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	<b>City of Charleston Police Department</b> <b>Policy and Procedure Manual</b>		EFFECTIVE DATE: <b>02/01/08</b>
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BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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21.1 SCOPE OF PROGRESSION & PROMOTIONAL POLICY

This General Order does not create a contract of employment or a property interest in employment.

21.2 SEVERABILITY OF TERMS

The provisions of this policy are severable and if any one or more of them is declared or adjudged to be invalid or unenforceable, the remaining provisions, and any other policies and/or procedures related to this policy, will be unaffected and will remain in full force and effect.

The Chief of Police may reduce the published announcement period between original notice of the initial promotional process and the written examination from sixty (60) days to the minimum of thirty (30) days in the occurrence of positional urgency or staffing emergencies.

21.3 RECORDS RETENTION

All records pertaining to the advancement process will be retained in accordance with the records retention schedule issued by the SC Department of Archives and History.

21.4 RESPONSIBILITY & SECURITY OF MATERIALS (CALEA 34.1.3 b, c, h)

The security of written examinations for advancement and the overall process is a matter of high concern to this department and our candidates. The police department will not administer, score, or store any part of the written examination process. To accommodate this policy, the Academy will rely upon the Human Resources Department of the City of Charleston to do the following:

1. Coordinate examinations;
2. Arrange the off-site testing location;
3. Proctor the examination;
4. Arrange for the scoring of the examinations;
5. Provide the Charleston Police Department with a COPY of the candidates' scores, and
6. Secure and store all related test materials at their location - separate from the police department.

The Charleston Police Department will be responsible for conducting candidate oral interviews and PARs. During such sections of the promotional process, the Department will ensure that there are, at a minimum, two (2) voting/grading members as follows:

1. One (1) employee of the City of Charleston's Human Resources Division; and
2. One (1) individual from an outside agency.

The department will grade and securely store candidates' PAR and taped oral interview at the Academy for a period of two (2) years before destruction. All questions of the PAR and Oral Board along with their subsequent scores will be handled and stored by the City of Charleston Human Resources Division.

21.5 PROGRESSION TO SENIOR POLICE OFFICER (CALEA 34.1.3 a, b, d, 34.1.6)

The Senior Police Officer Career Progression Process is comprised of a written examination. This process is coordinated by the Departments of Human Resources and Police.

**Eligibility**

1. A candidate must possess a minimum of four (4) "qualified" years of service as a full-time paid police officer. "Qualified" is defined as the following:
  - a. Any years served at the Charleston Police Department currently, or previously, or officers who have served at other police departments will be granted up to fifty percent (50%) of their years in service, not to exceed three (3) years.
2. Must possess at a minimum an Associate's degree from an accredited college or university
3. Served in the Police Officer's pay grade for a minimum of one (1) year, and no longer be on probation. Service must be immediately preceding and fulfilled by the last day of the 3<sup>rd</sup> month after the process is originally scheduled to be completed with the exception of:
  - a. Police officers who have returned to duty pursuant to the Uniformed Services Employment and Re-employment Rights Act. Officers returning under the USERR will be eligible to participate in any advancement process for Senior Police Officer upon their return to duty as a police officer and with the completion of four (4) "qualified" years total service;
  - b. That leave time covered by the FMLA;
  - c. Officers reinstated within six months of resignation or Leave of Absence;

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- d. Individuals demoted to the Police Officer's rank will be eligible to participate in the Senior Police Officer Career Progression Process after serving a period of two (2) additional years of service as a Police Officer.
- e. Any other exception required by law.

### **Progression Process**

The Career Advancement process for Senior Police Officer consists of a written examination. There will be a minimum passing score of seventy (70), which must be met to be on the final promotion list.

#### Written Examination

The written examination is designed to assess the knowledge, skills, and abilities that an individual possesses which are needed to perform the duties of a Senior Police Officer. The Department of Human Resources will schedule and administer this phase of the process as requested by the Chief or the Director of Human Resources. The written examination will be announced a minimum of sixty (60) days prior to its administration.

Participants may challenge questions during the written examination by completing a form provided by Human Resources. Any and all challenges must be turned in with the completed written examination.

Challenged questions will be resolved as soon as feasible after the completion of the written examination. Criteria for challenging questions include: ambiguous or poorly worded questions, questions that are outside the scope of the position, questions which contained inaccurate information, questions from sources outside the reading material provided, and questions with multiple correct answers.

Candidates will be allowed to review their examinations; however, there will be no challenges at the review sessions. As a general rule, these reviews will be held within one (1) week after any make-up examinations.

