

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> June 9, 2011	<b>NUMBER</b> 1201.5
<b>SUBJECT</b> Promotions	<b>REVISION</b> May 30, 2018	
<b>REFERENCE</b> SCLEA 6.15, 6.17 2 <sup>nd</sup> edition	<b>AMENDS/SUPERSEDES</b> All others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 10

**A. Purpose**

1. To establish procedures for the promotion of sworn personnel in the City of Anderson Police Department.
2. To identify and select the employees who have the potential skills, knowledge, and abilities for promotion whenever a promotional opportunity exists.

**B. Policy**

It is the policy of the City of Anderson Police Department to encourage employees to develop job-related skills, acquire additional work knowledge, and make known their qualifications for promotion to a position of increased responsibility. Officers will be notified of vacancies and the proper procedures for qualifying and applying. The promotional process will provide qualified officers 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.

## C. Procedures (SCLEA 6.15b)

1. Administering the Promotional Process (Authority and Responsibility)
  - a. While no promotional process is perfect, the City of Anderson Police Department strives to maintain a fair and unbiased process that gives all sworn members of the department an equal opportunity for promotion while providing some flexibility for management to select those individuals perceived to be best suited for any specific position.
  - b. The Chief of Police, through the Office of the Chief, will administer all phases of the promotional process, as well as the development of the measurements that will be used to determine the skills, knowledge, and abilities of promotional candidates. (SCLEA 6.15a)
  - c. The Office of the Chief is vested with the authority and responsibility for administering the Department's role in the promotion process to include performing and/or designating appropriate administrative and liaison activities to carry out the process. This will include providing an updated bibliography of source material if a written test is given and interviewing and arranging for assessors if an assessment center is utilized. The Office of the Chief will maintain the primary responsibility for any oral interviews and administration of the introductory periods.
  - d. All elements of the promotional process will be administered, scored, evaluated and interpreted in a uniform manner. (SCLEA 6.17)
  - e. The Chief of Police shall select assessors, when used, and shall make the final decision regarding promotions and introductory status.
  - f. The Chief of Police shall retain the right to appoint personnel to staff level positions without administering any part of the promotional process.
    - (1) Staff level positions are defined as those positions at and above the rank of Captain.
2. Job Related and Nondiscriminatory Procedures
  - a. All procedures used in the promotional process will be job-related and non-discriminatory. The promotional process is an integral part of the overall selection process, and accordingly, must meet the legal, professional, and administrative requirements for selection processes used at the entry level. It must be ensured that a promotional process that measures traits or characteristics that are a significant part of the job being sought evaluates candidates. These traits will normally be identified through a job-task

analysis and published in the "performance indicators" section of the position's job description for that rank.

3. Promotions (Competitive and Noncompetitive)

a. Competitive promotions are required for all ranks above Corporal. Noncompetitive promotions are awarded to those police officers who successfully complete the requirements for Police Officer II and Corporal. Minimum qualifications for those positions are as follows:

- (1) Police Officer I: A recruit officer hired without being certified through the SC Criminal Justice Academy, shall be classified as a Police Officer I. Once that individual has successfully completed the Academy, the Chief of Police has the authority to promote the recruit officer to Police Officer II. Officers that are hired and who possesses his/her Academy certification may be hired as a Police Officer II.
- (2) Private First Class (PFC): An officer is eligible for promotion to PFC status after two (2) years of service with the city provided that:
  - (a) The officer has been certified through the South Carolina Criminal Justice Academy for at least a minimum of two (2) years,
  - (b) The officer has successfully completed the field training and first line supervision.
  - (c) All in-service training is current, and
  - (d) The officer has had no disqualifying disciplinary action in the previous twelve (12) months (i.e. 365 days).
- (3) Corporal: Promotion to the rank of Corporal is not necessarily automatic or absolute. The Chief of Police has the authority for making the promotion of an individual to the rank of Corporal. Officers who have at least four (4) years police service may achieve the rank of corporal. The last two (2) years must be continuous with the City of Anderson Police Department. At the conclusion of the two (2) consecutive years of service with the City of Anderson Police Department the officer should not be under any internal investigation, suspension, or medical leave. In addition, the candidate for promotion to corporal should not have received any written disciplinary action during the previous 365 days.

