giving them an opportunity to move forward, even if they have a bad day." (Exh. 1 at 25.)

81. At the time that Chief Hayes was selecting a new Captain, he was aware that "there was an investigation going on" into Lt. Goodrum. (Exh. 1 at 33.)

82. When a candidate is under investigation, Chief Hayes does not consider him or her for promotion. (Exh. 26 at 67-68.)

83. The investigation into Lt. Goodrum, which eventually cleared him of any wrongdoing, was pending during the time that Chief Hayes decided to promote Newcomb. (Exh. 1 at 33, 38-39; Investigative Memo, Exh. 35; BlueTeam Report, Exh. 36.)¹ The investigation began in early November 2022 and the investigative report was sent to Chief Hayes on December 22 (Exh. 36) – after Chief Hayes had selected Newcomb (Exh. 33).

84. Chief Hayes made his promotion decision just as the List was expiring. (Exh. 16 (“The Eligibility List shall remain in effect until December 18, 2022[.]”).)

85. Before promoting Lt. Newcomb, Chief Hayes spoke with Deputy City Manager Yon Lambert. They discussed the then-pending investigations into Lt. Goodrum and another candidate. During the conversation, Mr. Lambert and Chief Hayes decided it was best not to consider any candidate for promotion who was under investigation. (Lambert Affidavit, Exh. 37 at ¶ 3). Chief Hayes then told Mr. Lambert that his choice was Jerry Newcomb, and Mr. Lambert replied that he approved of the selection. (*Id.*)

STANDARD OF REVIEW

The standard for summary judgment under Rule 56 of the Federal Rules of Civil Procedure is well established. Specifically, the Court may award summary judgment when “the pleadings, depositions, answers to interrogatories, and admissions on file, together with the affidavits, if any, show that there is no genuine issue of any material fact and that the moving party is entitled to a judgment as a matter of law.” Fed.R.Civ.P. 56(c); *see Dawson v. Leewood Nursing Home, Inc.* 14 F.Supp. 2d 828, 830, (E.D.Va. 1998) (citing *Celotex Corp. v. Catrett*, 477 U.S. 317, 322-23 (1986);

¹ To protect confidential information, the City has excerpted only the first page of a 16-page report to create Exhibit 37 and has applied redactions to both Exhibits 35 and 36.

Evans v. Technologies Applications and Serv. Co., 80 F.3d 954, 958 (4th Cir. 1996). Once a defendant's "Motion for Summary Judgment is properly made and supported, the opposing party has the burden of showing that a genuine dispute exists." *Norloff v. Virginia*, 51 F.Supp. 2d 699, 702 (E.D.Va. 1998) (citing *Matsushita Elect. Indus. Co. v. Zenith Radio Corp.*, 475 U.S. 574, 586-87 (1986). "The mere existence of a scintilla of evidence in support of the plaintiff's position will be insufficient; there must be evidence on which the jury could reasonably find for the plaintiff." *Anderson v. Liberty Lobby, Inc.*, 477 U.S. 242, 252 (1986). Of course, "the evidence of the nonmovant is to be believed, and all justifiable inferences are to be drawn in his favor," when performing the examination of the record to determine whether, in fact, the genuine issue of material fact exists. *Id.* at 255; *Johnson v. Quinones*, 145 F.3d 164, 167 (4th Cir. 1998); *Terry's Floor Fashions, Inc. v. Spurlington Indust., Inc.*, 763 F.2d 604, 610 (4th Cir. 1985).

Thereafter, the nonmoving party must set forth specific facts to show genuine issues for trial. *See Celotex*, 477 U.S. at 324. The non-moving party may not, however, manufacture a genuine issue of material fact "through mere speculation or the building of one inference upon another." *Adams v. Drew*, 906 F.Supp. 1050, 1053 (E.D.Va. 1995)(citing *Cooke v. Manufactured Homes, Inc.*, 998 F.2d 1256,1260 (4th Cir. 1993).

The deference accorded to assertions by the non-moving party is not without limitation. The Supreme Court addressed this issue in its decision in the case of *Scott v. Harris*, 550 U.S. 372 (2007), wherein the burden upon a party opposing a properly supported motion for summary judgment was refined. In that case, the plaintiff was severely injured when police employed a precision intervention technique to end what was alleged by the police to be a high-speed pursuit. *Id.* The version of events described by the plaintiff in that case and adopted by the Court of

Appeals based upon his submission read more as if the fleeing suspect had been “attempting to pass his driving test” rather than elude capture. *Id.* The Supreme Court disregarded the version of events offered by plaintiff and adopted by the Court of Appeals in that case where it was inconsistent with record evidence in the case, namely a videotape of the pursuit in question that contradicted substantial elements of plaintiff’s claims. *Id.* In reaching its decision to disregard the portions of plaintiff’s assertions the Court reasoned “[w]hen opposing parties tell two different stories, one of which is blatantly contradicted by the record, so that no reasonable jury could believe it, a court should not adopt that version of the facts for purposes of ruling on a motion for summary judgment.” *Id.*

ARGUMENT

For the reasons that follow, there are no genuine issues of material fact and the City is entitled to judgment as a matter of law. Under Rule 56, a party seeking to advance a claim in the face of a properly supported motion must produce proof sufficient to establish their claim with sufficient certainty that a jury may find in his or her favor. *See Scott v. Harris*, 550 U.S. 372 (2007)(discussed in detail, *supra*). Here, there has been no such showing of facts from which a finder of fact could determine that Plaintiff has proven a cause of action in this case. The applicable proof requirements clearly command that summary judgment be entered on the part of the City.

Method of Proof

A plaintiff can establish a claim of unlawful discrimination or retaliation either by presenting direct or indirect evidence of the alleged discrimination. *Diamond v. Colonial Life & Acc. Ins. Co.* 416 F.3d 310, 318 (4th Cir 2005). If no direct evidence is available, as it is not in this

case, a plaintiff may rely on the burden shifting scheme set forth in *McDonnell Douglas Corp. v. Green*, 411 U.S. 792 (1973). *Burgoon v. Potter*, 369 F.Supp.2d 789, 796 (E.D. Va. 2005)(citing *Brinkley v. Harbour Recreation Club*, 180 F.3d 598, 607 (4th Cir. 1999)). The scheme set forth in *McDonnell Douglas* requires that a plaintiff establish a *prima facie* case of discriminatory action which gives rise to the presumption of discrimination. *Burgoon*, 369 F.Supp.2d at 796 (citing *McDonnell Douglas*, 411 U.S. at 802). Then the burden shifts to the defendant to prove a legitimate, non-discriminatory reason for the actions. *Burgoon*, 369 F.Supp.2d at 796. The burden on the defendant is a burden of production which, if proven, defeats the presumption of discrimination unless the plaintiff can show the proffered legitimate explanation was simply a pretext for intentional discrimination. *Id.*

I. There is No Record Evidence that the Promotion of Others to the Rank of Captain was Unlawful, and so Count I fails.

Plaintiff has failed to present facts sufficient to support a failure-to-promote claim. To present such a claim, Goodrum must plead facts that show: (1) he is a member of a protected group, (2) there was a specific position for which he applied, (3) he was qualified for that position, and (4) the City rejected his application under circumstances that give rise to an inference of liability. *Williams v. Giant Food Inc.*, 370 F.3d 423, 430 n.5 (4th Cir. 2004); *Evans v. Technologies Applications & Serv.*, 80 F.3d 954, 959-64 (4th Cir. 1996). As the Fourth Circuit explained, “the naked fact that one not in the protected class receives the benefit sought by the protected plaintiff, or is spared the hardship the plaintiff hoped to avoid, cannot be sufficient to satisfy the purposes of the fourth *McDonnell-Douglas* prong.” *Barnhill v. Aratex Servs., Inc.*, 829 F.2d 34 (4th Cir.

1987) (citing *Holmes v. Bevilacqua*, 794 F.2d 142 (4th Cir. 1986) (addressing a failure-to-promote claim) (en banc)).

Here, there is no contest that Plaintiff is a member of a protected class and that he applied for an available position. Also, having satisfactorily completed the promotional process described above, Lt. Goodrum met the minimum qualifications for promotion.

As an initial matter, the framework of Plaintiff's failure to promote claim rises and falls on whether Lt. Goodrum's failure to earn a promotion occurred under circumstances that give rise to an inference of liability. At the time Plaintiff was considered for promotion, Chief Hayes headed a police department with various positions and responsibilities to staff. It was incumbent upon him to select the best candidate for the particular position he needed to fill. In doing so during the relevant time, Chief Hayes selected the candidates whom he best believed would be able to handle the departmental duties and support the overall mission of community policing that was of critical importance to Chief Hayes. Rather than support an inference of liability, the record facts directly refute such a finding.

Community Policing and Diversity

There is no dispute in this case that the relevant promotion decisions were made by Chief Hayes, a Black man. There is also no dispute that, during his tenure, Chief Hayes promoted diversity in a comprehensive and effective manner. Between June 2021 and June 2024, APD Black officer staffing increased from 44 officers (14.6% of sworn officers) to 59 (18.7% of sworn officers). As described above, within the departmental ranks, Chief Hayes promoted numerous Black officers to leadership and supervisory positions. Chief Hayes selected two Black candidates

as Assistant Chiefs reflecting his commitment and the commitment of the City to diversity within the ranks of the APD. From top to bottom, the makeup of the APD as a body reflects that absence of any discriminatory circumstance.

The Lieutenants Meeting

Lt. Goodrum alleges that his race is the reason he was passed over for promotion. The record not only fails to support this claim but outright refutes this assertion. Regarding the 2021 meeting of Lieutenants in which Chief Hayes noted that he would promote Delton Goodrum because he wanted to add diversity to the Captain rank in the Department, no reasonable inference can be drawn that Chief Hayes was speaking in a manner that would give rise to a concern of racial animus. He did not promise to promote Lt. Goodrum. Instead, based upon the information he had and with a nod to diversity among the rank, he indicated he would be inclined to promote Plaintiff. Chief Hayes did not speak ill of Plaintiff; to the contrary, the remarks were supportive of Lt. Goodrum at the time. As the record reveals, however, the individual captain candidates were selected above Lt. Goodrum for several reasons particular to the needs of the position and their talents.

Promotion Process

Lt. Goodrum's allegations do not account for the promotional procedure that was in place at the time he claims to have been passed over for promotion. As explained in the Statement of Undisputed Material Facts, candidates for promotion are assessed through a process administered by a third-party vendor. This initial screening was conducted for the purpose of determining whether a candidate possessed sufficient qualifications for promotion. If a candidate did not score

a minimum acceptable score, she was not reported as eligible. Those candidates, like Lt. Goodrum, who did post acceptable scores were compiled into a list of eligible Category I and Category II candidates.

From there, the Chief of Police had the discretion to select the candidate that best fit the position being filled based upon many factors and the Chief's judgment. This portion of the selection process is, by necessity, subjective and dependent upon factors that are not conducive to numerical measurement. To select the best candidate under the circumstances, a Chief should consider multiple factors, including each candidate's history of social involvement, familiarity with community policing, leadership potential, and others. The ability to choose for fit is particularly critical where, as with a Captain, the selection is for a position high in the chain of command.

Importantly, pursuant to a settlement among the candidates and the City, the Chief could select *any* person from the qualified promotions list.

Promotion of Captain Ballentine²

Looking to the particulars of the promotion at issue, Captain Ballentine was promoted to head the Community Relations Division. Chief Hayes wanted a person who would reflect the deep involvement in community policing that was part of Chief Hayes's overall approach for the APD. At the time of his promotion, Captain Ballentine had served and was serving as Acting Captain of that Division and was performing those duties well. He had been an integral part in the growth

² Lt. Goodrum acknowledges that the promotion of Capt. Ballentine is not a claim but merely background evidence. (ECF No. 18 at 5.)

and success of community policing in Alexandria. He was, as Chief Hayes described, a natural fit.

Lt. Goodrum did not have the kind of community policing experience even remotely on par with Captain Ballentine. Chief Hayes did not believe that Lt. Goodrum had the appropriate level of experience with community policing and, according to Chief Hayes, he did not see the necessary commitment to community policing in Lt. Goodrum's actions.

Additionally, Lt. Goodrum's experience in the administrative sections of the Department was not successful and demonstrated to Chief Hayes, who concluded that Lt. Goodrum was not ready for promotion at that time. In May 2022, a month before the promotion was announced, Lt. Goodrum acknowledged as much in his email to Chief Hayes accepting responsibility for deficiencies in his work. No new initiatives were created during Goodrum's tenure in recruiting and goals were routinely missed. In short, in a position that required the addition of new police officers to sustain APD, people simply were not being recruited. Chief Hayes also was dissatisfied with Lt. Goodrum's administering reporting work, as described in detail above.

Temporary Promotion of Acting Captain Downey

In September 2022, Lt. Downey was named an acting Captain for less than a month over the Human Resources and Training Division within the department. This was a logistical temporary duty assignment that, in Chief Hayes's judgment, required a temporary assignment to ensure that the command structure was intact and effective. Downey was already a Lieutenant in that Division and was already involved in several of the matters that required a Captain's attention. Downey was a self-starter, detail oriented, and had Chief Hayes's confidence that he would get

things done. Critically, Downey was not on the promotions eligibility list for Captain and, as such, he would not have been given an advantage over other candidates for a future promotion.

Only a few months before, Lt. Goodrum had been reassigned from an administrative role and, given the short period of time from that assignment, it does not follow that he was prepared to return from his new assignment for a temporary assignment of less than a month's duration. Lt. Goodrum's reassignment out of the recruiting role was routine. He was one of four Lieutenants that Chief Hayes moved simultaneously. Chief Hayes decided to transfer Lt. Downey into the Human Resources and Training Division as Lt. Goodrum's replacement because he was unhappy with the recruiting efforts in the section and with Lt. Goodrum's role in those efforts. Unfortunately, Lt. Goodrum's failure to thrive in the Human Resources and Training Division and inattention to detail required a transfer to a different position. He was not punished and did not lose any benefit, seniority or pay. Moreover, Chief Hayes' belief that Lt. Downey would do well in the role was proven correct.

Promotion of Captain Jerry Newcomb

In December 2022, Chief Hayes selected Jerry Newcomb for promotion to Captain of the Patrol Division of Field Operations. Captain Newcomb's selection was based upon his tenure and experience that included valuable experience in criminal investigations. In Chief Hayes' evaluation, Capt. Newcomb was community-focused and had recently won an award for community involvement in the City. Given his track record as an APD officer, Captain Newcomb was Chief Hayes's logical choice.

Moreover, Lt. Goodrum was not considered at all for the December 2022 promotion because there was a pending administrative investigation against him. *See* Exhs. 36-37. The City of Alexandria Police Department does not allow promotion of individuals who are under an active investigation. The reason for that is patent: until an investigation is completed, the full extent of the candidate's violations, if any, is unknown. Promoting someone and then disciplining them shortly thereafter – potentially with demotion or termination – for an infraction in their prior rank is not consistent with effective management or leadership. A pending investigation puts a candidate's qualifications and fitness for the job at issue. Although he was later cleared of any wrongdoing, Lt. Goodrum was under investigation throughout the period when Chief Hayes was selecting a new Captain. This fact belies any assertion that Lt. Goodrum's hoped-for promotion was rejected under circumstances that give rise to racial discrimination.

Additionally, all the reasons explained as to why Lt. Goodrum was not a suitable fit for the position Captain Ballentine filled apply here as well. Plaintiff did not have the experience in community involvement that Jerry Newcomb possessed and in the Chief's assessment. It had also been less than a year since Lt. Goodrum's failed tour in the Recruitment Division and the record does not reveal any reason to believe that Plaintiff had undertaken any efforts to remedy those shortcomings.

McDonnell-Douglas Analysis

Taken together, there is no reason to believe that the selection of Ballentine, Downey, or Newcomb over Lt. Goodrum for Captain or Acting Captain reveals evidence to support an inference of liability. Under the *McDonnell-Douglas* burden shifting scheme, Plaintiff fails to

create a *prima facie* case based upon record evidence. Even if the Court were inclined to believe that Plaintiff met his initial burden, the facts of the case demonstrate legitimate non-discriminatory reasons for the selection of Captain Ballentine.

II. There is No Evidence that the Non-Promotion of Goodrum to Captain was Retaliatory, and so Count IV Fails.

Plaintiff's claim that the City of Alexandria retaliated against him fails as a matter of law when viewed under the undisputed record evidence. There is no real dispute that an employer may not retaliate against an employee who opposes an unlawful employment practice, files a charge of discrimination, or participates in the investigation of it. *See* 42 U.S.C. §2000e-3(a). In order to succeed in a retaliation claim under Title VII, Plaintiff must show that (1) he was engaged in a protected activity, (2) that the employer acted adversely to him, and (3) that there was a causal connection between the protected activity and the adverse action. *Edwards v. Murphy-Brown, LLC*, 760 F.Supp.2d 607, 631 (E.D.Va. 2011). To constitute a protected activity, Plaintiff must reasonably believe the employment practice he is opposing is unlawful. *Francisco v. Verizon South, Inc.*, 756 F.Supp. 2d 705, 727 (E.D.Va. 2010); *Jordan v. Alternative Resources Corp.*, 458 F.3d 332, 338 (4th Cir. 2006), overruled, in part, on other grounds by *Boyer-Liberto v. Fountainbleau, Corp.*, 786 F.3d 264 (4th Cir. 2015).

The only event that Plaintiff contends was a protected activity that occurred within any reasonable proximity to the December 2022 promotion of Newcomb was a statement that he described a pattern of discrimination to Chief Hayes. As described above, the Grievance submitted on October 12, 2022 (Exh. 32) simply does not allege a pattern of discrimination as alleged by Plaintiff in the Amended Complaint. Without an assertion of improper racial discrimination, this

is not a protected activity that can serve as a predicate to retaliation in failing to promote him in December 2022. Because the Grievance does not contain the assertions Plaintiff contends, it is potentially not even exhausted.

Likewise, the record in this case is devoid of any material adverse employment action that arises from the alleged protected activity of filing the grievance at issue.

For these reasons, Plaintiff's retaliation claim fails.

CONCLUSION

For all these reasons, this defendant is entitled to summary judgment.

Respectfully submitted,

**THE CITY OF ALEXANDRIA, a Municipal
Corporation of Virginia**

By Counsel,

/s/

Robert Porter (VSB No. 78934)
Meghan S. Roberts (VSB No. 78983)
ALEXANDRIA CITY ATTORNEY'S OFFICE
301 King Street, Suite 1300
Alexandria, VA 22314
Tel: (703) 746-3750
Fax: (703) 838-4810
Email: robert.porter@alexandriava.gov
meghan.roberts@alexandriava.gov

James A. Cales III (VSB No. 41317)
Furniss, Davis, Rashkind and Saunders, P.C.
6160 Kempsville Cir. Suite 341B
Norfolk, Virginia 23502
Tel: 757-461-7100
Fax: 757-461-0083
Email: jcales@furnissdavis.com

Counsel for Defendant City of Alexandria

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on this 12th day of February 2024, a copy of the foregoing was electronically filed with the Clerk of Court using CM/ECF system, which will send notice to the following:

Joshua Erlich, VA Bar No. 81298
Katherine Herrmann, VA Bar No. 83203
The Erlich Law Office, PLLC
1550 Wilson Blvd., Suite 700
Arlington, VA 22209
Tel: (703) 791-9087
Fax: (703) 722-8114
Email: jerlich@erlichlawoffice.com
kherrmann@erlichlawoffice.com

Counsel for Plaintiff Goodrum

/s/ Robert Porter

Robert Porter (VSB No. 78934)
ALEXANDRIA CITY ATTORNEY'S OFFICE
301 King Street, Suite 1300
Alexandria, VA 22314
Tel: (703) 746-3750
Fax: (703) 838-4810
Email: robert.porter@alexandriava.gov

Counsel for Defendant City of Alexandria



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Transcript of Don Hayes, Individually

Date: December 12, 2024

Case: Goodrum -v- City of Alexandria

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UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
Alexandria Division

-----x
DELTON GOODRUM, :
Plaintiff, :
v. : Case No.
CITY OF ALEXANDRIA, : 1:24:01111 (PTG/WEF)
Defendant. :

-----x
DEPOSITION of
DON HAYES, Individually
Alexandria, Virginia
Thursday, April 12, 2024
6:23 p.m.

Job: 565049

Pages: 1 - 56

Transcribed by: Molly Bugher

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 Deposition of DON HAYES, held at:

2 301 King Street

3 Alexandria, VA 22314

4 Phone: 703.746.4000

5

6

7

8

9 Pursuant to agreement, before Austin

10 Costello, Notary Public in and for the

11 Commonwealth of Virginia.

12

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22

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

8

1 Q: Unbroken? ?

2 A: Correct, unbroken.

3 Q: We've already --

4 A: 2024.

5 Q: Until 2024?

6 A: Right.

7 Q: So just for a clean record you worked at
8 the Alexandria Police Department from 1981 to
9 2024?

10 A: 2024, correct.

11 Q: Great. Did you at any point go back for
12 college or additional education?

13 A: Yeah, I went to college while I was with
14 the police department.

15 Q: When were you in college?

16 A: From 1981 to probably 2006 is when I got
17 my final degree.

18 Q: And what was your degree in?

19 A: A few. The first one was in -- a
20 bachelor's in business management. The second one
21 is a master's in leadership and management. And
22 the third one is in divinity.

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 that's the process that resulted in North being -- ?

2 A: Correct. Yes.

3 Q: Okay. Are you the one who made that
4 policy change?

5 A: Yes.

6 Q: Why did you make that policy change?

7 A: I just felt that that was the way I
8 wanted to go.

9 Q: To you, what was the difference between
10 using highly recommended and recommended versus
11 category 1 and category 2?

12 A: It was just, to me it was just a fair
13 way of looking at everybody's careers and giving
14 them an opportunity to move forward, even if they
15 have a bad day.

16 Q: Understood. Is there, in practical
17 terms, right, did you evaluate highly recommended
18 and recommended differently than you evaluated
19 category 1 versus 2?

20 A: No, it was still the same thing. One
21 did better on the test than the other one did.

22 Q: This grievance we were just talking

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 mentioned something along the lines of Lieut. ?
2 Goodrum being a good fit for promotion because
3 of -- for diversity reasons?

4 A: Yes, I do.

5 Q: Tell me about that situation.

6 A: That was at a lieutenants meeting and
7 the question was asked to me basically, Chief
8 Hayes if it was your selection process who would
9 you pick? And I said I would pick Delton Goodrum.
10 And a response came back why, is it because he's
11 Black? And that's when I got into a dialog then
12 about no, because of diversity.

13 And then, I posed a question to them
14 that if Chief Brown was in that room with them and
15 say he would have chosen Steven Carr, would the
16 first thing come to your mind is because he's
17 White? And the room was silent.

18 Q: Following that lieutenant's meeting were
19 there any complaints made about what happened at
20 that meeting?

21 A: No complaints. But people were talking
22 to each other about it.

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 Q: Do you recall anything about what people ?
2 were saying to each other to the extent that you
3 found out?

4 A: Well, they said that I was racist. And
5 that I was trying to start confusion because I was
6 bringing in race into my conversations. Something
7 to that -- I mean, not to be verbatim, but
8 something to that effect.

9 Q: Did anyone file anything like an EEOC
10 complaint?

11 A: No.

12 Q: Did you either know or hear that anyone
13 was considering filing an EEOC complaint?

14 A: No.

15 Q: Did that conversation play any role in
16 your future promotion decisions?

17 A: No.

18 Q: When you were asked in that lieutenant's
19 meeting and you -- about who you would promote and
20 you mentioned Lieut. Goodrum, why did you mention
21 Lieut. Goodrum?

22 A: Because I wanted to start the

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 conversation. ?

2 Q: To start the conversation about what?

3 A: Because I knew why they were asking me.

4 And that was the answer they wanted and that

5 people don't want to talk about, but those

6 conversations need to be had as to why.

7 Q: When you made the comment about Lieut.

8 Goodrum in that lieutenants meeting did you feel

9 that Lieut. Goodrum was qualified to become a

10 captain?

11 A: Yes.

12 Q: Is there anything about Lieut. Goodrum's

13 career time at the department between when you

14 made that statement at the lieutenants meeting and

15 when you left the department that change your view

16 of Lieut. Goodrum?

17 A: Nothing changed my view of Lieut.

18 Goodrum. Things happened in that process that

19 made other people better qualified for the

20 selection.

21 Q: Okay. What sort of things?

22 A: Well, we just went through them. Again,

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 they were a perfect fit for what I needed done in ?
2 the agency at that time.

3 Q: Was there anything with respect to
4 Lieut. Goodrum that you feel made him less
5 qualified than he was when you made that comment?

6 A: Well, yeah. The performance that he did
7 in the training section that I observed, a few
8 things that happened there. The process of a
9 second pick that again, there was an investigation
10 going on as that pick was being done.

11 Q: You mentioned observing things with
12 Lieut. Goodrum in what I will call the training
13 division, but I think you used a slightly
14 different term. What did you observe that
15 affected your position on his qualification to be
16 a captain?

17 A: Well, there were -- and there were --
18 let's say that there was a expectation in
19 recruiting that would have been a lot faster and
20 it didn't happen. And I know they refer to the
21 one memo that came up that kind of went through, I
22 guess the sergeant, the lieutenant, Ms. Shawndell,

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 (phonetic) even McCarty, that should have never ?
2 hit my desk. It came through.

3 And when I sent it back down to find out
4 what was going on, months later I go and directly
5 ask him about the memo and he had no recollection
6 of what I was talking about. It was things like
7 that where, for a unit as important as that one
8 was for recruiting I expected a lot more.

9 Q: Do you recall approximately when those
10 conversations were?

11 A: No, I don't.

12 Q: Do you recall if it was close to the
13 time when you left the department?

14 A: Oh no, it wasn't close to that because I
15 didn't leave right away after that.

16 Q: Do you recall if it was after you became
17 captain -- or sorry chief, rather than acting
18 chief?

19 A: No, I was chief.

20 Q: So it was some point in time when you
21 were chief and before you left the department
22 which would be approximately April of 2022 to 2024

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 when you left? ?

2 A: Yes. Yeah.

3 Q: And you said that whenever it was it
4 wasn't close to the time when you left?

5 A: No. Again, I think it was, again, after
6 placing him in that position I think, again, my
7 timeframe six months later is when I made the
8 decision to take him out of that position.

9 Q: So whenever that conversation was it was
10 within the --

11 A: Within that six months timeframe. Yes.

12 Q: Gotcha. Do your understanding, what
13 were the difficulties in recruiting at that time?

14 A: I didn't get into the nuts and bolts of
15 it. I don't know what was going on, I just know
16 they were -- that people weren't being recruited.

17 Q: 2022, it did -- to your understanding,
18 did Covid affect recruitment?

19 A: Yeah, it could have. I don't even
20 know -- I'm being honest with you, Covid came in
21 '90 -- I mean, not '90. 2000, right?

22 Q: Covid started in earnest in March or

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 April 2020. ?

2 A: 2020. Yeah, 2020. Yeah, when I say
3 2000 and 20, yeah, 2020. Yeah. And so you're
4 talking about two years later. I mean Covid
5 affected it. The George Floyd situation affected
6 it. A lot of things affected it. But we still
7 have to do our job.

8 Q: Absolutely. Do you recall around that
9 time how many people you wanted to see recruited
10 sort of over different periods of time?

11 A: I was trying to put at least 30 in the
12 academy.

13 Q: During your tenure as chief, typically,
14 how many people were sent to the academy?

15 A: Probably 20 so, 23, 24.

16 Q: During Lieut. Goodrum's tenure in charge
17 of that department do you recall approximately how
18 many people went to the academy, not in total, but
19 in the same terms we've been talking about?

20 A: Probably, I would say 10 to 15. I'm
21 guessing. I don't know, I really don't know that
22 answer.

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 Q: Now as a policy matter, do you limit the ?
2 number of -- or does the department limit the
3 number of people that can go to the academy based
4 on the number of open positions that you have?

5 A: We do, yes.

6 Q: So at the time when you were saying that
7 you wanted 30 people to go to the academy, you had
8 30 open positions?

9 A: Yes.

10 Q: And with respect to Lieut. Goodrum
11 specifically, I know we've talked about you being
12 concerned about the results, did you have any
13 particular criticism of what he was actually
14 doing?

15 A: I guess my criticism is what he wasn't
16 doing.

17 Q: What was your criticism related to what
18 he wasn't doing?

19 A: I was looking for input. I was looking
20 for innovation. I was looking for motivation and
21 I saw none of that.

22 Q: Why do you say that Lieut. Goodrum

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 wasn't motivated? ?

2 A: Well, because things weren't happening.
3 And when I replaced him with another person things
4 began to happen.

5 Q: Who was that person?

6 A: Marcus Downey.

7 Q: Was that --

8 A: Excuse me. At nighttime my head's kind
9 of clogged up.

10 Q: No problem.

11 A: I'm sorry about that.

12 Q: When you mentioned replacing him with
13 Downey, was that the period during which Downey
14 was an acting captain?

15 A: No.

16 Q: Different period?

17 A: Different period.

18 Q: You mentioned investigations earlier.
19 Was Lieut. Goodrum under investigation when you
20 made the promotional decision that led to Downey
21 and Newcomb, being promoted?

22 A: Newcomb, yes.

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 Q: Newcomb, yes. Was he under ?
2 investigation when you made the decision to
3 promote North?

4 A: No.

5 Q: Outside of the -- what we've already
6 discussed with respect to the promotional
7 processes did you do anything else as chief to
8 promote diversity in the department?

9 A: Yes, I did.

10 Q: What did you do?

11 A: I hired diversity in my assistant chief
12 ranks. I promoted diversity in my lieutenant
13 ranks and my sergeant ranks. I promoted diversity
14 everywhere I could.

15 Q: When you say you promoted diversity in
16 the acting chief rank specifically --

17 A: No, in the chief rank.

18 Q: Oh, in the chiefs rank.

19 A: In the chiefs rank.

20 Q: Okay. The acting chiefs when you
21 mentioned that you had three acting chiefs --

22 A: No.

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 points out again I did ask another bad question. ?

2 Q: Did Lieut. Newcomb file a grievance at
3 any point?

4 A: I don't recall

5 Q: Do you think in that lieutenants meeting
6 mentioning Lieut. Goodrum specifically, to your
7 knowledge did that create any backlash against
8 Lieut. Goodrum?

9 A: Not that I know of.

10 MR. ERLICH: Okay. Let's go off the
11 record.

12 (Whereupon a recess was taken at 7:10
13 p.m., resuming at 7:24 p.m.)

14 BY MR. ERLICH:

15 Q: Chief Hayes, again I'm going to attempt
16 to do this as efficiently as possible, we have
17 these documents regarding the numerical rankings,
18 or the numerical scores I should say, that your
19 counsel, Mr. Porter provided to us this morning.

20 When you were making the decision, the
21 promotional decisions with respect to Ballantine,
22 Newcomb, and North, did you consider these scores

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 at all? ?

2 A: No.

3 Q: So without -- with you saying you didn't
4 consider those scores I'm not going to take our
5 time to go through them.

6 MR. ERLICH: Okay, we're going to go
7 back to Exhibit 8. I will hand you this and I'll
8 tell you all it is City Docs 1920, the Milner
9 candidate feedback report.

10 Q: Chief Hayes, can you identify this
11 document?

12 A: No, I cannot.

13 Q: Have you ever seen this document before?

14 A: I have not.

15 Q: Let me ask you the limited question
16 then; we've seen the promotional list that came
17 from the 2020 process although I understand that
18 you were not chief at the time.

19 A: Right.

20 Q: Do you have any information to indicate
21 why Edward Milner received -- was subject to a
22 candidate feedback report but is not ultimately on

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 the list? ?

2 A: No, I do not.

3 Q: Okay. Fair enough.

4 After the lieutenants meeting that we
5 discussed, and you said clearly that you did not
6 apologize to anyone.

7 A: Correct.

8 Q: Did you have meetings -- after that
9 lieutenants meeting did you have meetings or
10 conversations with any of the people in the room
11 to discuss what had been said in the room?

12 A: Yes, I did.

13 Q: Who did you have a meeting or
14 conversation with?

15 A: I don't remember all of the names, but I
16 went to the lieutenants that were in the meeting,
17 and I believe it was Monica Lisle came and talked
18 to me about what was happening in the department.
19 And so I went and talked to a few of the
20 lieutenants to see if they had any questions,
21 needed clarification.

22 And for the most part they said to me,

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 Chief, you don't have to explain to us. We knew ?
2 what you meant. Certain people were just trying
3 to make an issue out of it but we knew what you
4 meant. And that's how the conversations went.

5 Q: Now, you mentioned Monica something.

6 A: Yes.

7 Q: What was her last name?

8 A: Lisle.

9 Q: Could you spell it for us?

10 A: L-I-S-L-E.

11 Q: So tell me about the conversation when
12 she came to talk to you about what was going on
13 with respect to the lieutenants meeting?

14 A: She just asked me what did I do, what
15 was going on. She said because people are calling
16 me a racist, and things like that.

17 Q: And when you talked to the lieutenants
18 who were at that meeting subsequently, did you
19 meet them as a group or did you meet --

20 A: No.

21 Q: -- them one by one?

22 A: I just went by the offices and just,

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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1 hey, you know, you got any questions about the ?
2 meeting we had, and I don't recall actually
3 sitting down and having a long conversation with
4 any of them because nobody had any questions about
5 it.

6 Q: Now remind me, was Lieut. Goodrum in
7 that meeting?

8 A: Yes, he was.

9 Q: Okay. Did you speak to Lieut. Goodrum
10 when you were speaking to other lieutenants?

11 A: No, I did not.

12 Q: Why didn't you speak to Lieut. Goodrum?

13 A: Because I don't think he had a problem
14 with the meeting.

15 MR. ERLICH: Mr. Court Reporter, if you
16 could mark this? And gentlemen, this is City Docs
17 457.

18 MR. PORTER: What's the exhibit number?

19 MR. ERLICH: 18.

20 (Whereupon Exhibit 18 was marked for
21 identification.)

22 Q: Chief Hayes, do you recognize this

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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CERTIFICATE OF COURT REPORTER - NOTARY PUBLIC

I, Austin Costello, the officer before whom the foregoing proceedings were taken, do hereby certify that any witness(es) in the foregoing proceedings were fully sworn; that the proceedings were recorded by me and thereafter reduced to typewriting by a qualified transcriptionist; that said digital audio recording of said proceedings are a true and accurate record to the best of my knowledge, skills, and ability; and that I am neither counsel for, related to, nor employed by any of the parties to this case and have no interest, financial or otherwise, in its outcome.

NOTARY REGISTRATION NO.: 7852384

COMMISSION EXPIRATION: 9/30/2027



AUSTIN COSTELLO, AAERT CER

NOTARY PUBLIC FOR THE COMMONWEALTH OF VIRGINIA

Transcript of Don Hayes, Individually
Conducted on December 12, 2024

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CERTIFICATE OF TRANSCRIBER

I, Molly Bugher, do hereby certify that this transcript was prepared from the digital audio recording of the foregoing proceeding; that said transcript is a true and accurate record of the proceedings to the best of my knowledge, skills, and ability; and that I am neither counsel for, related to, nor employed by any of the parties to the case and have no interest, financial or otherwise, in its outcome.



Molly Bugher, CDLT-161

December 27, 2024

**U.S. EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION
Washington Field Office**

DELTON GOODRUM

Complainant,

v.

**CITY OF ALEXANDRIA
(POLICE DEPARTMENT)**

Respondent.

