

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> July 13, 2010	<b>NUMBER</b> 1202.1
<b>SUBJECT</b> Promotions Announcement(s) and Eligibility		
<b>REVISED</b> July 13, 2010		
<b>REFERENCE</b> SCLEA 6.16 2 <sup>nd</sup> edition	<b>AMENDS/SUPERSEDES</b> 1202	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 3

**A. Purpose:**

To establish procedures for announcing upcoming promotions of sworn personnel in the City of Anderson Police Department.

**B. Policy**

It is the policy of the City of Anderson Police Department to provide written announcements regarding upcoming promotions throughout the department. Officers will be notified of vacancies, the required qualifications, and the proper procedures for applying. The promotional process will provide qualified officers with the opportunity to receive a fair and job-related review for higher-level positions, will assure maximum identification of advancement potential, and will produce information which officers may use to further their careers. Promotions shall be based on job-related, fair, and non-discriminatory procedures for all employees. (SCLEA 6.16)

**C. Procedures**

1. Announcing Promotional Opportunities for Supervisory (non-staff) Positions

a. Definitions:

Staff Position - The command-level positions at and above the rank of Captain.

Supervisory Position - The supervisory-level positions which includes all ranks up to the rank of Lieutenant. (May also be referred to as a “non-staff” position.)

b. Whenever vacancies exist in supervisory (non-staff) positions and a decision to fill the position(s) is made, a written memorandum will be posted on the bulletin board for review by all affected members of the City of Anderson Police Department. This memorandum will include:

- (1) A description of the positions or job classifications for which vacancies exist.
- (2) A description of all elements of the selection process, i.e.

<b><u>1) Written Test Score</u></b>	<b><u>Points</u></b>	<b><u>(2) Education</u></b>	<b><u>Points</u></b>
90-100	25	MS +	10
80-89	20	BS	8
70-79	15	AA +	6
60-69	10	AA	4
50-59	5	HS +	2
0-49	1		
<b><u>(3) Yearly Evaluations</u></b>	<b><u>Points</u></b>	<b><u>(4) Physical Agility</u></b>	<b><u>Points</u></b>
4.5-5	25	1 min/30 sec or less	5
4-4.49	20	1' 31" - 1' 50"	4
3.5-3.99	15	1' 51" - 2' 6"	3
3-3.49	10	2' 7" & above	1
2.5-2.99	5	Fail to Complete	0
2-2.49	2		
<b><u>(5) Interview Score</u></b>	<b><u>Points</u></b>	<b><u>(6) APD Seniority</u></b>	<b><u>Points</u></b>
45-50	25	10 years +	10
35-44	20	8 - 9	8
25-34	15	6 - 7	6
15-24	10	4 - 5	4
Below 15	5	2 - 3	2
<b><u>(7) Longevity in LE</u></b>	<b><u>Points</u></b>	<b><u>(8) Chief's Recommendation</u></b>	<b><u>Points</u></b>
20 years +	5	1 <sup>st</sup>	10
15-19	4	2 <sup>nd</sup>	9
10-14	3	3 <sup>rd</sup>	8
5-9	2	4 <sup>th</sup>	7
4	1	5 <sup>th</sup>	6
		6 <sup>th</sup>	5
		7 <sup>th</sup>	4
		8 <sup>th</sup>	3

- (3) A description of eligibility requirements. (See G/O 1201.1.)
- (4) A description of the process to be used in selecting personnel for the vacancies.
- (5) A description of the responsibilities, duties, abilities, skills, and knowledge required for the position.

- (6) The final date and time of day that applications and/or letters of intent will be accepted for the position.  
SCLEA (6.16)

By order of:



Martin D. Brown, Chief of Police

7-13-2010

Date