



Guidance for First Line Managers and Second Line Managers

Sergeant Promotion Process 2026

Introduction

The promotion process to the rank of Sergeant has been updated to include a combined application form. This change affects how your application will be endorsed, please follow the steps outlined below carefully.

Applicants will be required to obtain support or non-support from their First Line Manager and their Second Line Manager

Once the application period has closed, Talent will facilitate for Superintendents to review each form and add their support/ non-support.

All applications will be moderated by a panel consisting of Chief Superintendents and Senior HR representatives.

When applications open

We expect that there a significant number of applications for this process. We suggest that to manage the flow of applications requiring your commentary, you set deadlines for your officers to submit their applications to you.

Application Process Overview

Applicants will be required to answer the following question:

Based on the Sergeant role profile, what skills, experience, and leadership qualities do you possess that make you a suitable candidate for the role? (500 words maximum).

Responses must contain evidence and examples against the qualities of the College of Policing Professional Profile for the rank of Sergeant to demonstrate readiness for the next rank.

All evidence supplied must be corroborated.

First Line Manager and Second Line Manager

- It is your responsibility to review the responses submitted and share your own knowledge of the applicant's leadership skills and operational experience, and whether they are ready to operate effectively at the Sergeant rank.
- You must also confirm the applicant's Talent Descriptor (from their most recent MyMax review) or your own PDR mechanism if an external applicant.
- You will be asked to review, using the applicant's answer and your knowledge of their performance, several criteria that demonstrate readiness for the next rank. In this section, please tick the 'yes' or 'no' box and supply a short rationale for your choice.
- You will then be asked, based on your answers above, if you are supporting or not supporting the applicant for NPPF Step Three.
- You must advise the applicant if you are supporting or not supporting them in this process. If you are not supporting the applicant, be clear with your rationale and offer support and guidance in development.
- Applicants are encouraged to submit their application form if they do not receive support, as applications will be moderated for fairness and consistency.
- If you have been the applicant's Line Manager for less than 12 weeks, it is expected that you will discuss the application with their previous first line manager and include their commentary in your rationales.
- Once the deadline has passed, all applications will be forwarded to the relevant Superintendent for review.

For fairness and transparency, we ask that applicants submit their application forms if they have not been supported. Please encourage any applicants that you do not support to submit as per the request. We also encourage you to offer support, guidance and feedback to any candidates you do not support.

Important Dates

- **Opening Date:** 1st September 2026
- **Closing Date:** 15th September 2026

Candidates are responsible for ensuring that their application includes all necessary endorsements, and their form is submitted before the closing date.

Please ensure that the candidate sends their application form to talent@westmercia.police.uk

All required levels of management should return their comments promptly to avoid delays.

To manage the flow of submissions, we suggest that Line Managers and Second Line Managers set and share a deadline for officers to send their application to them.

This guidance is designed to ensure a consistent and fair evaluation of all candidates.

Please adhere strictly to the process and timelines outlined above.