EEOC Charge No.: 570-2023-00841

AFFIDAVIT OF DON HAYES

DON HAYES being first duly sworn, hereby deposes and states:

1. I am over 18 and competent to testify to the matters contained in this affidavit.

2. I am the Chief of the Alexandria Police Department. I was appointed Chief on April 18, 2022, having been Acting Chief since June 2021. I have worked for the Department continuously since I joined as a Patrol Officer in 1981.

3. In 2021, Lieutenant Delton Goodrum was transferred to the Department's Human Resources and Training Division, even though he had requested a transfer to the Traffic and Safety Section. This transfer coincided with the transfers of other lieutenants and sergeants of the Alexandria Police Department. Lieutenant Goodrum was transferred to the Human Resources and Training Division for the betterment of the Department and for the development of his administrative skills.

4. In March 2022, Lieutenant Delton Goodrum was transferred from the Department's Human Resources and Training Division to the Patrol Operations Bureau, Patrol Division 2, Traffic and Safety Section. This transfer was necessitated due to an operational need to spearhead a robust recruiting program to address our increased attrition rate of sworn personnel. Lieutenant Marcus Downey was transferred into the position because of his attention to detail and organizational skills. Under his command we have been able to surpass our attrition rate with qualified candidates. The transfer was made for the betterment of the department.

EXHIBIT 2

5. Lieutenant Goodrum was transferred to the Traffic and Safety Section because of his traffic experience and his ability to motivate the personnel assigned to the Traffic Section.

6. In June 2022, Lieutenant Courtney Ballantine was promoted to the rank of Captain and assigned to the Community Relations Division. He was given the position of Acting Captain under former Chief of Police Michael Brown. Captain Ballantine has performed his duties as the commander of the division and continues to do a great job.

7. In October 2022, Lieutenant Downey was elevated to the position of Acting Captain to assist with the administrative duties within the Division because of the separation of employment by our Human Resource Director Sharntel Sutton. This was meant to be a temporary role and was executed because he was familiar with the operations of the HR Division, and it would not necessitate transferring another commander into the Division. With the vacancy of the Human Resource Director position, we needed a commander to fulfill that role of making command decisions. This role only lasted a few weeks.

8. In December 2022, Lieutenant Jerry Newcomb was promoted to the rank of Captain. In January 2023, he was transferred to Patrol Sector 3 of the Field Operations Bureau. This was part of the reorganization and having the captains in patrol return to sector policing for accountability. Captain Newcomb brings a fresh approach to Community Policing. Having recently been recognized by the members of the Concerns Of Police Survivors (COPS) for his contributions for organizing Police Week. Captain Newcomb is community oriented. He also brings with him the Criminal Investigations experience that is needed in the patrol division of the Field Operations Bureau. Due to our staffing situation patrol officers will be following up on more criminal cases and Captain Newcomb's experience allows him to train officers to do this work. He will also assist in our "One Police Department" philosophy. The goal is to get the detectives and the officers to work more together, and Captain Newcomb will be able to make this happen.

9. At no time have I ever transferred Lieutenant Goodrum, failed to promote him, or taken any other action out of discriminatory or retaliatory animus.

I, DON HAYES, HEREBY SWEAR OR AFFIRM THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND INFORMATION.



Police Chief Don Hayes

COMMONWEALTH OF VIRGINIA
CITY OF ALEXANDRIA:

From: Don Hayes
Sent: Saturday, October 23, 2021 7:09 PM
To: Police Staff
Subject: APD Staffing Situation

To My APD Family:

I wanted to update you on our current staffing situation. Our October 2021, strength report shows we have 295 actual sworn personnel and are authorized 305 sworn personnel. This number does not include the 6 sworn personnel authorized by City Council on October 12th to restore the SRO program in the schools.

This puts us 16 bodies below our authorized strength. Currently we have two pending retirements by December 1 and another to take effect January 1, 2022. This will bring us to a total of 19 sworn vacancies. Considering the 13 over hire vacancies will bring us to a total of 32 sworn vacancies by the New Year.

Given the current climate in policing and other added factors, I have been advised we are unable to obtain 32 qualified candidates to put in the January academy. It has further been explained to me that even if we could find the candidates, we would not have adequate staffing to properly train 32 academy graduates. So, it looks like a more realistic number to enter the January academy is 16 to 20 candidates.

We are continuing to lose sworn staff at an average of 2.5 persons per month. That equates to 30 officers per year. We loss 31 this year prior to the October strength report.

So, we are working to frontload the next 3 academy sessions with at least 30 recruit candidates per academy. If we are fortunate enough to garner 30 qualified candidates for the next 3 academy classes starting in July 2022, we should reach the breakeven point, including the 13 over hires, with the graduating class of December 2023.

This projection is contingent on our sworn personnel attrition rate remaining the same or decreasing and hiring at least 30 qualified candidates to enroll in the academy sessions and graduating. Any deviation of either of those factors will cause the breakeven point to change. With this, we also need to increase our FTO staff to at least 30 trained FTOs by December 2022.

In the meantime, we need to make staffing adjustments now to ensure we can respond to calls for service and maintain adequate staffing on all three shifts and allow for leave and training. This tempered with our ability to conduct thorough investigations, address traffic concerns, and maintain our ability to adequately train our personnel. These adjustments will be announced in the coming days.

I just want you to know that this is not something I take lightly but is necessary to get us through the next two years. When the decision is made, we will work with those being temporarily transferred to ensure they have enough time to make the necessary living adjustments before being transferred.

I believe this must be said and clearly understood. Know that even when the commanders are notified of the number of personnel required from their divisions to serve in patrol, we will work with those affected to deal with all hardships and special circumstances.

Please remember we are all in this together and we will get through this together. We are One Police Department serving sacrificially for the betterment of the whole.

Sincerely,

Acting Chief Don Hayes

Alexandria Police Department

3600 Wheeler Avenue, Alexandria, VA 22304

Office: 703.746.6704 / don.hayes@alexandriava.gov

alexandriava.gov/police / [Twitter](#) / [Facebook](#)



Building on a foundation of Excellence!

Alexandria Police Department
Sworn Strength Report
June 30, 2021

CODE	POSITION	BUDGET	ACTUAL	VACANCIES	OVERHIRES
1062	CHIEF	1	0	-1	
1064	ASST. CHIEF	1	1	0	
2031	CAPTAIN	8	7	-1	
2012	LIEUTENANT	16	16	0	
3057	SERGEANT	45	46	1	
	OFFICERS	240	231		-9
	Total Sworn	311	301		-10

<i>* Non-Supv. Breakdown (240 includes 194 PO/ 46 DET as of 11/1/19)</i>				Grand Total
OFFICER IV	52	DETECTIVE III	9	
OFFICER III	41	DETECTIVE II	20	
OFFICER II	57	DETECTIVE I	13	
OFFICER I	39			
Subtotal	189	Subtotal	42	231

Current Strength		301
Pre-Academy	0	
Academy	0	
PTO	-5	
	-5	
Fully Trained		296
DSP	-4	
R/D	-17	
FMLA	-7	
Other	-8	
MIL	<u>-2</u>	
	-38	
Available Staff		258

NOTE:

Intermittent FMLA : 5

Tentative FMLA : 5

Alexandria Police Department
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PERSONNEL	RACE	SEX	HIRED	PROMOTED/ ELEVATED/DEM	RANK	LEFT	REASON
IZZI, M	1	1		1/11/2020	PO3		RETRO ELEVATION (MIL)
ISREAL, T	1	1			PO4	7/1/2020	RESIGNED
RISCASSI, R	1	1			PO2	7/1/2020	RESIGNED
HETZNER, P	1	1	7/6/2020		PO1		
MISHLER, A	1	2	7/6/2020		PO1		
SMITH, D	1	1	7/6/2020		PO1		
CODDINGTON, D	4	2	7/6/2020		PO1		
GRIFFIN, J	1	1			PO3	7/24/2020	TERMINATED
BAILEY, B	2	1			LT	8/1/2020	RETIRED
CUTTING, D	1	1		8/8/2020	LT		PROMOTED
STORY, J	1	1		8/8/2020	LT		PROMOTED
CUNHA, N	1	1		8/8/2020	SGT		PROMOTED
JONES, J	1	1		8/8/2020	SGT		PROMOTED
STANCIL, N	2	1		8/8/2020	SGT		PROMOTED
SHIN, A	4	1			PO3	8/21/2020	RESIGNED
COMPTON, A	1	1		8/22/2020	DET 1		TRANSFER FROM PO3
MURRAY, S	2	1			PO1	9/30/2020	RESIGNED
FELTHAM, P	1	1		6/27/20 (RET)	DET 3		ELEVATION
LARUSSO, A	1	1		6/27/20 (RET)	DET 2		ELEVATION
PARENT, M	1	1		6/27/20 (RET)	DET 2		ELEVATION
ALVAREZ CAMPOS	3	2		6/27/20 (RET)	PO 4		ELEVATION
ARGUETA, G	3	1		6/27/20 (RET)	PO 3		ELEVATION
CAMPBELL, M	1	2		6/27/20 (RET)	PO 3		ELEVATION
HUGHES, J	1	1		6/27/20 (RET)	PO 3		ELEVATION
JENSEN, A	9	1		6/27/20 (RET)	PO 3		ELEVATION
KNIESLER, C	1	2		6/27/20 (RET)	PO 3		ELEVATION
LARIOS, J	3	1		6/27/20 (RET)	PO 3		ELEVATION
LARSON, T	1	1		6/27/20 (RET)	PO 3		ELEVATION
SAKS, B	1	1		6/27/20 (RET)	PO 3		ELEVATION
DOUGHERTY, G	1	1		6/27/20 (RET)	PO2		ELEVATION
GARRETT, M	2	1		6/27/20 (RET)	PO2		ELEVATION
HADLEY, N	1	1		6/27/20 (RET)	PO2		ELEVATION
HARMON, J	1	1		6/27/20 (RET)	PO2		ELEVATION
IQBAL, M	9	1		6/27/20 (RET)	PO2		ELEVATION
ISAACS, J	1	1		6/27/20 (RET)	PO2		ELEVATION
KIMMEL, S	1	2		6/27/20 (RET)	PO2		ELEVATION
RAINES, M	1	1		6/27/20 (RET)	PO2		ELEVATION
ROCHE, M	1	1		6/27/20 (RET)	PO2		ELEVATION
SAN MIGUEL, F	3	1		6/27/20 (RET)	PO2		ELEVATION
SCHLIERER, E	1	2		6/27/20 (RET)	PO2		ELEVATION
VAN MAREN, B	6	2		6/27/20 (RET)	PO2		ELEVATION
WILLIAMS, V	2	1		6/27/20 (RET)	PO2		ELEVATION
JACKSON, O	2	1			PO2	10/9/2020	RESIGNATION
BATTLE, M.	2	2			SGT	10/19/2020	RESIGNATION
EGAN, K.	1	2			PO3	11/13/2020	RESIGNED
BARNES, E.	2	1		11/14/2020	SGT		PROMOTED (From PO4)
SANDERSON, B	1	1		11/14/2020	SGT		PROMOTED (From PO3)
SERVEN, D.	1	1			PO4	12/1/2020	RETIRED
SMITHWEST, L.	1	1			PO4	12/4/2020	RESIGNED IN LIEU
ROSENSTEIN	3	1			PO1	12/17/20	RESIGNED
FRAZIER, J	2	1	12/21/2020		PO1		
MAMMARELLA, S	1	2			CPT	12/31/2020	RETIRED
LEAKE, T	2	2			PO4	1/1/2021	RETIRED
MCGEE, P	1	1			PO4	1/1/2021	RETIRED
POUNSBERRY, F	1	1			PO4	1/1/2021	RETIRED
WENIG, A	1	1			PO2	1/1/2021	RESIGNED
HAWKINS, L	1	1	1/4/2021		PO1		

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HAYNES, R	3	1	1/4/2021	PO1		
WASHINGTON, R	2	1	1/4/2021	PO1		
WEIDMAN, S	1	1	1/4/2021	PO1		
WIEGAND, W	1	1	1/4/2021	PO1		
KUNZ, P	3	1		PO3	1/8/2021	RESIGNED
GARCIA, A	3	1	1/8/2021	PO1		
NUNEZ, Y	3	1	1/8/2021	PO1		
MORRIS, E	1	2	1/9/2021	PO1		
MULDROW, E	2	1	1/9/2021	PO1		
THOMAS, K	1	1		DET3	2/1/2021	RETIRED
HADLEY, N	1	1		PO2	2/1/2021	RESIGNED
HUGHES, J	1	1		PO3	3/5/2021	RESIGNED
CLARK, N	1	2		PO1	4/7/2021	RESIGNED
MORRIS, E	1	2		PO1	4/30/2021	RESIGNED
HEARIN, E	1	1		PO1	5/13/2021	RESIGNED
FRAZIER, J	2	1		PO1	5/14/2021	TERMINATED
STOWE, C	2	1		PO4	6/1/2021	RETIRED
VAN MAREN, B	6	2		PO2	6/10/2021	RESIGNED
BERGH, C.	1	1		PO2	6/23/2021	RESIGNED
FORD, J	1	1		PO1	6/24/2021	RESIGNED
WARRICK, G.	1	1		PO1	6/25/2021	RESIGNED
BROWN, M	1	1		CHIEF	6/25/2021	RESIGNED
GOLDEN, D	1	1	12/26/20 (RET)	PO4		ELEVATION
VAN SCOYOC, A	1	2	12/26/20 (RET)	DET 2		ELEVATION
BRAMHALL, M	1	1	12/26/20 (RET)	PO3		ELEVATION
CHOMLEK, L	1	2	12/26/20 (RET)	PO3		ELEVATION
GALLAGHER, S	1	1	12/26/20 (RET)	PO3		ELEVATION
HERTZOG, E	1	2	12/26/20 (RET)	PO3		ELEVATION
HONAKER, R	1	1	12/26/20 (RET)	PO3		ELEVATION
MARABLE, J	1	1	12/26/20 (RET)	PO3		ELEVATION
MCDANIEL, J	1	1	12/26/20 (RET)	PO3		ELEVATION
SAVAGE, C	7	1	12/26/20 (RET)	PO3		ELEVATION
ADDAI, E	2	2	12/26/20 (RET)	PO2		ELEVATION
ANDERSON, Z	1	1	12/26/20 (RET)	PO2		ELEVATION
DEEM, A	1	2	12/26/20 (RET)	PO2		ELEVATION
GARCIA, M	3	2	12/26/20 (RET)	PO2		ELEVATION
GONZALEZ, R	3	1	12/26/20 (RET)	PO2		ELEVATION
HUGHES, E	1	1	12/26/20 (RET)	PO2		ELEVATION
HUNNEYMAN, J	1	1	12/26/20 (RET)	PO2		ELEVATION
KOCH, E	1	2	12/26/20 (RET)	PO2		ELEVATION
STALEY, T	1	1	12/26/20 (RET)	PO2		ELEVATION
SUAREZ, A	3	1	12/26/20 (RET)	PO2		ELEVATION
TERRELL, G	2	1	12/26/20 (RET)	PO2		ELEVATION
WRIGHT, M	2	1	12/26/20 (RET)	PO2		ELEVATION

FY21
 FROZEN MERITS

FY20
 18 PO1 OVERHIRES (9 PER ACADEMY) FOR FY 2020.
 A CONVERSION OF 1 SWORN CAPTAIN POSITION TO 1 CIVILIAN HUMAN RESOURCES DIVISION CHIEF. (PENDING)
 CONVERTED 1 CPT (HAYES' POSITION) TO +1 LT (COMPLETED IN APRIL)

FY19

Alexandria Police Department
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APD RECEIVED AUTHORIZATION TO OVERHIRE 13 PO1 PER ACADEMY.
6 PO I POSITIONS ADDED FOR TRAFFIC SAFETY SECTION.
CONVERT 1 PO3 TO DET 1 POSITION (POND) AS A RESULT OF THE RE-ORGANIZATION APPROVED BY HRD.

Alexandria Police Department

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FEMALE

RANK	W	B	AI/AN	A	U	H	NHI	BLK/WH /NH	AI/AN/W /NH	AI/AN/B /NH	A/W/ NH	NH/OPI /NH	B2/NH
CAPTAIN	2	0	0	0	0	0	0	0	0	0	0	0	0
DETECTIVE 1	3	0	0	0	0	0	0	0	0	0	0	0	0
DETECTIVE 2	1	0	0	0	0	3	0	0	0	0	0	0	0
DETECTIVE 3	3	0	0	0	0	0	0	0	0	0	0	0	0
LIEUTENANT	1	0	0	0	0	1	0	0	0	0	0	0	0
OFFICER 1	6	2	0	1	0	1	0	0	0	0	0	0	0
OFFICER 2	8	3	0	1	0	1	0	0	0	0	0	0	0
OFFICER 3	11	1	0	0	0	0	0	0	0	0	0	0	0
OFFICER 4	5	0	0	0	0	2	0	0	0	0	0	0	0
SERGEANT	1	3	0	0	0	0	0	0	0	0	0	0	0
Total Officer	117	30	1	10	0	27	0	0	1	0	3	0	0
Total All	41	9	0	2	0	8	0	0	0	0	0	0	0
	13.70%	3.00%	0.00%	0.70%	0.00%	2.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

MALE

RANK	W	B	AI/AN	A	U	H	NHI	BLK/WH /NH	AI/AN/W /NH	AI/AN/B /NH	A/W/ NH	NH/OPI /NH	B2/NH	Total M/F
ASSISTANT CHIEF OF POLICE	0	1	0	0	0	0	0	0	0	0	0	0	0	1
CAPTAIN	5	0	0	0	0	0	0	0	0	0	0	0	0	7
DETECTIVE 1	8	0	0	0	0	1	0	0	0	0	0	0	1	13
DETECTIVE 2	12	0	0	3	0	1	0	0	0	0	0	0	0	20
DETECTIVE 3	4	0	0	2	0	0	0	0	0	0	0	0	0	9
LIEUTENANT	13	1	0	0	0	0	0	0	0	0	0	0	0	16
OFFICER 1	17	6	0	1	0	5	0	0	0	0	0	0	0	39
OFFICER 2	28	4	0	3	0	7	0	0	0	0	2	0	0	57
OFFICER 3	16	5	0	2	0	4	0	0	1	0	1	0	0	41
OFFICER 4	26	9	1	2	0	7	0	0	0	0	0	0	0	52
SERGEANT	30	9	0	0	0	3	0	0	0	0	0	0	0	46
Total Officer	117	30	1	10	0	27	0	0	1	0	3	0	0	189
Total All	159	35	1	13	0	28	0	0	1	0	3	0	1	301
	52.80%	11.60%	0.30%	4.30%	0.00%	9.30%	0.00%	0.00%	0.30%	0.00%	1.00%	0.00%	0.30%	

BW-BLACK/WHITE; AI/AN-AMERICAN INDIA/ALASKAN NATIVE; AAW-AMERICAN INDIAN/ALASKAN NATIVE/WHITE; AABAMERICAN
INDIAN/ALASKAN NATIVE/BLACK; AW-ASIAN/WHITE; NH/OPI-NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER,
B2NH-BALANCE 2+RACES. NON-HISPANIC

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CODE	POSITION	BUDGET	ACTUAL	VACANCIES	OVERHIRES
1062	CHIEF	1	0	-1	
1064	ASST. CHIEF	3	3	0	
2013	CAPTAIN	8	8	0	
2012	LIEUTENANT	16	16	0	
3057	SERGEANT	47	47	0	
	OFFICERS*	247	241		-6
	Total Sworn	322	315		-7

* Includes 46 Detectives (35 filled)

Current Strength		315
Pre-Academy	-8	
Academy	-11	
FTO	<u>-4</u>	
	-23	
		292
Unavailable Sworn*		
DSP	-3	
R/D (WC & FMLA)	-12	
FMLA	-7	
OTHER (ADMIN)	-3	
MIL	<u>-2</u>	
	-27	
Available Staff		265

NOTE:

Intermittent FMLA : 3
 Upcoming FMLA : 4

Alexandria Police Department
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PERSONNEL	RACE	SEX	HIRED	PROMOTED/ ELEVATED/DEM	RANK	LEFT	REASON
Hampton, T.	B	M			PO	7/3/2023	Terminated
Wemple, C.	W	M			CAPT	7/7/2023	Retired
Chambers, D.	B	M			PO	7/13/2023	Resigned
Barrett, D.	W	F			PO	7/14/2023	Med. Separation
Sims, L	B	M	7/17/2023		PO		
Daniels, D	W	M			PO	7/21/2023	Med. Separation
Moore, T	B	M		7/22/2023	LT		Promotion
Hardy, L.	B	M			PO	8/1/2023	Retired
Gavin, B.	W	M			PO	8/1/2023	Retired
Courtney, J	W	M			PO	8/7/2023	Retired
Fromm, B	W	M			PO	8/7/2023	Retired
Moustafa, A	W	M			PO	9/12/2023	Resigned
Jenkins, D	B	F			PO	10/7/2023	Resigned
Nelson, Q	B	M			PO	10/17/2023	Resigned
Hill, J	W	M			PO	10/20/2023	Resigned
Laguna, T	B	F	10/23/2023		Asst. Chief		
Pedroso, R	H	M	10/23/2023		Asst. Chief		
Kikacheishvili, N	W	M			PO	10/26/2023	Resigned
Frazier, D	B	M	10/30/2023		PO		
Waters, T	B/W	M	10/30/2023		PO		
Redfield, J	B	M	10/30/2023		PO		
Manu, H	B2/NH	M	10/30/2023		PO		
Ash, J	W	M			PO	11/1/2023	Retired
Evans, T	W	M			PO	11/3/2023	Resigned
Burgos, A	H	M			PO	11/8/2023	Resigned
Hoyte, C	B	M	11/13/2023		PO		
Parker, M	1/4/1900	M			PO	12/1/2023	Resigned
Barnes, E	1/5/1900	M			SGT	12/1/2023	Retired
Briel, D	W	M			LT	12/1/2023	Retired
Squires, N	B	F			PO	12/8/2023	Resigned
Fields, T	W	F	12/12/2023		PO		
Jimenez, G	H	M	12/12/2023		PO		
Velasquez, M	H	M	12/12/2023		PO		
Patterson, M	B	M	12/18/2023		PO		
Grossman, M	W	M			SGT	12/31/2023	Retired
Soriano, S	W	F			CPT	1/1/2024	Retired
Gaines, S	B	F	1/2/2023		PO		
McGarvie, C	W	M	1/2/2023		PO		
Sciallo, T	W	M	1/2/2023		PO		
May, M	W	M		1/6/2024	CPT		Promotion
North, J	W	M		1/6/2024	CPT		Promotion
Asonglefac, A	B	M		1/6/2024	LT		Promotion
Harrington, J	W	M		1/6/2024	LT		Promotion
Morgan, A	W	F		1/6/2024	LT		Promotion
Barnickle, M	W	M		1/6/2024	SGT		Promotion
Howard, A	B	F		1/6/2024	SGT		Promotion
Keith, S	H	F		1/6/2024	SGT		Promotion
O'Malley, M	W	M		1/6/2024	SGT		Promotion
Roche, M	W	M		1/6/2024	SGT		Promotion

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Saks, B	W	M		1/6/2024	SGT	Promotion
Santos, D	A	M		1/6/2024	SGT	Promotion
Bing, A	B	M		1/20/2024	SGT	Promotion
Garcia, M	H	F		1/20/2024	SGT	Promotion
Pond, R	W	M		1/20/2024	SGT	Promotion
Hayes, D	B	M			CHIEF	2/9/2024 Retired
Hunneyman, J	W	M			PO	2/9/2024 Termination
Garrett, M	B	M			PO	2/16/2024 Termination
Guzman, E	H	W	2/16/2024		PO	
Bowman, M	B	M	2/16/2024		PO	
Smith, M	B	M	2/20/2024		PO	
Barnes, D	B	W			SGT	3/1/2024 Retired
Murray, N	B	M			PO	3/8/2024 Termination
Campos, Y	H	F	3/25/2024		PO	
Matteson, M	W	M			PO	4/11/2024 Resigned
Danh, J	A	M	4/15/2024		PO	
Rodriguez, T	W	M	4/15/2024		PO	
Washington, A	B	M	4/15/2024		PO	
Zapata, D	H	M			PO	4/25/2024 Resigned
Brown, B	B	F	4/29/2024		PO	
Garia, J	H	M			SGT	4/30/2024 Retired
Knox, K	W	F			PO	5/1/2024 Retired
Waters, T	B	M			PO	5/3/2024 Termination
Gormley, G	W	M	5/5/2024		PO	
Tyler, J	B	M			PO	5/21/2024 Resigned
Wortham, C	AI/ANnH	M			PO	6/1/2024 Retired
Babik, L	W	F	6/3/2024		PO	
Beinhauer, M	W	M		6/8/2024	SGT	Promotion
Burney, J	W	M		6/8/2024	SGT	Promotion
Carelli, C	W	F		6/8/2024	SGT	Promotion
Egan, R	W	M		6/8/2024	SGT	Promotion
Harvey, N	W	F		6/8/2024	SGT	Promotion
Hill, R	W	M		6/8/2024	SGT	Promotion
Savoy, C	B	M		6/8/2024	SGT	Promotion
Iqbal, W	A	F	6/24/2024		PO	
Lopez-Martinez, J	H	M			PO	6/27/2024 Resigned

FY24

CBA CHANGES: 10% INCREASE (+LEVELING PAY + LONGEVITY PAY)

ELIM P1-4/D1-D3 CLASSIFICATIONS - ALL POLICE OFFICER (1 CLASSIFICATION)

TOTAL DETECTIVES ALLOWED = 46

TOTAL AUTHORIZED STRENGTH = 322

TOTAL AUTHORIZED OVERHIRES = 18

REINSTATEMENT OF 1 SGT RETRO TO 1/5/2023

FY23

ADDITION OF 13

+5

+2

+6

ADD (+ 2 ASSISTANT CHIEFS) DUE TO RE-ORGANIZATION EFF 9/2/22

ADD (+2 SGT) DUE TO BODY WORN CAMERA PROGRAM

NEW TOTAL AUTHORIZED STRENGTH = 322

TOTAL AUTHORIZED PO1 OVERHIRES = 18

Alexandria Police Department
Sworn Strength Report
June 30 2024

FY22

ELIMINATION OF SRO UNIT - 1 SGT & 5 OFFICERS

AUTHORIZED STRENGTH = **311** DUE TO REINSTATEMENT PER CITY COUNCIL EFFECTIVE OCT. 2021 - JUNE 2021

AUTHORIZED OVERHIRES = **14 TOTAL**

13 PO1

1 LT (ALVAREZ) ON 10/1/21 - UNTIL CPT VACANCY IS FILLED

Alexandria Police Department
Sworn Strength Report
June 30, 2024

ACTIVE SWORN POLICE PERSONNEL BY RACE AND SEX

FEMALE

RANK	W	B	AI/AN	A	U	H	NHI	BLK/WH/NH	AI/AN/W/NH	AI/AN/B/NH	A/W/NH	NH/OPI/NH	B2/NH
ASSISTANT CHIEF OF POLICE	0	1	0	0	0	0	0	0	0	0	0	0	0
CAPTAIN	1	0	0	0	0	0	0	0	0	0	0	0	0
LIEUTENANT	2	0	0	0	0	1	0	0	0	0	0	0	0
OFFICER	31	9	0	4	0	15	0	0	0	0	0	0	0
SERGEANT	3	2	0	0	0	2	0	0	0	0	0	0	0
Total Officer	123	46	0	21	0	41	0	1	1	0	5	0	3
Total All	37	12	0	4	0	18	0	0	0	0	0	0	0
	11.7%	3.8%	0.0%	1.3%	0.0%	5.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

MALE

RANK	W	B	AI/AN	A	U	H	NHI	BLK/WH/NH	AI/AN/W/NH	AI/AN/B/NH	A/W/NH	NH/OPI/NH	B2/NH	Total
ASSISTANT CHIEF OF POLICE	0	1	0	0	0	1	0	0	0	0	0	0	0	3
CAPTAIN	7	0	0	0	0	0	0	0	0	0	0	0	0	8
LIEUTENANT	8	4	0	0	0	1	0	0	0	0	0	0	0	16
OFFICER	92	37	0	17	0	26	0	1	1	0	5	0	3	241
SERGEANT	33	5	0	1	0	1	0	0	0	0	0	0	0	47
Total Officer	123	46	0	21	0	41	0	1	1	0	5	0	3	241
Total All	140	47	0	18	0	29	0	1	1	0	5	0	3	315
	44.4%	14.9%	0.0%	5.7%	0.0%	9.2%	0.0%	0.3%	0.3%	0.0%	1.6%	0.0%	1.0%	

BW-BLACK/WHITE; AI/AN-AMERICAN INDIAN/ALASKAN NATIVE; AAW-AMERICAN INDIAN/ALASKAN NATIVE/WHITE; AAB-AMERICAN INDIAN/ALASKAN NATIVE/BLACK; AW-ASIAN/WHITE; NHOPI-NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER; B2NH-BALANCE 2+RACES, NON-HISPANIC

Alexandria Police Department
357
Sworn Strength Report
June 30, 2024

PERSONNEL	POSITION	GRADE	BUDGET	ACTUAL	+/-
7065	DIV CHIEF/FACILITIES/FLEET/PROPERTY	26	1	1	0
2472	DIV CHIEF/TECHNOLOGY/DATA/ANALYSIS	26	1	0	-1
2343	FISCAL OFFICER III	25	1	1	0
2647	DATABASE ADMINISTRATOR II	24	1	0	-1
7052	DIV CHIEF/HUMAN RESOURCES/TRAINING	24	1	0	-1
2646	DATABASE ADMINISTRATOR I	23	1	1	0
2571	HR MANAGER I	22	1	1	0
2369	SUPV CRIME ANALYST	21	1	1	0
2474	ACCREDITATION MANAGER II	20	1	0	-1
2296	PROGRAM COORDINATOR	20	1	0	-1
3229	SYSTEMS PROGRAMMER SPECIALIST	20	1	1	0
3847	COMPUTER FORENSIC EXAMINER	19	2	1	-1
2380	COMPUTER PRGMR/ANL I	19	1	0	-1
2529	CRIME ANALYST	19	3	2	-1
2341	FISCAL OFFICER I	19	1	1	0
3196	RANGE OFFICER	19	1	1	0
3336	SUPERVISOR OF FACILITIES	19	1	1	0
3348	INFO TECHNOLOGY SUPPORT ENG. III (1 BWC)	18	3	1	-2
8108	PS BACKGROUND INVESTIGATOR	18	1	0	-1
2473	ACCREDITATION MANAGER I	17	1	1	0
3860	LATENT PRINT EXAMINER	17	3	2	-1
3346	HR TECH II	16	2	2	0
3120	RECORDS SUPERVISOR	16	4	4	0
3201	PEO SUPERVISOR	15	2	2	0
3813	POLY EXAM	15	1	1	0
3193	PEO/HACK OFFICER	15	1	1	0
3831	SCHL XING SUPV	15	1	1	0
3096	BLD SVCS COORDINATOR	14	1	0	-1
3377	HR TECH I	13	1	1	0
6108	ADMIN SUPPORT V	13	1	1	0
3195	SPO	12	5	2	-3
5126	PEO II	12	10	7	-3
6014	POLICE SERVICE CLK	11	19	16	-3
5125	PEO I	11	13	7	-6
6052	ACCT CLERK III	10	1	1	0
6107	ADMIN SUPPORT IV	10	5	4	-1
3258	FLEET MAINT COORD	9	1	1	0
6105	ADMIN SUPPORT II	6	1	0	-1
6021	DELIVERY CLERK	3	1	1	0
8020	CUSTODIAN	3	6	5	-1
	TOTAL (FULL TIME)		104	73	-31
P/TIME	POLICE SERVICE CLERK	11	1	0	-1
P/TIME	SCH X'ING GUARD	5	27	12	-15
	TOTAL (PART-TIME)		28	12	-16

Alexandria Police Department
Sworn Strength Report
June 30, 2024

	A	B	C	D	E	F	G	H
1	PERSONNEL	RACE	SEX	HIRED	PROMOTED/ DEM/ELEV	POSITION	LEFT	REASON
2								
3	Sam, D	B	F			School Crossing Guard	7/21/2023	
4	Sam, D	B	F		7/22/2023	PSC		Promo
5	Person, C	B	F			PEO 1	8/4/2023	Resigned
6	Reynolds, H	W	F			Database Admin. II	8/4/2023	Promo to City IT
7	Hasari, P	W	M			Sys. Prog. Spec.	10/13/2023	Promo to City IT
8	Washington, I	B	M	12/11/2023		PEO 1		
9	Bassett, M	B	M			PIO	12/12/2023	Resigned
10	Butler, J	B	M			PSC	12/15/2023	Resigned
11	Briel, D	W	M	1/8/2024		Range Officer		
12	Montes, E	H	W			Custodian	2/2/2024	Med. Sep.
13	Amoule, A	B	M	2/5/2024		PEO 1		
14	Coward, S	B	M	2/5/2024		PEO 1		
15	Giovannucci, J	W	M			PEO 2	2/16/2024	Med. Sep.
16	Morris, J	B	F			PEO 2	3/21/2024	Resigned
17	Coward, S	B	M			PEO 1	4/18/2024	Resigned
18	Thomas, W	B	F			PSC	4/21/2024	Deceased
19	Jung, W	A	M			Info. Tech. Supp. Eng III	4/26/2024	
20	Jung, W	A	M		4/27/2024	Sys. Prog. Spec.		Promo
21	Stegle, V	W	F			Latent Print	4/30/2024	Resigned
22	Pinkney, K	B	F			Admin II	6/21/2022	Promotion
23	Pinkney, K	B	F		6/22/2024	Acct. Clk. III		
24	Lawhorne, K	B	F			PSC	6/30/2024	Retired
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								
40	FY24							
41	ADD (+1) ITS SUPP. ENG. III (BODY WORN CAMERA)							
42	ADD (+2) SPO (RED-LIGHT CAMERA)							
43	PENDING MUNIS # FOR BACKGROUND INVESTIGATOR							
44	TRANSFER SR PIO & PIO POSITIONS TO OFFICE OF COMMUNICATIONS (REDUCE BUDGETED)							
45								
46	FY 23							
47	RECLASS OF TRAINING MANAGER TO MUNIS #1890 PROGRAM COORDINATOR (GS20)							
48	PSC POSITIONS REALLOCATED FROM GS9 TO GS11 EFF 8/20/2022							
	RE-ORG CHANGES (EFF 9/2/22) : +1 DIV CHIEF FACILITIES/FLEET/PROPERTY							
	-1 ASSISTANT DIRECTOR							
49	-1 PROGRAM COORDINATOR (TRAINING)							
50	1 GRADE REALLOCATION FOR BOTH PEO 1 & 2 AND IMPLEMENTING EQUALITY ADJUSTMENTS WHERE APPLICABLE EFF 2/4/23							
51	RECLASS OF ADMIN. SUPPORT II (TRAINING) TO AN ADMIN SUPPORT IV							
52	GAVE FUNDING OF SUPV PIO TO OCPI AS PART OF CITY MANAGERS UNIFICATION INITIATIVE							
53								
54	FY 22							
55	ELIMINATION OF HACK OFFICE (-2 HACK INSPECTORS / -1 ADMIN SUPPORT II VIA RECLASS OF ADMIN SUPP IV #2298 IN TRAINING)							
56	AUTHORIZED 1 PEO OVERHIRE							
57	HIRING FREEZE WITH EXCEPTION OF CITY MANAGER APPROVED POSITIONS (5)							
58	RECLASS YOUTH SERVICES COORD (GS17) TO PROGRAM COORDINATOR (GS20)							
59	RECLASS PEO2 (#2261) TO HACK/PEO POSITION (GS15) - JOB CLASS BEING CREATED							

