

	DELMAR POLICE DEPARTMENT	
	Policy 4.3 Career Development, Promotions and Transfers	
	Effective Date: 01/01/15	Replaces: 1-12
	Approved: <u>Ivan Barkley</u> Chief of Police	
	Reference: N/A	

I. POLICY

The department encourages employees to seek opportunities to develop their knowledge, skills, and abilities. Promotions are based on performance, longevity, and the growth of skills through training and experience. Although in a small department promotion opportunities are rare, the department promotion process is fair and equitable.

II. PURPOSE

To establish guidelines for career development of employees to include training and promotions.

III. PROCEDURES

A. Responsibilities of the Chief of Police

1. Annually, the Chief of Police, or Division Commanders, will meet with each employee for career counseling. This counseling shall occur at the same time as the employee's annual performance evaluation. The counseling shall include an examination of:
 - a. The employee's performance record.
 - b. Develop a remedial training plan for employees demonstrating low performance ratings in specific evaluation categories.
 - i. remedial training may be in the form of informal peer training, reassignment to a training officer, outside training classes, internet training courses, etc.
 - ii. all remedial training efforts will be documented thoroughly and an evaluation conducted at the end of the remedial training period.
 - c. A review of training programs applicable to the employee's duties and assignment to training to enhance personnel performance.
 - d. Recognition of demonstrated aptitudes for specialized assignment as a personnel development tool.

- e. Identify a “train forward” plan to prepare employees demonstrating aptitude for supervision and leadership to prepare them for future promotional opportunities.
2. The Chief of Police shall ensure that at least one department employee:
 - a. Achieves and maintains certification as a firearms instructor.
 - b. Receives advanced instruction in evidence collection techniques.
 - c. Achieves and maintains certification as a general police training instructor as recognized by MPCTC and or COPT.
 - d. Achieves and maintains certification as a Police Field Training Officer.
 - e. Achieves and maintains certification as a Taser ECD instructor.
 - f. Achieves and maintains certification as a Terminal Agency Coordinator.
 3. The Chief shall ensure the availability of a trained armorer, either through training a department employee, contracting with an armorer in another jurisdiction, or contracting with a private armorer. The armorer shall inspect all firearms and ammunition at least annually for safety, reliability, and functionality. The armorer shall also repair broken or malfunctioning weapons.
 4. The Chief of Police shall ensure that any employee, upon receiving a promotion or a new assignment, attend training specific to that position as soon as practicable, keeping within the requirements of the MPCTC and or COPT.

B. Promotions

1. The designation of Patrolman First Class is a rank that is conferred upon an officer by the Chief of Police; who is in good standing, completed two years of service with the department and has obtained two positive yearly evaluations.
2. When a vacancy exists for the position of corporal, or sergeant, the Chief shall post an advertisement of the position, the qualifications required, the job description, and a description of the selection process to be used for a minimum of two (2) weeks prior to any selection process. During that time, officers may request, in writing to the Chief of Police, consideration for the position.

C. Eligibility for Promotion

1. Employees must meet the following minimum requirements to be eligible for promotion to any increased level of responsibility or compensation.
2. The following education and experience is required to be eligible to apply for the position of Police Corporal / Detective Corporal:

