



# Ocean City Police Department

## General Order

<b>Subject:</b> Promotion Process – Non-Exempt Sworn Ranks		<b>No.</b> G.O. 500 B-1	
<b>Rescinds:</b>	<b>Amends:</b> G.O. 500 B-1 (12/29/2009)	<b>Related Directive:</b> G.O. 500 H-3	
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**I. Purpose:**

The purpose of this policy is to establish a means to assure upward movement in the organization from one rank classification to another. This will be accomplished through a valid testing process and awarded credits in the areas of education, military, and seniority. The process must meet the needs of the Department, the community it serves, its employees and the law enforcement profession in an effective and non-discriminatory manner.

The Department shall develop and implement all aspects of the promotion process for non-exempt sworn police ranks. Established benchmarks shall be developed to measure the skills, knowledge, and abilities of personnel for each rank classification.

**II. Definitions:**

- A. **Assessment Center:** A variety of testing techniques designed to allow candidates to demonstrate, under standardized conditions, the skills and abilities that are most essential for success in a given job.
- B. **No-duty Status:** Any personnel not presently assigned to full duty, military duty or restricted duty status.
- C. **Promotion Process Administrator:** The Chief of Police shall designate a Division Commander as the "Promotion Process Administrator" for each promotion process.
- D. **Overall Satisfactory Rating:** An individual performance appraisal/evaluation that contains no "Unsatisfactory" category ratings or no more than two (2) "Improvement Needed" category ratings.

**III. Policy:**

The written examination for the rank of Police Officer 1<sup>st</sup> Class shall be administered the third week of March each year. The written examination for the ranks of Police Corporal and Police Sergeant shall be administered the third week of March in each even numbered year. The oral exercise/assessment center for the ranks of Police Corporal and Police Sergeant will be conducted during the month of April in each even numbered year.

The scheduled promotion process dates will be published at least ninety (90) days in advance by way of Special Order.

Promotions to the rank of Police Officer 1st Class will be based on the successful completion of a competency based written examination.

Promotions to the ranks of police corporal and police sergeant shall be on a competitive basis. An eligibility list for these ranks shall be established and remain in effect until the third week of March two years after the year of the test. The Chief of Police may amend the effective dates of the eligibility list, for just cause based on the needs of the Department.

The Chief of Police shall consider those employees on the eligibility list for the ranks of police corporal and police sergeant in descending order, beginning with the highest score. The Chief may, however, consider the first three (3) positions on the list for each vacancy. The decision for all promotions shall be made by the Chief of Police.

The Promotion Process Administrator shall develop, critique, implement and administer the promotion process consistent with the Department's needs and industry standards.

At the conclusion of each promotion process, the Promotion Process Administrator shall provide an analysis of the promotion process to the Chief of Police detailing its' successes and shortcomings for future reference.

#### **IV. Eligibility:**

- A. The following minimum length of service requirements must be met before an employee is eligible to participate in the promotion process for the respective ranks. Except where noted, the requisite service must be as a full-time sworn police officer in the Ocean City Police Department. The calculation shall be made as of the date of the written examination.
  1. Police Officer 1<sup>st</sup> Class: 2 years service as a police officer  
(3 years of service is required for the promotion).  
Non-probationary lateral police officers with two (2) years of fulltime law enforcement experience may participate in the promotion process.
  2. Police Corporal: Appointment as a Police Officer 1<sup>st</sup> Class  
(2 years of service is required for the promotion)
  3. Police Sergeant: Appointment as a Police Corporal  
(2 years of service is required for the promotion)
- B. Employees must also comply with the duty status requirements outlined in General Order 500 H-3 to participate in the promotion process. Officers in a "no duty" status at the time of the written test may not participate in the promotion process.
- C. Employees having internal investigations pending, which could lead to punishment exceeding that defined as Summary Punishment, under the Law Enforcement Officer's Bill of Rights, shall be eligible to participate in the promotion process. They shall NOT be eligible for consideration for promotion until the final disposition of the case has been satisfied.
- D. In the case of an employee whose sustained disciplinary action exceeds summary punishment, that employee will not be eligible for promotion for a period of twelve (12) months from the date the employee accepted the approved disciplinary finding.
- E. Employees must have received two (2) performance appraisals within the past year with an overall "satisfactory" rating to participate in the promotion process.