Alexandria Police Department
 Sworn Strength Report
 May 1, 2024

ACTIVE CIVILIAN PERSONNEL BY SEX AND RACE

June 30, 2024

FEMALE

RANK	W	B	AI/AN	A	U	H	NHI	BLK/WH/NH	AI/AN/W/NH	AI/AN/B/NH	A/W/NH	NH/OPI/NH	B2/NH
CIVILIAN NON-SUPERVISOR	10	18	0	3	0	7	0	0	0	0	0	0	0
CIVILIAN SUPERVISOR	3	4	0	0	0	0	0	0	0	0	0	0	0
TOTALS	13	22	0	3	0	7	0	0	0	0	0	0	0
PERCENT	17.8%	30.1%	0.0%	4.1%	0.0%	9.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

MALE

RANK	W	B	AI/AN	A	U	H	NHI	BLK/WH/NH	AI/AN/W/NH	AI/AN/B/NH	A/W/NH	NH/OPI/NH	B2/NH
CIVILIAN NON-SUPERVISOR	7	7	0	3	0	3	0	0	0	0	1	0	0
CIVILIAN SUPERVISOR	3	3	0	1	0	0	0	0	0	0	0	0	0
TOTALS	10	10	0	4	0	3	0	0	0	0	1	0	0
PERCENT	13.7%	13.7%	0.0%	5.5%	0.0%	4.1%	0.0%	0.0%	0.0%	0.0%	1.4%	0.0%	0.0%

Civilian Supervisor Total: 14

Civilian Non Supervisor Total: 59

Total: 73

BW-BLACK/WHITE;AI/AN-AMERICAN INDIA/ALASKAN NATIVE; AAW-AMERICAN INDIAN/ALASKAN NATIVE/WHITE; AABAMERICAN INDIAN/ALASKAN NATIVE/BLACK; AW-ASIAN/WHITE;NHOP-NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER, B2NH-BALANCE 2+RACES. NON-HISPANIC

ALEXANDRIA POLICE DEPARTMENT
Departmental Utilization Analysis of MALES
Comparison Displayed As Straight Parity

Filled positions as of:
June 30, 2024

#	EEO JOB GROUP	TOTAL		WHITE		BLACK		HISPANIC		ASIAN		AI/AN/H		BLK/WHI/nH		AI/ANW/nH		AI/AN/B/nH		AW/nH		NH/OP/nH		B2/nH	
		EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF	EXIST	AVL%/EXPC DIFF
21	OFFICIAL - ADMIN (Chief, Asst. Chief, Div. Chief/HR, Div. Chief/Facilities)	4	0 42 3 -3	1 7.4 0 1	1 2.4 0 1	0 3.2 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.2 0 0	0 0.2 0 0	0 0 0 0	0 0 0 0	0 0.2 0 0	0 0.7 0 0	0 0.7 0 0	0 0 0 0	0 0.7 0 0	
22	PROFESSIONAL (Accred. Mgr. I, Accred. Mgr. II, Captain, Comp Prog. Anal I, Crime Anl., Database Admin. II, Div. Chief/Technology, Fisc. Ofc. I, Fiscal Ofc III, Lieutenant, Program Coord., HR Mgr I, Supv Crime Anl.)	32	15 36 15 0	4 6.7 3 1	1 1.8 1 0	0 4.8 2 -2	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.2 0 0	0 0.2 0 0	0 0 0 0	0 0 0 0	0 0.2 0 0	0 0.6 0 0	0 0.6 0 0	0 0 0 0	0 0.6 0 0	
23	TECHNICAL (Bldg. Services Coord., Suprv./Facilities, Computer Forensic Exam., Coord/Fleet Maint, HR Tech I, HR Tech II, Info Tech, Supp Eng III, Lat Print Ex, PEO Supv., Poly Exam, Range Officer, Records Supv., Sch Cross Supv, Sgt, SPO, Sys Prg Spec., PEO/HACK)	69	39 150 25 0	9 11 9 0	2 2.4 2 0	3 3.3 3 0	0 0.2 0 0	0 0.2 0 0	0 0.2 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.2 0 0	0 0.2 0 0	0 0 0 0	0 0 0 0	0 0.2 0 0	0 0.7 1 -1	0 0.7 1 -1	0 0 0 0	0 0.7 1 -1	
24	PUBLIC SAFETY	241	92 42 105 -13	37 30 76 -39	26 2.6 7 19	17 1.2 3 14	0 0.3 1 -1	0 0.3 1 -1	0 0.3 1 -1	0 0.1 0 1	1 0.2 1 0	0 0.2 1 0	0 0.2 1 0	0 0.1 0 1	1 0.1 0 1	5 0.2 1 4	5 0.2 1 4	0 0 0 0	0 0 0 0	0 0 0 0	3 0.8 2 1	3 0.8 2 1	0 0 0 0	3 0.8 2 1	
25	PUBLIC SAFETY/INON-SWORN (PEO I, PEO II)	14	2 29 7 -5	3 9 2 1	1 2.1 0 1	2 0.1 0 2	0 0.6 0 0	0 0.6 0 0	0 0.6 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0	1 0 0 1	1 0 0 1	0 0 0 0	0 0 0 0	1 0 0 1	0 0.3 0 0	0 0.3 0 0	0 0 0 0	0 0.3 0 0	
26	ADMINISTRATIVE SUPPORT (Acct Clk III, Admin. Supp. II, Admin Supp. IV, Admin. Supp. V, Del Clk, PSC)	23	2 18 5 -3	1 9.1 2 -1	1 2 1 0	0 2.3 1 -1	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.2 0 0	0 0.2 0 0	0 0 0 0	0 0 0 0	0 0.2 0 0	0 0.6 0 0	0 0.6 0 0	0 0 0 0	0 0.6 0 0	
28	SERVICE MAINTENANCE (Custodian)	5	0 21 1 -1	2 18 1 1	0 10 1 -1	0 3.5 0 0	0 0.2 0 0	0 0.2 0 0	0 0.2 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.2 0 0	0 0.2 0 0	0 0 0 0	0 0 0 0	0 0.2 0 0	0 1 0 0	0 1 0 0	0 0 0 0	0 1 0 0	
TOTALS		388	150	57	32	22	0	0	0	1	1	0	0	1	6	0	0	0	3	0	3	0	3	0	3

(C6) C4C 1. EXIST = Number of employees as of the date shown at top left 3. EXPEC = Calculated for each job group as: (TOTAL*AVAIL %)/100

2. AVAIL/% = Availability as a percent taken from Census data for 4. DIFF - Calculated for each job group as: (EXIST-EXPEC)

DEFINITION OF COLUMNS FOR MINORITIES

ALEXANDRIA POLICE DEPARTMENT
Departmental Utilization Analysis of FEMALES
Comparison Displayed As Straight Parity

Filled positions as of :
June 30, 2024

#	EEO JOB GROUP	TOTAL	WHITE		BLACK		HISPANIC		ASIAN		AI/AN n H		BLKWHI n H		AI/ANW n H		AI/ANB n H		AW n H		NH/OP n H		B2 n H	
			EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF	EXST	AVL%/EXPC DIFF
21	OFFICIAL - ADMIN (Chief, Asst. Chief, Capital Projects Mgr., Div. Chief/HR, Div Chief/Facilities)	4	0	29	2	-2	2	9.6	1	1	0	1.9	0	0	2.1	0	0	0	0	0	0	0	0.5	0
22	PROFESSIONAL (Accred. Mgr. I, Accred. Mgr. II, Captain, Comp Prog. Anal I, Crime Anl., Database Admin. II, Database Admin I, Div. Chief/Technology, Fisc. Ofc. I, Fiscal Ofc III, Lieutenant, PIO, Program Coord., Rec Mgr, HR Mgr I, Supv Crime Anl.)	32	10	33	13	-3	0	10	4	-4	1	1.9	1	0	1	3.5	1	0	0	0.1	0	0	0.1	0
23	TECHNICAL (Admin. Analyst, Suprv./Facilities, Computer Forensic Exam., Coord/Fleet Maint, Hack Insp, HR Tech I, HR Tech II, Info Tech, Supp Eng III, Lat Print Ex, PEO Supv, Poly Exam, Range Officer, Records Supv., Sch Cross Supv, Sgt, SPO, Sys Prg Spec., PEO/HACK)	69	4	28	25	-21	8	18	15	-7	3	2.4	2	1	1	4.1	4	-3	0	0.1	0	0	0.1	0
24	PUBLIC SAFETY (Police Officers - includes Det./Investigator units)	241	31	8.8	22	9	9	12	31	-22	15	0.8	2	13	4	0.3	1	3	0	0.1	0	0	0.1	0
25	PUBLIC SAFETY/NON-SWORN (PEOI, PEO II)	14	3	38	9	-8	2	16	4	3	0	1.9	0	1	0	1.1	0	0	0	0	0	0	0.5	0
26	ADMINISTRATIVE SUPPORT (Acct Clk III, Admin, Supp. II, Admin Supp. IV, Admin, Supp. V, Del Clk, PSC)	23	2	37	10	-8	13	15	5	8	3	3.8	1	2	1	3.8	1	0	0	0.2	0	0	0.1	0
28	SERVICE MAINTENANCE (Custodian)	5	0	18	1	-1	0	13	1	-1	3	8.9	0	3	0	4	0	0	0	0.1	0	0	0.1	0
TOTALS		388	50	34		25		7		0		0		0		0		0		0		0		0

DEFINITION OF COLUMNS FOR WOMEN AND MINORITIES (C6-C-1, EXST = Number of employees as of the date shown at top left 3, EXPEC = Calculated for each job group as: (TOTAL*AVAIL %)/100
2, AVAIL % = Availability as a percent taken from Census data for 4, DIFF = Calculated for each job group as: (EXST-EXPEC)

362
 Alexandria Police Department
 Sworn Strength Report
 June 30, 2022

CODE	POSITION	BUDGET	ACTUAL	VACANCIES	OVERHIRES
1062	CHIEF	1	1	0	
1064	ASST. CHIEF	1	0	-1	
2031	CAPTAIN	8	7	-1	
2012	LIEUTENANT	16	16	0	
3057	SERGEANT	45	40	-5	
	OFFICERS*	240	239		-1
	Total Sworn	311	303		-8

* N n-Su v. Bre d n (240 includes 194 PO/ 46 DET s f 11/1/19)				Grand Total
OFFICER IV	56	DETECTIVE III	8	
OFFICER III	44	DETECTIVE II	21	
OFFICER II	39	DETECTIVE I	9	
OFFICER I	62			
Su total	201	Su total	38	239

Current Strength		303
Pre-Academy	-6	
Academy	-13	
PTO	<u>-2</u>	
	-21	
		282
Unavailable Sworn		
DSP	-5	
R/D (WC & FMLA)	-11	
FMLA	-10	
OTHER (ADMIN/COOP)	-2	
MIL	<u>-2</u>	
	-30	
Available Staff		252

NOTE:

Intermittent FMLA : 8

Upcoming FMLA :5

Alexandria Police Department
Sworn Person Report
June 30, 2022

PERSONNEL	RACE	SEX	HIRED	PROMOTED/ ELEVATED/DEM	RANK	LEFT	REASON
KIM, D	4	1	7/6/2021		PO1		
CLIMACO-BATRES, N	3	2	7/6/2021		PO1		
GENTRY, B	4	1	7/6/2021		PO1		
RIGGLE, B	1	2	7/6/2021		PO1		
BACHMAN, A	1	2	7/6/2021		PO1		
CLEMENTS, A	2	1	7/6/2021		PO1		
HAMED, H	2	1	7/6/2021		PO1		
DESSALEGN, B	2	1		7/10/2021	LT		PROMO
WEINERT, M	1	1			LT	7/14/2021	RESIGNED
WEINSTEIN, S	1	1			SGT	7/30/2021	RETIRED
CUSHING, P	1	1			PO2	8/6/2021	RESIGNED
GOLDEN, G	1	1			PO4	8/13/2021	RESIGNED
VANSCHOYOC, A	1	1			DET2	8/20/2021	TRANSFER TO SHERIFF
DOUGHERTY, G	1	1			PO2	8/20/2021	TERMINATED
LI, M	1	1			PO3	8/27/2021	RESIGNED
WARE, C	1	1			LT	9/1/2021	RETIRED
CECCHETTI, B	1	1		6/26/2021 (retro)	DET3		ELEVATION
KEITH, S	3	2		6/26/2021 (retro)	DET3		ELEVATION
HAWS, G	1	1		6/26/2021 (retro)	DET2		ELEVATION
VAN SCOYOC, K	1	1		6/26/2021 (retro)	DET2		ELEVATION
BING, A	2	1		6/26/2021 (retro)	PO4		ELEVATION
GARCIA, M	3	1		6/26/2021 (retro)	PO4		ELEVATION
JOHNSON, J	1	2		6/26/2021 (retro)	PO4		ELEVATION
SAVOY, C	2	1		6/26/2021 (retro)	PO4		ELEVATION
YOUNG, J	1	2		6/26/2021 (retro)	PO4		ELEVATION
BEINHAUER, M	1	1		6/26/2021 (retro)	PO3		ELEVATION
BERLIN, B	1	1		6/26/2021 (retro)	PO3		ELEVATION
CEGLIO, M	1	1		6/26/2021 (retro)	PO3		ELEVATION
FILLINGER, A	1	2		6/26/2021 (retro)	PO3		ELEVATION
GARDI, I, L	4	1		6/26/2021 (retro)	PO3		ELEVATION
HARRELL, A	1	1		6/26/2021 (retro)	PO3		ELEVATION
KLEIN, R	1	1		6/26/2021 (retro)	PO3		ELEVATION
MCILVAINE, W	1	1		6/26/2021 (retro)	PO3		ELEVATION
OLLAND, O	3	1		6/26/2021 (retro)	PO3		ELEVATION
SCHIPANOV, K	1	1		6/26/2021 (retro)	PO3		ELEVATION
STAFFORD, J	1	1		6/26/2021 (retro)	PO3		ELEVATION
WINKLER, J	1	1		6/26/2021 (retro)	PO3		ELEVATION
GRISCOM, W	1	1		6/26/2021 (retro)	PO2		ELEVATION
MORSE, P	1	1		6/26/2021 (retro)	PO2		ELEVATION
RICHARDS, J	1	1		6/26/2021 (retro)	PO2		ELEVATION
LION, N.	1	1		9/4/2021	Lt		PROMO
MITCHELL, A	1	1			PO2	9/16/2021	RESIGNED
RUSSEL, K	1	1		9/18/2021	SGT		PROMO
ALVAREZ, P.	3	1		9/18/2021	LT		PROMO
BRIEL, D	1	1		9/18/2021	LT		PROMO
GERNATT, J	1	1		9/18/2021	SGT		PROMO
HAWKINS, L	1	1			PO1	9/24/2021	RESIGNED
CUTTING, D	1	1			LT	10/1/2021	RETIRED
HARMON, J	1	1			PO2	10/1/2021	RESIGNED
MCDONALD, T.	2	2			PO1	11/23/2021	RESIGNED
GAYHEAD, N	2	2	11/29/2021		PO1		
ATADA, D	3	1	11/29/2021		PO1		
HENRY, A	2	2	11/29/2021		PO1		
STERLING, D	2	1	11/29/2021		PO1		
MCGINNIS, W	9	1	11/29/2021		PO1		
AIESI, M	1	1			SGT	11/30/2021	RESIGNED
SPITZER, D	1	1			PO4	12/1/2021	RETIRED
FARD, S	1	1			CPT	12/10/2021	RETIRED
SAN MIGUEL, F	3	1			PO2	12/10/2021	RESIGNED
CAVANAUGH, J	1	1	12/13/2021		PO1		
KING, L	1	1		12/25/2021	SGT		PROMO FROM D3
GRIFFIN, T	1	1			DET2	12/25/2021	ELEVATION
HILL, ROBERT	1	1			DET2	12/25/2021	ELEVATION
MASTROSTEFANO, A	1	2			DET2	12/25/2021	ELEVATION
RILEY, S	1	1			DET2	12/25/2021	ELEVATION
FINKLE, T	1	2			PO4	12/25/2021	ELEVATION
GARDINER, C	1	1			PO4	12/25/2021	ELEVATION
VITALE, W	1	1			PO4	12/25/2021	ELEVATION
VU, B	4	1			PO4	12/25/2021	ELEVATION

Alexandria Police Department
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DANIELS, D	1	1		PO3	12/25/2021	ELEVATION
DANNENFELSER, C	1	1		PO3	12/25/2021	ELEVATION
GOME GUERRERO, J	3	1		PO3	12/25/2021	ELEVATION
JONES, T	1	1		PO3	12/25/2021	ELEVATION
MOORMAN, J	1	1		PO3	12/25/2021	ELEVATION
VANDERAH, C	3	1		PO3	12/25/2021	ELEVATION
VILLANEUVA, R	1	1		PO3	12/25/2021	ELEVATION
WACHTER, J	1	1		PO3	12/25/2021	ELEVATION
WARREN, S	2	2		PO3	12/25/2021	ELEVATION
BRAGHINI, K	1	2		PO2	12/25/2021	ELEVATION
ESTEBAN, E	2	1		PO2	12/25/2021	ELEVATION
GAVIN, B	1	1		PO2	12/25/2021	ELEVATION
GRAY, JR. D	1	1		PO2	12/25/2021	ELEVATION
MCELVEEN, M	2	2		PO2	12/25/2021	ELEVATION
MEDEIROS, K	1	2		PO2	12/25/2021	ELEVATION
RUSH, B	2	1		PO2	12/25/2021	ELEVATION
WILKINSON, J	1	1		PO2	12/25/2021	ELEVATION
MITCHELL, C	2	2		SGT	12/28/2021	DECEASED
HART, J	2	1		PO1	12/30/2021	RESIGNED
MEEKINS, J	2	1		SGT	1/1/2022	RETIRED
BELK, J	2	1	1/10/2022	PO1		
COWARD, S	2	1	1/10/2022	PO1		
FELIX, B	2	1	1/10/2022	PO1		
HENDERSON, R	2	1	1/10/2022	PO1		
ISHMAEL, B	2	1	1/3/2022	PO1		
MORGAN, G	2	1	1/3/2022	PO1		
ORTEGA, M	3	2	1/10/2022	PO1		
SCOTT, D	2	1		PO1	1/7/2022	PROMO FROM CIV,
SIDDI UI, O	10	1	1/10/2022	PO1		
WATTS-CERRATO, W	1	2	1/3/2022	PO1		
WALL, R	1	2	1/10/2022	PO1		
VELAS UE, D	3	1	1/10/2022	PO1		
HERT OG, S	1	2		PO3	2/1/2022	RESIGNED
CLIMACO-BATRES, N	3	2		PO1	2/3/2022	RESIGNED
DUNN, C	1	2		PO3	2/4/2022	PROMO FROM CIV.
HUDSON, R	1	1		DET1	2/11/2022	RESIGNED
ARGUETA, G	3	1		PO3	2/18/2022	TERMINATED
MORGAN, G	1	1		PO1	2/25/2022	RESIGNED
BELK, J	2	1		PO1	2/28/2022	RESIGNED
MCELVEEN, M	2	2		PO1	2/28/2022	RESIGNED
LENNON, P	1	1		SGT		RETIRED
MARABLE, J	1	1	3/19/2022	DET1		TRANSFER TO CIS PRIOR PO3
MATTESON, M	1	1	3/19/2022	DET1		TRANSFER TO CIS PRIOR PO3
HENDERSON, R	2	1		PO1	3/24/2022	TERMINATED
MULDROW, J	2	1		PO1	3/25/2022	RESIGNED
BOYD, W	1	1		DET2	4/1/2022	RESIGNED
HAYNES, R	3	1		PO1	4/11/2022	RESIGNED IN LIEU OF TERM.
IVIE, S	1	2		DET3	4/14/2022	RESIGNED
HAYES, D	2	1	4/18/2022	CHIEF		PROMOTION
TALIAFERRO, A	2	1		PO3	4/29/2022	RESIGNED
PLISCO, E	1	2		PO2	5/6/2022	RESIGNED
WASHINGTON, R	2	1		PO1	5/20/2022	RESIGNED
GASKILL, R	1	1	5/31/2022	PO1		
HENRY, C	2	2	5/31/2022	PO1		
MATTERN, M	1	1	5/31/2022	PO1		
MORIEL, J	3	1	5/31/2022	PO1		
PORTILLO, O	3	1	5/31/2022	PO1		
PAK, C	4	1		DET3	6/1/2022	RETIRED
CAMPBELL, M	1	1		PO3	6/2/2022	RESIGNED
WRIGHT, M	2	2		PO2	6/3/2022	RESIGNED
BALLANTINE, C	1	1	6/11/2022	CPT		PROMOTION FROM LT.
MASTROSTEFANO, A	1	2	6/11/2022	SGT		PROMOTION FROM D2
BELK, J	2	1	6/13/2022	PO1		
BOWLIN, M	1	1	6/13/2022	PO1		
CHAMBERS, D	2	1	6/13/2022	PO1		
DAVIS, A	2	1	6/13/2022	PO1		
FLORES, G	3	1	6/13/2022	PO1		
NAVAS-GOME, C	3	1	6/13/2022	PO1		
JEFFREY, E	1	2	6/13/2022	PO1		
MOFFA, S	1	1	6/25/2022	DET1		Transfer to CIS PO4
AGUIRRE, A	3	1	6/27/2022	PO1		
GUERRA, J	3	2	6/27/2022	PO1		

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HERNANDE , H	3	2	6/27/2022	PO1		
HOUHOULIS, N	1	1	6/27/2022	PO1		
RIDEWAY, J	1	1	6/27/2022	PO1		
SILVERNALE, J	1	1	6/27/2022	PO1		
SUN, J	4	1	6/27/2022	PO1		
VAS UE , M	3	2	6/27/2022	PO1		
SANDERSON, B	1	1		SGT	6/30/2022	RESIGNED
SHOCKEY, R	1	2		PO3	6/30/2022	RESIGNED

FY22

ELIMINATION OF SRO UNIT - 1 SGT & 5 OFFICERS

AUTHORI ED STRENGTH **311** DUE TO REINSTATEMENT PER CITY COUNCIL EFFECTIVE OCT. 2021 - JUNE 2021AUTHORI ED OVERHIRES **14 TOTAL**

13 PO1

1 LT (ALVARE) ON 10/1/21 - UNTIL CPT VACANCY

FY21

FRO EN MERITS

HIRING FREE E WITH EXCEPTION OF CITY MANAGER APPROVED POSITIONS

FY20

18 PO1 OVERHIRES (9 PER ACADEMY) FOR FY 2020.

A CONVERSION OF 1 SWORN CAPTAIN POSITION TO 1 CIVILIAN HUMAN RESOURCES DIVISION CHIEF

CONVERTED 1 CPT (HAYES' POSITION) TO +1 LT (COMPLETED IN APRIL)

Alexandria Police Department
Sworn Supervision Report
May 1, 2022

ACTIVE SWORN POLICE PERSONNEL BY RACE AND SEX

FEMALE

RANK	W	B	AI/AN	A	U	H	NHI	BLK/WH/NH	AI/AN/W/NH	AI/AN/B/NH	A/W/NH	NH/OPI/NH	B2/NH
CAPTAIN	2	0	0	0	0	0	0	0	0	0	0	0	0
DETECTIVE 1	2	0	0	0	0	0	0	0	0	0	0	0	0
DETECTIVE 2	0	0	0	0	0	2	0	0	0	0	0	0	0
DETECTIVE 3	2	0	0	0	0	1	0	0	0	0	0	0	0
LIEUTENANT	1	0	0	0	0	1	0	0	0	0	0	0	0
OFFICER 1	9	3	0	1	0	5	0	0	0	0	0	0	0
OFFICER 2	8	2	0	1	0	1	0	0	0	0	0	0	0
OFFICER 3	5	2	0	0	0	0	0	0	0	0	0	0	0
OFFICER 4	8	0	0	0	0	2	0	0	0	0	0	0	0
SERGEANT	2	2	0	0	0	0	0	0	0	0	0	0	0
Total Officer	111	35	1	13	0	35	0	0	1	0	5	0	0
Total All	39	9	0	2	0	12	0	0	0	0	0	0	0
	12.9%	3.0%	0.0%	0.7%	0.0%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

MALE

RANK	W	B	AI/AN	A	U	H	NHI	BLK/WH/NH	AI/AN/W/NH	AI/AN/B/NH	A/W/NH	NH/OPI/NH	B2/NH	Total M/F
CAPTAIN	5	0	0	0	0	0	0	0	0	0	0	0	0	7
CHIEF	0	1	0	0	0	0	0	0	0	0	0	0	0	1
DETECTIVE 1	6	0	0	0	0	0	0	0	0	0	0	0	1	9
DETECTIVE 2	14	0	0	3	0	2	0	0	0	0	0	0	0	21
DETECTIVE 3	4	0	0	1	0	0	0	0	0	0	0	0	0	8
LIEUTENANT	11	2	0	0	0	1	0	0	0	0	0	0	0	16
OFFICER 1	17	11	0	4	0	10	0	0	0	0	2	0	0	62
OFFICER 2	16	4	0	1	0	4	0	0	0	0	2	0	0	39
OFFICER 3	25	2	0	3	0	5	0	0	1	0	1	0	0	44
OFFICER 4	23	11	1	3	0	8	0	0	0	0	0	0	0	56
SERGEANT	27	7	0	0	0	2	0	0	0	0	0	0	0	40
Total Officer	111	35	1	13	0	35	0	0	1	0	5	0	0	201
Total All	148	38	1	15	0	32	0	0	1	0	5	0	1	303
	48.8%	12.5%	0.3%	5.0%	0.0%	10.6%	0.0%	0.0%	0.3%	0.0%	1.7%	0.0%	0.3%	

BW-BLACK/WHITE; AI/AN-AMERICAN INDIA/ALASKAN NATIVE; AAW-AMERICAN INDIAN/ALASKAN NATIVE/WHITE; AAB-AMERICAN INDIAN/ALASKAN NATIVE/BLACK; AW-ASIAN/WHITE; NH/OPI-NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER, B2NH-BALANCE 2+RACES. NON-HISPANIC

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 Alexandria Police Department
 Sworn Strength Report
 June 30, 2022

PERSONNEL	POSITION	GRADE	BUDGET	ACTUAL	+/-
1065	ASSISTANT DIRECTOR	ES/B II	1	1	0
2472	DIV CHIEF/TECHNOLOGY/DATA/ANALYSIS	26	1	1	0
2343	FISCAL OFFICER III	25	1	1	0
2647	DATABASE ADMINISTRATOR II	24	1	1	0
1301	DIV CHIEF/HUMAN RESOURCES/TRAINING	24	1	1	0
2646	DATABASE ADMINISTRATOR I	23	1	1	0
9998	TRAINING MANAGER	23	1	0	-1
2571	HR MANAGER I	22	1	1	0
2458	SR. PIO	21	1	0	-1
2369	SUPV CRIME ANALYST	21	1	1	0
2474	ACCREDITATION MANAGER II	20	1	1	0
2296	PROGRAM COORDINATOR	20	1	1	0
3229	SYSTEMS PROGRAMMER SPECIALIST	20	1	0	-1
3847	COMPUTER FORENSIC EXAMINER	19	2	1	-1
2380	COMPUTER PRGMR/ANL I	19	1	0	-1
2529	CRIME ANALYST	19	3	3	0
2341	FISCAL OFFICER I	19	1	1	0
2388	PUBLIC SAFETY INFO OFFICER	19	1	1	0
3196	RANGE OFFICER	19	1	1	0
3336	SUPERVISOR OF FACILITIES	19	1	1	0
3348	INFO TECHNOLOGY SUPPORT ENG. III	18	2	1	-1
2473	ACCREDITATION MANAGER I	17	1	1	0
3860	LATENT PRINT EXAMINER	17	3	3	0
3346	HR TECH II	16	2	2	0
3120	RECORDS SUPERVISOR	16	4	4	0
3201	PEO SUPERVISOR	15	2	2	0
3813	POLY EXAM	15	1	1	0
3831	SCHL XING SUPV	15	1	1	0
6108	ADMIN SUPPORT V	12	1	0	-1
3377	HR TECH I	13	1	1	0
3195	SPO	12	3	2	-1
3343	ADMINISTRATIVE ANALYST	11	1	0	-1
5126	PEO II	11	11	10	-1
6052	ACCT CLERK III	10	1	0	-1
6107	ADMIN SUPPORT IV	10	4	4	0
5125	PEO I	10	12	7	-5
3258	FLEET MAINT COORD	9	1	1	0
6014	POLICE SERVICE CLK	9	19	18	-1
6105	ADMIN SUPPORT II	6	2	1	-1
6021	DELIVERY CLERK	3	1	1	0
8020	CUSTODIAN	3	6	5	-1
	BACKGROUND INVESTIGATOR (TBD)		1	0	-1
	PEO/HACK		1	0	-1
TOTAL (FULL TIME)			104	83	-20
P/TIME	POLICE SERVICE CLERK	9	1	1	0
P/TIME	SCH X'ING GUARD	5	27	17	-10
TOTAL (PART-TIME)			28	18	-10

Alexandria Police Department
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PERSONNEL	RACE	SEX	HIRED	PROMOTED/ DEM/ELEV	POSITION	LEFT	REASON
WAN ER, A	11	2			SCG	7/8/2021	RESIGNED
MADDOX, P	1	1			ACCREDITATION MGR I	7/30/2021	RETIRED
THOMAS, D	2	2			PSC	8/2/2021	TERMINATED
SPILLMAN, F	2	2		8/7/2021	PROG. COORDINATOR		RECLASSED
STEPHENSON, J	1	1			PEO1	8/20/2021	RESIGNED
HUGHES, H.	2	1			CROSSING GUARD	10/15/2021	RESIGNED
PAGA, A.	1	2			SR PIO	11/19/2021	RESIGNED
SANTOS, D	3	2			PEO1	12/10/2021	RESIGNED
TURNER, M.	2	2		12/25/2021	PEO2		ELEVATION
SCOTT, D.	2	1			PEO1	1/9/2022	PROMO TO SWORN
WIMBUSH, M	2	1			ADMIN. ANALYST	1/18/2022	
WIMBUSH, M	2	1		1/19/2022	SUPV. OF FACILITIES		PROMO
AKINSEYE, A	2	1	1/31/2022		PEO1		
STEGLE, V	1	3	1/31/2022		LPE		
DUNN, C	1	2		2/5/2022	ACCREDITATION MGR I		PROMO TO CIV.
RANDOLPH, G	2	1			PEO2	2/4/2022	
RANDOLPH, G	2	1		2/5/2022	PEO SUPERVISOR		PROMO
EUGENE, E	2	2	2/14/2022		PEO1		
BOAKYE, E	2	1			PEO2	2/18/2022	RESIGNED
CURTIS, E	1	1			COMP. FORENSIC EXAM.	3/11/2022	RESIGNED
SITTON, D	2	1			SCG	3/11/2022	RESIGNED
PERSON, C	2	2	3/14/2022		PEO1		
DALMEIDA, C	2	2			ADMIN. SUPPORT II	3/25/2022	RESIGNED
FLEMING, N	1	2			TRAINING MANAGER I	3/25/2022	RESIGNED
CASTILLO, A	3	2	3/28/2022		CUSTODIAN		
SMITH, A	2	2	4/4/2022		SCG		
STEPHENSON, J	1	1	5/23/2022		PEO1		
EUGENE, E	2	2			PEO1	6/2/2022	RESIGNED
WRIGHT, C	2	1	6/13/2022		CUSTODIAN		
AKINSEYE, A	2	1			PEO1	6/22/2022	RESIGNED

FY 22

ELIMINATION OF HACK OFFICE (-2 HACK INSPECTORS / -1 ADMIN SUPPORT II VIA RECLASS OF ADMIN SUPP IV #2298 IN TRAINING)

AUTHORIZED 1 PEO OVERHIRE

HIRING FREE E WITH EXCEPTION OF CITY MANAGER APPROVED POSITIONS (5)
RECLASS YOUTH SERVICES COORD (GS17) TO PROGRAM COORDINATOR (GS20)
RECLASS PEO2 (#2261) TO HACK/PEO POSITION (GS15) - JOB CLASS BEING CREATED

FY 21

CM APPROVED (1) BACKGROUND INVESTIGATOR (PENDING POSITION DEVELOPMENT)
1 HR MGR I (GS22) RECLASSED TO TRAINING MANAGER (GS23)
MERITS FROM EN

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ACTIVE CIVILIAN PERSONNEL BY SEX AND RACE

June 30, 2022

FEMALE

RANK	W	B	AI/AN	A	U	H	NH	BLK/WH/NH	AI/AN/W/NH	AI/AN/B/NH	A/W/NH	NH/OPI/NH	B2/NH
CIVILIAN NON-SUPERVISOR	12	22	0	3	0	7	0	0	0	0	0	0	0
CIVILIAN SUPERVISOR	4	6	0	0	0	0	0	0	0	0	0	0	0
TOTALS	16	28	0	3	0	7	0	0	0	0	0	0	0
PERCENT	19.3%	33.7%	0.0%	3.6%	0.0%	8.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

MALE

RANK	W	B	AI/AN	A	U	H	NH	BLK/WH/NH	AI/AN/W/NH	AI/AN/B/NH	A/W/NH	NH/OPI/NH	B2/NH
CIVILIAN NON-SUPERVISOR	9	7	0	2	0	3	0	0	0	0	1	0	0
CIVILIAN SUPERVISOR	4	3	0	0	0	0	0	0	0	0	0	0	0
TOTALS	13	10	0	2	0	3	0	0	0	0	1	0	0
PERCENT	15.7%	12.0%	0.0%	2.4%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%	1.2%	0.0%	0.0%

Civilian Supervisor Total: 17

Civilian Non Supervisor Total: 66

Total: 83

BW-BLACK/WHITE; AI/AN-AMERICAN INDIAN/ALASKAN NATIVE; AAW-AMERICAN INDIAN/ALASKAN NATIVE/WHITE; AAB-AMERICAN INDIAN/ALASKAN NATIVE/BLACK; AW-ASIAN/WHITE; NHOP-NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER, B2NH-BALANCE 2+RACES. NON-HISPANIC

ALEXANDRIA POLICE DEPARTMENT
ALEXANDRIA POLICE DEPARTMENT
Depar tmental Utili ation Anal sis o MALES
Co parison Displa ed As Strai t Part

