

# La Plata Police Department - General Orders

	Title: <b>Promotion</b>		Order #: <b>414</b>	
	Effective Date: September 1, 2014	Review Date:		
	Original Issue: <input checked="" type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds			
Approved by: <b>Chief Carl Schinner</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard: 34.1.1 34.1.2 34.1.3 34.1.4 34.1.5 34.1.6 34.1.7			Pages: 6	

**01 POLICY:** Promotion denotes vertical advancement in the organizational structure from one rank or position to another, usually accompanied by an increase in responsibility and salary. It is the policy of the La Plata Police Department to use an accurate and valid process in selecting sworn officers for promotion.

**02 PURPOSE:** To establish policies and procedures for the promotion of sworn personnel in the Department. This Order will serve as a manual governing the promotion process.

**03 PROMOTIONAL PROCESS RESPONSIBILITY:**

**A.** The promotional process is the responsibility of the Office of the Chief of Police (OCP).

1. It is the responsibility of the OCP to: (CALEA 34.1.1)
  - a. Establish a testing schedule;
  - b. Select the officer(s) for promotion;
  - c. Ensure that the promotional materials are secured from unauthorized access when not in use. (CALEA 34.1.3.h)
2. Department responsibilities. It is the responsibility of the OCP, to ensure the following: (CALEA 34.1.1)
  - a. Administer and score promotional exams and assessment centers, if used. If an assessment center is used, it will: (CALEA 34.1.3.b & c)

- i. Measure dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job task analysis.
- ii. Use multiple assessors who are trained to participate in an assessment center.
- iii. Use techniques designed to provide information which is used in evaluating the dimensions, attributes, or qualities previously determined.
- iv. Use multiple assessment techniques.
- v. Base judgments resulting in an outcome on information and techniques observed by and/or presented to the assessors.
- vi. Require assessors to observe and identify performance and subsequently evaluate that performance after the exercise is complete.
- vii. Use a form or forms to record and document the observations of assessors at each stage of the process.

- viii. Provide participants, upon request, with feedback concerning the dimensions, ratings and recommendations of the center.
    - b. Ensure compliance with applicable legal requirements.
  - 3. The Department will notify all eligible officers that a promotional vacancy exists.
- B.** The authority and responsibility for coordinating and administering the Department's role in the promotional process shall lie with the OCP. (CALEA 34.1.2)
- 04 PROMOTIONAL ANNOUNCEMENT AND ELIGIBILITY LISTS:** (CALEA 34.1.5)
- A.** Announcement posting. Promotional announcements shall be posted on the Department bulletin board(s) at least thirty (30) days before the process is to begin. These announcements shall include:
- 1. A schedule of dates, times and locations of all elements of the process, if immediately available.
  - 2. A description of eligibility requirements. (CALEA 34.1.6.c)
  - 3. A list of reading materials to assist in preparing for the test, if applicable.
  - 4. A description of the process to be used in selecting personnel for vacancies.
  - 5. The cut-off date for signing up to participate in the process.
- B.** Interest memorandum. Through the chain-of-command, eligible officers wishing to participate in the promotional process shall submit a memorandum of interest to the Chief of Police.
- C.** Confirmation notice. Upon verification of eligibility, officers will receive a notice of receipt from the Office of the Chief.
- D.** Final results. Officers successfully completing all phases of the process shall be notified in writing of such.
- E.** Eligibility list. The names of those officers who have successfully completed each step of the promotional process for the ranks of Corporal, Sergeant or Lieutenant will be placed on an eligibility list.
- i. Note: Since the rank of Police Officer First Class (PFC) is not competitive, there is no eligibility list. These officers become eligible to participate in the promotional process upon meeting all qualifications.
  - ii. An eligibility period shall be established for all ranks between Corporal and Lieutenant. This eligibility period begins on the date the Chief of Police, or his/her designee, posts an official notice announcing the beginning of a promotional period. Officers must have obtained necessary time in grade before the beginning of the eligibility period in order to partake in the process.
  - iii. The names of successful candidates will be placed on an eligibility list which extends for a period of two years from the completion of the testing process. The date for the completion of the testing process will be the date the Chief of Police, or his/her designee, posts an official announcement notifying candidates of their scores. The last four digits of each candidate's social security number, or some other identifier, may be used in order to protect the privacy of each candidate. (CALEA 34.1.6d)
  - iv. The names of officers who will fill promotional vacancies will be selected from the list until the list becomes exhausted, or until the Chief of Police determines the individuals

named on the list are no longer eligible.

