



# COLUMBIA POLICE DEPARTMENT

*"Policing Excellence through Community Partnerships"*

<b>Directive Type:</b> General Order	<b>Effective Date:</b> 04-15-2016	<b>General Order Number:</b> 04.04
<b>Subject: Promotion</b>		
<b>Amends/Supersedes: Section 04, Chapter 04, Promotion</b>	<b>Chief of Police:</b> <i>W.A. Hinkle</i>	
<b>Distribution:</b> All Personnel	<b>Review Date:</b> July 1	<b># of Pages: 6</b>

## 1.0 INTRODUCTION

The vitality of the Department is sustained through the promotion and appointment of qualified personnel to positions of increased responsibility. The Department has established standards for the evaluation and selection of candidates for promotional advancement. The promotional process will be designed to ensure fairness, encourage professional development, and facilitate the selection of qualified employees for promotion. Appointment and/or lateral entry may be utilized at the discretion of the Chief to fill positions requiring advanced degrees and/or technical expertise.

## 2.0 ELIGIBILITY FOR PROMOTION, APPOINTMENT, OR LATERAL ENTRY

**PROMOTION:** Promotion is a voluntary process in which personnel may choose to compete for advancement in rank. Personnel wishing to participate in an announced promotional process must meet the following minimum eligibility requirements and time in grade requirements as described in this directive for the specific position being sought.

Positions filled by promotion will be announced internally and shall follow the promotion process procedures established by this directive.

**APPOINTMENT:** Appointments are an involuntary transfer, made at the discretion of the Chief of Police, which is deemed to be in the best interest of the Department. Individuals selected for appointment must meet the following minimum eligibility requirements as described in this directive and the minimum educational, technical, and certification requirements as described by the City of Columbia Class (Job) Description.

Positions filled by appointment of the Chief of Police may not be announced or posted in advance.

**LATERAL ENTRY:** Lateral entry employees are new employees hired for specific positions based upon job credentials or prior work experience. Individuals selected for lateral transfer must meet the minimum educational, technical, and certification requirements as described by the City of Columbia Class (Job) Description and complete the City of Columbia/Police Department application process.

Positions filled by lateral entry will be posted by the City of Columbia Human Resources Department for internal/external applicants and shall follow the City of Columbia and departmental selection requirements.

## 2.1 Minimum Eligibility Requirements

No numerical weight shall be assigned to any eligibility requirement.

- Successful completion of all mandatory in-service training programs during their most recent annual evaluation period.
- Current firearms qualification.
- Total rating of 3.0 or higher on their most recent annual performance evaluation.
- No more than two (2) oral reprimands, one (1) written reprimand or any disciplinary suspensions during their most recent annual or current evaluation period.
- No more than one (1) accident involving a city vehicle during their most recent annual or current evaluation period where contributory negligence is indicated.
- No more than two (2) substantiated complaints during their most recent annual or current evaluation period.
- No sustained profiling complaints during the most recent or current annual evaluation period.

## 2.2 Time in Grade Requirements

The Chief of Police may wave time in grade requirements when he believes it to be in the best interest of the Department.

### Master Police Officer

Advancement to Master Police Officer is by appointment by the Chief of Police. Police Officers with two (2) or more years' time in grade are eligible for appointment to the position of Master Police Officer.

Supervisors must submit a written recommendation for appointment to Master Police Officer, through the Chain of Command, to the Chief of Police.

### Police Corporal and Police Investigator

The following personnel will be eligible to participate in the Police Corporal and Police Investigator promotional processes:

- Police Officers and Master Police Officers with three (3) or more year's cumulative time in any grade.
- Or
- Police Officers and Master Police Officers with two (2) or more year's cumulative time in grade and/or five (5) or more years of previous law enforcement experience. Prior military service with a related law enforcement background may be considered.

### Police Sergeant

Police Corporal/Investigators with at least one (1) year time in grade will be eligible to participate in the Police Sergeant promotional process.

### Police Inspector

Appointment to Police Inspector is made at the discretion of the Chief of Police.

No specific time in grade requirements. Appointee must meet the vocational/educational preparation; special certifications and licenses; and technical requirements established by the duty assignment. The Police Inspector position may be filled by lateral entry.

### Police Lieutenant

Police Sergeants or Police Inspectors with at least two (2) years time in grade will be eligible to participate in the Police Lieutenant promotional process. The candidate must meet the Vocational/Educational Preparation;

Special Certifications and Licenses; and Experience requirements established by the City of Columbia Police Lieutenant Class (Job) Description.