Filled positions as o :
 une 30 2022

#	EEO JOB GROUP	TOTAL		WHITE		BLACK		HISPANIC		ASIAN		AI/AN/H		BLK/WHI/nH		AI/ANW/nH		AI/ANB/nH		AW/nH		NH/OPI/nH		B2/nH																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
		EXIST	AVAIL	EXIST	DIFF	EXIST	AVAIL	EXIST	DIFF	EXIST	AVAIL	EXIST	DIFF	EXIST	AVAIL	EXIST	DIFF	EXIST	AVAIL	EXIST	DIFF	EXIST	AVAIL	EXIST	DIFF																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
21	OFFICIAL - ADMIN (Chief, Asst. Chief, Asst Director, Capital Pro cts Mgr., Div. Chief/HR)	3	0	42	3	-3	1	7.4	0	1	0	2.4	0	0	0.1	0	0	0.1	0	0	0.2	0	0	0	0	0.7	0	0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
22	PROFESSIONAL (Accred. Mgr. I, Accred. Mgr. II, Captain, Comp Prog. Anal I, Crime Anl., Database Admin. II, Div. Chief/Technology, Fisc. Ofc. I, Fiscal Ofc III, Lieutenant, PIO,Program Coord., Rec Mgr, HR Mgr I, SR, PIO, Supv Crime Anl.)	37	18	35.8	15	3	3	6.7	3	0	1	1.8	1	0	0.1	0	0	0.1	0	0	0.2	0	0	0	0	0.6	0	0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
23	TECHNICAL (Admin. Analyst, Suprv./Facilities, Computer Forensic Exam., Coord/Fleet Maint, Hack Insp, HR Tech I, HR Tech II, Info Tech, Supp Eng III, Lat Print Ex, PEO Supv, Poly Exam, Range Officer, Records Supv., Sch Cross Supv, S t SPO, Sys Prg Spec.)	61	34	155	25	0	11	10.6	9	2	3	2.4	2	1	0	0.1	0	0	0.1	0	0	0.2	0	0	0.1	0	0.7	1	-1																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
24	PUBLIC SAFETY (PO1, PO2, PO3, PO4, DET.1, DET. 2, DET. 3)	240	105	41.6	105	0	29	29.9	76	-47	29	2.6	7	22	15	1.2	3	12	1	0.3	1	0	0.2	1	-1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

100

DEFINITION OF COLUMNS FOR MINORITIES
 (C6:C4f. 1. EXIST - Number of employees as of the date shown at top left of 3. EXPEC - Calculated for each ob group as: (TOTAL*AVAIL
 2. AVAIL - Availability as a percent taken from Census data for C.4. DIFF - Calculated for each ob group as: (EXIST-EXPEC)

ALEXANDRIA POLICE DEPARTMENT
Depar tmental Utili ation Anal sis o FEMALE S
Co parison Displa ed As Strai t Parit

#	EEO JOB GROUP	TOTAL		WHITE		BLACK		HISPANIC		ASIAN		AI / AN n H		BLKWHI/nH		AI/AN/nH		AW/nH		NH/OP/nH		B2/nH			
		EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF
21	OFFICIAL - ADMIN (Chief, Asst. Chief, Asst Director, Capital Projects Mgr., Div. Chief/HR)	3	0	29.2	2	-2	2	9.6	1	1	0	1.9	0	0	0.1	0	0	0.1	0	0	0	0	0	0.5	0
22	PROFESSIONAL (Accred. Mgr. I, Accred. Mgr. II, Captain, Comp Prog. Anal I, Crime Anal., Database Admin. II, Database Admin I, Div. Chief/Technology, Fisc. Ofc. I, Fiscal Ofc III, Lieutenant, PIO, Program Coord., Rec Mgr. HR Mgr I, SR, PIO, Supv Crime Ant.)	37	11	32.9	13	-2	2	10.4	4	-2	1	1.9	1	0	0.1	0	0	0.1	0	0	0	0	0	0.5	0
23	TECHNICAL (Admin. Analyst, Suprv./Facilities, Computer Forensic Exam., Coord/Fleet Maint, Hack Insp, HR Tech I, HR Tech II, Info Tech. Supp Eng III, Lat Print Ex, PEO Supv, Poly Exam, Range Officer, Records Supv., Sch Cross Supv, S t SPQ, Sys Prg Spec.)	61	3	28.4	25	-22	7	17.8	15	-8	1	2.4	2	-1	0	0.2	0	0	0.2	0	0	0.1	0	0.8	1
24	PUBLIC SAFETY (PO1, PO2, PO3, PO4, DET.1, DET. 2, DET. 3)	240	34	8.8	22	12	7	12.4	31	-24	11	0.8	2	9	0	0.1	0	0	0.1	0	0	0	0	0.2	1
25	PUBLIC SAFETY/NON-S ORN (PEO I, PEO II, PEO III)	16	2	38.1	9	-8	6	15.8	4	3	0	1.9	0	1	0	0.5	0	0	0.8	0	0	0	0	0.3	0
26	ADMINISTRATIVE SUPPORT (Acct Clk III, Admin. Supp. II, Admin Supp. IV, Admin. Supp. V, Del Clk, PSC)	24	4	36.9	10	-6	12	21	5	7	2	3.8	1	1	0.1	0	0	0.2	0	0	0	0	0	0.8	0
28	SERVICE MAINTENANCE (Custodian)	5	0	18.4	1	-1	0	12.7	1	-1	4	8.9	0	4	0	0.1	0	0	0.2	0	0	0	0	0.8	0
TOTALS		386	54			36		19		5		0		0		0		0		0		0		0	
DEFINITION OF COLUMNS FOR WOMEN AND MINORITIES (06-C-1, EXIST = Number of employees as of the date shown at top left of 3, EXPEC = Calculated for each, ob group as: (TOTAL-AVAIL)/100 2, AVAIL = Availability as a percent taken from Census data for D 4, DIFF = Calculated for each, ob group as: (EXIST-EXPEC)																									

DEFINITION OF COLUMNS FOR WOMEN AND MINORITIES (C6:C1, EXIST - Number of employees as of the date shown at top left of 3, EXPEC - Calculated for each ob group as: (TOTAL-AVAIL)/100

2. AVAIL - Availability as a percent taken from Census data for D.4, DIFF - Calculated for each ob group as: (EXIST-EXPEC)

Alexandria Police Department
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CODE	POSITION	BUDGET	ACTUAL	VACANCIES	OVERHIRES
1062	CHIEF	1	1	0	
1064	ASST. CHIEF	3	1	-2	
2013	CAPTAIN	8	8	0	
2012	LIEUTENANT	16	15	-1	
3057	SERGEANT	47	37	-10	
	OFFICERS*	247	262		15
	Total Sworn	322	324		2

* N n-Su v. Bre d n (240 includes 194 PO/ 46 DET s f 11/1/19)				Grand Total
OFFICER IV	56	DETECTIVE III	8	
OFFICER III	47	DETECTIVE II	19	
OFFICER II	40	DETECTIVE I	8	
OFFICER I	84			
Su total	227	Su total	35	262

Current Strength		324
Pre-Academy	-20	
Academy	0	
FTO	<u>-22</u>	
	-42	
		282
Unavailable Sworn*		
DSP	-5	
R/D (WC & FMLA)	-10	
FMLA	-8	
OTHER (ADMIN)	-1	
MIL	<u>-2</u>	
	-26	
Available Staff		256

NOTE:

Intermittent FMLA : 6

Upcoming FMLA : 4

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PERSONNEL	RACE	SEX	HIRED	PROMOTED/ ELEVATED/DEM	RANK	LEFT	REASON
Carpenter, T	B	M	7/5/2022		PO1		
Cox, W.	W	M	7/5/2022		PO1		
Fenwick, L.	B	M	7/5/2022		PO1		
Gyamfi, E.	B	M	7/5/2022		PO1		
Moten, M.		M	7/5/2022		PO1		
Ralls, C.	W	M	7/5/2022		PO1		
Robbins, K.	B	F	7/5/2022		PO1		
Squires, N.	B	F	7/5/2022		PO1		
Olland, O.	H	M			PO3	7/8/2022	RESIGNED
Lopez, J	H	M			PO4	7/14/2022	TERM.
Green, J.	B	M			SGT	8/1/2022	RETIRED
Nawaz, A.	A	M		6/11/2022	SGT		
Young, J	W	F			PO4	8/31/2022	RESIGNED
Feltham, P	W	M			DET3	9/1/2022	RETIRED
Sprague, M	W	M			PO4	9/1/2022	RETIRED
Belk, J	W	M			PO1	9/2/2022	RESIGNED
Ishmael, B	B	M			PO1	9/9/2022	RESIGNED
Clinch, R	W	M		9/12/22	PO4		TRANSFER FROM DET3
Houhoulis, N	W	M			PO1	9/16/2022	TERM.
Esteban, E	H	M			PO2	9/22/2022	RESIGNED
Sever, R	W	M	10/3/2022		PO1		
Tyler, J	B	M	10/3/2022		PO1		
Nawaz, A.	A	M			SGT	10/7/2022	RESIGNED
Winkeler, J	W	M			PO3	10/7/2022	RESIGNED
Carpenter, T	B	M			PO1	10/14/2022	RESIGNED (In lieu of)
Anderson, A	B	M	11/7/2021		PO1		
Gilpin, C	B	M	11/21/2022		PO1		
Newcomb, J	W	M		12/10/2022	CPT		PROMOTION
Fenwick, L.	B	M			PO1	12/2/2022	RESIGNATION
Jackson, J	B	M	12/12/2022		PO1		
Reilly, L	W	M	12/12/2022		PO1		
Weigand, K	W	M	12/12/2022		PO1		
Garcia, A	H	M			PO1	12/19/2022	TERM.
Ingram, C.	B	M	12/19/2022		PO1		
Wheeler, C	W	F	12/20/2022		PO1		
Hetzner, P	W	M		12/24/2022	PO2		ELEVATION FROM PO1
Hiltz, P	W	M		12/24/2022	PO2		ELEVATION FROM PO1
Smith, D	W	M		12/24/2022	PO2		ELEVATION FROM PO1
Howard, A	B	F		12/24/2022	PO3		ELEVATION FROM PO2
Marquez, N	A	M		12/24/2022	PO3		ELEVATION FROM PO2
Raines, M	W	M		12/24/2022	PO3		ELEVATION FROM PO2
Vasylenko, N	W	F		12/24/2022	PO3		ELEVATION FROM PO2
Walsh, B	W	M		12/24/2022	PO3		ELEVATION FROM PO2
Mikhin, Y	W	M		12/24/2022	PO4		ELEVATION FROM PO3
Tremble, A	B	F		12/24/2022	PO4		ELEVATION FROM PO3
Poe, M	W	M	12/27/2022		PO1		
Rahim, Ahmed	A	M	12/27/2022		PO1		
Hill, J	W	M	1/3/2023		PO1		
Jenkins, D	B	F	1/3/2023		PO1		
Lopez-Martinez, J	H	M	1/3/2023		PO1		
Nelson, Q	B	M	1/3/2023		PO1		
Cunha, N	W	M			SGT	1/5/2023	TERM.
Burgos, A	H	M	1/5/2023		PO1		
Slade-Hampton, T	B	M	1/5/2023		PO1		
Maier, R	W	M		1/6/2023	PO1		Vol. Demo from Crime Analyst
McDonald, E	B	M	2/6/2023		ASST. CHIEF		
Hernandez, H	H	F			PO1	2/14/2023	RESIGNED

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Name	W	M		LT.	3/1/2023	RETIRED
Milner, E	B	M		PO1	3/3/2023	RESIGNED
Coward, S	W	M		DET2	3/3/2023	RESIGNED
Haws, G	B	M	3/4/2023	PO1		TRANSFER TO PEO1
Scott, D	H	M		PO1	3/15/2023	TERMINATION
Velasquez-Garcia, D	H	M	4/10/2023	PO1		
Perera, H	H	M	4/10/2023	PO1		
Perez, K	W	M		DET 1	4/17/2023	RESIGNED
Cecchetti, B	A	M		PO1	4/21/2023	RESIGNED
Gentry, B	W	M	4/29/2023	LT.		PROMOTED (Retro to 4/29/23)
East, J.	W	M		DET2	5/1/2023	RETIRED
Dougherty, E	W	M		PO2	5/1/2023	RESIGNED
Wilkinson, J	A	M		PO1		
Espenhain, R	W	M		PO1		
Sarracino, A	W	M		PO1		
Rial-Sloss, J.	H	M		PO1	5/26/1923	TRANS. TO SHERIFF
Gomez, C	H	F		PO1		
Balbuena, Y	2B+	M	5/30/2023	PO1		
Craan, A	H	F		PO1		
Fuentes, A	W	M		PO1		
Moustafa, A	W	M		PO1		
Warner, J.	W	M		PO1		
Power, F	W	M		PO4	5/31/2023	RETIRED
De esus, K	H	F	6/5/2023	PO1		
Gomez, S	H	F	6/5/2023	PO1		
Mazel, J	W	M	6/5/2023	PO1		
Oloye, E.	B	M	6/5/2023	PO1		
Gardizi, L	H	M	6/10/2023	DET1		TRANSFER FROM PO3
Kimmel, S	W	F	6/10/2023	DET1		TRANSFER FROM PO2
Stafford, J	W	M	6/10/2023	DET1		TRANSFER FROM PO3
Johnson, T	B	M	6/12/2023	PO1		
Laigo, F	A	M	6/12/2023	PO1		
Ochoa, C	H	M	6/12/2023	PO1		
Ahmed, T	A	F	6/20/2023	PO1		
Railey, M	B	M	6/20/2023	PO1		
Sever, R	W	M		PO1	6/22/2023	RESIGNED
Meehan, L	W	F		PO3	6/23/2023	RESIGNED
Rivas, J	H	F	6/23/2023	PO1		ALT. PLACEMENT
Belk, N	B	M	6/26/2023	PO1		
Me ia Banegas, K	H	M	6/26/2023	PO1		
Murray, N	B	M	6/26/2023	PO1		
Rosengarten, C	W	M	6/26/2023	PO1		
che, J	B	M	6/26/2023	PO1		

FY23

ADDITION OF 13 NEW POSITIONS 318 AUTHORI ED STRENGTH

+5 WEAPONS VIOLATIONS TASK FORCE

+2 ACORP POSITIONS

+6 SROS (FUNDING RESTORED & POS REFLECTED ON NOV 1 FY22 STRENGTH REPORT)

ADDITION OF TWO NEW POSITIONS DUE TO RE-ORGANI ATION EFF 9/2/22

NEW TOTAL AUTHORI ED STRENGTH 322

TOTAL AUTHORI ED PO1 OVERHIRES 18

FY22

ELIMINATION OF SRO UNIT - 1 SGT & 5 OFFICERS

AUTHORI ED STRENGTH 311 DUE TO REINSTATEMENT PER CITY COUNCIL EFFECTIVE OCT. 2021 - JUNE 2021

AUTHORI ED OVERHIRES 14 TOTAL

13 PO1

1 LT (ALVARE) ON 10/1/21 - UNTIL CPT VACANCY

FY21

FRO EN MERITS

HIRING FREE E WITH EXCEPTION OF CITY MANAGER APPROVED POSITIONS

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FY20

18 PO1 OVERHIRES (9 PER ACADEMY) FOR FY 2020.

A CONVERSION OF 1 SWORN CAPTAIN POSITION TO 1 CIVILIAN HUMAN RESOURCES DIVISION CHIEF
CONVERTED 1 CPT (HAYES' POSITION) TO +1 LT (COMPLETED IN APRIL)

Alexandria Police Department
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ACTIVE SWORN POLICE PERSONNEL BY RACE AND SEX

FEMALE

RANK	W	B	AI/AN	A	H	NHI	BLK/WH/ NH	AI/AN/W/ NH	AI/AN/B/ NH	A/W/NH	NH/OPI/NH	B2/NH
CAPTAIN	2	0	0	0	0	0	0	0	0	0	0	0
DETECTIVE 1	2	0	0	0	0	0	0	0	0	0	0	0
DETECTIVE 2	1	0	0	0	2	0	0	0	0	0	0	0
DETECTIVE 3	2	0	0	0	1	0	0	0	0	0	0	0
LIEUTENANT	1	0	0	0	1	0	0	0	0	0	0	0
OFFICER 1	7	6	0	2	8	0	0	0	0	0	0	0
OFFICER 2	8	1	0	0	1	0	0	0	0	0	0	0
OFFICER 3	6	2	0	1	0	0	0	0	0	0	0	0
OFFICER 4	7	1	0	0	2	0	0	0	0	0	0	0
SERGEANT	2	2	0	0	0	0	0	0	0	0	0	0
Total Officer	119	47	1	14	37	0	1	1	0	5	0	2
Total All	38	12	0	3	15	0	0	0	0	0	0	0
	11.7%	3.7%	0.0%	0.9%	4.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

MALE

RANK	W	B	AI/AN	A	H	NHI	BLK/WH/ NH	AI/AN/W/ NH	AI/AN/B/ NH	A/W/NH	NH/OPI/NH	B2/NH	Total M/F
ASSISTANT CHIEF OF POLICE	0	1	0	-20	0	0	0	0	0	0	0	0	1
CAPTAIN	6	0	0	0	0	0	0	0	0	0	0	0	8
CHIEF	0	1	0	-22	0	0	0	0	0	0	0	0	1
DETECTIVE 1	4	0	0	1	0	0	0	0	0	0	0	1	8
DETECTIVE 2	13	0	0	1	2	0	0	0	0	0	0	0	19
DETECTIVE 3	2	0	0	3	0	0	0	0	0	0	0	0	8
LIEUTENANT	10	2	0	0	1	0	0	0	0	0	0	0	15
OFFICER 1	22	18	0	5	11	0	1	0	0	2	0	2	84
OFFICER 2	19	6	0	1	3	0	0	0	0	1	0	0	40
OFFICER 3	26	2	0	2	5	0	0	1	0	2	0	0	47
OFFICER 4	24	11	1	3	7	0	0	0	0	0	0	0	56
SERGEANT	25	6	0	0	2	0	0	0	0	0	0	0	37
Total Officer	119	47	1	14	37	0	1	1	0	5	0	2	226
Total All	151	47	1	16	31	0	1	1	0	5	0	3	324
	46.6%	14.5%	0.3%	4.9%	9.6%	0.0%	0.3%	0.3%	0.0%	1.5%	0.0%	0.9%	

BW-BLACK/WHITE; AI/AN-AMERICAN INDIA/ALASKAN NATIVE; AAW-AMERICAN INDIAN/ALASKAN NATIVE/WHITE; AAB-AMERICAN
INDIAN/ALASKAN NATIVE/BLACK; AW-ASIAN/WHITE; NHOPI-NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER;
B2NH-BALANCE 2+RACES, NON-HISPANIC

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 Alexandria Police Department
 Civilian Strength Report
 June 30, 2023

PERSONNEL	POSITION	GRADE	BUDGET	ACTUAL	+/-
7065	DIV CHIEF/FACILITIES/FLEET/PROPERTY	26	1	1	0
2472	DIV CHIEF/TECHNOLOGY/DATA/ANALYSIS	26	1	0	-1
2343	FISCAL OFFICER III	25	1	1	0
2647	DATABASE ADMINISTRATOR II	24	1	1	0
7052	DIV CHIEF/HUMAN RESOURCES/TRAINING	24	1	0	-1
2646	DATABASE ADMINISTRATOR I	23	1	1	0
2571	HR MANAGER I	22	1	1	0
2458	SR. PIO	21	1	0	-1
2369	SUPV CRIME ANALYST	21	1	1	0
2474	ACCREDITATION MANAGER II	20	1	0	-1
2296	PROGRAM COORDINATOR	20	1	0	-1
3229	SYSTEMS PROGRAMMER SPECIALIST	20	1	1	0
3847	COMPUTER FORENSIC EXAMINER	19	2	1	-1
2380	COMPUTER PRGMR/ANL I	19	1	0	-1
2529	CRIME ANALYST	19	3	2	-1
2341	FISCAL OFFICER I	19	1	1	0
2388	PUBLIC SAFETY INFO OFFICER	19	1	1	0
3196	RANGE OFFICER	19	1	1	0
3336	SUPERVISOR OF FACILITIES	19	1	1	0
3348	INFO TECHNOLOGY SUPPORT ENG. III	18	2	2	0
2473	ACCREDITATION MANAGER I	17	1	1	0
3860	LATENT PRINT EXAMINER	17	3	3	0
3346	HR TECH II	16	2	2	0
3120	RECORDS SUPERVISOR	16	4	4	0
3201	PEO SUPERVISOR	15	2	2	0
3813	POLY EXAM	15	1	1	0
3193	PEO/HACK OFFICER	15	1	1	0
3831	SCHL XING SUPV	15	1	1	0
3377	HR TECH I	13	1	1	0
6108	ADMIN SUPPORT V	13	1	1	0
3195	SPO	12	3	2	-1
5126	PEO II	12	11	9	-2
3343	ADMINISTRATIVE ANALYST	11	1	0	-1
6014	POLICE SERVICE CLK	11	19	18	-1
5125	PEO I	11	12	6	-6
6052	ACCT CLERK III	10	1	0	-1
6107	ADMIN SUPPORT IV	10	5	4	-1
3258	FLEET MAINT COORD	9	1	1	0
6105	ADMIN SUPPORT II	6	1	1	0
6021	DELIVERY CLERK	3	1	1	0
8020	CUSTODIAN	3	6	6	0
	BACKGROUND INVESTIGATOR (TBD)		1	0	-1
TOTAL (FULL TIME)			102	81	-22
P/TIME	POLICE SERVICE CLERK	11	1	0	-1
P/TIME	SCH X'ING GUARD	5	27	13	-14
TOTAL (PART-TIME)			28	13	-15

Alexandria Police Department
Sworn Strength Report
June 30, 2023

ACTIVE CIVILIAN PERSONNEL BY SEX AND RACE

FEMALE

RANK	W	B	AI/AN	A	H	NHI	BLK/WH /NH	AI/AN/ W/NH	AI/AN/B/N H	A/W/NH	NH/OPI/ NH	B2/NH
CIVILIAN NON-SUPERVISOR	12	29	0	4	9	0	0	0	0	0	0	0
CIVILIAN SUPERVISOR	4	4	0	0	0	0	0	0	0	0	0	0
TOTALS	16	33	0	4	9	0	0	0	0	0	0	0
PERCENT	17.0%	35.1%	0.0%	4.3%	9.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

MALE

RANK	W	B	AI/AN	A	H	NHI	BLK/WH /NH	AI/AN/ W/NH	AI/AN/B/N H	A/W/NH	NH/OPI/ NH	B2/NH
CIVILIAN NON-SUPERVISOR	8	9	0	4	3	0	0	0	0	1	0	0
CIVILIAN SUPERVISOR	4	3	0	0	0	0	0	0	0	0	0	0
TOTALS	12	12	0	4	3	0	0	0	0	1	0	0
PERCENT	12.8%	12.8%	0.0%	4.3%	3.2%	0.0%	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%

Civilian Supervisor Total: 15

Civilian Non Supervisor Total: 79

Total: 94

BW-BLACK/WHITE; AI/AN-AMERICAN INDIAN/ALASKAN NATIVE; AAW-AMERICAN INDIAN/ALASKAN NATIVE/WHITE; AAB-AMERICAN INDIAN/ALASKAN NATIVE/BLACK; AW-ASIAN/WHITE; NH/OPI-NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER, B2NH-BALANCE 2+RACES. NON-HISPANIC

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Alexandria Police Department
Strength Report
June 30, 2023

PERSONNEL	RACE	SEX	HIRED	PROMOTED/ DEM/ELEV	POSITION	LEFT	REASON
Hassari, P.	W	M			Prog. Spec.		
Cruz, W.	W	F			Admin IV		RESIGNED
Edris, M.	B	M			Adm. Support IV vice		RESIGNED
Doswell, S.	B	F			PO		
Jung, W	A	M			Supp. Eng.		
Spackman, C.	W	F			PSC		RESIGNED
Smith, A.	B	F			SCG		RESIGNED
Tarpley, E.	B	F			SCG		RESIGNED
McCarty, M	B	F			Asst. Direct ASB		
McCarty, M	B	F			Div. Chief of Facilities		RE-ORG
Barua, P	A	M			PEO		
Edwards, M	B	F			SCG		RESIGNED
Henderson, S	B	F			PEO		
Henderson, S	B	F			PEO HACK OFFICER		PROMOTION
Doswell, S.	B	F			PSC		RESIGNED
Sutton, S	B	F			HRRS Div. Chief		RESIGNED- TRANSFER TO FIRE
Peterson Leffall, G	B	F			PSC		
Maier, R	W	M			Crime Analyst		VOL. DEMO TO PO
Pinkney, K	B	F			Admin Support II-CIS		TRANS. FROM GENERAL SERVICES
Smith, J	B	F			P T PSC		PROMOTION
Smith, J	B	F		-	PSC		FROM P T PSC TO FT PSC
Hyndman, T	B	F			Admin Support V		
Smith, J	B	F			PSC		RESIGNED
Scott, D	B	M			PEO		TRANSFER FROM PO
Alphonso, K	B	NH M			SCG		RESIGNED
Spillman, F	B	F			Prg. Coord.		RESIGNED
Dent, D	B	F	4/25/2023		DIV. CHIEF HR		
Antonucci, P	W	M			DIV. CHIEF TECH.		PROMOTION TO CITY IT
Botros, M	W	F	5/1/2023		PEO 1		
Dent, D	B	F			DIV. CHIEF TECH.		RESIGNED
Turner, M	B	F			PEO 2		RESIGNED
Murray, S	B	F			PEO 1		TRANSFERRED TO PSC
Peterson Leffall, G	B	F			PSC		RESIGNED
Murray, S	B	F	5/27/2023		PSC		
Jackson, A	B	F			ACCRED. MGR II		RESIGNED
Girgis, V	W	F		6/24/2023	PEO2		
Rivas	H	F		6/24/2023	ADMIN. SUPP. IV.		ALT. PLACEMENT

FY 23

RECLASS OF TRAINING MANAGER TO MUNIS #1890 PROGRAM COORDINATOR (GS20)

PSC POSITIONS REALLOCATED FROM GS9 TO GS11 EFF 8/20/2022

RE-ORG CHANGES (EFF 9/2/22) : +1 DIV CHIEF FACILITIES/FLEET/PROPERTY

-1 ASSISTANT DIRECTOR

-1 PROGRAM COORDINATOR (TRAINING)

1 GRADE REALLOCATION FOR BOTH PEO 1 & 2 AND IMPLEMENTING E QUALITY ADJUSTMENTS WHERE APPLICABLE EFF 2/4/23

RECLASS OF ADMIN. SUPPORT II (TRAINING) TO AN ADMIN SUPPORT IV

FY 22

ELIMINATION OF HACK OFFICE (-2 HACK INSPECTORS / -1 ADMIN SUPPORT II VIA RECLASS OF ADMIN SUPP IV #2298 IN TRAINING)

AUTHORIZED 1 PEO OVERHIRE

HIRING FREE E WITH EXCEPTION OF CITY MANAGER APPROVED POSITIONS (5)

RECLASS YOUTH SERVICES COORD (GS17) TO PROGRAM COORDINATOR (GS20)

RECLASS PEO2 (#2261) TO HACK/PEO POSITION (GS15) - JOB CLASS BEING CREATED

FY 21

CM APPROVED (1) BACKGROUND INVESTIGATOR (PENDING POSITION DEVELOPMENT)

1 HR MGR I (GS22) RECLASSSED TO TRAINING MANAGER (GS23)

MERITS FRO EN

Alexandria Police Department
Strength Report
June 30, 2023

Filled positions as of : June 30, 2023

ALEXANDRIA POLICE DEPARTMENT

Departmental Utilization Analysis by Race

Comparison Displayed as Stratified

#	EEO JOB GROUP	TOTAL		WHITE		BLACK		HISPANIC		ASIAN		AI/AN/NH		BLK/W/H/NH		AI/AN/W/NH		AI/AN/B/NH		AW/NH		NH/OP/NH		B2/NH	
		EXIST	AVAIL	EXIST	DIFF	EXIST	DIFF	EXIST	DIFF	EXIST	DIFF	EXIST	DIFF	EXIST	DIFF	EXIST	DIFF	EXIST	DIFF	EXIST	DIFF	EXIST	DIFF	EXIST	DIFF
21	OFFICIAL - ADMIN (Chief, Asst. Chief, Capital Projects Mgr., Div. Chief/HR, Div. Chief/Facilities)	3	0	42	3	-3	2	7	4	0	2	0	2	4	0	0	0	0	0	0	0	0	0	0	0
22	PROFESSIONAL (Accred. Mgr. I, Accred. Mgr. II, Captain, Comp. Prog. Anal. I, Crime Anal., Database Admin. II, Div. Chief/Technology, Fisc. Ofc. I, Fiscal Ofc. III, Lieutenant, PIO, Program Coord., Rec Mgr., HR Mgr. I, SR, PIO, Supv. Crime Anl.)	33	16	36	15	1	3	6	7	3	0	1	1	8	1	0	0	0	0	0	0	0	0	0	0
23	TECHNICAL (Admin. Analyst, Suprv./Facilities, Computer Forensic Exam., Coord./Fleet Maint, Hack Insp., HR Tech I, HR Tech II, Info Tech. Supp. Eng. III, Lat Print Ex, PEO Supv. Poly Exam, Range Officer, Records Supv., Sch Cross Supv, Sgt SPO, Sys Prg Spec., PEO/HACK)	61	32	162	25	0	10	11	9	1	3	2	4	2	1	2	3	3	-1	0	0	2	0	0	0
24	PUBLIC SAFETY (PO1, PO2, PO3, PO4, DET.1, DET.2, DET.3)	262	109	42	105	4	38	30	76	-38	28	2	6	7	21	16	1	2	3	13	1	0	3	1	0
25	PUBLIC SAFETY/NON-S (PEO I, PEO II, PEO III)	15	3	29	7	-4	1	9	2	-1	1	2	1	0	1	2	0	1	2	0	0	0	0	0	0
26	ADMINISTRATIVE SUPPORT (Acct Clk III, Admin. Supp. II, Admin Supp. IV, Admin. Supp. V, Del Clk, PSC)	25	2	18	5	-3	2	9	1	2	0	1	2	1	0	0	0	1	0	0	0	0	0	0	0
28	SERVICE MAINTENANCE (Custodian)	6	0	21	1	-1	2	18	1	1	0	10	1	-1	0	3	5	0	0	0	0	2	0	0	0
TOTALS		405	162				58			34		20		1		1		0		6		0		3	

(C6-C40) 1. EXIST - Number of employees as of the date shown at top left 3. EXPEC - Calculated for each ob group as: (TOTAL*AVAIL)/100
2. AVAIL - Availability as a percent taken from Census data for 4. DIFF - Calculated for each ob group as: (EXIST-EXPEC)

Filled positions as of June 30, 2023

ALEXANDRIA POLICE DEPARTMENT

Departmental Utilization Analysis of FEMALEs

Comparison Displayed as Stratified

#	EEO JOB GROUP	TOTAL	WHITE		BLACK		HISPANIC		ASIAN		AI / AN n H		BLK/WHI/nH		AI/AN/W/nH		AI/AN/B/nH		A/W/nH		NH/OP/nH		B2/nH			
			EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF	EXST	AVL	EXPC	DIFF
21	OFFICIAL - ADMIN (Chief,Asst. Chief, Capital Pro ects Mgr., Div. Chief/HR, Div Chief/Facilities)	3	0	29	2	-2	1	9.6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.5	0	
22	PROFESSIONAL (Accred. Mgr. I, Accred. Mgr. II, Captain, Comp Prog. Anal. I, Crime Anl., Database Admin. II, Database Admin I, Div. Chief/Technology, Fisc. Ofc. I, Fiscal Ofc III, Lieutenant, PIO, Program Coord., Rec Mgr, HR Mgr I, SR, PIO, Supv Crime Anl.)	33	11	33	13	-2	0	10	4	-4	1	1.9	1	0	0	0.1	0	0	0.1	0	0	0	0	0.5	0	
23	TECHNICAL (Adminp. Analyst, Suprv./Facilities, Computer Forensics Exam., Coord/Fleet Maint, Hack Insp, HR Tech I, HR Tech II, Info Tech. Supp Eng II, Lat Print Ex, PEO Supv, Poly Exam, Range Officer, Records Supv., Sch Cross Supv, S t SPO, Sys Prg Spec., PEO/HACK)	61	4	28	25	-21	8	18	15	-7	1	2.4	2	-1	1	4.1	4	-3	0	0.1	0	0	0.2	0	0.8	1
24	PUBLIC SAFETY (PO1, PO2, PO3, PO4, DET.1, DET. 2, DET. 3)	262	33	8.8	22	11	10	12	31	-21	14	0.8	2	12	3	0.3	1	2	0	0.1	0	0	0	0.2	1	
25	PUBLIC SAFETY/NON-S ORN (PEO I, PEO II, PEO III)	15	3	38	9	-8	4	16	4	3	0	1.9	0	1	0	1.1	0	0	0	0	0	0	0	0.3	0	
26	ADMINISTRATIVE SUPPORT (Acct Clk III, Admin. Supp. II, Admin Supp. IV, Admin. Supp. V, Del Clk, PSC)	25	2	37	10	-8	14	21	5	9	3	3.8	1	2	1	3.8	1	0	0	0.2	0	0	0	0.8	0	
28	SERVICE MAINTENANCE (Custodian)	6	0	18	1	-1	0	13	1	-1	4	8.9	0	4	0	4	0	0	0	0.2	0	0	0	0.8	0	
TOTALS		405	53	37	23	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

DEFINITION OF COLUMNS FOR WOMEN AND MINORITIES (C6-C11, EXIST - Number of employees as of the date shown at top left 3. EXPEC - Calculated for each ob group as: (TOTAL*AVAIL /100

2. AVAIL - Availability as a percent taken from Census data for 4. DIFF - Calculated for each ob group as: (EXIST-EXPEC)

Page Menu

What can we help you find?

City of Alexandria Announces New Leaders

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City of Alexandria Announces New Leaders

For Immediate Release: January 18, 2023

The City of Alexandria is happy to announce several new staff members who will be a crucial part of supporting all those who live, work, and visit the City.

EXHIBIT 8

Yon Lambert - Deputy City Manager

Page Menu

Yon Lambert became a Deputy City Manager for the City of Alexandria following the resignation of Laura Triggs from the position. Mr. Lambert will be responsible for public safety agencies, Emergency and Customer Communications, Code Administration, and General Services.

Mr. Lambert joined the City in 2006. Since 2014, Yon has been the Director of the Department of Transportation & Environmental Services (T&ES), overseeing 255 staff and an annual operating budget of \$94 million.



Tarrence Moorer - Interim Transportation & Environmental Services Director

Tarrence Moorer will serve as the Interim Director of the Department of Transportation and Environmental Services (T&ES). Moorer is the department's current Assistant Director of Internal Services, leading the day-to-day operations of T&ES' communications, human resources, fleet, facility management, information technology, finance, and budget functions.

Mr. Moorer joined the City in 2014 as a temporary consultant, responsible for administrative and fiscal support to the T&ES Infrastructure and Right-of-Way team. He was later hired and promoted to several positions including the Division Chief of Strategic Management and Principal Planner.



Ryan Freed- Climate Action Officer

Ryan Freed comes to the City from the Institute for Market Transformation (IMT), where he held the position of Senior Director for Policy and Regulatory Strategy for seven years. There, he led the Institute's government-focused work related to equitable climate solutions, including commitments to bring community members more fully into government policymaking efforts.

Previously, Mr. Freed served as the Director of the Kansas Corporation Commission Energy Division. He has worked with dozens of local governments throughout the country and coordinated directly with philanthropic organizations on raising funds for projects, community organizations, and more. He holds a Master of Public Administration from the University of Kansas and earned his bachelor's degree from Washburn University.



Easton McDonald - Alexandria Police Department Assistant Chief

The Alexandria Police Department's new Assistant Chief, Easton McDonald, will be responsible for direct command over all patrol operations and administrative issues within the Field Operations Bureau. Mr. McDonald comes to the City from the Loudoun County Sheriff's Office, where he has served since 2001. He has also served as a School Resource Officer, Community Police Officer, Academy Instructor, Patrol Sergeant, Youth Services 2nd Lieutenant, Office of Emergency Management 1st Lieutenant, and Captain.