b. General Promotional Criteria

- (1) All or part of the following criteria may be used in assessing candidates for promotion:
  - (a) Longevity in the City of Anderson Police Department.
  - (b) Longevity in the present position.
  - (c) Education.
  - (d) Testing.
  - (e) Rating by supervisor (evaluations).
  - (f) Recommendation by Chief.
  - (g) Level of Physical fitness.
  - (h) Oral Interview.
- (2) Additional criteria may also be used.
- (3) Regardless of the criteria used, the specific criteria will be identified in the announcement as per general order 1202.1

c. Eligibility lists

The eligibility for officers who wish to apply for promotions will be stated in the announcement. (See general order 1202.1)

4. Eligibility (SCLEA 6.15c)

- a. As a general rule the following criteria will be required of candidates who apply for the following listed promotions:
  - (1) Corporal
    - (a) A minimum of four (4) years of law enforcement experience.
    - (b) Two (2) consecutive years of Law enforcement experience with the City of Anderson Police Department.
      - i. These two (2) years must be immediately prior to applying for corporal.
    - (c) Successful completion of a Field Training Officer course.

- (d) Successful completion of a First Line Supervisor's course.
    - (2) Sergeant
      - (a) A minimum of one (1) year as Corporal with the City of Anderson Police Department.
    - (3) Lieutenant
      - (a) A minimum of one (1) year as Sergeant with the City of Anderson Police Department.
    - (4) Captain
      - (a) A minimum of one (1) year as Lieutenant with the City of Anderson Police Department.
  - b. The Chief of Police is allowed to change, forego, add to, or delete any or all of the criteria listed in section a above either permanently or in individual cases.
5. Promotion Potential Measurements & Performance Evaluations
- a. In making judgments on any application for promotion, the Chief will take into consideration the employee's skills, knowledge, and abilities that would contribute to successful performance at a higher level. Previous performance evaluations are used by the Chief to evaluate the promotional potential of candidates. The ratings and comments are reviewed and considered by the Chief when determining promotion potential. Officers deemed "not qualified" because of an unsatisfactory evaluation will be notified prior to any promotional announcement. Any contested performance evaluation may be appealed through the Department's grievance procedure.
6. Announcing Promotional Opportunities
- a. See General Order 1202.1.
7. Administering Written Tests
- a. If written tests are used, they may be essay, multiple choice, true or false, "fill-in" of blanks, or any combination of the above. Written tests may be included as part of an assessment center, or they may be purchased from a commercial source. In addition the Chief of Police or his/her designee may design these written tests. Any criteria used for cutoff scores and/or elimination factors will be specified in advance on the promotion announcement.

- b. Essay tests, if used, will be graded using a "blind" grading process, where the evaluators grading the tests will not know the identity of the person who completed the test.
- c. The specific weight of written tests, if used, shall be determined by the Chief of Police, and shall be announced in advance.

8. Provision for Study Materials

- a. If a written test is used in the promotion process, an updated bibliography of reading materials used as the sources of questions will be provided to each candidate. However, the Department's written directives, the South Carolina Code of Laws, and the City of Anderson Municipal Code may always be used as source materials in written tests.

9. Assessment Centers

- a. Subject to approval from the Chief of Police, an assessment center may be used for promotions. If selected, the assessment center may be from an external source that is recognized for expertise in the field. Some examples of these sources are the International Association of Chiefs of Police, the South Carolina Association of Chiefs of Police, or private individuals who are proficient in assessment testing. The assessment center may also be designed and implemented using local resources. Whenever an assessment center is used for promotion, the following standards will be used as criteria:
  - (1) The assessment will measure dimensions, attributes, characteristics, qualities, skills, knowledge, or abilities specified in a written job task analysis (position description).
  - (2) The assessment center panel will be composed of a minimum of three members experienced in police or personnel management and who are thoroughly trained prior to participating in a center.
  - (3) The assessment uses techniques designed to provide information which is used in evaluating the dimensions, attributes, or qualities previously determined.
  - (4) The assessment uses multiple assessment techniques, one of which is a simulation.
  - (5) The assessment uses simulation exercises that have been reviewed prior to use to ensure that the techniques provide reliable, objective, and relevant information and that the exercises are job-related.
  - (6) Decisions and judgments reached as a result of the outcomes of the assessment center are based on pooled information from the

assessors. The assessor's overall evaluations of behavior are made at the time of the observation of behavior during the exercises.

- (7) The Department will announce or provide the candidates with the dimensions to be evaluated.
- (8) The assessment uses a form or forms to record and document the observations of assessors at each stage of the process.
- (9) The assessment provides participants with information concerning the dimensions, ratings, and recommendations of the center.