**V. Promotion Process Categories:**

The promotion process for the ranks of police corporal and police sergeant shall consist of the following weights and parts:

A.	Education/Military Service	7	points maximum
B.	Seniority	3	points maximum
C.	Written Examination	40	points maximum
D.	Oral Exercise/Assessment Ctr.	<u>50</u>	<u>points maximum</u>
TOTAL:		100	points possible

**VI. Category Descriptions:****A. Education/Military Service**

1. Education: Degrees must be earned from an accredited institution by the date of the written examination. Only one of the below criteria shall be applied.

- a. 30 or more College Credits (but no degree) = 1 point
- b. AA degree = 2 points
- c. Bachelor's Degree = 4 points
- d. Master's Degree = 5 points
- e. Doctorate = 6 points

2. Military Service:

- a. To qualify for Military Service credit an employee must have accrued three (3) or more years of military service, and have an honorable discharge from service, or be on active/reserve status.
  - i. Honorable discharge or active status = 1 point
  - ii. E-5 status or higher = 2 points
- b. An employee for promotion shall accrue no more than seven (7) points in the Education/Military category.

**B. Seniority:** The credit given shall be ½ point for each six (6) month increment of time in grade, beginning after the minimum eligibility has been met. The calculation shall be made as of the date of the written examination.

- C. Written Examination: The written examination shall consist of 80 to 100 questions covering police-related and supervisory topics (Police Corporal and Police Sergeant only) taken from a list of source materials, all of which shall be published under an applicable Special Order.
1. Employees testing for the rank of Police Officer 1<sup>st</sup> Class must attain a numerical score of 75% or greater to be promoted.
  2. Candidates testing for the rank of Police Corporal and Police Sergeant must attain a numerical score of 75% or greater to continue in the promotion process.
- D. Oral Exercise/Assessment Center:
1. Police Corporal  
Each employee shall participate in the oral exercise phase consisting of:
    - a. Ten (10) scenario based interview questions
    - b. A ten (10) minute oral presentation about the candidate
    - c. A ten (10) minute roll call presentation on a topic provided to the candidate
  2. Police Sergeant  
Each employee shall participate in an assessment center process. The assessment center shall consist of several exercises, to include:
    - a. In-basket exercise
    - b. Employee counseling session
    - c. Oral exercise

The exercises to be included in any assessment center will be published in an applicable Special Order.

All employees participating in the promotion process for Police Corporal and Police Sergeant shall be required to submit a written resume.

**VII. Promotion Testing Review Process:**

Upon request, employees will be allowed the opportunity to review their performance on all aspects of the promotion process. This review must be arranged with the Promotion Process Administrator and be completed within thirty-six (36) hours of the conclusion of each promotion test phase. No promotion process results will be published until the review period has expired.

**VIII. Eligibility List:**

Employees completing all phases of the promotion process will be placed on an eligibility list for a time period consistent with this policy. An eligibility list will be published under Special Order ranking all candidates in descending order within ten (10) days of the conclusion of the promotion process.

**IX. Acting Appointment:**

In the event that an acting appointment is required to fulfill the needs of the Department, the Chief of Police must utilize candidates from the established promotion process eligibility lists for selections to acting appointments. In the case an eligibility list has been exhausted, the Chief of Police may only select personnel who meet the criteria outlined in Section IV of this Policy for the rank requiring the acting appointment.

**X. Probationary Period:**

Employees promoted to any of the outlined ranks shall serve a one (1) year probationary period from date of promotion consistent with Town of Ocean City policy.