Mr. McDonald is a member of the National Organization of Black Law Enforcement Executives (NOBLE), the Police Executive Research Forum (PERF), and the International Association of Chiefs of Police (IACP). He holds a master's degree from the University of New Haven and a Bachelor of Arts in Social Science from Ramapo College of New Jersey.

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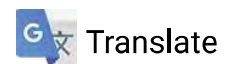
What can we help you find?

Alexandria Police Department Expands Leadership in Top Brass and Communications

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The City of Alexandria's Police Department (APD) is set to welcome Assistant Chiefs Raul Pedroso and Tina Laguna, and Communications Manager Tracy Walker. Each brings valuable experience and a commitment to community service. Walker started

EXHIBIT 9

today, Monday, October 2, while Pedroso and Laguna will begin Monday, October 23.

“We are expanding APD leadership at a necessary time when our community is looking to us for more information sharing and innovative approaches to crime reduction,” said Alexandria Police Chief Don Hayes. “We look forward to the incoming expertise they will bring to further bolster our collective commitment to public safety in Alexandria.”

Communications Manager Tracy Walker



Tracy Walker will be responsible for the department’s communications and public information strategy. Prior to joining APD, she served as the Public Affairs Director for the Richmond Police Department. In that role, she focused on informing and educating public audiences and led the team responsible for managing critical incidents and crises, fostering community engagement, and sharing success stories that showcased the positive impact of law enforcement officers in community policing.

Assistant Chief Raul Pedroso



Raul Pedroso will serve as APD's assistant chief and commander of the Criminal Investigation Bureau; he will lead multiple divisions including Criminal Investigations, Crime Scene Investigations (CSI), and Special Investigations, among others, in the resolution of criminal incidents. He joins the department having served the Coral Gables Police Department in Florida as the major over its Criminal Investigations Bureau.

During his 30-year tenure there, he held various commands and strived to foster cohesive working relationships where everyone would collaborate and develop problem-solving initiatives. He is a graduate of the FBI National Academy with a master's degree in criminal justice.

Assistant Chief Tina Laguna



APD welcomes Tina Laguna as assistant chief and commander—leading the Administrative & Technology Bureau- identifying and employing innovative technology that aids in crime deterrence and investigations. She will also be responsible for areas related to accreditation, training and recruitment, along with fleet, facility, and records management. She joins APD from the Manassas City Police Department where she served as the Assistant Chief over Investigative Services.

She is the financial secretary for the National Organization of Black Law Enforcement Executives and a past chair of Leadership Prince William. She is a member of the International Association of Chiefs of Police, the National Association of Women Law Enforcement Executives, and the Virginia Association of Chiefs of Police. Laguna holds a master's degree in public administration and a graduate certificate in management and leadership.

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301 King Street
Alexandria, VA 22314

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From: [Leah Hickman](#)
To: [Police Staff](#)
Subject: Departmental Job Opportunity-Police Captain
Date: Monday, August 24, 2020 12:17:24 PM

Police Staff:

We are currently advertising to hire for **Police Captain**. Please see the position description below and forward to anyone you think may be interested in exploring this opportunity.

Police Captain



Departmental Promotional Only **Police Captain**

GENERAL INFORMATION:

*Participation in the selection process is voluntary. Whenever a selection or promotion process occurs during an employee's regular work hours, the commander is to excuse the employee for the amount of time necessary to participate and the employee is not to be charged leave. Whenever a selection or promotion process occurs outside the employee's regular work hours, the commander is to adjust the employee's work schedule or schedule a payback day or time off to allow for the employee to be in an on-duty status while they participate.

PROMOTIONAL PROCESS: This promotional process will consist of three phases:

- **PHASE I - ORIENTATION:** A mandatory orientation session will be held to familiarize candidates with all aspects of Phase II and Phase III of the Police Captain promotional process.
- **PHASE II - ASSESSMENT:** Each candidate will be evaluated by a panel of trained assessors, through two related exercises designed to assess Knowledge, Skills, Abilities and Other Characteristics (KSAOs) important to the job of a Captain. The assessment will consist of the following exercises:

EXHIBIT 10

1. **Oral Tactical Exercise** – This exercise will consist of a scenario presented to candidates in which candidates are to respond orally as the supervisor serving as Incident Commander.

2. **Oral Presentation Exercise** – For this exercise, candidates will be presented with an organizational issue that a Captain might be confronted with. You will be asked to use written information about the issue in order to develop recommendations and/or a plan of action for solving the issue in an oral presentation. You will have a specified amount of time to read and evaluate written material about this issue and respond orally.

- **PHASE III – PROFESSIONAL HISTORY PORTFOLIO:** A professional history portfolio evaluation will be conducted on each candidate testing for the rank of Captain. The template, forms and instructions needed to complete the Professional History Portfolio (PHP) will be provided during the candidate orientation.

Submissions Due: Monday, October 20, 2020 by 5:00 pm. Candidates must submit three (3) hardcopies of their packets to Assistant Director Michele McCarty.

The dimensions to be rated are as follows:

1. Teamwork and Cooperation: Supports team decisions and consciously shares relevant information with other team members. Understands the impact of working well within the group to reach departmental goals. Actively solicits input from others and values their opinions. Publicly credits others who have performed well or have made special efforts for the team. Acts to promote a supportive and congenial atmosphere and takes initiative to resolve team conflict. Protects and promotes the team's reputation or Departmental reputation with outsiders. This evaluation is based on the past three (3) years.

2. Organizational Commitment and/or Citizenship: Behavior demonstrating positive results for the Department, absent direct instructions, e.g. making suggestions for new and better improved security measures and daily operational procedures, taking issue respectfully with directives that may be contrary to good policing and management practices, requesting assignments that would broaden professional experience to increase your value to the Department or any action having a benefit to the Department, the Department's mission or the community without being requested or directed. This evaluation is based on the past three (3) years.

3. Command Related Experience/Education:

This element is defined as the initiatives a candidate has taken to improve, or the experiences a candidate has had which demonstrate that he or she has the knowledge, skills, and abilities that are important for the targeted position. These may include formal or informal education, initiatives taken to seek involvement in developmental job assignments, volunteer work, or activities in which a candidate has been involved both on and off the job that demonstrate his or her qualifications. Clarify that supporting documents cover entire career

(and any prior to police work).

Rather than evaluating just the number of formal education degrees or certificates, the evaluators will measure the quality and value of all documented experiences, education, and training and how they are related to a candidate's fitness for the targeted rank.

EXAMPLES of experiences and education used in the Professional History Portfolio evaluation:

- Training courses and formal education
- Work experience at the Department or with other employers
- Military experience
- Community involvement related to a command position
- Initiatives taken to advance a candidate's career (i.e., has candidate sought challenging and developmental assignments)
- Acting command

Candidates should consider the following questions when creating a response to this dimension: How does all this apply to the targeted rank? How has it prepared me for the job?

4. Commitment to Community Policing: Conscious acts in accordance with policing standards and rules and procedures. Expresses pride in police force and concern for its reputation. Sets goals which are targeted at achieving departmental goals, especially relating to interacting with and supporting community needs. Acts as an advocate for departmental goals and plans within the organization. Puts departmental needs before his/her own; may volunteer for unpopular assignments or postpone personal goals for departmental goals. Stands by decisions that reflect the values of the Department but which may be unpopular with others.

The candidates will then present in a written format their proof of exhibiting those dimensions. Candidates may provide as much supporting documentation as they wish, as long as the prescribed format for submitting the written response is followed.

The evaluation will be ranked on a 5-point scale and will be rated by three members, consisting of the Assistant Chief and two external raters who are of the rank of Police Captain and higher. PHP submissions will not be returned to the applicants.

The Oral Tactical Exercise will be worth up to 40 points, the Oral Presentation Exercise will be worth up to 40 points and the Professional History Portfolio will be worth up to 20 points.

REFERENCE SOURCES:

Although no specific source material will be designated for any phase of this promotional process, candidates are expected to possess an understanding of the Alexandria Police Department's Incident Command System (ICS), Police

Directives, and Chapter 6 (Personnel Procedures for Supervisors) of the City's Administrative Regulations, the Code of Virginia, and Alexandria City Code.

PROMOTIONAL PROCESS SCHEDULE, UNIFORM REQUIREMENTS AND COORDINATING INSTRUCTIONS:

PROMOTIONAL PROCESS SCHEDULE AND UNIFORM REQUIREMENTS:

- **PHASE I - Orientation:** A mandatory orientation video (via a link provided to candidates) will be accessible to candidates from **Thursday, September 24, 2020 until Sunday, September 27, 2020**. Candidates should submit questions to Assistant Director Michele McCarty by **5:00 pm on Monday, September 28, 2020**.

- **PHASE II - Assessment:** The Assessment Exercises will be administered on **October 10, 2020**. The time and location will be announced at a later date. Candidates who arrive late will not be admitted and will be excluded from further participation.

The uniform required for this portion of the exam is the official Alexandria Department uniform including long sleeve white shirt and tie, but no blouse. Please remove medals and name tags. Candidates who are not properly attired will not be admitted and will be excluded from further participation in this process. Candidates who arrive late will not be admitted and will be excluded from further participation.

NOTE: Candidates must be on time for all phases of this promotional process.

APPLICATION PROCEDURES:

Candidates must complete and submit the City of Alexandria Human Resources Application for Employment for the position of Police Captain online through the City of Alexandria NEOGOV system no later than **1700 hours on September 23, 2020**. No applications will be accepted after this time and date.

ELIGIBILITY LIST AND SELECTION PROCEDURES:

Based on the results of this promotional process, candidates may be placed in one of the following categories: CATEGORY I, CATEGORY II, OR CATEGORY III. This list of eligible candidates will expire 1 year from the release date unless previously exhausted.

After this date, the period during which the eligibility list is in effect may, at the sole discretion of the Police Chief, be extended for up to 24 additional months in 6-month increments.

During the effective period of the eligibility list, the Police Chief will select Police Lieutenants to be promoted from CATEGORY I. The Police Chief reserves the right to select from Category II, even if there are candidates remaining in Category I. Should CATEGORY I be exhausted prior to the expiration of the eligibility list, the Police Chief reserves the right to select Police Lieutenants from CATEGORY II or to direct another promotional process.

Before selecting a candidate for promotion, the Police Chief reserves the right to interview several candidates and consider the performance records of candidates as documented in their personnel and Internal Investigations files. Decisions to promote or not promote particular candidate(s) is the sole discretion of the Chief of Police. Candidates not selected may be reconsidered during the effective period of the Eligibility List.

CATEGORY III candidates will not be considered for promotion to the grade of Police Captain during the effective period of the Eligibility List.

For more information, contact Assistant Director Michele McCarty at 703-746-6798.

Minimum & Additional Requirements

Five or more years of experience in police work which has been progressively responsible, including two years of experience as an Alexandria Police Lieutenant, that includes successful completion of a probationary period as an Alexandria Police Lieutenant and current Virginia State certification as a police officer; and a high school diploma or GED.

Preferred Qualifications

Four-year college degree from an accredited college or university; demonstrated experience commanding the respect of officers, and the ability to assign, direct, and supervise their work; experience dealing with the public courteously and firmly, as the situation dictates

Notes

For more information regarding the application process, contact Leah Hickman at leah.hickman@alexandriava.gov.

Leah T. Hickman
Alexandria Police Department
Human Resources and Recruitment Section
703-746-6645
Fax 703.746.1908

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City of Alexandria Police Department

Candidate Orientation Guide

For the Rank of Police Captain

2020



Morris M Daniel In
Management Consultants

EXHIBIT 11

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I. OVERVIEW OF THE TESTING PROCESS

A. INTRODUCTION

Morris McDaniel has assembled this orientation booklet for the Alexandria Police Department's Promotional Process for the rank of Captain. It is our hope that the information in this booklet will help candidates understand the testing process and answer some of their questions about how to prepare for this assessment.

The promotional process will consist of the following components:

1. PERFORMANCE-BASED ASSESSMENT

The Performance-Based Assessment will consist of two (2) exercises:

- Oral Tactical Exercise
- Oral Presentation Exercise

2. PROFESSIONAL HISTORY PORTFOLIO

The Professional History Portfolio evaluates each candidate on their past performance in dimensions relevant to the rank of Captain.

The promotional process and the examination plan are the result of subject-matter experts coming to a consensus on possible components and appropriate weights. Candidates must complete all components to be considered for promotion.

The scores for each component will be directly converted, weighted and combined to formulate each candidate's overall examination score. There is a total of 100 points available in the examination plan, distributed as follows:

Testing Component	Points Allotted
Performance-Based Assessment <i>up to 40 pts for the Oral Tactical Exercise</i> <i>up to 40 pts for the Oral Presentation Exercise</i>	up to 80 points
Professional History Portfolio	up to 20 points

B. TEST DATE, TIME AND LOCATION

Test Component	Date	Time	Location
Performance-Based Assessment	October 10, 2020 (Saturday)	To Be Announced	To Be Announced
Professional History Portfolio Submission	October 20, 2020 (Tuesday)	No Later than 5:00 p.m.	Candidates must submit three (3) hardcopies of their packets to Assistant Director Michele McCarty

C. TEST SECURITY

Please note that candidates are NOT PERMITTED to bring ANY electronic communication or recording devices into the testing center. Possession of one or more of these prohibited devices inside of the testing center will result in disqualification. Upon completion of the oral testing and sequestering process, candidates must leave the testing premises. Failure to obey the rules and instructions before, during, and after the examination may result in a candidate's disqualification from the examination.

II. PERFORMANCE-BASED ASSESSMENT

A. INFORMED PARTICIPATION IN THE PERFORMANCE-BASED ASSESSMENT

In order for candidates to be informed on their participation, the following information is provided:

1. **Purpose**

The purpose of this assessment is as follows:

To assess managerial/supervisory skills of eligible candidates for the rank of Police Captain for the Alexandria Police Department.

To provide the Alexandria Police Department with information to use in establishing an eligibility list of candidates.

2. **Minimum Qualifications**

Any individual who meets the minimum qualifications as acknowledged by the Alexandria Police Department is eligible to participate in the assessment process for his/her rank.

3. **Choice**

In order to be placed on the eligibility list, an individual must complete the Performance-Based Assessment.

4. **Who will administer?**

Morris McDaniel, with the assistance of the Alexandria Police Department, will administer the performance-based assessment procedures.

5. **Candidate Feedback**

Each candidate will receive individual feedback on his/her overall performance in the Performance-Based Assessment.

6. **What materials do you need to bring to the Performance-Based Assessment?**

All materials needed to perform in the Performance-Based Assessment will be provided. No calculators, dictionaries, highlighters, or other testing aids will be allowed.

7. **Dress**

The uniform required for this portion of the exam is the official Alexandria Department uniform including long sleeve white shirt and tie, but no blouse. Please remove medals and name tags.

B. WHAT IS A PERFORMANCE-BASED ASSESSMENT?

A Performance-Based Assessment consists of a standardized evaluation of an individual's behavior based on observations made by multiple observers. Judgments about behavior are made, in part, from specially developed simulation exercises. These judgments are pooled by the assessors at an evaluation meeting (Assessment Council) during which assessment data are reported and discussed, and the assessors agree on the evaluation of the dimensions and the overall evaluation of each candidate.

A typical Performance-Based Assessment could involve a few candidates to hundreds of candidates and could last one day to several days. Candidates take part in an exercise or exercises developed to reveal dimensions deemed important in the particular target position in their organization. After the exercises, participants return to their jobs, and the assessors spend time sharing their observations and reaching agreement on each candidate's rating.

C. HISTORY OF PERFORMANCE-BASED ASSESSMENTS

Despite their relative youth, performance-based assessments have been founded on a well-documented research base and have a rich history.

Germany

Performance-based assessment processes originated in post-World War I Germany when it was realized that the loss of the war was due in part to Army officers' poor emotional adjustment to life at the battlefield and to inefficient use of manpower. By 1936, an assessment program for the selection of officers and specialists had been established in which military psychologists processed more than 40,000 candidates per year.

England

In 1943, War Office Selection Boards (WOSB) were established in England in an attempt to remedy deficiencies existing in the traditional selection technique. As was the case with the Germans, heavy emphasis was placed on realistic tests. The WOSB procedure was found to be clearly superior to the previous selection technique.

United States

In 1943, the Office of Strategic Services (OSS) decided to adopt the British WOSB procedures for selection of OSS personnel.

AT&T's Management Progress Study

In the 1950s, psychologists of American Telephone and Telegraph began a long-term study of the careers for new managers known as the Management Progress Study. This research effort was the first to apply the performance-based assessment method in a business environment and the study still continues today. The Bell System realized the value of the assessment and has assessed well over 100,000 of their employees utilizing this method.

Recent Developments

During the 1960s, use of the performance-based assessment methods began to blossom with many organizations patterning their assessments after AT T's. Today, over 1000 businesses (IBM, Sears, GE), government agencies (Secret Service, FBI, IRS), educational institutions (Stanford, Baylor), and municipalities are using performance-based assessments, and the current trend is toward even wider application.

Protective Service Performance-Based Assessments

In municipalities and counties across the country, performance-based assessments are being used for the selection of managerial level protective service personnel and have gained the support of state and national organizations.

D. PERFORMANCE-BASED ASSESSMENT DIMENSIONS

The following are the assessment dimensions for each exercise in this promotional process:

Problem Identification & Analysis

The ability to quickly identify a problem and to analyze it; to notice details or phenomena; to sort out pertinent information; to foresee the consequences of various alternatives. To what extent can the individual obtain relevant information from available information and screen out less essential details? Does the individual misinterpret information? Demonstrates perceptions of an interaction between various aspects of the problem and between various actions taken or available to be taken. To what extent can the individual use data and related information in order to evaluate a problem? To what extent does the individual logically interpret information in order to solve problems?

Decision Making

The ability to make sound decisions promptly on difficult problems; the exercise of judgment and consideration of available information; the willingness to make a decision when required. Does not overly delegate; does not delay action on important items; takes firm position and makes position clear. Evaluates situation to determine action to be taken; assigns tasks to subordinates when nature of the incident requires coordinated efforts of several subordinates. Basically, to what extent does the individual use all information to take the most appropriate action and exhibit a willingness to make decisions when necessary?

Interpersonal Skills

The ability to work harmoniously with others; to promote cooperation; to maintain amicable relations with others under adverse conditions; to exercise sensitivity to the needs of others. Respects ideas of others, praises subordinate for good and outstanding performance; investigates disputes and complaints against subordinates. Basically, to what extent does the individual show awareness of and sensitivity to the needs and feelings of others? To what extent does the individual maintain amicable relations with others?

Planning & Organizing

The ability to break work down into subtasks and prioritize these subtasks so it can be done effectively; to anticipate problems before they come up; to prepare effective plans to control difficulties and problems; to set objectives, priorities, etc. Reviews all items before proceeding; systematically structures priorities; schedules activities; manages time well; sorts items into logical groups.

Oral Communication

The ability to express ideas clearly, concisely, and effectively in oral form; to listen to others attentively and with comprehension; to give appropriate nonverbal messages and to interpret such messages when given by others. Speaks clearly and is easy to follow; uses good grammar; displays self-assurance; appears unflustered; is verbally fluent; is well organized; is persuasive; is enthusiastic; uses gestures effectively; does not talk too fast; does not talk haltingly; does not have distracting verbal mannerisms (uh, um, you know).

E. SCORING THE PERFORMANCE-BASED EXERCISES

Each candidate will be evaluated on the appropriate performance dimensions for the oral performance-based exercises using a 7-point scale ranging from 0.1 to 7.0 as presented below. This scale is a behaviorally anchored rating scale that is tied to each dimension elicited by the exercise.

7.0 - 6.1	Superior
6.0 - 5.1	Very Good
5.0 - 4.1	Good
4.0 - 3.1	Clearly Competent
3.0 - 2.1	Needs Some Improvement
2.0 - 1.1	Needs Considerable Improvement
1.0 - 0.1	Poor

The Assessment Council will use their expert judgment to assign scores to each exercise. These ratings are combined for the exercises to reflect a total score. The performance-based exercise scores will be directly converted to the number of points on a hundred-point basis allotted for the Performance-Based Assessment and used to help create a rank-ordered list of candidates.

**ALEXANDRIA POLICE DEPARTMENT
PROMOTIONAL PROCESS FOR
CAPTAIN**

CANDIDATE FEEDBACK REPORT

Last Name, First Name

Your score on each exercise resulted from a highly structured scoring procedure. A three-member panel of trained, qualified assessors evaluated your performance on each exercise. The assessors, using the consensus methodology, viewed your performance and, after considering your performance, came to a consensus on the dimensions. The panel's dimension scores were then totaled to determine your exercise scores.

The assessors were trained on a behaviorally anchored rating scale and used this scale in evaluating your performance and in reporting your score for each dimension. These dimension scores were then summed to determine your raw exercise scores. The Oral Tactical Exercise and Oral Presentation Exercise dimensions were scored using the following scale:

- 7 - 6.1 – Superior
- 6 - 5.1 – Very Good
- 5 - 4.1 – Good
- 4 - 3.1 – Clearly Competent
- 3 - 2.1 – Needs Some Improvement
- 2 - 1.1 – Needs Considerable Improvement
- 1 - 0.1 – Poor

Your raw score was then directly converted to the established point value allotted for this Performance-Based Assessment.

Second Review®

After reviewing your scores, you are encouraged to come into the Department to review your own recorded performance on the performance-based exercises. If you feel, after reviewing your performance, that there is significant error in the score received, you can ask for a Second Review®. A panel of assessors will be drawn from the original team of assessors and convened for additional training to conduct the Second Review®. The outcome of the Second Review® could be that your score remains the same; your score could go up; or your score could go down.

Your Score

There is a total of 80 points available in the Performance-Based Assessment component, with up to 40 points available for the Oral Tactical Exercise and up to 40 points available for the Oral Presentation Exercise.

«Last», «First»
Page 2 of 3

The table below provides your raw score for each exercise, as well as the lowest, the highest, and the average raw scores, when considering all candidates, so you can compare your performance with other candidates' performance.

	Oral Tactical Exercise	Oral Presentation Exercise
Your Raw Score		
The Lowest Score		
The Highest Score		
The Average Score		

Your Dimension Scores

The chart below shows your performance on each dimension per exercise. Satisfactory performance or better is indicated by an "S" and areas that could be improved are indicated by an "I." To improve your performance, review the definition of the dimension(s) on which you scored an "I" and, using the definition, develop an improvement plan. Behavior-based assessment scores are not dependent on a checklist, but are driven by the consensus of the three (3) assessors carefully considering the dimension definition and your performance. Therefore, to improve your score, you should focus on the broad definition instead of a specific list of behaviors.

Exercise Dimension Values

	Problem Identification and Analysis	Decision Making	Interpersonal Skills	Planning and Organizing	Oral Communication
Oral Tactical Exercise					
Oral Presentation Exercise					

PERFORMANCE-BASED ASSESSMENT DIMENSIONS

The following are the assessment dimensions for each exercise in this promotional process:

Problem Identification & Analysis

The ability to quickly identify a problem and to analyze it; to notice details or phenomena; to sort out pertinent information; to foresee the consequences of various alternatives. To what extent can the individual obtain relevant information from available information and screen out less essential details? Does the individual misinterpret information? Demonstrates perceptions of an interaction between various aspects of the problem and between various actions taken or available to be taken. To what extent can the individual use data and related information in order to evaluate a problem? To what extent does the individual logically interpret information in order to solve problems?

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The ability to make sound decisions promptly on difficult problems; the exercise of judgment and consideration of available information; the willingness to make a decision when required. Does not overly delegate; does not delay action on important items; takes firm position and makes position clear. Evaluates situation to determine action to be taken; assigns tasks to subordinates when nature of the incident requires coordinated efforts of several subordinates. Basically, to what extent does the individual use all information to take the most appropriate action and exhibit a willingness to make decisions when necessary?

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Planning & Organizing

The ability to break work down into subtasks and prioritize these subtasks so it can be done effectively; to anticipate problems before they come up; to prepare effective plans to control difficulties and problems; to set objectives, priorities, etc. Reviews all items before proceeding; systematically structures priorities; schedules activities; manages time well; sorts items into logical groups.

Oral Communication

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III. PERFORMANCE-BASED ASSESSMENT EXERCISES

These exercises are designed to generate behaviors similar to those required for success in the Alexandria Police Captain's job. Performance in these exercises will be observed and evaluated by assessors who have been trained to be fair and objective. They compare each candidate's performance to predetermined performance guidelines to determine who will perform effectively in a particular job.

In order to ensure that, as much as is reasonable, every candidate is treated the same, each candidate: a) has the same problem/exercise; and b) is presented the same problem/exercise in a similar manner. Panels of trained assessors will listen to each performance and score candidates in part, based upon predetermined behavioral examples.

1. ORAL TACTICAL EXERCISE



Description

This exercise will consist of a scenario presented to candidates in which candidates are to respond orally as the supervisor serving as Incident Commander. The scenario is a realistic situation that has been developed and reviewed by Subject-Matter Experts (SMEs).

The scenario will be presented to candidates via a video monitor and in writing. Candidates will be allowed a specific amount of time to review the exercise material **and** respond orally, and their responses will be video recorded. A monitor will tell you when to open the exercise and begin.

Candidates should state their objectives even though they may be obvious and seem simple. Candidates do not have to describe everything they are seeking to accomplish, but must be thorough enough to make sure that their major objectives or purposes are thoroughly explained. You must decide the amount of detail that is specific enough to sufficiently address the issue(s).

The particular dimensions measured in this exercise are:

- Problem Identification and Analysis;
- Decision Making;
- Interpersonal Skills;
- Planning and Organizing; and
- Oral Communication.

Typical Instructions

These are *typical* instructions. The actual instructions will be provided to you on the actual date of the Performance-Based Assessment.

In the scenario, you are to assume the role of a supervisor called to the incident.

You may give short answers or the commands you would actually give at the scene. However, your responses must be in sufficient detail and clear enough to allow the assessors to evaluate your actions, just as your commands would have to be at the scene. You must give the actions or orders in appropriate sequence or explain why they are not in sequence.

You will have a specified amount of time (*typically 30 minutes*) to **not review and respond** to the scenario. A monitor will tell you when to open the exercise envelope and to begin.

Each exercise scenario provides:

- the background of the incident

You should use all of the information to fully understand the nature of the entire situation that is being presented to you. We recommend that you carefully review all of this information before you actually start to handle the incident.

You may not exceed the allotted time period. Be sure to speak clearly and loudly enough for the video recorder to pick up your voice. You may refer to any notes that you make during the response period. You will not be assessed on your writing skills. Only your oral response will be evaluated by the assessors. The exercise can end in one of two ways: (1) should you use the full time period, you will be stopped by the monitor to indicate time is up; or (2) if you finish your response before the allotted time period has expired, you can say, "That completes my response," and you may exit the room. In either case, upon completion of your response, you must leave all notes and exercise material in the room and stand or sit outside the door and wait for a monitor to escort you. You may not speak to other candidates.

Sample Exercise

This is a *sample* exercise illustrating the type of exercise you will be presented with.

It is Friday afternoon, and the time is 1330. You are traveling East on 1st Avenue when you are notified of an armed robbery at a local store at the corner of Adams Drive and State Street. Two male suspects are identified, one wearing a red t-shirt with blue jeans and the other wearing a green jacket with shorts. One suspect is armed with a small silver handgun and the other suspect is armed with a shotgun. The suspects were last seen leaving the scene of the robbery and headed towards the City Park area. You are the first supervisor on the scene, along with three (3) other patrol units. A crowd is beginning to gather around the park entrance on Roosevelt Street. The closest other backup units are at least five (5) minutes away.

QUESTION: AS THE SUPERVISOR IN THIS SCENARIO, WHAT PROBLEMS AND ISSUES DO YOU SEE AND HOW WOULD YOU HANDLE THE SITUATION?

Helpful Suggestions*

- Remember – you will have a specified amount of time to respond to the scenario. You will use some of the time period to read and review all of the information provided in the exercise in order to develop a response; however, you must leave yourself enough time within that specified time period to actually give your oral response.
- You do not have to use the entire time allotted for your presentation.
- Monitor your progress with the time displayed on the screen (you may also wear a watch).
- Try to develop a logical plan for what you intend to say. For example, you might identify issues and problems and then explain how you would handle them.
- Speak in a clear and audible voice. Speak loudly enough to be heard.
- Be as thorough and concise as possible without leaving out pertinent information.
- Present a logical flow to your response that someone else could follow.
- Use appropriate grammar.
- No matter what happens, do not let anything distract you. Remember, you will be in a working building where frequent distractions are possible.
- Stay focused while making your presentation.
- Take some time before responding if that will help you collect your thoughts.
- Keep in mind the relevant dimensions on which you will be assessed.

** These are only suggestions for **your** consideration - **you** are responsible for determining whether they are appropriate for **you** and, ultimately, what is the best way for **you** to handle the exercise.*

2. ORAL PRESENTATION EXERCISE



Description

For this exercise, candidates will be presented with an organizational issue that a Captain might be confronted with. You will be asked to use written information about the issue in order to develop recommendations and/or a plan of action for solving the issue in an oral presentation. You will have a specified amount of time to read and evaluate written material about this issue and another specified time period to respond orally.

The particular dimensions measured in this exercise are:

- Problem Identification and Analysis;
- Decision Making;
- Interpersonal Skills;
- Planning and Organizing; and
- Oral Communication.

Typical Instructions

These are *typical* instructions. The exact instructions will be provided to you on the actual date of the Per or an e-Based Assessment.

In this exercise, you will be asked to use written information about an organizational issue in order to develop recommendations and/or a plan of action for solving/addressing the issue in an oral presentation. You will have a specified amount of time (*typically 30 - 40 minutes*) to read and evaluate written material about this issue. You will then be given another time period (*typically 15 – 20 minutes*) to respond orally.

The packet of material in front of you includes paper, pens, and the written background material about the organizational issue that you will address in your presentation. You may make notes on the exercise materials and/or on the paper provided, and you may use your notes during your presentation.

At the end of the allotted preparation period, time will be called, and your pens must be put down immediately, indicating that you have stopped at the correct time. You will then be instructed to organize your materials. The video monitor will instruct you when to begin your oral presentation and your allotted time period will begin. The assessors will only evaluate your oral presentation. The assessors **ILL NOT** see or evaluate your notes or drafts.

This exercise can end in one (1) of two (2) ways: (1) should you use the full allotted time period, you will be stopped by the video monitor to indicate time is up; or (2) if you finish your response before the allotted time period has expired, you can say, "That completes my response," and you may exit the room. In either case, upon completion of your response, you must leave all notes and exercise material in the room and stand or sit outside the door and wait for a monitor to escort you. You may not speak to other candidates.

Sample Exercise

This is a *sample* exercise illustrating the type of exercise you will be presented with.

Situation: You are a recently promoted Police Captain. The Police Chief has been requested to attend a meeting of the Tri-City Drug Task Force Committee but is unable to attend. The committee recently received a semi-annual report which indicates a significant decrease in drug arrests over the past six (6) months in your District. The Chief has asked you to attend in his place. You are expected to represent the Chief and the Department when addressing the Committee.

Helpful Suggestions*

- You do not have to use the entire time allotted for your presentation.
- Monitor your progress with the time displayed on the screen (you may also wear a watch).
- Speak in a clear and audible voice. Speak loudly enough to be heard.
- Be as thorough and concise as possible without leaving out pertinent information.
- Present a logical flow to your response that someone else could follow.
- Use appropriate grammar.
- No matter what happens, do not let anything distract you. Remember, you will be in a working building where frequent distractions are possible.
- Stay focused while making your presentation.
- Take some time before responding if that will help you collect your thoughts.
- Keep in mind the relevant dimensions on which you will be assessed.

** These are only suggestions for **your** consideration - **you** are responsible for determining whether they are appropriate for **you** and, ultimately, what is the best way for **you** to handle the exercise.*

IV. ADMINISTRATIVE LOGISTICS

PERFORMANCE-BASED EXERCISES

Once candidates begin the assessment process, they will not be allowed to leave the administration site for any reason until the administrators have released them. While at the testing site, candidates are permitted to bring snacks and drinks. If candidates bring snacks in a small paper bag, we will insist on airport rules of security. We will look inside the bag to make sure of the content. Candidates will not be allowed to move about without the specific approval of the administrators. Access to restrooms is restricted and all candidates must receive approval and be escorted to the restrooms. Anyone not following these rules may be disqualified. Absolutely no exceptions will be permitted.

V. PROFESSIONAL HISTORY PORTFOLIO

The Professional History Portfolio (PHP) evaluates candidates on their past performance, achievements, and accomplishments, and how relevant they are to the targeted rank. You will not be evaluated on how well you present the information. You will be provided forms that should be completed in a clear, concise, organized, and professional manner to assure that you communicate your professional history effectively to the evaluators. Your narrative should be typed. There is a limit of three (3) typed pages per dimension (category) that you may attach to these forms. The three (3) typed pages do not include verification documents. Any number of verification documents may be attached. You must use standard one-inch (1) margins, standard twelve (12) point font, and double-spacing. All documents included in the PHP submission should be single sided. Submission details will be provided.

The completed Professional History Portfolio forms must:

1. Relate to the dimension indicated on the form.
2. Clearly and adequately explain your performance, achievements and/or accomplishments for each dimension.
3. Provide all information needed for verification of your achievements and/or accomplishments:
 - Copies verifying **ea** achievement and/or accomplishment (e.g., plaque, certificate, official letter, Department record, Department document, and/or newspaper clipping).
 - Precise, thorough and accurate dates of occurrence of **ea** achievement and/or accomplishment.
 - The name and cell phone number of your supervisor for verification purposes.
 - If relevant, complete names, telephone numbers and addresses of other persons involved in and having thorough knowledge of **ea** achievement and/or accomplishment (e.g., witnesses, supervisors, victims, co-workers, and/or project directors). At least two (2) verifiable sources **per** achievement/accomplishment must be identified.
4. Clearly explain your role in **ea** achievement and/or accomplishment.

The following are the dimensions on which you will be rated in this component of the promotional process:

Teamwork and Cooperation: Supports team decisions and consciously shares relevant information with other team members. Understands the impact of working well within the group to reach departmental goals. Actively solicits input from others and values their opinions. Publicly credits others who have performed well or have made special efforts for the team. Acts to promote a supportive and congenial atmosphere and takes initiative to resolve team conflict. Protects and promotes the team's reputation or departmental reputation with outsiders. This evaluation is based on the past three (3) years.

Or an initiative that ent and/or Citi ens ip: Behavior demonstrating positive results for the Department, absent direct instructions, e.g. making suggestions for new and better improved security measures and daily operational procedures, taking issue respectfully with directives that may be contrary to good policing and management practices, requesting assignments that would broaden professional experience to increase your value to the Department, or taking any action that benefits the Department, the Department's mission, or the community without being requested or directed. This evaluation is based on the past three (3) years.

Co and Related E perien e/Edu ation: This element is defined as the initiatives a candidate has taken to improve, or the experiences a candidate has had which demonstrate that he or she has the knowledge, skills, and abilities that are important for the targeted position. These may include formal or informal education, initiatives taken to seek involvement in developmental job assignments, volunteer work, or activities in which a candidate has been involved both on and off the job that demonstrate his or her qualifications.

Rather than evaluating just the number of formal education degrees or certificates, the evaluators will measure the quality and value of all documented experiences, education, and training, and how they are related to a candidate's fitness for the targeted rank.