- v. The Department reserves the right, but is not obligated to administer additional promotional processes if vacancies exist and lists have been exhausted. If this does occur, a new eligibility period for that process will be announced. (CALEA 34.1.3f)
- vi. The Department is not obligated to administer a promotional process if no vacancies exist, or if the Chief determines the individuals named on the list are no longer eligible.

**05 PROMOTIONAL PROCESS GUIDELINES AND QUALIFICATIONS:**

- A.** The promotional potential of a candidate shall be based on length of service with the Department, related training, ability and past performance. (CALEA 34.1.3.a)
- B.** The following applies to advancement for Police Officer First Class (PFC):
  - 1. Immediately preceding the eligibility period for the promotional process, each candidate must have served at least two-years at the rank of police officer to become a PFC.
  - 2. Must have a written recommendation from the immediate supervisor.
  - 3. Must meet all requirements as listed in the approved job description; and,
- C.** Promotional process for the rank of Police Officer First Class (PFC):
  - 1. Includes all of 05.B;
  - 2. Written test covering items taken from any and/or all of the following sources:
    - a. Maryland Criminal Digest;

- b. Maryland Transportation Article;
- c. Town Code;
- d. Written Directives; and/or,
- e. Questions involving generally accepted police practices, knowledge and experience.

**D. Administration of Non-Competitive Promotional Exams:**

- 1. When there are eligible sworn employees, non-competitive promotional exams will be administered twice a year, in the spring and fall.
- 2. Exams will be administered only once a testing cycle at the convenience of the OCP or his/her designee with consideration given to the eligible officers work schedule.
- 3. All exams will be proctored by a police department employee and an integrity script will be read prior to testing.
- 4. Unless otherwise approved by the OCP or his/her designee, no phones, other electronics, notes, books or other instruments that could aide applicants with answers will be allowed in the testing area.
- 5. A minimal passing score of 70% must be obtained. Applicants that fail the exam may retake the test the next time it is offered, without retroactive compensation.

**E. Promotional Process for the rank of Corporal (Cpl.):**

- 1. Must be off Police Officer First Class probation.
- 2. Written exam from selected reading materials; and

3. Oral board presentation.
- F. Promotional Process for the rank of Sergeant (Sgt.):**
1. Must be off Corporal probation; and,
  2. Assessment Center; and/or
  3. Written exam from selected reading materials: and/or,
  4. Oral Board presentation.
- G. Promotional process for the rank of Lieutenant (appointed):**
1. Must be off Sergeant probation;
  2. Must meet all requirements as listed in the approved job description;
  3. Associates degree, or completion of at least sixty (60) college credit hours from an accredited college or university with major course work in law enforcement or a related field; and, at least two of the following: (Effective 3/1/2017)
    - a. Chief's review of applicant's personnel files;
    - b. Candidate prepared resume; and/or,
    - c. A one-on-one interview with the Chief of Police.
- H. Promotional process for the rank of Captain (appointed): (Future)**
1. Currently hold the rank of lieutenant;
  2. Must meet all requirements as listed in the approved job description;
  3. Associates degree, or completion of at least sixty (60) college credit hours from an accredited college or university with major course work

in law enforcement or a related field; and, at least two of the following: (Effective 9/1/2017)

- a. Chief's review of applicant's personnel files;
- b. Candidate prepared resume; and/or,
- c. A one-on-one interview with the Chief of Police.

**I. Promotional process for the rank of Chief of Police:** The Chief of Police is appointed by the Town Manager.

**06 PROMOTIONAL SELECTION:** Upon completion of the testing process, the names of officers seeking a position at a non-appointed, competitive rank will be placed on a Promotional Eligibility List. This list will be ranked by score, enabling a rank order of candidates from top to bottom. Those selected for promotion will be chosen from this list. The last four digits of each candidate's social security number, or some other identifier, may be used in order to protect the privacy of each candidate. (CALEA 34.1.6b & e)

When making his final selection, the Chief of Police reserves the right to utilize a "Rule of Three" to decide which candidate(s) to promote. In reviewing the Promotional Eligibility List, the three top scoring candidates will be given first consideration. If a selection is to be made, the Chief will choose from this list of three. Once a selection has been made, the name of the next highest scoring candidate on the list will be elevated to the top three to be considered when making the next selection for promotion. This process will continue until the list either expires or becomes exhausted.

