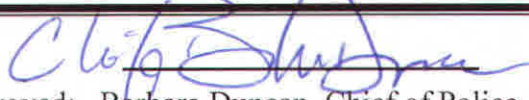
	SALISBURY POLICE DEPARTMENT
	Written Directive: Promotion
	Publication Date: March 01, 2018
	 Approved: Barbara Duncan, Chief of Police
Related CALEA Standards: 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6	Promotion Section #104

Promotion

1. 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 Salisbury Police Department to use an accurate and valid process in selecting sworn officers for promotion.

2. Purpose:

The purpose of this policy is to establish policies and procedures for the promotion of sworn personnel in the department. This policy will serve as a manual governing the promotion process.

3. Agency Role, Authority and Responsibility:

- A. The promotional process is within the exclusive role of the department under the direction of the chief of police and begins with the identification of officers who appear to have the potential for a greater responsibility and who have demonstrated by their performance that they have the skills, knowledge and ability to act at a higher level. The identification of such officers is ordinarily made by the commanders with input from the officer's supervisor(s). The selection process considers such qualifications as time in grade, ability to build positive moral, education, past performance, specialized training, desire, attitude, testing and oral interview. A chief's memorandum is issued when the opportunity for promotion becomes available. Qualified officers are encouraged to avail themselves of the opportunity for promotion.
- B. The ranks above lieutenant are appointed ranks.
- C. The administrative commander is responsible for the promotional process. The administrative commander or his/her designee has the responsibility and authority for preparing, scheduling and monitoring the promotional process and examinations.

4. Promotional Process Described:

The promotional process below pertains to the ranks of corporal, sergeant and lieutenant and shall consist of the following parts each weighted accordingly. The ranks of captain, major, and colonel will be appointed by the chief of police.

A. Absence On Scheduled Test Dates

- a) If the officer knows in advance that he/she will be unable to take the test, he/she should notify, in writing, the chief of police through the chain of command before that date.
- b) If an officer is absent on the scheduled test date due to circumstances beyond his/her control, he/she must notify the chief of police through his/her supervisor, as soon as possible, explaining the reason for the absence.
- c) In certain circumstances accommodations for all phases of the promotional testing process will be made for police officers of all ranks for valid and approved absences. Accommodations may include rescheduling, administering by third party or electronic means such as video phone.
- d) Usually only five conditions will warrant an officer's failure to appear on the scheduled time: The responsibility for notifying rests with the officer. The five conditions are:
 - i. Court Appearance;
 - ii. Military Leave;
 - iii. Jury Duty;
 - iv. Bereavement Leave; or
 - v. Illness
- e) All requested absences must be supported by appropriate documentation, as soon as possible. Examples of documentation are listed below, but not limited to:
 - i. Court summons;
 - ii. Military orders; or
 - iii. Doctor certificate.

B. Written Examination: (45points maximum)

The written examination may consist of questions from Salisbury Police Department policies and procedures, city code, Maryland criminal digest, and outside sources such as supervisor reference books or literature. Candidates will be provided access to all study materials a minimum of 30 days prior to the written test date. The written examination will be the first phase of the promotional process. Candidates must attain a score of 75% or above in order to move to the oral interview stage of the testing process.

- a) Application for Testing/Written:

- i. A police chief's memorandum will be published at least thirty (30) days prior to the scheduled written examination date when a position becomes available and can be filled.
 - ii. All interested, qualified officers will apply to the chief of police, in writing, within ten (10) days of the date of the chief's memorandum. Anyone who applies for testing after the specified time period will not be considered. If an officer was on annual or sick leave during the deadline process, the chief of police may make an exception and extend the deadline.
 - iii. Qualified officers choosing not to take a scheduled examination will not appear on the eligibility list for promotion to the next rank and forfeit such eligibility until they take and pass the required examination.
- C. Promotional Potential (Rank Specific): (10 points maximum)
- a) Depending on the rank, the candidate will be evaluated on no less than (14) different performance categories by his/her supervisor. The 14 categories are available for promotional candidates review on SPD Form 261(A, B, C) and can be found on the SPD computer internal computer network.
 - b) The administrative commander will ensure that each candidate's supervisor completes a current promotional potential evaluation which will be scored by the administrative commander.
 - c) The final numeric total of the evaluation will be calculated and assessed points (10 maximum) accordingly.
- D. Oral Interview/Oral Presentation: (45 points maximum)
- a) An oral interview will be conducted by a three (3) member board. Each member shall rank each candidate using evaluation forms given for each part of the interview process.
 - b) The members of the board may consist of officers from within the Salisbury Police Department or outside the department, at the discretion of and with the approval of the chief of police.
 - c) At least two members of the board will be of the same rank for which the officer is being interviewed. The other member will be of the same rank or higher.
 - d) Candidates competing in a given promotional process shall all receive the same questions and exercises for that promotional process.
 - e) An oral board member may for whatever reason refuse to participate. In the event of such a refusal, the interview and rating will be carried out by the two remaining members. However, no officer will be interviewed by fewer than two members.
 - f) The candidate may have to conduct an oral presentation to the interview board based upon information provided to each candidate by the administrative commander prior to the interview.

- g) The candidate may participate in mock scenario based exercises before the interview board. If applicable the administrative commander will furnish the candidate details in order to complete the process.

E. Bonus Points:

The below criteria within categories (a) and (b) shall be considered bonus points and may be applied. Bonus points will be added to the candidates final score after all other phases of the promotional process is are completed.

- a) Education 5 points maximum
 - i. 29 or less college credits 0 points
 - ii. 30 or more college credits 1 point
 - iii. Associates Degree 2 points
 - iv. 90 or more college credit hours 3 points
 - v. BS or BA Degree 4 points
 - vi. Graduate Degree 5 points

- b) Seniority 5 points maximum
 - i. One quarter (.25) points shall be given for each six month increment after the minimum eligibility has been met.

F. Adverse And Disciplinary Actions:

- a) An adverse action need not have resulted in formal disciplinary action to be considered by the chief of police in deciding to promote a candidate. It is within the chief's discretion to consider all such actions for the time period beginning one year prior to announcement of a new formal promotion process, through the life of the existing eligibility list. Examples of adverse actions would include but are not limited to:
 - i. Failure to adhere to department policy
 - ii. Failure to adhere to the oath of office or the department's code of ethics
 - iii. Oral and/or written reprimands
 - iv. Inappropriate use of sick leave
 - v. The subject of legitimate complaints from city officials, citizens, workers and or other city employees.

G. Candidate's Review:

- a) All officers will be afforded an opportunity to review their own written examination, promotional potential ratings by supervisors and oral interview board evaluations upon completion of each phase of the promotional process.