EXAMPLES of experiences and education used in the Professional History Portfolio:

- Training courses and formal education
- Work experience at the Department or with other employers
- Military experience
- Community involvement related to a command position
- Initiatives taken to advance a candidate's career (i.e., has candidate sought challenging and developmental assignments
- Acting command

Candidates should consider the following questions when creating a response to this dimension: How does all this apply to the targeted rank? How has it prepared me for the job?

Co it ent to Co unit Poli in : Conscious acts in accordance with policing standards and rules and procedures. Expresses pride in police force and concern for its reputation. Sets goals which are targeted at achieving departmental goals, especially relating to interacting with and supporting community needs. Acts as an advocate for departmental goals and plans within the organization. Puts departmental needs before his/her own; may volunteer for unpopular assignments or postpone personal goals for departmental goals. Stands by decisions that reflect the values of the Department but which may be unpopular with others.

Helpful Suggestions

Many candidates ask what makes a good portfolio. Listed below are comments from previous assessors that may be helpful.

- Concise factual information and explanations that were verified by the candidate were beneficial.
- Large volumes of information not supported or well explained were just seen as large volumes of information.
- Flashy binders, colors, expensive printing, etc., did not benefit candidates.

- Information that was well organized, where the documentation and explanations transitioned methodically through the topic and allowed the assessor to understand what the candidate was explaining, was beneficial.
- A candidate who provides multiple, verifiable examples when explaining their experience or expertise in a dimension was helpful.
- Candidates should be sure to detail their entire career and not assume the assessor may know information.
- If a candidate lists previous discipline they may have had, they should explain any value, understanding, or personal corrections they have made, etc.
- Information not verified was not seen as valuable.
- Concerning previous jobs, additional experience or other services, the candidate should explain how it relates (if it does) to their current job.
- A candidate should write and construct their portfolio so that an assessor feels like they know the individual and their background after reviewing the portfolio.
- There have been instances where sentences or paragraphs of a candidate's narrative do not match the writing style, grammar and wording used throughout their narrative. Copying information from other sources was not viewed favorably.

** These are suggestions for **your** consideration only - **you** are responsible for determining whether they are appropriate for **you** and, ultimately, what is the best way for **you** to handle the Professional History Portfolio.*

VI. SECOND REVIEW®* (REASSESSMENT)

PURPOSE OF THE SECOND REVIEW®

Even though assessments, such as these, are reliable and consistent, as with all measures of assessment, there is the possibility of error. The Second Review acknowledges this fact. The purpose of the Second Review is to detect and address significant error.

The Second Review gives the candidate a role in this process by allowing the candidate to review his/her own recording or submission and respective score(s). If the candidate believes the score is reasonable, then the process stops there. If the candidate believes there is significant error in the score received for any assessment component, the candidate may sign a form requesting a second review be made by the panel of assessors.

SELECTION OF ASSESSORS

Efforts will be made to select assessors for the Second Review from the pool of assessors conducting the initial assessment, based on several factors:

- Diversity (strived for)
- Availability
- Experience

We strive to have new input from at least one or two of the Second Review assessors. Therefore, to the extent possible, at least one of the original rating assessors will be serving on the three-assessor panel selected for the Second Review .

TRAINING OF ASSESSORS FOR DETERMINATION OF REASONABLENESS

After training, assessors will review the component(s) for which the candidate has requested a Second Review and rescore, if appropriate. The resulting score may be higher, lower, or the same. This is the candidate's final score.

*Patent pending

VII. PREPARATION STRATEGIES*

PREPARATION STRATEGIES FOR THE PERFORMANCE-BASED EXERCISES

Try Your Best – The exercises are designed to test candidates' abilities. A candidate's overall evaluation is based on his/her performance on each exercise. Even if candidates believe they did poorly on one exercise, they should continue to try to do their best on the remaining exercises.

Developing strategies for how to attack a problem is a good test taking technique, in that an organized approach is better than a disorganized approach or no approach at all. Predetermined strategies are fine as a starting point but cannot take the place of true problem-solving skills or the critical thinking that can be applied to changing circumstances and demands, either in simulation exercises or in real-world events.

How Do You Prepare?

As with the other portions of the examination, preparation should be an on-going experience and endeavor. The single most important thing to remember is that candidates are going to be assessed on their performance at a higher level, and the nature of those duties and responsibilities in the field may be somewhat different from the job you currently occupy. Thus, it is important to understand the role of the rank in which you are testing.

Carefully study the targeted position. What are the duties and responsibilities? What are the administrative duties and responsibilities? How does the current person in the targeted position go about performing these duties? Are there certain things that are done no matter what? If so, what are they, how are they done, and when are they done? How does the current person in the targeted rank go about deciding what to do? What does he/she expect his/her subordinates to do without being told, and what does he/she expect to have to tell them?

Candidates know that, on the job, they will be required to respond to emergency scenes and non-emergency situations. Candidates should think about recent incidents they have responded to and try to remember what the supervisor did. Candidates should create their own scenarios and then go through the process of "commanding" that situation, using a format similar to that described in this orientation to respond to it. Candidates should try to recreate the test situation as much as possible; sitting down, creating responses and orally relaying those responses within the allotted time limit. When candidates review their work, they should do it objectively, looking for what they missed, did not make clear, or did out of order. If candidates have a study partner or group, each person should develop scenarios and then critique each other's responses.

** These are only suggestions for **your** consideration - **you** are responsible for determining whether they are appropriate for **you** and, ultimately, what is the best way for **you** to prepare for the performance-based exercises.*

VIII. RULES OF CONDUCT

1. No eating, drinking or use of tobacco products will be permitted in any assessment rooms (eating and drinking will be permitted in the candidate waiting area, if the facility/department allows it). Bottled water is allowed as an exception.
2. Candidates will not be permitted to leave the administration site without the approval of the Test Administrator; no other persons are authorized to instruct candidates to leave.
3. All radios and cellular phones must be turned off before entering the administration site; candidates must store these items at the registration desk.
4. Candidates will not be permitted to take notes, test materials or scratch paper from the administration site.
5. Candidates will not be permitted to move about the testing area without the consent of the Test Administrator; candidates will be required to remain in the waiting area.

WHAT CAN BE BROUGHT INTO THE ROOM?

ALLO ED	NOT ALLO ED
Lightweight sweaters/jackets	Coats
Eyeglasses	Hats, knitted caps
Sunglasses	scarves
Watch	Gloves/mittens
Clutch-sized purse or wallet (up to 8.5 x 11 inches)	Handbags, large purses, tote bags, fanny packs, backpacks, briefcases
Identification	Notebooks, notes, envelopes, reference materials, books, etc.
Keys	ANY Electronic item: <ul style="list-style-type: none"> • Cell phones, PDA devices or pagers • Laptops • Tape, video, or audio recorders • Mp3 players • Calculators • IWatch, Smart Watch, Digital Watch, etc. • Cameras • Activity Trackers (including Fitbit) • Smart Glasses
Pens, pencils, pencil sharpeners, erasers	
Lip balm	
Feminine hygiene products	
Eye drops	
Inhalers	
Ear plugs (not connected)	

IX. OVERALL HELPFUL SUGGESTIONS*

1. Get a good night's sleep and come to the exercises well-rested.
2. View the Performance-Based Assessment with a positive attitude.
3. Take a moment to think about your answer before responding.
4. Concentrate on what it is you want to say. Don't let yourself be distracted by anything.
5. Speak clearly and professionally. Speak loudly enough to be heard.
6. Be thorough and complete in your answers.
7. As difficult as it may be, try to relax. Concentrate on handling each exercise in the best and most professional manner.
8. Tinted glasses are generally not viewed as positive in interview situations.
9. Bring a watch or timer to monitor your progress.

** These are only suggestions for **your** consideration - **you** are responsible for determining whether they are appropriate for **you** and, ultimately, what is the best way for **you** to handle the Performance-Based Assessment.*

X. CONCLUSION

This preparation guide represents an attempt to familiarize candidates with all aspect of the Promotional Process, logistics, and evaluation approach; as well as to provide some suggestions for preparation. The suggestions provided here are not exhaustive — we encourage candidates to engage in whatever preparation strategies they believe will enhance their chances of performing effectively on the exam and on the job.

We know that this is an important event for you, and we wish you all the best.

**ALEXANDRIA POLICE DEPARTMENT
SWORN PROMOTIONAL PROCESS**

VENDOR: MORRIS & MCDANIEL
David M. Morris, Ph.D., J.D.
President
Morris & McDaniel, Inc.
Office 703.836.3600
Mobile 703.944.9880

**OUTLINE OF PROCESS FROM MOST RECENT SERGEANT AND CAPTAIN
PROMOTIONAL PROCESS**



- Contact made with the vendor reference our desire to conduct the process for two ranks, Sergeant and Captain.
- Vendor requested Job Classification for each rank and updated Job Announcement.
- Vendor requests SME's for the process.
- Tentative schedule developed to run each process simultaneously.
- SME's are selected. For both ranks Chief Brown and Assistant Chief Hayes served as our SME's.
- SME meetings are scheduled to discuss the format for each rank-For Sergeants the process consisted of Multiple-Choice Test and Assessment Center exercise. For Captains the process consisted of Assessment Center exercises and Personal History Portfolios.
- Test Announcement vetted through City HR and posted for 30 days in NEOGOV.
- Mandatory Orientation is provided to candidates at both ranks via video and printed materials through PowerDMS. Candidates at both ranks had 5 days to view and electronically sign off on viewing and downloading the materials.
- Vendor is granted access to PowerDMS to review policies for the development of the Multiple-Choice Test and source material for the Assessment Center Oral Tactical exercises.
- Exam materials and exercises are reviewed, amended and discussed with vendor.
- Multiple-Choice Test administered to Sergeant candidates.
- Appeals submitted by Sergeant candidates from the Multiple-Choice Test.
- Assessment Center held for both ranks.
- Opportunity for a Second Review is offered to candidates of both ranks (during this process there were no requests for Second Reviews).
- Appeals from the Sergeant process are reviewed and either accepted or rejected.
- Raw scores are provided to candidates at both ranks.
- Personal History Portfolios are submitted in hardcopies from Captain candidates.
- Vendor recruits Assessors to score the Personal History Portfolios. For this process, we used three Assessors from outside agencies and Chief Hayes served as the internal SME to answer questions.
- Personal History Portfolios are scored.
- Captain candidates are provided their raw scores from the Personal History Portfolios.

EXHIBIT 12

- Vendor compiles all scores and provides the final scores to our department.
- The final scores are forwarded (unopened) to the CHRO to produce a certified list of eligible candidates in each category.

**ALEXANDRIA POLICE DEPARTMENT
2020 CAPTAIN PROMOTIONAL PROCESS**

Last Name	First Name	Professional History Portfolio Raw Score	Professional History Portfolio Converted Score	Oral Presentation Raw Score	Oral Tactical Raw Score	Oral Presentation Exercise Converted Score	Oral Tactical Exercise Converted Score	Total Assessment Center Converted Score	Overall Score	Category	
Ballantine	Courtney	3.5750	14.3000	5.5000	6.3800	31.4286	36.4571	67.8857	82.1857	Category I	0.5000
Weinert	Matthew	3.4500	13.8000	5.2600	6.6200	30.0571	37.8286	67.8857	81.6857	Category I	0.8143
Goodrum	Delton	3.6750	14.7000	5.2800	6.3000	30.1714	36.0000	66.1714	80.8714	Category I	1.2286
Patterson	Scott	3.4250	13.7000	5.2200	6.3200	29.8286	36.1143	65.9429	79.6429	Category I	1.4143
Carr	Steven	3.3000	13.2000	5.0400	6.3400	28.8000	36.2286	65.0286	78.2286	Category I	1.2429
May	Tara	3.8750	15.5000	4.9200	5.8400	28.1143	33.3714	61.4857	76.9857	Category I	2.2143
May	Mike	3.3500	13.4000	4.3200	6.4200	24.6857	36.6857	61.3714	74.7714	Category II	2.0714
Newcomb	Jerry	3.7750	15.1000	4.7000	5.3800	26.8571	30.7429	57.6000	72.7000	Category II	2.4571
Magyar	Lesbia	3.2750	13.1000	4.3600	5.6400	24.9143	32.2286	57.1429	70.2429	Category II	70.2429

	<p><i>Alexandria Police Department</i></p> <p>Directive 4.21</p>	
<h2 style="margin: 0;">Sworn Promotions</h2>		
Effective Date: 01-30-2020		Cancels: 08-21-2012
Updated Date:	Section(s):	SME Review Date:
Updated Date:	Section(s):	2023
Updated Date:	Section(s):	

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4.21.01	POLICY/PURPOSE
4.21.02	AUTHORITY/BAC GROUND
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4.21.04	RESPONSIBILITIES
4.21.05	PROCEDURES

4.21.01 POLICY/PURPOSE

The purpose of this Directive is to establish procedures for conducting promotional processes for all sworn positions. This directive establishes guidelines, time frames, and procedures to ensure equitable notification to all sworn personnel.

4.21.02 AUTHORITY/BAC GROUND

The City of Alexandria is an equal opportunity employer. Employment and promotion within the City government shall be based on qualifications for the position, without regard to race, color, sex, religion, ancestry, national origin, marital status, age, sexual orientation, or disability. The City Council has adopted a comprehensive affirmative action plan that lists specific actions that the City is to take to ensure that qualified minorities, women, and persons with disabilities are considered in all employment decisions. As part of its Equal Employment Opportunity Policy, the City undertakes affirmative action outreach recruitment strategies to expand the pool of qualified applicants for City positions and to identify and address any underutilization of, or barriers to attaining, a diverse workforce.

Administrative Regulation 6-26 (Public Safety Promotions)

Administrative Regulation 6-08 (Probationary Periods for City Employees)

Administrative Regulation 6-13 (Eligibility and Determination of Pay Adjustments - Formerly "Merit Increases")

Accreditation Standards Chapter 34

City Personnel Employment Procedures Manual

City Promotional Announcements

4.21.03 DEFINITIONS

Certified application – an application that has been reviewed and accepted by the City Human Resources Department and/or the Personnel and Training Division as meeting minimum and/or preferred qualifications of the posted vacancy announcement of the position applied for. **34.1.2a**

Consultant- an expert or a professional organization hired to develop, validate, and assist with the administering of promotional exams and processes in a manner consistent with all legal and professional guidelines.

Eligibility list – names of applicants who would be considered if the position again became vacant within a specified time.

In-Basket – promotional element consisting of any or all of the following: written practical, oral practical, situational scenario "on spot" decision making, or presentation preparation; administered uniformly to all applicants in the process.

Panel member and Assessors- persons approved by the Chief of Police or designee to interview, rate categorize, and/or recommend candidates for promotion.

Promotion - assignment to a higher rank as a result of an official, competitive promotional process. For sworn officers, promotion involves assignment to a higher rank designation on the public safety scale (e.g., police officer promoted to sergeant). In accordance with City pay policies, the promotion date becomes the new annual evaluation date.

Rank - a level denoting authority relative to other employees. Employees are promoted to ranks higher than entry level as a result of official, competitive promotional processes.

Subject Matter Expert (SME) - (SME) is a person with comprehensive knowledge of the duties and responsibilities necessary to perform a specific job. The overall role and responsibility of the SME is to provide a recommendation based upon their subject matter expertise in regards to relevant information needed. The SME must be a neutral party and not planning on applying for consideration for the position being advertised. An SME serves with other experts, which make up a diverse group including minority and female representation.

Sworn personnel - employees who have taken an oath of office to uphold all laws of the United States, Commonwealth of VA, and the City of Alexandria. These employees are authorized to carry weapons and have full arrest authority under state and city codes.

4.21.04 RESPONSIBILITIES**34.1.1**

- A. The role of the Personnel and Training Division is to provide assistance to the City Human Resources Department and the consultant to complete the task analysis for the purposes of validating the requirements of promotional opportunities. Evaluating the promotional potential of candidate eligibility is established by the minimum and additional requirements posted on the City Human Resources vacancy announcement by the City Human Resources Department. Time-in-grade or time-in-rank eligibility prerequisites will be noted on the promotional vacancy announcement. Lateral entry into sworn positions affected by promotion within the Department is not permitted, unless specifically approved by the Chief of Police and City Manager. There are no reapplication restrictions. Eligible candidates desiring to participate in promotional processes are required to reapply per the instructions on the promotional announcement each time a promotional opportunity is scheduled.

34.1.2 a, c, g, f

- B. The Chief of Police (or designee) is responsible for:

1. Determining the testing components of the selection process or assessment center process.
2. Serving as Subject Matter Expert throughout the planning stages and actual assessment center process.
3. Recommending to the City Manager employees for promotion.
4. Providing feedback to candidates.
5. Maintaining security of candidate files during completion of candidate feedback sessions.

- C. The Commander of Human Resources and Training Division is responsible for administering the agency's role in the promotion process including but not limited to:

34.1.1

1. Contacting City Human Resources and the consultant with the Chief's intention to administer a selection process.
2. Recommending selection of Subject Matter Experts (SMEs).
3. Acting as Liaison with City Human Resources and the consultant.

4. Providing assistance to the consultant and SMEs during the development of, and the actual implementation of the selection process.
5. Arranging for site(s) to administer test(s), interviews, etc.
6. Coordinating with the commanders of candidates to ensure that the candidates are in an on duty work status when participating in the promotional process.
7. Ensuring that an adequate number of proctors are available when a written examination is administered.
8. Contacting local police agencies in order to arrange for panel members and or assessors.
9. Requisitioning funds for food and refreshments for panel members.
10. Sending thank you letters to persons from other departments who participated as panel members or assessors.
11. Preparing candidate letters of results.
12. Composing a Promotional Opportunity announcement.
13. Entering the announcement into the NeoGov system.
14. Providing sworn personnel with a written announcement of the promotional process. **34.1.4**
15. Communicating to the Chief of Police the eligibility list by category.
16. Maintaining security of candidate files following the completion of feedback sessions.
17. Retaining all process materials for at least five years after the final extension date of the promotional process.
18. Assisting the Chief of Police or designee with candidate feedback sessions.

D. The Consultant is responsible for developing the assessment center to include:

34.1.2c

1. Using Subject Matter Experts (SMEs) to develop the Job Task Analysis. SMEs will have minority and female representation whenever possible. The Job Task Analysis will be used to identify the essential knowledge, skills, and abilities (KSAs) for the position. This is the basis for the content of the promotional process.
2. Recommending to the Chief of Police which elements of the promotional process to use and the numerical weight, if any, assigned to each assessment

component. The process will consist of some or all of the following testing elements:

- Written Examination
- Written Exercise
- Panel Interview
- In-Basket

The procedure to determine numerical weights for applicable assessment components is determined by the promotional Subject Matter Expert panel and consultant prior to developing the promotional process. **34.1.5**

3. Ensuring that the Written Examination (if administered) consists of a specific number of multiple choice questions designed to measure the position's critical KSAs. Independent consultants develop the questions using City and Department policy and procedures identified as Source Material in the Promotional Announcement. SMEs review all multiple choice questions to determine relevance to the position advertised. The purpose of the written examination is to select candidates for further participation in the promotional process.
4. Ensuring that the Written Exercise, Panel Interview, and In-Basket elements are designed to measure the necessary KSAs as identified in the Job Task Analysis. These elements include, but are not limited to, the candidate's ability to understand written and oral instructions, respond clearly and concisely to questions, to effectively communicate in written and oral form, to review written reports for accuracy and completeness, to assess the candidate's written skills, to assess the candidate's ability to counsel subordinates, and to assess the candidate's understanding of the responsibilities for the position.
5. Ensuring that the elements of the promotional process are job related and nondiscriminatory. **34.1.3**
6. Training members of the Interview Panel. Panel members will have minority and female representation, whenever possible, and consist of up to three members.
7. Administering, scoring, and reviewing appeals of written test process. **34.1.2b**
8. Training panel members or assessors.
9. Holding an orientation session for promotional candidates.
10. Administering the promotional process and evaluating the results.
11. Ranking the candidates into eligibility categories based on the process results.
12. Final scores are categorized by reasonable, natural numerical breaks. **34.1.5b**

13. Communicating to the Division Chief of City Human Resources the eligibility list by category.
 14. Maintaining security of all testing materials throughout the planning and test administration. **34.1.2h**
- E. Panel members and assessors are responsible for assessing the performance of promotional candidates and rating their performance based on each of the testing elements.

4.21.05 PROCEDURES

- A. Upon notification of a newly created vacancy or the expiration of an established list, the Commander of Human Resources and Training Division will contact the City Human Resources Department with the Chief of Police's intention to administer a promotional process for the designated rank.
- B. The Commander of Human Resources and Training Division will provide the Department of City Human Resources with a draft of the promotional announcement to be posted in NeoGov. The promotional announcement shall be posted at all of the initiating department's usual posting sites, NeoGov, and the Department of Human Resources for a period of not less than 30 nor more than 90 calendar days prior to the scheduled testing date.

The promotional announcement will include but shall not be limited to:

- Date, time and examination site.
 - Minimum requirements for eligibility to take the examination.
 - Source material from which the examination questions will be developed and suggested access to the material.
 - Duration of time the eligibility list will be in effect.
 - Form of the testing process identifying each element of the process which must be achieved and which will contribute to the total score of the candidate.
- C. All Police Department personnel intending to participate in promotional processes must submit a completed City Application through the City of Alexandria online NeoGov system prior to the posted close date.
- D. The City Department of Human Resources will review submitted applications received prior to the close of all promotional processes. Certified applications will be approved for viewing by the Commander of Human Resources and Training Division. **34.1.2a**
- E. Certified candidates will be notified via the NeoGov system of their status in the process.

- F. Certified candidates will be scheduled for all process phases by the Commander of Human Resources and Training Division. Applicants will receive written notification of all required report dates, times, and locations.
- G. Candidates are given the opportunity to request a review and/or appeal of each element of the promotional process. Instructions for this process are delivered by the consultant during the process orientation phase. **34.1.2e**
- H. Candidates will receive their results in writing.
- I. Candidates will be appointed from the eligibility list established by the Department of Human Resources. The appointment process shall not include any additional testing element but shall be limited to interviews, reviews of past performance and/or a determination of physical ability to perform the job. **34.1.2d**
- J. Candidates are selected from the eligibility list by category placement. Candidates from Category I are given priority eligibility for appointment. Once Category I candidates have been considered, candidates may either be appointed from Category II, or a new promotional process may be directed. Category III candidates are not considered for promotional appointment. The Chief of Police reserves the right to interview several candidates and/or review the performance records of the candidates as documented in their personnel and formal disciplinary actions files. Candidates' prior performance will be considered in the Chief's decision to promote. A decision to promote or not promote a candidate is the sole discretion of the Chief of Police. Candidates not selected may be reconsidered during the effective period of the eligibility list. **34.1.2d 34.1.5d 34.1.5e**
- K. The list of eligible candidates will expire one year (12 months) from the date of release, unless previously exhausted. On or prior to the expiration date, the eligibility list may be extended in six (6) month increments, at the sole discretion of the Chief of Police with approval granted by City Human Resources.
- L. Promoted employees will serve a probationary period of twelve (12) months. **34.1.**
- M. The Chief of Police reserves the ability to direct the commencement of a promotional process for any rank at any time.

BY AUTHORITY OF:

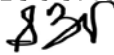
Michael L. Brown
Chief of Police

City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 17, 2020

TO: MICHAEL L. BROWN, POLICE CHIEF
ALEXANDRIA POLICE DEPARTMENT

FROM: SHAWNDA H. HOWARD, CHIEF HUMAN RESOURCES OFFICER,
DEPARTMENT OF HUMAN RESOURCES  for S. Howard

SUBJECT: 2020 POLICE CAPTAIN PROMOTIONAL PROCESS FINAL LIST

This memorandum contains the final list of results for the 2020 police Captain promotional process administered by Morris & McDaniel, Inc. Next, you should notify candidates of their category placement – either category 1 or 2. There were no candidates placed in category 3.

2020 POLICE CAPTAIN PROMOTIONAL PROCESS FINAL LIST		
Last Name	First Name	Categories
Ballantine	Courtney	1
Weinert	Matthew	1
Goodrum	Delton	1
Patterson	Scott	1
Carr	Steven	1
May	Tara	1
May	Mike	2
Newcomb	Jerry	2
Magyar	Lesbia	2

SETTLEMENT AGREEMENT

This **SETTLEMENT AGREEMENT** ("Agreement") is made this 14th day of December 2021, by and between, the City of Alexandria ("City"), the Alexandria Police Department ("APD"), the initial grievants (collectively referred to as "Initial Grievants"), which include Lt. Steven Carr, Lt. Lesbia Magyar, Lt. Michael May, Lt. Tara May, and Lt. Jerry Newcomb, and the subsequent grievants (collectively referred to as "Subsequent Grievants"), which include Lt. Courtney Ballantine, Lt. Delton Goodrum, and Lt. Scott Patterson (the City, APD, Initial Grievants and Subsequent Grievants are collectively referred to as "Parties" and singular "Party"), for the purpose of resolving certain disputes between them.

WHEREAS, in August 2020, APD announced the promotional process for Captain (the "Captain Promotion Process", which took place in October 2020 and for which the results (the "Eligibility List") were released on or about December 18, 2020; and

WHEREAS, the Initial Grievants (together with Lt. Matthew Weinert, who has since retired and no longer has standing on these issues), allege that on or about December 31, 2020, Chief Michael Brown imposed an additional requirement that was not advertised for the Captain Promotion Process, causing the Initial Grievants to file a grievance on or about January 22, 2021 (the "Initial Grievance"); and

WHEREAS, on July 15, 2021, the City and APD announced that it would not promote from the Eligibility List and would initiate a new promotion process, causing the Subsequent Grievants to initiate their grievance arguing the validity of the Eligibility List (the "Subsequent Grievance"); and

WHEREAS, the Parties acknowledge the desirability of resolving the Initial Grievance, the Subsequent Grievance, and any related disputes between them and the City of Alexandria concerning the Promotion Process and the Eligibility List, it is

THEREFORE resolved, the Parties have come to a resolution regarding the Initial Grievance and the Subsequent Grievance, and hereby enter into this Agreement.

I. THE ELIGIBILITY LIST

The Eligibility List shall remain in effect until December 18, 2022, and in accordance with APD Directive 4.21.05(K), the APD Chief (the "Chief") shall have the discretion to extend the Eligibility List in six (6) month increments, at the sole discretion of the Chief, until but no longer than December 18, 2023.

During the effective period of the eligibility list, the Police Chief will select Police Lieutenants to be promoted from CATEGORY I. The Police Chief reserves the right to select from CATEGORY II, even if there are candidates remaining in Category I. Should CATEGORY I be exhausted prior to the expiration of the eligibility list, the Police Chief reserves the right to select Police Lieutenants from CATEGORY II or to direct another promotional process.

II. RESOLUTION OF THE GRIEVANCES AND ANY RELATED DISPUTES

The Parties agree that this Agreement resolves any and all disputes regarding the Captain Promotion Process and the Eligibility List. Upon execution of this Agreement by all Parties the Initial Grievants shall dismiss the Initial Grievance, and the Subsequent Grievants shall dismiss the Subsequent Grievance. Additionally, no Party shall pursue any further claims against any Party or the City of Alexandria related to this Agreement, the Captain Promotion Process, the Initial Grievance, the Subsequent Grievance, a claim to financial harm, and the Eligibility List.

III. MISCELLANEOUS

A. **Headings.** The headings of the articles and paragraphs of this Agreement are included for purposes of organization and convenience only and shall not be used to alter, amend or contradict the language of the Agreement's operative provisions.

B. Entire Agreement and Modification. This Agreement shall be binding on, and inure to the benefit of, the Parties. This Agreement is the entire agreement between the Parties concerning the subject matter. No waiver, amendment, or modification of any term of this Agreement shall be effective unless made in writing and executed by the Parties.


C. Execution and Counterparts. This Agreement may be signed in counterparts, and is effective when each of the Parties has signed a counterpart and delivered it to the other. Deliveries may be made by e-mail transmission, and an e-mailed copy of a document shall be effective as an original.

D. Choice of Law and Enforcement. This Agreement shall be construed in accordance with the laws of the Commonwealth of Virginia. In the event of a dispute regarding the enforceability of this Agreement, the Parties agree that any Party may submit a petition to Circuit Court consistent with AR 6-21(VI)(E)(13) for an order requiring implementation of this Agreement.

[SIGNATURES TO FOLLOW]

By signing below, the Parties agree to be bound by the terms of this Agreement.

FOR THE CITY OF ALEXANDRIA


By: _____
Title: Mark B. Jinks, City Manager

FOR THE ALEXANDRIA POLICE DEPARTMENT

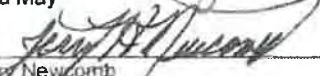

By: _____
Title: Lt. Steven Carr

Lt. Steven Carr


Lt. Lesbia Magyar


Lt. Michael May


Lt. Tara May


Lt. Jerry Newcomb


Lt. Courtney Bellantline


Lt. Dallon Goodrum


Lt. Scott Patterson

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION**

DELTON GOODRUM,

Plaintiff,

V.

CITY OF ALEXANDRIA, a municipal
Corporation of Virginia,

Defendant.

Case 1:24-cv-01111-PTG-WEF

DECLARATION OF DON HAYES

1. I am over 18 and competent to testify to the matters contained in this affidavit.
2. While I do not recall the specific date, I called a meeting of the Lieutenants of the Alexandria Police Department sometime in 2021. During the meeting, I discussed the Captains Promotion Process. At the time of the meeting, I was the Assistant Chief Police, not the Chief or the Acting Chief, and had nothing to do with the promotion process.
3. At the time of the Lieutenants' meeting, I had no say in who would be promoted. That decision was Chief Brown's to make. I did not know whether I would ever be able to make a captain's promotion decision. I also did not know which candidates would be on any eligibility list.
4. I transferred Lt. Goodrum from the Human Resources and Training Division and transferred Lt. Marcus Downey into the Division. This switch was based on an operational need to spearhead a robust recruiting program to address the increased attrition rate of sworn personnel.
5. While Lt. Goodrum worked as the Training and Recruiting Commander in the Human Resources and Training Division, he did not start any new initiatives and the work product he provided was not what I expected, nor what we needed to address our attrition rate. There was a clear indication to me that he was not the proper person for this position.

6. I transferred Lt. Downey into the Human Resources and Training Division because I believed Lt. Downey would be good in the role, and he was. Lt. Downey did innovative work as a commander in the Division and took on extra duties while doing this work, as well.

7. Under Lt. Downey's command of Training and Recruiting, the Police Department was able to surpass its attrition rate with qualified candidates.

8. I transferred Lt. Goodrum to the Traffic Safety Section because he had previously requested to work there. I needed someone to motivate that Section, and I believed Lt. Goodrum was a good fit for it.

9. I considered each promotion decision I made as Chief in terms of what the Department needed at the time I made the selection, especially what assignments the newly promoted commander would be taking on.

10. When I promoted Courtney Ballantine to Captain, I determined that the Department needed a captain in the Community Relations Division, and I made the selection with this in mind.

11. While he was acting captain, Courtney Ballantine had performed his duties as the commander of the division well.

12. In September 2022, I placed Lieutenant Downey in the position of acting captain to assist with the administrative duties within the Division because of the pending separation of employment by our Human Resource Director Sharntel Sutton and the citywide centralization of the Human Resources Department. This was meant to be a temporary role and was executed because he was familiar with the operations of the HR and Training Division, and it would not necessitate transferring another commander into the Division.

13. This strategic move of making Lieutenant Downey and acting captain gave us the ability to separate the recruiting and hiring of sworn officers from the Human Resources Division that was being centralized and allowed the Police Department to maintain control over that critical function. With this separation of duties and the pending vacancy of the Human Resource Director position, we needed a commander to fulfill that role of making command decisions. This role only lasted a few weeks.

14. One of the reasons I placed Lt. Downey as acting captain in the Human Resources and Training Division was that it was logistically efficient, because he was already in the Division. If I had made another lieutenant acting captain, that would have

necessitated moving Lt. Downey out of the Division and moving another commander into the Division.

15. I selected Lt. Downey to be acting captain in part because he was not on the list of eligible candidates for captain. Had I placed an eligible candidate for captain in the role of acting captain, it could have been construed as giving a candidate an unfair advantage over the others on the list. This could have generated a complaint.

16. Part of the reason I promoted Jerry Newcomb was that he had Criminal Investigations experience that is needed in the Patrol Division of the Field Operations Bureau because due to the staffing shortage patrol officers were being required to follow up on more cases instead of sending them to the Criminal Investigations Division.

I, Don Hayes, HEREBY SWEAR OR AFFIRM THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND INFORMATION.

A handwritten signature in cursive script, appearing to read "Don Hayes", is written over a horizontal line.

In the Matter of:

Delton Goodrum
v.
City of Alexandria

Delton Goodrum

November 21, 2024



**Court Reporting
Videography
Videoconferencing**

Phone: 703-837-0076
Fax: 703-837-8118
Toll Free: 877-837-0077

1010 Cameron Street
Alexandria, VA 22310
transcript@casamo.com

Delton Goodrum

1
11/21/2024

1 IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN
2 DISTRICT OF VIRGINIA (ALEXANDRIA DIVISION)

3 - - - - - X

4 DELTON GOODRUM,

5 Plaintiff,

6 v. 1:24-CV-01111-PTG-WEF

7 THE CITY OF ALEXANDRIA, a

8 Municipal Corp. of Virginia

9 Defendant.

10 - - - - - X

11 Alexandria, Virginia

12 Thursday, November 21, 2024

13

14 Deposition of

15 DELTON GOODRUM,

16 was called for examination by counsel for the City

17 of Alexandria, in the City Hall, beginning at 10:00

18 a.m., before Juliet C. Peterman, a Verbatim Court

19 Reporter and a Notary Public in and for the

20 Commonwealth of Virginia at large, when they were

21 present on behalf of the respective parties:

22

Delton Goodrum

2
11/21/2024

1 A P P E A R A N C E S

2 On behalf of the Plaintiff:

3 KATHERINE HERRMANN, ESQ.

4 The Elrich Law Office, PLLC

5 2111 Wilson Blvd., Ste. 700

6 Arlington, VA 22201

7 KHerrmann@elrichlawoffice.com

8 On behalf of the Defendant:

9 CALE JAMES, ESQ.

10 ROBERT PORTER, ESQ.

11 MEGHAN ROBERTS, ESQ.

12 Alexandria City Attorney's Office

13 301 King St., Ste. 1300

14 Alexandria, VA 22314

15 Robert.Porter@Alexandria.gov

16

17 C O N T E N T S

18 WITNESS DIRECT CROSS REDIRECT RECROSS

19 Delton Goodrum 03 189 191

20

21 E X H I B I T S

22 None.

1 Q Fair enough. Fair enough. So when I am
2 asking about Chief Hayes and your perception of why
3 his -- your perception that his decision was based
4 upon your race.

5 A Yes.

6 Q What specifically about Chief Hayes's
7 conduct, other than the fact that you are black and
8 the people who were promoted were white, what other
9 facts are you aware of that -- support your
10 contention that you were not promoted based upon
11 your race?

12 A Because when chief Hayes received pushback
13 from my peers, when he stated that he would -- he
14 would -- he was planning on promoting me because of
15 my performance on the captain's process and also the
16 need for diversity within the captain's rank, he
17 received pushback from my peers because they
18 interpreted that as him wanting to promote me solely
19 because I am black.