- a. Associates degree preferred; high school diploma and two (2) years of related experience may be substituted for higher education.
 - b. Two (2) years in current rank as a full time sworn peace officer with the department.
 - c. Completion of First Line Supervisor Training
 - i. may be acquired during the one (1) year evaluation period
3. The following education and experience is required to be eligible to apply for the position of Police Sergeant / Detective Sergeant
- a. Associates degree preferred, high school diploma; three (3) years of related experience may be substituted for one (1) year of higher education.
 - b. Three (3) consecutive years in current rank of Corporal with the department.
4. The position of First Sergeant is a position that is appointed by the Chief of Police. Although appointed, the following education and experience is required to be eligible for appointment to the position of First Sergeant:
- a. Bachelor's degree preferred; three (3) years of related experience may be substituted for one (1) year of higher education.
 - b. Eight (8) years of increasingly responsible professional experience as a full-time sworn peace officer, including three (3) years of supervisory responsibility at the rank of Sergeant or a supervisory position of lesser rank having equivalent responsibility.
 - c. Completion of First Line Administrator Training
 - i. may be acquired during the one (1) year evaluation period
5. The position of Police Lieutenant is a position that is appointed by the Chief of Police. Although appointed, the following education and experience is required to be eligible for appointment to the position of Police Lieutenant:
- a. Bachelor's degree preferred; two (2) years of related experience may be substituted for one (1) year of higher education.
 - b. Eight (8) years of increasingly responsible professional experience as a full-time sworn peace officer, including three (3) years of supervisory responsibility at the rank of Sergeant or a supervisory position of lesser rank having equivalent responsibility.
 - c. Completion of First line Administrator Training
 - i. may be acquired during the one (1) year evaluation period

6. Performance evaluations overall score of at least “acceptable” for the twelve (12) months prior to the promotional examination process.
7. Candidates for Corporal or Sergeant must submit a "letter of intent" to the office of the Chief of Police requesting participation and consideration in promotional selection process.
7. The Chief of Police may go outside the department to fill ranking positions if circumstances dictate such a need.

D. Process for Promotions

1. Corporal and Sergeant

- a. Meet eligibility requirements;
- b. Submit "letter of intent"; and
- c. Pass scenario based testing examination.
- d. Candidates may be required to take and pass a written exam to move to the review board process.
- e. Review Board
 - i. The review board is comprised of a panel of officers selected by the Chief of Police including a lieutenant, sergeant, and an officer one grade in rank less than the candidate. The review board is chaired by the Administrative Lieutenant.
 - ii. The Oral Review board will conduct a structured interview and score the candidates.
- f. Final Ranking
 - i. The members of the review board shall rank the officers based upon the results of the promotional process.
 - ii. In the event of a tie, the following tiebreakers will be used in order until the tie is broken.
 - Time in grade
 - Time with the department
 - High score on written exam
- g. Review by Chief of Police

- i. The Administrative Lieutenant shall prepare a memorandum to the Chief of Police ranking the candidates from the highest to the lowest. The chief shall promote candidates in order unless there is justification to pass over a candidate.
 - ii. The police chief may pass over any person on the list if there is a compelling reason to do so. (poor evaluations, extensive discipline, etc).
- h. The eligibility list will be valid for one (1) year from the date of the written test.
2. The Chief of Police will announce promotions along with the effective date. All promotions are conditional that the employee satisfactorily completes a twelve (12) month probation period.

E. Transfers / Assignments

1. The Chief of Police may assign or transfer any employee to a duty assignment that is deemed to be in the best interest of the department.
2. Employees who request a transfer or who are interested in a special assignment (i.e. school resource officer, drug task force officer, ect.): shall write a memorandum to the Chief of Police to that effect.
3. Occasionally, some job assignments require minimum assignment periods so that the department may sufficiently benefit from investments in specialized training or education. Minimum periods of assignment shall be determined by the Chief of Police and specified in an assignment order. The Chief reserves the right to establish minimum and maximum terms of service for selected duty assignments he or she deems to be in the best interest of the department.
4. Officers engaged in undercover assignments are subject to rotation after a period of two (2) years, although they may continue to perform investigative work.

F. Department Reorganizations

The Chief of Police, with approval of the Town Manager, may initiate department reorganization processes at selected levels of the department to ensure the best representative structure is in place, thereby ensuring operational integrity and leadership throughout the organization. Should a reorganization plan be considered the Chief of Police shall, at his discretion, appoint qualified employees to positions created by the reorganizational plan. Any employee considered for appointment shall meet the qualifications for that position in accordance with the respective job description.

1. As an option, the Chief of Police may announce a selection process in lieu of appointment.