#### Police Captain

Appointment to Police Captain is made at the discretion of the Chief of Police.

No specific time in grade requirements. A Bachelor Degree is preferred but is not required however, the appointee must meet the Vocational/Educational Preparation; Special Certifications and Licenses; and Experience requirements established by the City of Columbia Police Captain Class (Job) Description. The Police Captain position may be filled by lateral entry.

#### Police Major

Appointment to Police Major is made at the discretion of the Chief of Police.

No specific time in grade requirements. A Bachelor Degree is required and the appointee must meet the Vocational/Educational Preparation; Special Certifications and Licenses; and Experience requirements established by the City of Columbia Police Major Class (Job) Description. The Police Major position may be filled by lateral entry.

#### Deputy Chief

Appointment to Deputy Chief is made at the discretion of the Chief of Police.

No specific time in grade requirements. A Bachelor Degree is required and the appointee must meet the Vocational/Educational Preparation; Special Certifications and Licenses; and Experience requirements established by the City of Columbia Deputy Chief of Police Class (Job) Description. The Deputy Chief position may be filled by lateral entry.

### **3.0 DEPARTMENTAL ROLE IN THE PROMOTIONAL PROCESS**

The Chief of Police is vested with the authority and responsibility for administering the promotional process. The Chief of Police may designate a Promotional Process Administrator to coordinate/conduct the various elements of the process. The Chief or the Process Administrator will be responsible for reviewing the promotional process to ensure that it is fair, job-related, and non-discriminatory.

#### **3.1 Announcement of the Promotion Process**

The Chief of Police or designee will be responsible for the distribution of announcements for promotional opportunities. Written announcements will include, but not be limited to, the following information:

- A description of the position(s) or City of Columbia Class (Job) Description for which vacancies exist
- A description of minimum eligibility requirements
- A description of the time in grade requirements
- Cut off date for meeting time in grade requirements
- Closing date for submitting a Letter of Intent

#### **3.2 Participating in the Promotion Process**

Personnel that wish to participate in the promotional process must submit a written Letter of Intent directly to the police department's Human Resources Unit. The Letter of Intent must state the promotion process the employee wishes to participate in (example: Corporal Promotion Process, Sergeant Promotion Process, etc). Letters of Intent must be received by the Human Resources Unit by the closing date established by the promotional announcement.

Personnel failing to submit a Letter of Intent by the established closing date will not be eligible to participate in

the promotion process. However, these employees will be eligible to participate in any future promotional process provided that they meet the requirements of that process.

The personnel, training and disciplinary files of employees having submitted a Letter of Intent by the closing date will be evaluated by the Human Resources Unit to determine if they meet the minimum eligibility and time in grade requirements.

Those officers that have submitted a Letter of Intent but have been determined not to meet the minimum eligibility and/or time in grade requirement will be notified in writing by the Human Resources Unit.

Officers that do not meet the minimum eligibility or time in grade requirements will be permitted to apply for the first promotional process occurring after they meet the minimum eligibility requirements or after the requisite length of service is met.

### 3.3 Identification of Candidates Eligible to Compete in the Promotional Process

The Human Resources Unit will create a written list of candidates that have indicated their intent to participate in the promotional process and have been determined to meet the minimum eligibility requirements.

Candidates deemed to be eligible to compete in the promotional process will be notified in writing of the date, time, and location of each element of the promotion process.

## 4.0 COMPONENTS OF THE ASSESSMENT CENTER PROMOTIONAL PROCESS

The promotional process will utilize an Assessment Center designed to provide a standardized evaluation of promotional potential of candidates by utilizing assessment exercises to measure performance in specific job-related tasks and situations.

### 4.1 Written Test

A written test may be utilized to evaluate each promotional candidate's knowledge and understanding of police, investigative skills, supervisory practices, use of departmental forms and/or the ability to write effectively.

Written test will contain material from the Columbia Police Department Directives and Procedures Manual, City of Columbia Employee Handbook, and/or South Carolina Criminal and Traffic Laws.

### 4.2 Interview

An Assessment Center Interview Board will evaluate skills, knowledge and ability based upon each promotional candidate's responses to questions and/or scenarios.

