

# Bowie Police Department - General Orders



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AUTHORITY <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS CALEA STANDARDS: 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6, 34.1.7	TOTAL PAGES 8
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**I. PURPOSE**

To establish policies and procedures for the promotion of sworn personnel in the Department. Non-sworn personnel are referred to the City Code for information on promotions. This Order will serve as a manual governing the promotion process.

**II. 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 City of Bowie Police Department to use an accurate and valid process in selecting sworn officers for promotion.

**III. PROMOTIONAL PROCESS RESPONSIBILITY**

The Deputy Chief of Police will be responsible for the administration of each promotional process, will approve each process before it is announced, will be responsible for administering each competitive part of the promotional process, and will be responsible for the security of all promotional materials. (CALEA 34.1.2)

1. It is the responsibility of the Department 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 Chief of Police or his/her designee, 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 regarding the promotional process.
3. The Department will notify all eligible officers that a promotional vacancy exists.

#### **IV. PROMOTIONAL ANNOUNCEMENT AND ELIGIBILITY LISTS: (CALEA 34.1.5)**

- A. The announcement will be placed on the Department's memo board for a period of at least ten (10) calendar days, and a copy will be sent via email to each employee. Qualified employees who are interested in applying for the vacant position shall apply to the designated office within ten (10) calendar days of the posting period unless the deadline is extended by the Chief.
- B. The Chief of Police will announce by memorandum a promotional process for each open rank and position. The memorandum will provide:
  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 the vacancies.
  5. The cut-off date for signing up for the promotional exams
- C. 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.

- D. Confirmation notice: Upon verification of eligibility, officers will receive a notice of receipt from the Office of the Chief.
- E. Final results: Officers successfully completing all phases of the process shall be notified in writing of such.
- F. 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. 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 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.
  - ii. The names of successful candidates will be placed on an eligibility list which extends for a period of one year 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 designee, posts an official announcement notifying candidates of their scores. An identifier will be assigned to each candidate, in order to protect the privacy of each candidate. (CALEA 34.1.6d)
  - iii. The names of officers who will fill promotional vacancies will be selected from the list until the list becomes exhausted.
  - iv. 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)
  - v. 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.

## V. PROCESS

- 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. All exams will be proctored by a police department employee and an integrity script will be read prior to testing.
- C. Unless otherwise approved by the Deputy Chief of Police 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.
- D. 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. The following applies to advancement for Police Officer First Class (PFC):
  - 1. Each candidate must have served at least two-years at the rank of police officer to become a PFC.

2. Must receive a satisfactory evaluation rating of three “3” or higher in all categories of the most recent annual performance evaluation.
3. Must meet all requirements as listed in the approved job description.

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

1. Must have three (3) years experience, one (1) year being with the Bowie Police Department, and completion of probation in the position of Police First Class.
2. Must receive a satisfactory evaluation rating of three “3” or higher in all categories of the most recent annual performance evaluation;
3. Written exam from selected reading materials;
4. Oral Board presentation.
5. Assessment Center
6. Must meet all requirements as listed in the approved job description.

G. Promotional Process for the rank of Sergeant (Sgt.):

1. Must have served two (2) years of service in the position of Bowie Police Department Corporal;
2. Must receive a satisfactory evaluation rating of three “3” or higher in all categories of the most recent annual performance evaluation;
3. Written exam from selected reading materials;
4. Oral Board presentation.
5. Assessment Center
6. Must meet all requirements as listed in the approved job description.

H. Promotional process for the rank of Lieutenant (Lt.):

1. Must have served three (3) years of service in the position of Bowie Police Department Sergeant;
2. Must receive a satisfactory evaluation rating of three “3” or higher in all categories of the most recent annual performance evaluation;
3. Oral Board presentation.
4. Assessment Center
5. Must meet all requirements as listed in the approved job description;

- a. Chief's review of applicant's personnel files;
- b. Candidate prepared resume.

I. Promotional process for the rank of Captain (appointed):

- 1. Currently hold the rank of Bowie Police Department Lieutenant for 2 years;
- 2. Must receive a satisfactory evaluation rating of three "3" or higher in all categories of the most recent annual performance evaluation;
- 3. Must meet all requirements as listed in the approved job description;
  - a. Chief's review of applicant's personnel files;
  - b. Candidate prepared resume,;
  - c. A one-on-one interview with the Chief of Police

J. Promotional process for the rank of Deputy Chief (appointed)

K. Promotional process for the rank of Chief of Police: The Chief of Police is appointed by the City Manager.

**VI. 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. Some numerical identifier, may be used in order to protect the privacy of each candidate. (CALEA 34.1.6b & e)

When making his/her 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)

Private First Class

Written Exam                      Pass/ Fail

Master Police Officer

Written Exam                      Pass / Fail

Corporal

Written exam                      Pass / Fail

Sergeant

Written exam                      45%

Assessment Center                55%

    \*Oral Board                    35%

    \*In Basket                    20%

Lieutenant

Assessment Center                100%

    \*Oral Board                    50%

    \*In Basket                    50%

\*Note: Must receive a written exam score of 70% or better to pass and or to advance to the assessment center. Assessment Center is comprised of the oral board and in basket.

Non-Discriminatory Selection Criteria: (CALEA 34.1.4)

1. Performance evaluation review (includes all performance appraisals, 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. Achievement Record, if used;
7. Demonstrated ability to promote the Department's community oriented policing philosophy;
8. Demonstrated leadership ability; and,
9. Demonstrated ability to promote the Department's Mission and Values Statement.

**VII. TESTING**

All written testing materials shall be administered and scored by the Deputy Chief of Police. 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)

## **VIII. 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.

## **IX. 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.

## **X. 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. During the twelve (12) month probationary period, the employee shall have the right to revert back to his or her former position if there is a vacancy in that position.
- E. If the employee is found to be unsatisfactory in the new position, notice and reason will be submitted in writing to the employee.

## **XI. LATERAL TRANSFERS**

A. Lateral entry is not allowed at any level except that of Police Officer , Private First Class, Captain Deputy Chief of Police and Chief of Police. (CALEA 34.1.3.g)

## **XII. 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 Deputy Chief of Police.

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 FOP Contract.
- 2. The grievance/appeal shall be made in writing to the Chief of Police through the chain of command. If satisfaction is not obtained at that level, the officer may invoke the City's grievance procedures.

## **XIII. 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.

## **XIV. SECURITY AND RETENTION OF PROMOTIONAL FILES**

A. Promotional files shall be kept in a secure location and are the responsibility of the Captain (CALEA 34.1.3.h)



B. Promotional files will be kept by the Personnel for a minimum of five years.