The following formula will be used to calculate the total score for each candidate: (CALEA 34.1.6a)

<b>Police Officer First Class</b>	
Written exam	100%
<b>Corporal</b>	
Written exam	50%

Oral Board 50%

**Sergeant**

If an assessment center is used:  
Assessment Center 100%

If a written exam and oral board are used:

Written Exam 50%  
Oral Board 50%

Non-Discriminatory Selection  
Criteria: (CALEA 34.1.4)

1. Performance review (includes personnel files and review of internal affairs history).
2. Job experience;
3. Test scores;
4. Assessment center results, if used;
5. Oral Board results, if used;
6. Demonstrated ability to promote the Department's community oriented policing philosophy;
7. Demonstrated leadership ability; and,
8. Demonstrated ability to promote the Department's Mission and Values Statement.

**07 TESTING:** All written testing materials shall be administered and scored by the Operations Commander or his/her designee. Written tests for competitive ranks may be contracted through a reputable private entity, which can verify validity, utility and minimum adverse impact. (CALEA 34.1.4)

- A.** Results of an assessment center, if used, shall be assigned a numerical score.
- B.** The Oral Board, if used, will assign a numerical score to the results of the oral presentation.

**C.** All testing materials will be combined to form an overall score for each candidate. (CALEA 34.1.6. a & b)

**08 Oral Board:** The oral board members, if used, shall be provided by area allied agencies when available. (CALEA 34.1.3.d)

**A.** The Oral Board shall be designed to measure personal attributes necessary for the officer to adequately function in the promotional position.

**B.** When possible, attempts will be made to use the same oral board panel for each candidate.

**C.** In the event the number of applicants is the same as or less than the number of vacant competitive positions to be filled during a particular promotional cycle, the Chief of Police may opt to eliminate the testing phase for those affected ranks and make his or her promotional decisions based on promotability recommendation and management review.

**09 NOTIFICATION:** The officer(s) selected for promotion will be notified by the Chief of Police in writing, advising of the effective date of the promotion, which the officer is to report to, and any other pertinent details.

**10 PROBATIONARY PERIOD:** Officers selected for promotion shall serve a twelve (12) month probationary period. At the end of the probationary period, their performance in the new position shall be evaluated by their immediate supervisor and a recommendation made through the chain of command to the Chief of Police as to whether the officer should: (CALEA 34.1.7)

- A.** Be granted full status in the new position.
- B.** Serve an extended probationary period during which time remedial training will be offered.
- C.** Be demoted to their former rank.
- D.**

**11. LATERAL TRANSFERS:**

- A. It is the intent of the Department to promote from within whenever possible, however if members of the candidate pool do not possess the prerequisite skills needed for a particular position(s) or rank based on an assessment by the Town Manger and/or Chief of Police a lateral entry will be considered. (CALEA 34.1.3.g)

**12. REVIEW AND APPEAL OF PROMOTIONAL EXAMS:**

- A. Officer Right of Review: (CALEA 34.1.3.e)
  - 1. Once the process has been completed, each officer has the right to review his/her scores received during the promotional process to ensure fairness and impartiality.
  - 2. Officers wishing to review any of their promotional materials should contact the OCP.
- B. Officer Right to Grieve/Appeal (CALEA 34.1.3.e)
  - 1. Any officer may grieve/appeal the results of his/her promotional examinations and processes. The grievance/appeal shall be made in accordance with Town Code.
  - 2. The grievance/appeal shall be made in writing to the OCP through the chain of command. If satisfaction is not obtained at that level, the officer may invoke the Town's grievance procedures.

**13 RE-APPLICATION and RE-TESTING: (CALEA 34.1.3.f)**

- A. If, subsequent to a grievance, it is determined there should be a retest, or a portion of the test should be re-evaluated, the Chief of Police shall cause this to be accomplished as soon as practical. If it is decided to nullify any portion of the promotional process,

there will be no need for applicants already involved in the process to re-apply.

- B. If an officer did not successfully complete portions of the testing process, he/she may participate in the portion which was ordered to be nullified. The eligibility dates for that particular process will not change.

**14 SECURITY AND RETENTION OF PROMOTIONAL FILES:**

- A. Promotional files shall be kept in a secure location and are the responsibility of the Operations Commander. (CALEA 34.1.3.h)
- B. Promotional files will be kept by the OCP for a minimum of five years.