## 5.0 ASSESSMENT INTERVIEW BOARD

### 5.1 Assessment Board Selection

The Chief of Police will select Assessment Interview Board members for each promotional process. The Board shall consist of no less than three (3) individuals. Sworn board members shall be of a rank at least one (1) level above that which is being completed for. Interview Board members may be officers of the Columbia Police Department, officers from outside the Department, or other parties as deemed necessary by the Chief of Police.

### 5.2 Assessment Board Responsibilities

The Department shall use the Assessment Interview Board to evaluate the skills, knowledge and abilities of each candidate. All candidates that are participating in the promotional process will be rated on the same questions/scenarios and professional attributes.

The Assessment Process Administrator shall be responsible for checking each board member's evaluation sheets for completeness and accuracy. The Process Administrator shall ensure that Promotion Interview Board members evaluate the performance of each candidate in a consistent and uniform manner without regard to their current assignment, job responsibility, sex, race, religion, sexual orientation or gender identity.

## **6.0 PROMOTIONAL PROCESS RESULTS**

Following the conclusion of the promotional process, all scoring materials/evaluation forms will be submitted to the Promotional Process Administrator. The Administrator will compile and analyze the results of the process and rank each candidate in descending order. The list of candidates will be forwarded to the Chief for consideration.

Each candidate will be provided with the numerical result of his or her score in writing. **The overall results of the promotional process will not be published.**

These candidates will be considered "Eligible for Promotion" for a period of one (1) year after the completion of the promotional process. At his discretion, the Chief of Police may extend the duration of eligibility for one (1) additional year.

Promotional candidates not selected may reapply for the next promotional process.

## **7.0 SELECTION OF CANDIDATES FOR PROMOTION**

The minimum eligibility requirements along with the overall performance of each candidate during the promotion process shall be utilized by the Chief of Police to determine the promotional potential of each candidate. Other factors that may be considered include:

- Specific duties of the position to be filled
- The candidate's individual skills and past performance
- Seniority
- The candidate's educational background
- Other factors as deemed appropriate by the Chief of Police

**The Chief of Police shall make promotions as he deems appropriate to meet the needs of the Department.**

## **8.0 PROBATIONARY PERIOD FOLLOWING APPOINTMENTS AND PROMOTIONS**

All newly appointed and promoted personnel will serve a probationary period of six (6) months to determine the employee's ability to perform the duties of the new position.

Probationary performance evaluations are to be made prior to the end of 90 calendar days (3 months) and prior to the end of 180 calendar days (6 months). The six (6) month probationary performance evaluation must indicate whether or not retention of the employee in their current position is recommended.

- Probationary employees successfully completing their appointment/promotion probationary period are eligible for regular status in their new position.
- Probationary employees not recommended for retention in their current position may be returned to the position held prior to the change-of-status action, if the position is still available and with the approval of the appropriate Department Director. The employee may also apply for any vacant and posted position for which he meets the minimum qualifications.

Officers appointed or promoted to any position shall maintain all of the minimum eligibility requirements for promotion.

Employees failing to maintain eligibility requirements may be demoted at the discretion of the Chief of Police.

## **9.0 REVIEW AND APPEAL OF PROMOTIONAL TESTING MATERIAL**

Each candidate has the right to challenge the promotional process through the Chain of Command, up to the Chief of Police.

If the challenge is successful, the Chief of Police has the option of correcting errors by utilizing the following remedies:

1. If the challenge is sustained due to a mathematical scoring error, the component in question will be examined, corrected and the scores recalculated as necessary. Promotion lists, if affected, will be revised based upon the recalculations.
2. If the challenge is sustained due to an error that is not correctable and that error only represents a small component of the process, the error in question will be uniformly eliminated from the evaluation exercise and the scores will be recalculated. Promotion lists, if affected, will be revised based upon the recalculations.
3. If the challenge is sustained due to an error that is not correctable and that error represents a major portion of an exercise, the Chief of Police will make a determination of the following:
  - That the overall process is still valid without the challenged evaluation exercise, the exercise will be uniformly eliminated from the process and scores will be recalculated. Promotion lists, if affected will be revised based upon the recalculations.

Or

  - That the overall process is no longer valid without the challenged evaluation exercise, all evaluation scores will be eliminated, the entire promotional process will be reevaluated and all candidates will be retested.

## **10.0 STORAGE OF PROMOTION PROCESS MATERIALS**

The Internal Affairs Unit will be responsible for the secure storage of all materials used in the promotional process for a minimum of five (5) years from the date of the test.