10. Conducting Oral Interviews prior to Appointment to Introductory Status

- a. A structured interview is part of the assessment center process. However, if the Chief of Police decides that oral interviews are to be a part of the promotion process (other than those in the assessment center), the questions for the interview will be prepared by the members assigned to the promotion board. The interviews are intended to disclose the applicants' knowledge of job-related policies, procedures, rules, regulations, and court decisions, as well as their ability to recall pertinent facts and express themselves. Questions shall be identical for each candidate for the same position and each board member shall evaluate applicant responses separately. When utilized, the promotion board will consist of four (4) members who will be appointed by the Chief of Police and who will serve at the pleasure of the Chief of Police.
- b. After interviewing all potential candidates for promotion, the board members will rank the candidates in descending order of choice and forward this ranking to the Chief of Police. Members of the board will be appointed as follows:
  - (1) The Chief of Police or the Chief's designee,
  - (2) Captain of the Division in which promotion opportunity exists, or his/her designee,
  - (3) Captain from another Division or his/her designee, and
  - (4) A Lieutenant from the division with the current opening.
  - (5) (NOTE: At the discretion of the Chief of Police, members composing the board may vary, depending on the availability of those individuals to conduct specific interviews and/or depending upon the position for which the promotion opportunity exists.)

11. Introductory Period for Promotions

- a. A six-month introductory period is required of all employees who are promoted. The introductory period is regarded as an integral part of the overall process. It is a period used by the Chief of Police to closely observe the employee's work and for securing the most effective adjustment of a new employee to the position. Unsatisfactory performance shall be identified and corrected early through counseling, training, and other suitable personnel actions to safeguard against the promotion of employees beyond their capabilities. Upon recommendation of the affected Division Captain and/or supervisor, if the selectee has not shown satisfactory progress, the Chief of Police may extend the introductory period an additional three (3) months. An extension period may be granted once and shall not be granted a second time.

12. Review and Appeal Process

- a. Employees are permitted to review and appeal adverse decisions concerning their eligibility for appointment to promotional vacancies. Procedures for the review and appeal of adverse decisions are as follows:
  - (1) Any questions or comments by the candidate must be made in writing and shall be answered by the Chief of Police and/or the Personnel Manager.
  - (2) All candidates are permitted to review the written results of scored elements of the selection process of any of their own work product. They shall not be permitted to examine the papers or tests of other candidates. Examination and review must take place within five working days after notification of results during regular office hours and under the supervision of the Chief of Police.
  - (3) Any of the promotional procedures or portions of the procedures may be appealed through the Department's grievance procedures.

13. Procedures for Re-application, Re-testing, and/or Re-evaluation

- a. The following stipulations will apply to the Department's promotion process regarding the candidate's eligibility for re-application, re-testing, and/or re-evaluation:
  - (1) Because there is a separate and distinct selection process for each promotional opportunity, individuals who fail to meet eligibility requirements for one opportunity may apply for the next opportunity for which they meet the requirements.



- (2) Candidates who are not promoted are eligible to participate in the next available promotion process.
- (3) If a candidate has a founded grievance as related to a portion of the promotion procedure, the Chief of Police will determine a corrective course of action to be taken.

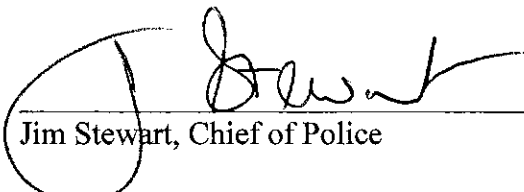
14. Promotional Eligibility for Vacancies Where Lateral Entry is permitted

- a. Lateral entry for supervisory positions below the rank of Chief of Police will only be permitted by the City of Anderson Police Department. The City Manager may decide to allow lateral entry to the position of Chief of Police using specifications that he/she deems appropriate.

15. Evaluation & Review

- a. The promotional process will be reviewed and evaluated by the Chief of Police on each occasion that there is an anticipated promotional opportunity. Prior to the implementation of the promotional process, any revisions deemed necessary by the Chief of Police will be made. Candidates for promotion are also invited and encouraged by the Chief of Police to offer comments or feedback prior to or upon conclusion of promotional testing.

By order of:

  
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Jim Stewart, Chief of Police

5-30-18  
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Date