20 Q Did you perceive -- I'm sorry, I didn't
21 mean to cut you off. Go ahead.

22 A And because of that pushback, he was a

1 coward to not stand by his decision, and he allowed
2 them to influence him to not promote me, because he
3 was afraid of promoting me because of the color of
4 my skin. He was afraid because -- I am assuming,
5 speculating that he thought or they may have
6 threatened him, I wasn't privy to that, they were
7 going to follow the EEOC. They were going to file a
8 grievance. They were going to file some sort of
9 complaint.

10 Q In terms of direct evidence of your
11 firsthand knowledge of Chief Hayes basing his
12 promotion to anyone to the rank of captain during
13 his tenure as chief of police, either interim or
14 permanent, as you sit here today, am I correct in
15 understanding that you cannot tell me you have
16 direct evidence that he based his decision not to
17 promote you based upon your race; is that fair?

18 A One more time.

19 Q Okay. As you sit here today, am I correct
20 in understanding that you cannot provide me
21 firsthand evidence, that is knowledge that you
22 personally have, that Chief Hayes did not promote

1 A Correct.

2 Q Okay. Do you know whether you were the
3 only one who didn't receive an apology, or are
4 you -- do you have any knowledge of that?

5 A Do I know if I'm the only one?

6 Q Correct.

7 A I don't have knowledge if I'm the only
8 one, but I would assume I was since I was the only
9 black person in the meeting.

10 Q But again, when you're assuming you're
11 speculating, aren't you?

12 A Yes.

13 Q Okay. So with respect to the promotion
14 discussed in the lieutenants meeting, do you agree
15 with me that race should not factor in a promotion?

16 A Race should not be the sole factor in a
17 promotion.

18 Q Okay.

19 A But as the city states -- the City
20 Charter, if you will, that they are big or they are
21 a city that believes in DEI, I know that's a bad
22 term these days, but they do.

Delton Goodrum

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11/21/2024

1 retaliatory.

2 Q Okay.

3 A Yes.

4 Q Do you claim -- are you claiming now that
5 the transfer was not retaliation?

6 A I'm claiming that the transfer was
7 punitive.

8 Q Okay. Do you agree with me that the
9 transfer was not in response to any protected
10 activity in which you engaged?

11 A Yes.

12 Q Okay. In terms of retaliation, other than
13 the transfer, how were you retaliated against by
14 Chief Hayes or anyone else in the city of Alexandria
15 for a protected activity?

16 A I would say the promotion of Jerry Newcomb
17 was retaliatory in response to the grievance I filed
18 October of 2022, when Don Hayes named Marcus Downing
19 acting captain.

20 Q So your contention is that your
21 October 2022 grievance was a protected activity?

22 A Yes.

Delton Goodrum

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11/21/2024

1 Q And it was in retaliation -- or the
2 retaliation came in the form of Lieutenant Downey
3 being promoted ahead of you?

4 A No. The -- excuse me. The retaliation
5 came when Jerry Newcomb was promoted.

6 Q I'm sorry, not Downey. Newcomb. Thank
7 you. Thank you.

8 When Newcomb was promoted instead of you?

9 A Yes.

10 Q You take your time.

11 A I don't know why I put them my mouth.

12 Q You're -- you're perfectly fine. I've
13 taken depositions in parts of the country where
14 I'm -- you'd have a stick of hay coming out of your
15 mouth. Don't worry about it.

16 Your October 2022 grievance grieved a
17 pattern of discrimination against black individuals
18 that you had recently observed, as well as his non
19 promotion to his section supervisor. And you
20 grieved that to Captain Bridgeman, right?

21 A Correct.

22 Q Is Captain Bridgeman qualified to be a

Delton Goodrum

194
11/21/2024

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C E R T I F I C A T E

I, JULIET C. PETERMAN, a notary public in
and for the Commonwealth of Virginia, hereby certify
that the foregoing deposition was reported as stated
in the caption and the questions and answers thereto
were reduced to writing by me; that the foregoing
193 pages represent a true, correct, and complete
transcript of the evidence given on 11-21-24 by the
witness Delton Goodrum, who was duly sworn by me.

Notary Registration No. 7905685

Expiration Date: March 31, 2025

A handwritten signature in black ink, appearing to read 'Juliet C. Peterman', is written over a solid horizontal line.

JULIET C. PETERMAN



CITY OF ALEXANDRIA

EFFECTIVE DATE OF ACTION:

PERSONNEL ACTION FORM

5/2/2020

5/2/2020

EMPLOYEE NUMBER [REDACTED]	EMPLOYEE NAME GOODRUM, DELTON	HIRE DATE 4/29/1996	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/POLICE LIEUTENANT	Job Code/Title:		
Grade / Step :	17 / 18	Grade / Step :		
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	1900 / POLICE LIEUTENANT	Position# / Title:		
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$60.91 / \$126,685.26	Hrs/Hrly Rate/Ann Sal:		
Probation Begin / End:	-	Probation Begin / End:		
Next Review Date:	03/06/2021	Next Review Date:		
Location/Code:	POLICE FIELD OPERATIONS BUREAU / 5503	Location/Code:	Police - Admin Svs - 5502	
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:		Supervisor:		

JOB ASSIGNMENT INFORMATION

Primary Org/Obj/Proj: 11550433 / 51101 /	Primary Org/Obj/ Proj: 11550416 / 51101
Current Allocations	New Allocations
Allocation 1 / / / 0.000%	Allocation 1
Allocation 2 / / / 0.000%	Allocation 2
Allocation 3 / / / 0.000%	Allocation 3
Allocation 4 / / / 0.000%	Allocation 4
Allocation 5 / / / 0.000%	Allocation 5
Allocation 6 / / / 0.000%	Allocation 6
Allocation 7 / / / 0.000%	Allocation 7
REASON FOR SEPARATION	ADDITIONAL COMMENTS
[] RESIGNATION [] RETIREMENT [] LAY OFF [] DEATH [] DISCHARGE _____	Transfer from Fob to ASB; HRS / Training Division Update org / Loc 11550416 / 5502

APPROVALS

MANAGER:	DATE:	DEPARTMENT HEAD:	DATE:	HUMAN RESOURCES:	DATE:
		<i>[Signature]</i>	5/6/2020		

EXHIBIT 19



CITY OF ALEXANDRIA

PERSONNEL ACTION FORM

EFFECTIVE DATE OF ACTION:

3/5/2022

EMPLOYEE NUMBER 74146	EMPLOYEE NAME GOODRUM, DELTON	HIRE DATE 4/29/1996	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/POLICE LIEUTENANT	Job Code/Title:		
Grade / Step :	19 / 18	Grade / Step :		
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	1900 / POLICE LIEUTENANT	Position# / Title:		
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$67.97 / \$141,379.94	Hrs/Hrly Rate/Ann Sal:		
Probation Begin / End:	-	Probation Begin / End:		
Next Review Date:	03/05/2022	Next Review Date:		
Location/Code:	POLICE-ADMIN SERVICES BUREAU / 5502	Location/Code:	POLICE FIELD OPERATIONS- 5503	
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:	,	Supervisor:		

JOB ASSIGNMENT INFORMATION

Primary Org/Obj/Proj: 11550416 / 51101 /	Primary Org/Obj/ Proj: 11550445/51101
Current Allocations	New Allocations
Allocation 1 / / / 0.000%	Allocation 1
Allocation 2 / / / 0.000%	Allocation 2
Allocation 3 / / / 0.000%	Allocation 3
Allocation 4 / / / 0.000%	Allocation 4
Allocation 5 / / / 0.000%	Allocation 5
Allocation 6 / / / 0.000%	Allocation 6
Allocation 7 / / / 0.000%	Allocation 7

REASON FOR SEPARATION

[] RESIGNATION [] RETIREMENT [] LAY OFF [] DEATH
[] DISCHARGE _____

ADDITIONAL COMMENTS

TRANSFER FROM ASB; HUMAN RESOURCES
AND TRAINING DIVISION TO POB;
PATROL DIV 2, TRAFFIC SAFETY SECTION

UPDATE ORG 11550445 AND LOC 5503

APPROVALS

MANAGER: DATE: DEPARTMENT HEAD: DATE: HUMAN RESOURCES: DATE:

Hayes 3/8/22



CITY OF ALEXANDRIA

PERSONNEL ACTION FORM

EFFECTIVE DATE OF ACTION:

3/5/2022

EMPLOYEE NUMBER 230286	EMPLOYEE NAME DOWNEY, MARCUS	HIRE DATE 7/17/2006	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/POLICE LIEUTENANT	Job Code/Title:		
Grade / Step :	19 / 13	Grade / Step :		
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	1904 / POLICE LIEUTENANT	Position# / Title:		
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$60.67 / \$126,186.84	Hrs/Hrly Rate/Ann Sal:		
Probation Begin / End:	-	Probation Begin / End:		
Next Review Date:	06/25/2022	Next Review Date:		
Location/Code:	POLICE FIELD OPERATIONS BUREAU / 5505	Location/Code:	POLICE -ADMIN SVC BUREAU 5502	
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:	,	Supervisor:		

JOB ASSIGNMENT INFORMATION

Primary Org/Obj/Proj: 11550433 / 51101 /	Primary Org/Obj/ Proj: 11550416
Current Allocations	New Allocations
Allocation 1 / / / 0.000%	Allocation 1
Allocation 2 / / / 0.000%	Allocation 2
Allocation 3 / / / 0.000%	Allocation 3
Allocation 4 / / / 0.000%	Allocation 4
Allocation 5 / / / 0.000%	Allocation 5
Allocation 6 / / / 0.000%	Allocation 6
Allocation 7 / / / 0.000%	Allocation 7

REASON FOR SEPARATION

[] RESIGNATION [] RETIREMENT [] LAY OFF [] DEATH
[] DISCHARGE _____

ADDITIONAL COMMENTS

Transfer from POB; Div 2 A side to ASB
Human Resources and Training Division

Update ORG 11550416 and LOC

APPROVALS

MANAGER: DATE: DEPARTMENT HEAD: DATE: HUMAN RESOURCES: DATE:

Al Hayes 3/8/22



CITY OF ALEXANDRIA

PERSONNEL ACTION FORM

EFFECTIVE DATE OF ACTION:

~~5/2/2020~~

5/2/2020

EMPLOYEE NUMBER [REDACTED]	EMPLOYEE NAME NORTH, JASON	HIRE DATE 1/19/2005	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/POLICE LIEUTENANT	Job Code/Title:		
Grade / Step :	17 / 14	Grade / Step :		
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	1895 / POLICE LIEUTENANT	Position# / Title:		
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$55.61 / \$115,670.62	Hrs/Hrly Rate/Ann Sal:		
Probation Begin / End:	4/18/2020 - 4/17/2021	Probation Begin / End:		
Next Review Date:	12/26/2020	Next Review Date:		
Location/Code:	Police Field operations 5503	Location/Code:		
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:		Supervisor:		

JOB ASSIGNMENT INFORMATION	
Primary Org/Obj/Proj: 11550422 / 51101	Primary Org/Obj/ Proj: 11550445 / 51101
Current Allocations	New Allocations
Allocation 1 / / / 0.000%	Allocation 1
Allocation 2 / / / 0.000%	Allocation 2
Allocation 3 / / / 0.000%	Allocation 3
Allocation 4 / / / 0.000%	Allocation 4
Allocation 5 / / / 0.000%	Allocation 5
Allocation 6 / / / 0.000%	Allocation 6
Allocation 7 / / / 0.000%	Allocation 7
REASON FOR SEPARATION	ADDITIONAL COMMENTS
[] RESIGNATION [] RETIREMENT [] LAY OFF [] DEATH [] DISCHARGE _____	Transfer from CSI to TSS Update ORG #11550445

APPROVALS					
MANAGER:	DATE:	DEPARTMENT HEAD:	DATE:	HUMAN RESOURCES:	DATE:
		<i>[Signature]</i>	5/5/2020		



CITY OF ALEXANDRIA

PERSONNEL ACTION FORM

EFFECTIVE DATE OF ACTION:

3/5/2022

EMPLOYEE NUMBER [REDACTED]	EMPLOYEE NAME NORTH, JASON	HIRE DATE 1/19/2005	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/POLICE LIEUTENANT	Job Code/Title:		
Grade / Step :	19 / 15	Grade / Step :		
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	1895 / POLICE LIEUTENANT	Position# / Title:		
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$63.49 / \$132,056.86	Hrs/Hrly Rate/Ann Sal:		
Probation Begin / End:	-	Probation Begin / End:		
Next Review Date:	12/24/2022	Next Review Date:		
Location/Code:	POLICE FIELD OPERATIONS BUREAU / 5503	Location/Code:	POLICE ADMIN SVC- 5502	
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:	,	Supervisor:		

JOB ASSIGNMENT INFORMATION

Primary Org/Obj/Proj: 11550449 / 51101 /	Primary Org/Obj/ Proj: 11550449/51101
Current Allocations	New Allocations
Allocation 1 / / / 0.000%	Allocation 1
Allocation 2 / / / 0.000%	Allocation 2
Allocation 3 / / / 0.000%	Allocation 3
Allocation 4 / / / 0.000%	Allocation 4
Allocation 5 / / / 0.000%	Allocation 5
Allocation 6 / / / 0.000%	Allocation 6
Allocation 7 / / / 0.000%	Allocation 7
REASON FOR SEPARATION	ADDITIONAL COMMENTS
<input type="checkbox"/> RESIGNATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> LAY OFF <input type="checkbox"/> DEATH <input type="checkbox"/> DISCHARGE _____	TRANSFER FROM POB;PATROL DIV 2; TRAFFIC SAFETY SECTION TO ASB; SUPPORT SERVICES DIVISION UPDATE ORG 11550449 AND LOC 5502

APPROVALS

MANAGER: DATE: DEPARTMENT HEAD: DATE: HUMAN RESOURCES: DATE:

AL Hayes 3/8/22



CITY OF ALEXANDRIA

ENTERED

PERSONNEL ACTION FORM

EFFECTIVE DATE OF ACTION:

8/8/2020

8/8/2020

EMPLOYEE NUMBER [REDACTED]	EMPLOYEE NAME PATTERSON, SCOTT	HIRE DATE 12/31/1996	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/POLICE LIEUTENANT	Job Code/Title:		
Grade / Step :	17 / 18	Grade / Step :		
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	1897 / POLICE LIEUTENANT	Position# / Title:		
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$60.91 / \$126,685.26	Hrs/Hrly Rate/Ann Sal:		
Probation Begin / End:	-	Probation Begin / End:		
Next Review Date:	11/14/2020	Next Review Date:		
Location/Code:	POLICE FIELD OPERATIONS BUREAU / 5503	Location/Code:	Police Admin Support 5502	
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:	.	Supervisor:		

JOB ASSIGNMENT INFORMATION

Primary Org/Obj/Proj: 11550433 / 51101 /	Primary Org/Obj/ Proj: 11550449 / 51101
Current Allocations	New Allocations
Allocation 1 / / / 0.000%	Allocation 1
Allocation 2 / / / 0.000%	Allocation 2
Allocation 3 / / / 0.000%	Allocation 3
Allocation 4 / / / 0.000%	Allocation 4
Allocation 5 / / / 0.000%	Allocation 5
Allocation 6 / / / 0.000%	Allocation 6
Allocation 7 / / / 0.000%	Allocation 7

REASON FOR SEPARATION

ADDITIONAL COMMENTS

[] RESIGNATION [] RETIREMENT [] LAY OFF [] DEATH
[] DISCHARGE

Transfer to ASB, Emergency
Readiness div; Risk Management
Update loc/obj
11550449 / 5502

APPROVALS

MANAGER: DATE: DEPARTMENT HEAD: DATE: HUMAN RESOURCES: DATE:

[Signature] 8/13/2020



CITY OF ALEXANDRIA

EFFECTIVE DATE OF ACTION:

3/5/2022

new 3/8/22

PERSONNEL ACTION FORM

EMPLOYEE NUMBER [REDACTED]	EMPLOYEE NAME PATTERSON, SCOTT	HIRE DATE 12/31/1996	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/POLICE LIEUTENANT	Job Code/Title:		
Grade / Step :	19 / 18	Grade / Step :		
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	1897 / POLICE LIEUTENANT	Position# / Title:		
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$67.97 / \$141,379.94	Hrs/Hrly Rate/Ann Sal:		
Probation Begin / End:	-	Probation Begin / End:		
Next Review Date:	11/13/2021	Next Review Date:		
Location/Code:	POLICE-ADMIN SERVICES BUREAU / 5502	Location/Code:	POLICE FIELD OPERATIONS-5503	
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:	.	Supervisor:		

JOB ASSIGNMENT INFORMATION

Primary Org/Obj/Proj: 11550449 / 51101 /	Primary Org/Obj/ Proj: 11550433/51101
Current Allocations	New Allocations
Allocation 1 / / / 0.000%	Allocation 1
Allocation 2 / / / 0.000%	Allocation 2
Allocation 3 / / / 0.000%	Allocation 3
Allocation 4 / / / 0.000%	Allocation 4
Allocation 5 / / / 0.000%	Allocation 5
Allocation 6 / / / 0.000%	Allocation 6
Allocation 7 / / / 0.000%	Allocation 7

REASON FOR SEPARATION

[] RESIGNATION [] RETIREMENT [] LAY OFF [] DEATH
[] DISCHARGE _____

ADDITIONAL COMMENTS

TRANSFER FROM ASB; SUPPORT SERVICES TO POB; PATROL DIVISION 2 A SIDE

UPDATE ORG 11550433 AND LOC 5503

APPROVALS

MANAGER: DATE: DEPARTMENT HEAD: DATE: HUMAN RESOURCES: DATE:

Al Hayes 3/8/22

Robert S Porter

From: Shareen Garner
Sent: Tuesday, March 8, 2022 8:44 AM
To: Police Staff; SOS OnDuty Officer; DEC Staff
Cc: Phillip King; Bryan Porter
Subject: Special Directive 22-19



ALEXANDRIA POLICE DEPARTMENT



SPECIAL DIRECTIVE

DATE OF ISSUANCE: March 1, 2022

SEQUENCE NUMBER: 22-19

I. PURPOSE:

The purpose of this special directive is to advise employees of transfers.

II. PERSONNEL TRANSFERRED:

Lieutenant Marcus Downey transferred from Patrol Operations Bureau (POB), Patrol Division 2, A-Side to Administrative Services Bureau (ASB), Human Resources & Training Division.

Lieutenant Delton Goodrum transferred from Administrative Services Bureau (ASB), Human Resources & Training Division to Patrol Operations Bureau (POB), Patrol Division 2, Traffic Safety Section.

Lieutenant Jason North transferred from Patrol Operations Bureau (POB), Patrol Division 2, Traffic Safety Section to Administrative Services Bureau (ASB), Support Services Division.

Lieutenant Scott Patterson transferred from Administrative Services Bureau (ASB), Support Services Division to Patrol Operations Bureau (POB), Patrol Division 2, A-Side.

III. EFFECTIVE DATE:

The effective date of the transfer is **March 5, 2022** for payroll purposes. The exact time and date for reporting will be determined by the effected Division Commanders.


Don Hayes
Acting Chief of Police

DISTRIBUTION:

DIVISION COMMANDERS
AFFECTED PERSONNEL
COMMONWEALTH ATTORNEY
PAYROLL

Shareen Garner
Human Resources Technician I
Alexandria Police Department
703-746-6748

EXHIBIT 23

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION

DELTON GOODRUM,

Plaintiff,

v.

CITY OF ALEXANDRIA, a municipal
Corporation of Virginia,

Defendant.

)
)
)
)
)
) Case 1:24-cv-01111-PTG-WEF
)
)
)
)
)

AFFIDAVIT OF MARCUS DOWNEY

1. I am over 18 and competent to testify to the matters contained in this affidavit.

2. I am a Lieutenant in the Alexandria Police Department. I was promoted to Lieutenant in April 2020 and have worked as an officer in the Department since June 2006.

3. Based on my experience as an Alexandria Police officer, the Traffic Safety Section is not viewed by officers in the Department as an undesirable assignment, and a transfer to that section is not considered punitive. An assignment to a Patrol Division is generally less desirable because it requires working on the weekend, allows for less creativity/flexibility, and contributes less to an officer's professional development because all officers start in Patrol.

I, Marcus Downey, **HEREBY SWEAR OR AFFIRM THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND INFORMATION.**

COMMONWEALTH OF VIRGINIA
CITY OF ALEXANDRIA:

Subscribed and sworn before me, a Notary Public for the city and state identified above, by MARCUS DOWNEY on this 6th day of FEBRUARY, 2025.

My commission expires: APRIL 30, 2025

Eugene Roy Bliss



From: Delton Goodrum
Sent: Tuesday, March 1, 2022 11:09 PM
To: Don Hayes
Subject: Thank you

Chief-

Our meeting ended rather abruptly so I wanted to say thank you for affording me the opportunity to work in the Training and Recruitment Section. I truly valued my time there and gained a tremendous amount of knowledge. Despite what others may think or say, and while I wish my transfer from the section was under different circumstances, I am proud of the positive strides and relationships that my team and I made this past year and a half.

I accept full responsibility for the deficiencies in which we discussed and I intend on learning from this experience as I move on to my next assignment. As I stated to you today, I am vested in this department. While I am no longer involved directly with our Recruitment Section, I can assure you that I will continue to put forth the effort to bring qualified applicants to our department.

Thank you again,
Delton

Sent from my iPad



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Transcript of Don Hayes - Corporate Designee

Date: December 12, 2024

Case: Goodrum -v- City of Alexandria

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www.planetdepos.com

Michigan #8598 | Nevada #089F | New Mexico #566

UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
Alexandria Division

-----x
DELTON GOODRUM, :
Plaintiff, :
v. : Case No.
CITY OF ALEXANDRIA, : 1:24:01111 (PTG/WEF)
Defendant. :

-----x
30 (b) (6) DEPOSITION of
DON HAYES
Alexandria, Virginia
Thursday, April 12, 2024
4:06 p.m.

Job: 565049

Pages: 1 - 80

Transcribed by: Molly Bugher

Transcript of Don Hayes - Corporate Designee
Conducted on December 12, 2024

2

1 Deposition of DON HAYES, held at:

2 301 King Street

3 Alexandria, VA 22314

4 Phone: 703.746.4000

5

6

7

8

9

10 Pursuant to agreement, before Austin

11 Costello, Notary Public in and for the

12 Commonwealth of Virginia.

13

14

15

16

17

18

19

20

21

22

Transcript of Don Hayes - Corporate Designee
Conducted on December 12, 2024

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1 about how there was categories 1, 2, and 3, and
2 then categories 1 and 2. So when you say
3 categories 1 and 2, which --

4 MR. ERLICH: That's fair. Let me repeat
5 that. Let me clarify. As I said, I ask bad
6 questions sometimes.

7 Q: During the period when there were only
8 two categories how -- what was the difference to
9 your mind as the decision-maker between people in
10 category 1 and category 2?

11 A: Same answer, they did better on the
12 test. That's all it is.

13 Q: How does the placement in category 1 or
14 category 2 affect your decision on who to promote?

15 A: Well, basically when you have the
16 categories 1 and 2, depending on what the wording
17 says in the announcement, you have to go by that.
18 If it says you can only pick from category 1
19 first, then you go by category 1. If it says you
20 can go to category 1 but you have the option of
21 going to category 2 after you've looked at
22 everybody in category 1 and you thought a person ?

Transcript of Don Hayes - Corporate Designee
Conducted on December 12, 2024

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1 Q: What is Ballantine's current rank?

2 A: Captain.

3 Q: I'm going to refer to him as Capt.

4 Ballantine even for periods before he was
5 promoted, okay? Did you ever serve as Capt.
6 Ballantine's supervisor?

7 A: Yes, I did.

8 Q: What was your -- as the decision-maker
9 in this process where he was ultimately promoted,
10 what was your assessment of Lieut. Ballantine as a
11 member of the department?

12 A: I think he was a good officer. He was a
13 good lieutenant. My assessment of him was that he
14 was promotable.

15 Q: Is there any particular reason that you
16 chose Courtney Ballantine rather than anyone else
17 on the list?

18 A: Yes. At the time he had been acting
19 captain for a year. And basically he was running
20 the community support, or I'm sorry, the community
21 policing unit which he was very adept at doing ?
22 because he literally helped build it. He was part

Transcript of Don Hayes - Corporate Designee
Conducted on December 12, 2024

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1 of the ones who had gone out and did the research
2 on CIT and did the CIT training.

3 He was also very adept at getting our
4 new program off the ground where we have the co-
5 responders, mental health teams together and all
6 of that. And he was kind of a guy who was always
7 out in the community, cookouts and all that. So
8 he was a natural fit for that particular division.

9 Q: Are you the person that made Ballantine
10 and acting captain?

11 A: No.

12 Q: That was before your tenure?

13 A: Yes, it was.

14 Q: Do you know anything about the decision-
15 making process that led to Courtney Ballantine
16 becoming an acting captain?

17 A: Yes, I do.

18 Q: Tell me what you know about that
19 process.

20 A: Chief Brown decided to take the top
21 three captains and give each one of them a chance ?
22 at being in charge of community policing. And at

Transcript of Don Hayes - Corporate Designee
Conducted on December 12, 2024

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1 Q: Is there any particular strengths that
2 he had that went into your decision?

3 A: He had just come out of -- no he was in
4 CID, that's where he was transferred to. He was
5 doing CID. But he was also again, community
6 oriented. He did a lot for the police week. He
7 had just won this prestigious award for his
8 contributions to the community and all of that.
9 And just his, again, longevity, the way he got
10 along with the department team, all those things
11 you're talking about, he has all of those. And
12 his humility.

13 Q: Did then Lieut. Newcomb have any
14 particular weaknesses?

15 A: I wouldn't say it was a weakness because
16 he had the patrol, he had the CID, he had special
17 operations. Not that I can think of.

18 Q: And again, vocabulary. What is CID?

19 A: Criminal Investigation Division.

20 Q: And what falls under CID?

21 A: The detectives, homicide, robbery, all ?
22 those particular units and sectors.

1 Q: Now those required qualifications I
2 talked about earlier, five years of experience,
3 two years as a lieutenant and on, to your
4 recollection did Lieut. Newcomb have all of those
5 required qualifications?

6 A: Yes.

7 Q: I'm going to move on for the moment to
8 Marcus Downey. Do you know Marcus Downey?

9 A: Yes.

10 Q: What is -- do you know Marcus Downey's
11 rank?

12 A: Lieutenant.

13 Q: How long have you known Downey?

14 A: As long as he's been working there. I
15 don't know how many years that has been, but --

16 Q: Was Lieut. Downey at some point made an
17 acting captain?

18 A: Yes.

19 Q: Can you tell me as the -- sorry, I
20 should take this step-by-step. Were you the
21 decision-maker in making Downey an acting captain? ?

22 Q: We've talked about the promotional

1 process, but as the decision-maker, what is your
2 process for deciding if someone should be in an
3 acting role?

4 A: Need.

5 Q: What was the need that Lieut. Downey
6 filled?

7 A: I didn't have a captain. I don't know
8 exactly the -- again, can't remember exactly the
9 circumstances but I know there was no captain over
10 top of the division and the -- I don't know what
11 her title was, but the HR division chief was
12 leaving to go and get a job at the fire
13 department. And I needed to make sure somebody
14 was going to be in the command structure that
15 could make decisions and get things done. And so
16 I was going to make him -- I did. I made him an
17 acting captain until we kind of figured out what
18 the structure was going to look like.

19 Q: Were you ever Downey's supervisor?

20 A: No, that I can remember, no.

21 Q: At the time you decided to make Downey ?
22 an acting captain, what was your knowledge of his

1 strengths and weaknesses?

2 A: That he was very detail oriented. He
3 was a self-motivator. He knew the job and he
4 would get it done.

5 Q: Did he have any particular weaknesses?

6 A: No, not that I know of it all.

7 Q: Is there a particular reason that Acting
8 Capt. Downey did not become a captain?

9 A: He wasn't eligible to be a captain.

10 Q: Why not?

11 A: He wasn't on the list.

12 Q: Do you happen to know if Downey had
13 participated in that process but somehow just not
14 make the list?

15 A: No, he did not participate in the
16 process.

17 Q: To your recollection, I understand that
18 lieutenant or maybe acting captain at the time,
19 Downey, was not on the list and did not
20 participate in the process as you said. Do you
21 know if at that time Downey was eligible to ?
22 participate in the process?

1 A: He was not eligible.

2 Q: Do you know Lieut. Goodrum?

3 A: Yes, I do.

4 Q: How long have you known Lieut. Goodrum?

5 A: Ever since he's been in the department.

6 Q: Have you ever been responsible for
7 supervising Lieut. Goodrum?

8 A: I think -- I don't remember.

9 Q: Have you ever been responsible for
10 handling Lieut. Goodrum's evaluations?

11 A: No, I was. Yes, I do remember doing his
12 evaluation. Yes, I did. I don't know if I was in
13 community support or not. So I was a captain and
14 he was a lieutenant, yes. And I did his
15 evaluation. I did a 360. I remember that now.

16 Q: And we discussed that you were I think a
17 lieutenant seven or eight years ago. When did
18 you --

19 A: No, I was a lieutenant a long time ago.

20 Q: Oh, okay. Was it --

21 A: I was a -- 3, 5, 10. I would say -- I ?
22 said 12 or 13, yeah, right.

1 Q: Okay, I -- how long ago if you recall
2 did you become a captain?

3 A: I was a captain for five years before I
4 made assistant chief. So that would've been 10
5 years ago.

6 Q: As part of either of the promotional
7 processes, the one where Ballantine and Newcomb
8 were promoted or the later one where I believe it
9 was North that was promoted, what was your
10 assessment of Lieut. Goodrum's qualifications for
11 a captain position?

12 A: I think he was qualified to be a
13 captain.

14 Q: Was there any particular reason that you
15 did not select Lieut. Goodrum for any of the three
16 positions we just mentioned?

17 A: Well, the first two because the third
18 one was again, wasn't for the same purposes.
19 Again, I was newly promoted as chief and I was
20 building a team that was going to be community
21 oriented and the people they go out there in the ?
22 community and again, cast that vision of being a

1 part of the community, not set apart from the
2 community. And so I needed people who would go
3 out in the community and talk to people.

4 Q: Was it your view that that was a
5 weakness of Lieut. Goodrum?

6 A: Yes.

7 Q: Why do you say that?

8 A: Because he never participated.

9 Q: Never participated in what?

10 A: In going out on the chief walk. He
11 couldn't -- I would never see him in the
12 community. So he wasn't out there visible where
13 the people could get to know who he was and to be
14 quote/unquote a community where the officer would
15 (indiscernible) this is the direction we're going
16 in.

17 Q: For individuals outside of community
18 policing, what is the opportunity to get out there
19 into the community?

20 A: For lieutenants all the time.

21 Q: And what would lieutenants do out in the ?
22 community that would affect their qualifications

1 for a captain's role?

2 A: They would participate in the community
3 cookouts. They would be there when we did, again,
4 the captain's walk, when we have town halls they
5 would be out there. They would be initiating
6 things in the community that's going to make a
7 difference in the community.

8 Q: Other than the community issue that
9 we've just been discussing, was there anything
10 else that affected your decision to promote or
11 not -- sorry, I suppose not promote Lieut.
12 Goodrum.

13 MR. PORTER: Objection to form.

14 MR. ERLICH: Yeah.

15 MR. PORTER: It's just unclear which
16 decision you're talking about.

17 MR. ERLICH: Yeah, let me ask a better
18 question.

19 MR. CALES: I'd previously thrown the
20 chief out because I didn't want to suggest an
21 answer. But if you wouldn't mind clarifying. He ?
22 said captain's walk in response just then but I

1 think he may have meant something else or maybe
2 not.

3 MR. ERLICH: Let me just ask.

4 BY MR. ERLICH:

5 Q: When you said captain's walk --

6 A: I meant chief's walk.

7 Q: Chief's walk?

8 A: Yes.

9 Q: Fair enough. Outside of the community
10 policing that we've been discussing, were there
11 any other weaknesses that affected your decision
12 to not promote Lieut. Goodrum during the first
13 promotional process?

14 A: The reservations based on again, an
15 assignment that he had and the training section
16 were -- I was expecting a performance where we
17 were doing recruiting and things like that and it
18 didn't materialize. And so again, that also
19 played a role in it. And the first selection to
20 Capt. Ballantine it didn't, but in the second
21 selection back in December when that was going on ?
22 there was a process that I do that if anybody is

1 involved in an investigation while the process
2 is -- I'm making the selection, I don't consider
3 them for the promotion.

4 Q: With respect to Lieut. Goodrum, just to
5 ask the same question I've asked of everybody. In
6 terms of the required qualifications, to your
7 understanding did Lieut. Goodrum have all of the
8 required qualifications?

9 A: Yes, he does.

10 Q: Do you recall what the resolution of
11 that investigation was that you mentioned a moment
12 ago?

13 A: I don't know the exact -- I don't know
14 how we closed it out. I don't know that. I'm
15 sure we can get it though.

16 Q: Sure. Do you know if Lieut. Goodrum was
17 found at fault for anything?

18 A: I don't believe he was.

19 Q: Do you know if Lieut. Goodrum faced any
20 discipline?

21 A: I know he didn't because I would've done ?
22 that.

Transcript of Don Hayes - Corporate Designee
Conducted on December 12, 2024

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CERTIFICATE OF COURT REPORTER - NOTARY PUBLIC

I, Austin Costello, the officer before
whom the foregoing proceedings were taken, do
hereby certify that any witness(es) in the
foregoing proceedings were fully sworn; that the
proceedings were recorded by me and thereafter
reduced to typewriting by a qualified
transcriptionist; that said digital audio
recording of said proceedings are a true and
accurate record to the best of my knowledge,
skills, and ability; and that I am neither counsel
for, related to, nor employed by any of the
parties to this case and have no interest,
financial or otherwise, in its outcome.

NOTARY REGISTRATION NO.: 6852384

COMMISSION EXPIRATION: 9/30/2027



AUSTIN COSTELLO, AAERT CER

NOTARY PUBLIC FOR THE COMMONWEALTH OF VIRGINIA

Transcript of Don Hayes - Corporate Designee
Conducted on December 12, 2024

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CERTIFICATE OF TRANSCRIBER

I, Molly Bugher, do hereby certify that this transcript was prepared from the digital audio recording of the foregoing proceeding; that said transcript is a true and accurate record of the proceedings to the best of my knowledge, skills, and ability; and that I am neither counsel for, related to, nor employed by any of the parties to the case and have no interest, financial or otherwise, in its outcome.



Molly Bugher, CDLT-161

December 27, 2024

Special Directive 22-46 (P)

Shareen Garner <Shareen.Garner@alexandriava.gov>

Mon 6/27/2022 10:48 AM

To: Police Staff <Police.Staff@alexandriava.gov>; DEC Staff <DEC.Staff@alexandriava.gov>; SOS OnDuty Officer <sos.ondutyofficer@alexandriava.gov>

Cc: Bryan Porter <Bryan.Porter@alexandriava.gov>; Phillip King <Phillip.King@alexandriava.gov>



ALEXANDRIA POLICE DEPARTMENT



SPECIAL DIRECTIVE

DATE OF ISSUANCE: June 21, 2022

SEQUENCE NUMBER: 22-46 (P)

I. PURPOSE:

The purpose of this special directive is to advise employees of personnel promotions and transfers.

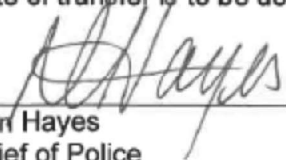
II. PERSONNEL PROMOTED

Courtney Ballantine promoted to Captain and will remain in Field Operations Bureau (FOB), Community Relations Division.

