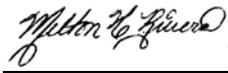


	<b>PALACIOS POLICE DEPARTMENT</b>	
	<b>Policy 4.3 Career Development, Promotions, and Transfers</b>	
	<b>Effective Date: 1/04/2021</b>	<b>Replaces: 02/07/2006</b>
	<b>Approved:</b>  <b>Milton Rivera, Chief of Police</b>	
	<b>Reference:</b> 4.06 and 4.07	

## 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 opportunity are rare, the department promotion process is fair and equitable.

## II. PURPOSE

The purpose of this policy is to establish guidelines for career development of employees, which includes training and promotions.

## III. PROCEDURES

### A. Responsibilities of the Chief of Police

1. Annually, the Chief of Police, or designee, 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 the following:
  - a. The employee's performance record
  - b. A review of the training programs applicable to the employee's duties.
2. The Chief shall ensure that at least one department employee:
  - a. Achieves and maintains certification as a firearms instructor
  - b. Receives advanced instruction in the techniques of evidence collection.
3. All officers shall maintain current first aid/cardiopulmonary resuscitation certifications.
4. The Chief shall ensure the availability of a trained armorer, either through the training of 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 function. The armorer shall also repair broken or malfunctioning weapons.

5. The Chief of Police shall ensure that any employee who receives a promotion or a new assignment receives training specific to that position within 12 months of assignment.

B. Promotions (TBP: 4.06)

1. When a vacancy exists for the position of corporal, sergeant, or lieutenant, the Chief shall post an advertisement of the position, the qualifications required, and a description of the selection process to be used. This advertisement must run for a minimum of two weeks prior to any selection process. During that time, officers may request, in writing, consideration for the position.

C. Eligibility for Promotion. An employee must meet the minimum requirements as listed below to be eligible for promotion to a higher level of responsibility and increased compensation:

1. Corporal: In order to compete for corporal an employee must have two years with the department.
2. Sergeant: In order to compete for sergeant, a candidate must have a minimum of three years police experience and at least one-year's time in the next lower position.
3. Lieutenant: In order to compete for lieutenant a candidate must have a minimum of five years of police experience, and one year's time in the next lower position.
4. All candidates: Their overall performance evaluation score must be at least satisfactory for the 12 months prior to the promotional examination process.
5. Each candidate must submit a "letter of intent" to the office of the Chief of Police that requests participation and consideration in the promotional selection process.
6. In the event that fewer than three officer's express intent to compete for a promotional exam, the Chief of Police may open the process to the next lower rank. Example: If only one sergeant intends to test for lieutenant, the process could then be opened for corporals to compete for lieutenant. If there are at least three candidates only those in the next lower grade may compete for promotion to the next higher grade.
7. The Chief of Police may go outside the department to fill ranking positions if circumstances dictate.

D. Process for Promotions.

1. Corporal or Sergeant
  - a. Meet eligibility
  - b. Submit "letter of intent"
  - c. Pass written examination, which requires a score of 70 or over.
  - d. Each candidate will receive a longevity credit of one-half point for each year of service up to a maximum of five points. If all

candidates fail the written exam the process will be opened to the next lower grade and another test given after 30 days.

- e. Oral review board
  - i. A panel of three police officers and supervisors will comprise the oral board. The three members will be supervisors from another police department.
  - ii. The oral review board will conduct a structured interview and score the candidates.
- f. Final ranking
  - i. The written exam score will count 70% and the oral board will count 30%. The scores will be combined, and a ranked eligibility list of overall scores will be made and forwarded to the chief. In the event of a tie, the following tiebreakers will be used in the order listed below until the tie is broken.
    - Time in grade.
    - Time with the department.
    - Higher score on written exam.
- g. Review by Chief of Police
  - i. The “rule of three” shall apply. As promotions become available, the top three names will be sent to the Chief for consideration. The Chief shall promote candidates in order unless there is justification to pass over a candidate.
  - ii. The Chief of Police may pass over any person on the list if there is a compelling reason to do so, such as poor evaluations or extensive discipline.
- h. The eligibility list will be valid for one year from the date of the written test. (TBP: 4.07)

## 2. Lieutenant

- a. Meet eligibility.
- b. Submit "letter of intent."
- c. Pass written examination. The test will be prepared and administered by the city human resources department.
- d. Each candidate will receive a longevity credit of one-half point for each year of service up to a maximum of five points. Candidates must pass the written exam before they can move to the assessment center.
- e. The assessment center will be made up of employees from other departments in the city and personnel from other police agencies in the area. The assessment center will score all applicants and forward the results to the Chief of Police.
- f. Final ranking
  - i. The written exam score will count 70% and the oral board will count 30%. The scores will be combined, and a ranked eligibility list will be made and forwarded to the chief.
  - ii. In the event of a tie, the following tiebreakers will be used in the order listed below until the tie is broken.
    - Time in grade.
    - Time with the department
    - Higher score on written exam.

- g. Review by Chief of Police
  - i. The “rule of three” shall apply. As promotions become available the top three names will be sent to the Chief for consideration. The Chief shall promote candidates in order from the list unless there is justification to pass over a candidate.
  - ii. The Chief of Police may pass over any person on the list if there is a compelling reason to do so, such as poor evaluations or extensive discipline.
- h. The eligibility list will be valid for one year from the date of the written test. (TBP: 4.07)
- i. Promotional Probation. The Chief of Police will announce promotions and the effective dates. All promotions are conditional in that the employee must satisfactorily complete a six-month probation period.

#### E. Transfers

1. The Chief may assign or transfer any employee to a different duty when he/she deems that such action will be in the best interests of the department.
2. Any employee may request a transfer by writing a memorandum to the Chief.
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 and specified in a departmental order. The Chief reserves the right to establish minimum and maximum terms of service for selected duty assignments when he/she deems it to be in the best interest of the department.
4. Officers engaged in undercover assignments are subject to rotation after a period of two years, although they may continue to perform investigative work.