Alexa Mastrostefano promoted to Sergeant and transferred from Investigations Division, Vice/Narcotics Section to Patrol Division 1, Squad 1-B-2.

III. EFFECTIVE DATE:

The effective date of the promotion is **February 11, 2022** for payroll purposes. The actual date of transfer is to be determined by the Division Commanders.


Don Hayes
Chief of Police

DISTRIBUTION:

DIVISION COMMANDERS
AFFECTED PERSONNEL
COMMONWEALTH ATTORNEY
PAYROLL

Shareen Garner

Human Resources Technician I
Alexandria Police Department
703-746-6748



CITY OF ALEXANDRIA
PERSONNEL ACTION FORM

EFFECTIVE DATE OF ACTION:
6/11/2022

EMPLOYEE NUMBER 76040	EMPLOYEE NAME BALLANTINE, COURTNEY	HIRE DATE 7/10/2000	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/POLICE LIEUTENANT	Job Code/Title:	2013/Police Captain	
Grade / Step :	197/18	Grade / Step :	00/18	
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	1898 / POLICE LIEUTENANT	Position# / Title:	1888 / Police Captain	
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$67.97 / \$141,379.94	Hrs/Hrly Rate/Ann Sal:	80 HRS / \$79.10 / \$118,160.32	
Probation Begin / End:	-	Probation Begin / End:	06/11/2022 - 06/10/2023	
Next Review Date:	01/07/2023	Next Review Date:		
Location/Code:	POLICE-FIELD OPERATIONS BUREAU / 5503	Location/Code:		
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:	,	Supervisor:		

JOB ASSIGNMENT INFORMATION

Primary Org/Obj/Proj:	11552778 / 51101 /	Primary Org/Obj/ Proj:	
Current Allocations		New Allocations	
Allocation 1	/ / / 0.000%	Allocation 1	
Allocation 2	/ / / 0.000%	Allocation 2	
Allocation 3	/ / / 0.000%	Allocation 3	
Allocation 4	/ / / 0.000%	Allocation 4	
Allocation 5	/ / / 0.000%	Allocation 5	
Allocation 6	/ / / 0.000%	Allocation 6	
Allocation 7	/ / / 0.000%	Allocation 7	


REASON FOR SEPARATION

[] RESIGNATION [] RETIREMENT [] LAY OFF [] DEATH
[] DISCHARGE _____

ADDITIONAL COMMENTS

Promoted to Captain

APPROVALS

MANAGER:	DATE:	DEPARTMENT HEAD:	DATE:	HUMAN RESOURCES:	DATE:
 6/23/22					

City of Alexandria, Virginia

MEMORANDUM

DATE: JANUARY 24, 2022

TO: DONALD C. HAYES *[Signature]*
ACTING CHIEF OF POLICE

FROM: DENNIS ANDREAS *[Signature]*
ACTING ASSISTANT CHIEF FIELD OPERATIONS BUREAU

SUBJECT: ANNUAL EVALUATION FOR ACTING CAPTAIN *7*
COURTNEY BALLANTINE (SERIAL #1863)

The purpose of this memorandum is to document the performance evaluation ratings for Acting Captain Courtney Ballantine. This evaluation covers the period between January 2021 and January 2022. Lieutenant Ballantine has served the entire rating period as an Acting Captain, commanding the Community Relations Division within the Field Operations Bureau.

Acting Captain Ballantine readily accepted the added responsibility that comes with serving as a Division Commander. While he only supervises a single Lieutenant, he has assumed supervisory responsibility over the ACORP program and has been tasked with numerous other roles that are important but do not have a direct supervisory function. For example, Acting Captain Ballantine serves as the Department's City Council Liaison, MARCUS Alert coordinator and serves as a representative on the Virginia Crisis Intervention Team as an extension of his role as the Department's CIT coordinator. He also continues to assist in the Department's Public Information Office to help alleviate staffing shortages and has also filled in as a Watch Commander when requested.

Acting Captain Ballantine played a major role in the development of a draft Memorandum of Understanding between the Department and the Alexandria City Public Schools (ACPS). He effectively used his knowledge of the School Resource Officer program and relationships with ACPS personnel to help streamline the development of the Memorandum of Understanding.

Acting Captain Ballantine continues to grow into the Division Commander role. He is adapting to a role that requires the ability to handle multiple administrative and operational roles at any given time, often requiring the rapid shift from one role to another. Over the course of the rating period, he has required some level of direct supervision to manage his time efficiently and effectively. This is to be expected and on par with expectations for an employee adjusting to a new and more complex role. Acting Captain Ballantine is able to complete assignments that are given to him. He is adept at planning and designing solutions, but at times struggled with executing and operationalizing those solutions. Again, this is common among commanders

growing into new and more complex roles, I fully expect him to improve in this area as he gains more diverse command experience.

Acting Captain Ballantine is reliable and can be counted on to arrive for work prepared for duty. He is well organized and communicates well with his subordinates, peers, superiors and the public. He can be counted on to share his opinions and to engage in thoughtful discussions with his colleagues on policy matters.

Acting Captain Ballantine is a safety conscious officer. He always has his equipment available and in ready condition. He is prepared to leave the building and work in the field, if requested. He has had no job related accidents or safety violations.

Acting Captain Ballantine effectively counsels and appraises those under his command. He does so on a regular basis and has both praised and constructively counseled during the rating period. Acting Captain Ballantine seeks to ensure fairness and objectivity in his work and the work of his subordinates. He understands the need to balance the interests of the Department, his officers and the public. His decisions and advice regularly reflect his awareness of this delicate balance.

Acting Captain Ballantine was able to adjust to the changing demands of his Division throughout the rating period. He effectively dealt with the reassignment of officers to patrol to assist with staffing shortages, the removal and return of SROs to the schools and numerous injuries to his supervisory team. He was able to effectively communicate with those under his command about the changes and guide the Division through uncertainty.

Acting Captain Ballantine is courteous and effective when dealing with the public. His position also requires him to interact with high level City employees and the City Council. He is able to remain both approachable and respectful and represents the Department well in all capacities.

Acting Captain Ballantine is rated as Outstanding in nine performance categories and Exceeds Requirements in the remaining eight. I recommend that he receive any pay increase that he is due. I look forward to working with Acting Captain Ballantine as he continues to grow into his role as a Division Commander.

RE: Follow up to HRRT Division Meeting

Sharntel Sutton <sharntel.sutton@alexandriava.gov>

Fri 9/16/2022 4:06 PM

To: Valerie Correa <Valerie.Correa@alexandriava.gov>; Marcus Downey <Marcus.Downey@alexandriava.gov>; Shakita Warren <Shakita.Warren@alexandriava.gov>; Shareen Garner <Shareen.Garner@alexandriava.gov>; Michelle Newaldass <Michelle.Newaldass@alexandriava.gov>; Leah Hickman <Leah.Hickman@alexandriava.gov>; Cynthia Hurley <Cynthia.Hurley@alexandriava.gov>; Jennifer Rivas <jennifer.rivas@alexandriava.gov>; Matthew Parker <Matthew.Parker@alexandriava.gov>; Brian Thompson <Brian.Thompson@alexandriava.gov>; Christian Stanton <Christian.Stanton@alexandriava.gov>; Benjamin Berlin <Benjamin.Berlin@alexandriava.gov>
Cc: Shannon Soriano <Shannon.Soriano@alexandriava.gov>

Good afternoon All –

Just an update to the reorg. Per Chief Hayes, effective tomorrow, 9/17, Lt. Downey will be the Acting Captain of Training and Recruitment.

As previously stated, Chief has split the HRRT Division. Going forward, reporting structure will go as follows:

- Human Resources and Civilian Recruitment and related functions will continue to report to me.
- Training and Sworn Recruitment and related functions will report to Lt. Downey.
- HR, Recruitment (sworn and civilian) and Training will still fall under Acting Asst Chief Soriano.

I do not know how office locations will be impacted at this time. If there are any changes, I will keep you posted. If you have any questions, please feel free to reach out. Thanks and have a great weekend!

~Sharntel

*Division Chief, HR & Labor Relations
Alexandria Police Department*

From: Sharntel Sutton

Sent: Thursday, September 15, 2022 10:57 AM

To: Valerie Correa <Valerie.Correa@alexandriava.gov>; Marcus Downey <Marcus.Downey@alexandriava.gov>; Shakita Warren <Shakita.Warren@alexandriava.gov>; Shareen Garner <Shareen.Garner@alexandriava.gov>; Michelle Newaldass <Michelle.Newaldass@alexandriava.gov>; Leah Hickman <Leah.Hickman@alexandriava.gov>; Cynthia Hurley <Cynthia.Hurley@alexandriava.gov>; Jennifer Rivas <jennifer.rivas@alexandriava.gov>; Matthew Parker <Matthew.Parker@alexandriava.gov>; Brian Thompson <Brian.Thompson@alexandriava.gov>; Christian Stanton <Christian.Stanton@alexandriava.gov>; Benjamin Berlin <Benjamin.Berlin@alexandriava.gov>

Cc: Shannon Soriano <Shannon.Soriano@alexandriava.gov>

Subject: Follow up to HRRT Division Meeting

Good Morning All –

Sending this email as a follow up to the Division Meeting held on Monday, 9/12. A few points I wanted to reiterate, especially for those who were not able to log on to the meeting. If you have any questions about anything discussed or the information below, please feel free to reach out to me directly. Thanks!

Core Hours and Calendars

- *HRRT Standard Office Hours*
 - 8am – 4:30pm, Mon – Fri
 - Offers more flexibility outside of core hours
- *HRRT Core Hours*
 - 9:30am – 3:30pm, Mon – Fri
 - Offices must be staffed during these times

Holiday Scheduling (Thanksgiving and Christmas Holiday)

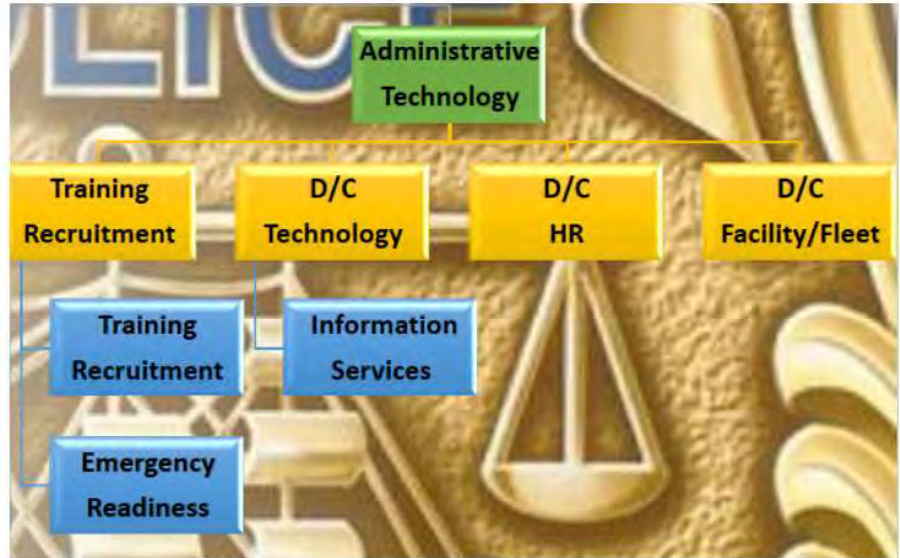
- Submit holiday requests directly to Division Chief via email by **FRIDAY, OCTOBER 14th**
- Approvals will be sent before the end of October.

- **Arrangement only for holiday leave for Thanksgiving and Christmas Holiday.**
- Staffing needs have to be met
- *Exception* for Range and Academy Staff – Submit to direct supervisor.
- **Your request must include:**
 - Days/Dates you are requesting off
 - First and Second Preference between Thanksgiving and Christmas
 - Travel already scheduled? Include proof of confirmed travel plans for consideration.
 - Past arrangements will be considered

Chief's Department Reorganization

Chief's Reorganization

- New Assistant Chief (sworn) of Administration and Technology
- Acting Asst. Chief, Shannon Soriano
- Split of HR, Recruitment and Training



Sharntel Sutton

Division Chief, HR & Labor Relations

Alexandria Police Department

3600 Wheeler Ave, Alexandria, VA 22304

Office 703.746.6732

Cell 703.346.1483

sharntel.sutton@alexandriava.gov

Human Resources | Recruitment | Training

Pronouns: She, Her, Hers

"Have the most amazing day, and if you can't, don't you dare go messing up somebody else's." ~Tabitha Brown

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FW: Training/Recruitment/Readiness - Chain of Command

[REDACTED]

From: Michelle Newaldass
Sent: Thursday, October 6, 2022 10:01 AM
To: Marcus Downey <Marcus.Downey@alexandriava.gov>
Cc: Shannon Soriano <Shannon.Soriano@alexandriava.gov>
Subject: RE: Training/Recruitment/Readiness - Chain of Command

Ok, thanks for letting me know.

From: Marcus Downey <Marcus.Downey@alexandriava.gov>
Sent: Thursday, October 6, 2022 3:26 AM
To: Michelle Newaldass <Michelle.Newaldass@alexandriava.gov>
Cc: Shannon Soriano <Shannon.Soriano@alexandriava.gov>
Subject: FW: Training/Recruitment/Readiness - Chain of Command

Good morning, Michelle. Per the email below, please stop my acting captain pay.

Thanks,
Marcus

Lieutenant Marcus Downey
Training & Recruitment Section
Alexandria Police Department
3600 Wheeler Avenue, Alexandria, VA 22304
Office: 703.746.6790 Cell: 571.221.4828 / Marcus.Downey@alexandriava.gov
alexandriava.gov/police / [Twitter](#) / [Facebook](#)

[Join our Team @ JoinAPDVA.com](https://www.joinapdva.com)

From: Shannon Soriano <Shannon.Soriano@alexandriava.gov>
Sent: Wednesday, October 5, 2022 12:31 PM
To: Edward Milner <Edward.Milner@alexandriava.gov>; Marcus Downey <Marcus.Downey@alexandriava.gov>
Subject: Training/Recruitment/Readiness - Chain of Command

Gentlemen,

Please be advised that effective today, per Chief Hayes, I will be resuming command over Emergency Readiness. Lt. Downey will resume his duties as the Lieutenant over Training & Recruitment. Lt. Milner will continue as the Lieutenant over Emergency Readiness. I will continue to be Acting Assistant Chief over ASB and you both will report directly to me. Please advise your staff of this change.

I personally want to thank you both for all of the hard work that you continue to do. This change is in no way a reflection of your work, it is merely an administrative change.

As always, I am always here to assist you in any way possible.

EXHIBIT 31

Acting Assistant Chief Shannon T. Soriano
Administrative & Technology Bureau
Alexandria Police Department
703-746-1985 - Office

REPORT OF GRIEVANCE

CITY OF ALEXANDRIA

NAME Delton Goodrum	POSITION TITLE Police Officer/Lieutenant	ORGANIZATION (DEPT/DIV/OFFICE) Alexandria Police Department	
WORK LOCATION (BLDG/CENTER) 3600 Wheeler Ave.	WORK TELEPHONE NO. x6756	OCCURRENCE DATE ongoing 9-19-22	STEP 1 DISCUSSION DATE 10/11/2022

STATE NATURE OF GRIEVANCE
See the attached supplement.

REMEDIAL ACTION DESIRED
See the attached supplement.

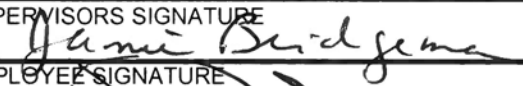

EMPLOYEE SIGNATURE 	DATE 10/12/2022
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STEP 2 SUPERVISORS WRITTEN RESPONSE

DATE RECEIVED 10/12/2022	DATE HEARD 10/12/2022	DATE REPLIED 10/12/2022
------------------------------------	---------------------------------	-----------------------------------

REPLY

AFTER A MEETING AND CONVERSATION WITH LIEUTENANT DELTON GOODRUM, WE BOTH AGREE THAT I DO NOT HAVE THE AUTHORITY TO PROVIDE A REMEDY TO THIS GRIEVANCE MATTER.



SUPERVISORS SIGNATURE 	DATE 10/12/2022
EMPLOYEE SIGNATURE 	DATE 10/12/2022

STEP 3 APPEAL TO DEPARTMENT/OFFICE HEAD

DATE RECEIVED 10/14/22	DATE HEARD 10/31/22	DATE REPLIED 11/7/22
----------------------------------	-------------------------------	--------------------------------

DEPARTMENT/OFFICE HEAD DECISION

I have determined this to be a non-grievable matter. At the appropriate time an Eligible candidate will be promoted from the Eligible List. No one has been promoted that violates any promotional policy of the A.R. on Police Directives.

DEPT/OFFICE HEAD SIGNATURE 	DATE 11/7/22
EMPLOYEES SIGNATURE 	DATE 11/7/22

STEP 4 APPEAL TO CITY MANAGER

DATE RECEIVED	DATE HEARD	DATE REPLIED
---------------	------------	--------------

SEE ATTACHED RESPONSE

RESET

CONFIDENTIAL

EXHIBIT 32

City.Docs.00396



SUPPLEMENT TO GRIEVANCE OF LT. DELTON GOODRUM

October 12, 2022

Captain Jamie Bridgeman
Alexandria Police Department
3600 Wheeler Avenue
Alexandria, VA 22304

RE: Step 1 Grievance regarding Captain Promotion Process
for the Alexandria Police Department
Grievant: Lt. Delton Goodrum

Dear Captain Bridgeman:

On behalf of my client, Lt. Delton Goodrum, this letter outlines the basis of Lt. Goodrum's grievance regarding the Captain Promotion Process. Specifically, this grievance challenges the Chief's failure to promote from the current Eligibility List for Captain.

This matter involves the failure to promote, including that the Chief has failed to follow and/or failed to apply fairly the City's and Department's promotional policies and procedures. Currently, there is at least one open Captain position that has not been filled, and there is a valid Eligibility List from which the Chief must appoint a candidate. This failure to promote from the current Eligibility List is a clear violation of policy.

Background

The promotional process for Captain was advertised in August 2020 and took place in October 2020. The Department forwarded Lt. Goodrum the results of the process on or about December 21, 2020. Two different grievances were filed regarding the process, and the grievances were resolved by way of a settlement agreement dated December 14, 2021 (the "Settlement Agreement"). The Settlement Agreement states that the Eligibility List is in effect until December 18, 2022, that the Chief may extend the Eligibility List, and that the Chief will appoint an individual from the Eligibility List to fill open Captain positions. The Settlement Agreement's language is consistent with Department policy, City Administrative Regulations, and the process announcement.

Since the time the Eligibility List has been valid, at least two Captain positions have opened. Months ago, the Chief indicated that he would promote from the list to fill the positions. Since that time, the Chief has promoted only one individual from the Eligibility List to fill only one of those positions. A second position remains open and unfilled.

The Chief is currently reorganizing the Department. This reorganization is imminent and will continue to require eight Captains. The Chief nonetheless has failed to promote the eighth Captain spot, which remains unfilled. Additionally, once the ongoing Assistant Chief promotion process is complete, yet another Captain position may be open.

Under City and Department policy, and consistent with the Settlement Agreement, the Chief must promote from the current Eligibility List. The City Administrative Regulations and the Police Department's Sworn Promotions Directive state: "Candidates will be appointed from the eligibility list...." A.R. 6-26 (VI) (emphasis added); Directive 4.21.05(I) (emphasis added).

As to Lt. Goodrum's decision to bring this grievance and his qualifications to be the one promoted, he is highly respected in the Department. Lt. Goodrum is approaching his twenty-seventh year of service and has served as Lieutenant for eight of those years. He performed remarkably well during the promotional process. Of the candidates remaining on the Eligibility List, Lt. Goodrum achieved the highest score. On his most recent annual evaluation dated April 13, 2022, Lt. Goodrum earned the highest rating level of "Outstanding" in every single one of the seventeen performance factor categories, and then Acting Chief Donald Hayes concurred with the evaluation and his supervisor's recommendations. As the only Black candidate, Lt. Goodrum would bring much needed diversity to the Department's command staff. Additionally, Chief Hayes has previously mentioned his desire to promote Lt. Goodrum.

Recently, the Chief named an Acting Captain, filling that position with an individual who did not sit for the Captain promotion process and who is therefore not named on the Eligibility List. Moreover, that individual is not yet eligible to sit for the Captain promotion process. This action demonstrates an intent to ignore the current Eligibility List.

Violations of Policy

The proper application of personnel policies, procedures, rules, and regulations is grievable under A.R. 6-21(IV)(A)(2). Additionally, the failure to promote is grievable when the failure is a violation of promotional policies and procedures, or when those policies and procedures are not applied fairly. A.R. 6-21(IV)(B)(3).

The City Administrative Regulations and the Police Department's Sworn Promotions Directive state: "Candidates will be appointed from the eligibility list...." A.R. 6-26 (VI) (emphasis added); Directive 4.21.05(I) (emphasis added). The Settlement Agreement is consistent with these policies and requires the Chief to appoint from the Eligibility List.

Remedy Sought

The Chief should appoint a new Captain from the Eligibility List for the current position, and for any other Captain position that may open during the pendency of this grievance and/or the validity of the Eligibility List. Being that Lt. Goodrum is the most qualified candidate, Lt. Goodrum respectfully requests that the Chief appoint him to the position of Captain. Lt.



Goodrum would additionally seek backpay (as of the time that the current open Captain spot became available), along with any other compensation and benefits that would make him whole in every way.

The Eligibility List should be extended, unless exhausted, for the maximum time of thirty-six (36) months from date of issuance consistent with A.R. 6-26(IV), the Settlement Agreement, and the long-standing policy and past practices of the Department. That time frame should be tolled from the initiation of this grievance through the conclusion of this grievance.

We reserve our right to revise or supplement this grievance and the remedial action desired with further evidence, facts and arguments as the grievance progresses.

If you have any questions or concerns regarding this notice, please do not hesitate to contact me at 703-548-1915 or heidi@meinzerlaw.com.

Sincerely,

A handwritten signature in black ink, appearing to be 'Heidi Meinzer', with a long horizontal flourish extending to the right.

Heidi Meinzer
Counsel to Lt. Delton Goodrum



Memo 12/10/22

**CITY OF ALEXANDRIA
PERSONNEL ACTION FORM**

EFFECTIVE DATE OF ACTION:

12/10/2022

12/10/22

EMPLOYEE NUMBER 48815	EMPLOYEE NAME NEWCOMB, JERRY	HIRE DATE 8/26/1996	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/ POLICE LIEUTENANT	Job Code/Title:	2013/ POLICE CAPTAIN	
Grade / Step :	197 / 18	Grade / Step :	22 / 18	
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	4065 / POLICE LIEUTENANT	Position# / Title:		
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$72.05 / \$140,862.70	Hrs/Hrly Rate/Ann Sal:	80 HRS / \$83.405 / \$173,482.92	
Probation Begin / End:	-	Probation Begin / End:	12/10/2022-12/09/2023	
Next Review Date:	10/28/2023	Next Review Date:		
Location/Code:	POLICE-FIELD OPERATIONS BUREAU / 5503	Location/Code:		
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:		Supervisor:		

JOB ASSIGNMENT INFORMATION

Primary Org/Obj/Proj:	11550439 / 51101 /	Primary Org/Obj/ Proj:	
Current Allocations		New Allocations	
Allocation 1	/ / / 0.000%	Allocation 1	
Allocation 2	/ / / 0.000%	Allocation 2	
Allocation 3	/ / / 0.000%	Allocation 3	
Allocation 4	/ / / 0.000%	Allocation 4	
Allocation 5	/ / / 0.000%	Allocation 5	
Allocation 6	/ / / 0.000%	Allocation 6	
Allocation 7	/ / / 0.000%	Allocation 7	

REASON FOR SEPARATION

[] RESIGNATION [] RETIREMENT [] LAY OFF [] DEATH
[] DISCHARGE _____

ADDITIONAL COMMENTS

PROMOTION TO POLICE CAPTAIN
EFF. 12/10/2022

APPROVALS

MANAGER:	DATE:	DEPARTMENT HEAD:	DATE:	HUMAN RESOURCES:	DATE:
<p><i>Ad Hayes 12/19/22</i></p>					



Don Hayes
Chief of Police

City of Alexandria, Virginia
Department of Police
3600 Wheeler Avenue
Alexandria, Virginia 22304
alexandriava.gov



Telephone 703.746.4700

12/10/2022

Jerry H. Newcomb
13811 Rosewood DR.
Woodbridge, VA 22193

Dear Captain Newcomb,

This letter is to congratulate you on your promotion to Police Captain in the Alexandria Police Department. Commencing December 10th, 2022, you will be promoted to the position of Police Captain to perform the services, functions, and duties assigned to you as prescribed in accordance with your job classification. You will receive the same salary, fringe benefits package, and employee rights as other employees in the same pay classification plan performing similarly assigned services, functions, and duties for the Police Department. Your annual salary is \$173,482.92 (22/18) and you will serve a probationary period of twelve months.

As an employee of this Department, you must agree to abide by the Police Department's Written Directives, Standard Operating Procedures, City Administrative Regulations, and other lawful directives and orders as they apply to your position. These materials are available for review at your request prior to your acceptance of this offer.

Finally, you must agree to carry out your duties impartially, to the best of your ability, and do not discriminate against any person because of their race, religion, gender, sexual orientation, or country of national origin.

Please sign this original letter indicating your acceptance of this offer and your willingness to honor the provisions cited above. If you should have any questions, concerning your appointment please contact Acting Assistant Chief Shannon Soriano at 703-746-1985.



Don Hayes
Chief of Police

City of Alexandria, Virginia
Department of Police
3600 Wheeler Avenue
Alexandria, Virginia 22304
alexandriava.gov



Telephone 703.746.4700

Sincerely,

A handwritten signature in blue ink that reads "Don Hayes".

Don Hayes

Chief of Police

I have read this letter and I agree to accept the provisions cited above.

A handwritten signature in blue ink that reads "Jerry A. Nunez".

Signature

12/19/23
Date

e a r a o ce De artme t m o ee

F	S		S	D S	T DT	D DT
L SL , MO CA	1 1			C M AL S A O D S O	01 14 2002	1 14 2002
A D AS, D S	1 2		M	PA OLD S O H	07 10 2000	7 10 2000
COM , J	1722		M	PA OLD S O H	0 2 1	2 1
D MA , JAM S	1721		M	PA OLD S O O	0 2 1	2 1
ALLA , CO	1		M	COMM A M D S O	07 10 2000	7 10 2000
LAD SLA ,	1 2		M	C M AL S A O D S O	01 14 2002	1 14 2002
SO A O, SHA O	1407			COMM A M D S O	02 22 2001	2 22 2001

City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 6, 2022

TO: DON HAYES (THROUGH CHANNELS)
CHIEF OF POLICE

FROM: SERGEANT JEFF HARRINGTON *11/12/23*
OFFICE OF EXTERNAL AFFAIRS AND PROFESSIONAL
RESPONSIBILITY

COMPLAINT ONE: MS22-007
DELTON GOODRUM
LIEUTENANT
SERIAL [REDACTED]
DES: [REDACTED]

COMPLAINANT:
[REDACTED]

The purpose of this memorandum is to provide an investigative summary into the allegations against Lieutenant Delton Goodrum enumerated below. This memorandum is not intended to include each and every fact of the investigation, but merely serves as a synopsis of the basis for and results of the investigation. For a more detailed account of any record or interview referenced below, please see supporting documentation contained within the electronic case file. When excerpts of interviews are referenced, the corresponding time stamp is included.

I. SUMMARY OF COMPLAINT

[REDACTED]

II. INVESTIGATION

Background

[REDACTED]

[REDACTED]

Alexandria Police Department

Miscellaneous Report

Incident Details

Date Received 11/04/2022

Entered By Lieutenant Jeff Harrington - 2223

Date/Time of Occurrence 11/02/2022 19:30

Date/Time Entered 11/16/2022 15:58

Record ID Number 10642

APD Case Number —

II Tracking Number MS22-007

Alexandria PD [Pending assignment]

BlueTeam Assigned

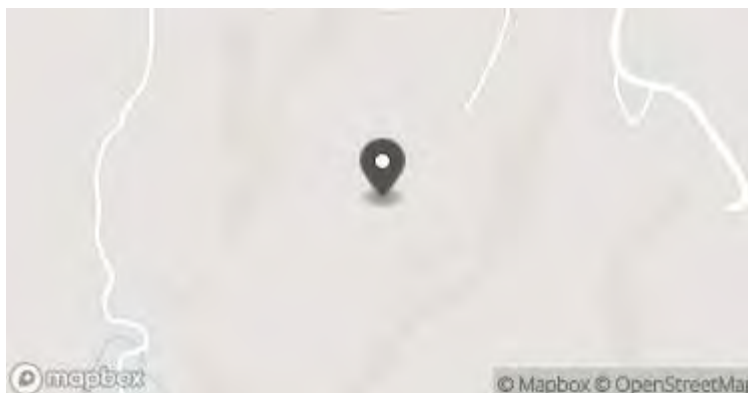
Investigator

IAPro Assigned Lieutenant Jeff Harrington

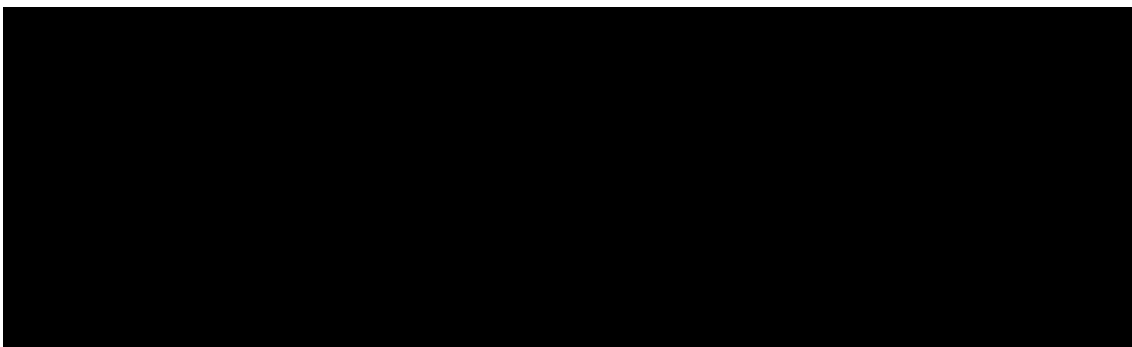
Investigator

Incident Location

Location of Occurrence —



Incident Summary



Reporting/Involved Citizen



Date of Birth —

Gender —

Race —

Ethnicity —

Role —

EXHIBIT 36

Address

Phone Numbers

Email

Additional Snapshot Data

Homeless at time of involvement

Perceived Limited English

Sexual Orientation

Experiencing Mental Crisis (Officer Assessment)

Armed at Time of Incident

Primary Language

Gender Expression

Experiencing Mental Crisis (Self Reported)

Involved Employees

Lieutenant Delton Goodrum - 1710

(Data at the time of incident)

Assignment Lieutenant Criminal Investigations Bureau/Special Investigations Division//Crime Scene Investigations Unit/Technical Investigations Section

Role

Height

Weight

Additional Snapshot Data Officer was off-duty Unknown

Officer was employed off-duty Unknown

Officer was in uniform Unknown

Involved Employees

Unknown Employee

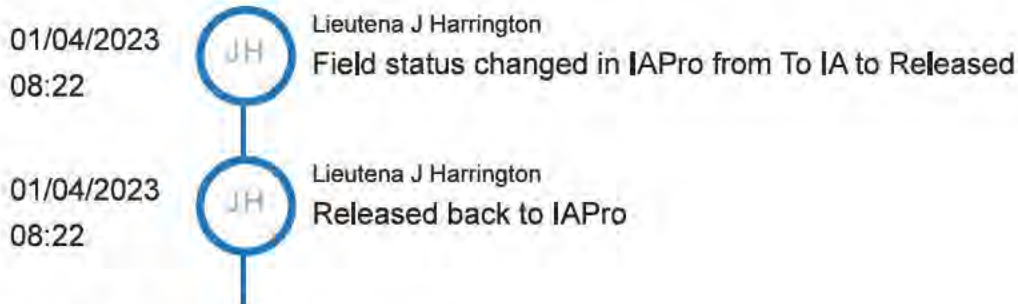
(Data at the time of incident)

Role —
Height —
Weight —

Attachments

Date Attached	Attachment Type
11/16/2022	MOV
12/06/2022	pdf
11/16/2022	MOV
11/16/2022	pdf
12/06/2022	pdf
12/06/2022	pdf
11/16/2022	pdf
12/06/2022	mp4
11/30/2022	mp4
12/07/2022	pdf
11/16/2022	m4a
11/16/2022	MOV

Assignment History



Chain of Command History

12/07/2022
15:59



Police Sergeant Jeff Harrington » Captain Christopher Wemple
Sir,

For your review.

Thank you,

Jeff

12/14/2022
10:55



Captain Christopher Wemple
Concur - no policy violation

Signature Line

12/14/2022
10:55



Captain Christopher Wemple » Acting Assistant Chief of Police Dennis
Andreas

Hi, Dennis, please review and indicate finding. Thanks!

12/22/2022
15:23



Acting Assistant Chief of Police Dennis Andreas
CONCUR - No policy violations

Signature Line

12/22/2022
15:23



Acting Assistant Chief of Police Dennis Andreas » Chief of Police
Donald Hayes
Chief,

For your review.

01/03/2023
17:54



Chief of Police Donald Hayes
After reviewing the report there is no violation of policy or
law. The appropriate authorities responded to the scene,
investigated the situation and no report was completed.
This case is terminated.

Signature Line

01/03/2023
17:54



Chief of Police Donald Hayes » Police Sergeant Jeff Harrington (Police Sergeant Aloysius Asonglefac)
After reviewing the report there is no violation of policy or law. The appropriate authorities responded to the scene, investigated the situation and no report was completed.

01/04/2023
08:19



This case is terminated.
Police Sergeant Jeff Harrington
[Forward to OPR by Police Sergeant Jeffery Harrington]

Signature Line

Assigned Investigator Signature Line

[Pending assignment]

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
ALEXANDRIA DIVISION**

DELTON GOODRUM,

Plaintiff,

V.

CITY OF ALEXANDRIA, a municipal
Corporation of Virginia,

Defendant.

Case 1:24-cv-01111-PTG-WEF

AFFIDAVIT OF YON LAMBERT

1. I am over 18 and competent to testify to the matters contained in this affidavit.
2. I am a Deputy City Manager for the City of Alexandria, overseeing various agencies, including the Police Department. I have been in this role since September 2022, and have worked for the City since 2006.
3. In December 2022, shortly before he promoted Jerry Newcomb to Captain, Chief Hayes called me on the phone to discuss his decision. He mentioned that there were pending disciplinary investigations into Lt. Goodrum and another candidate for Captain. We agreed it was best not to consider any candidate for promotion who was under investigation. Chief Hayes then told me that his choice was Jerry Newcomb, and I told him that I approved of his choice.

I, Yon Lambert, HEREBY SWEAR OR AFFIRM THAT THE FOREGOING
IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND INFORMATION.

Yon Lambert

COMMONWEALTH OF VIRGINIA
CITY OF ALEXANDRIA:

Subscribed and sworn before me, a Notary Public for the city and state identified
above, by Yon Lambert on this 10th day of February, 2025.

My commission expires: 12/31/2028
Kathleen M. Satchell