### **Final Eligible List and Selection**

Human Resources will tabulate the scores for the candidates participating to determine the final scores. Scores will be rounded to the nearest hundredth of a point and standardized.

The Chief will receive a copy of the individual scores. The Chief will also receive the final list of candidates ranked from the highest to the lowest score. This list will remain in effect until it is automatically replaced as a result of another progressive process for Senior Police Officer, or until 24 months have elapsed from the date it became effective, whichever is shorter. In addition to the automatic generation of a new list under either event listed in the preceding sentence, the Chief of Police may make a discretionary election to generate a new list whenever the current list becomes depleted such that more than 80% of the eligible candidates have been removed from the list. All interested candidates, including those on the advancement list, must complete a new process to be considered for a new advancement list. Placement on the career advancement list is not a guarantee that an officer will be advanced during the current process or any future process.

If the Chief wishes to advance an individual(s), the Chief will make a selection from the top five (5) candidates on the ranked final advancement list except in limited situation based on organizational necessity. Such exception will be rare and require consultation between the Chief of Police and Director of Human Resources. If any candidates have the same ranked score as the fifth (5<sup>th</sup>) candidate on the list, each of those candidates will be considered for the position.

The Chief has the option of not considering any candidate who has been disciplined or had unsatisfactory job performance in the twelve (12) months prior to the effective date of advancement. In such situation, the Chief also

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has the discretion to consider the next candidate(s) on the list in order to be able to choose from a minimum of five (5) candidates. Any candidate who has had disciplinary action or unsatisfactory job performance will remain on the advancement list and continue to be included in the consideration process for future advancement during the time the list is in effect. If the list is reduced to less than five (5) candidates, the Chief will still have the option of filling the vacancy from the shortened list.

### **SPO Progression Probation**

All candidates that are advanced will be on probation for a period of six (6) months from the date of advancement. At the conclusion of a satisfactory probationary period, the probationary status will be removed.

### **SPO Policy Governance**

This policy will govern all Senior Police Officer progression processes that are conducted while this policy is in effect. Amendments to this policy or the adoption of a new policy will not affect any Senior Police Officer process that began prior to the effective date of such amendment or new policy.

Nothing in this or any other document will be construed as compelling the Chief to advance an individual to Senior Police Officer. The Chief has the sole discretion whether to advance any individual to Senior Police Officer.

## **21.6 PROGRESSION TO MASTER POLICE OFFICER (CALEA 34.1.3 a, b, d, 34.1.6, 34.1.7)**

The Master Police Officer Career Progression Process is comprised of two (2) phases, a written examination and an oral interview, which is coordinated by the Departments of Human Resources and Police.

### **Eligibility**

A candidate must possess eight (8) years of service as a full-time paid police officer with the City of Charleston Police Department, must possess at a minimum a four-year degree from an accredited college or university, have two (2) years of service in the Senior Police Officer's pay grade, and no longer be on probation. The two (2) years of service in the Senior Police Officer pay grade and probation completion must be immediately preceding and fulfilled by the last day of the 3<sup>rd</sup> month after the process is originally scheduled to be completed with the exception of:

1. Police officers who have returned to duty pursuant to the uniformed Services Employment and Re-employment Rights Act. Officers returning under the USERR will be eligible to participate in any advancement process for Master Police Officer upon their return to duty as a Senior Police Officer with the appropriate years of service;
2. That leave time covered by the FMLA;
3. Officers reinstated within six months of resignation or leave or absence;
4. Individuals demoted to police officer, currently Private, will be eligible to participate in the Master Police Officer Career Progression Process after serving a period of two (2) additional years service as a police officer; and
5. Any other exception required by law.

### **Progression Process**

The Career Advancement process consists of two (2) phases. All eligible candidates will compete in the written examination phase. If the candidates make the minimum cutoff score of seventy (70), they will proceed to the oral interview phase.

**Phase I**

Written Examination (50%)

Phase I, the written examination, will be administered by the Department of Human Resources.

The written examination is designed to assess the knowledge, skills, and abilities that an individual possesses which are needed to perform the duties of a Master Police Officer. Human Resources will schedule this phase of the process as requested by the Chief or the Director of Human Resources. The written examination will be announced at least sixty (60) days prior to its administration.

Participants may challenge questions during the written examination by completing a form provided by Human Resources. Any and all challenges must be turned in with the completed written examination.

Challenged questions will be resolved as soon as feasible after the completion of the written examination. Criteria for challenging questions include: ambiguous or poorly worded questions, questions that are outside the scope of the position, questions which contained inaccurate information, questions from sources outside the reading material provided, and questions with multiple correct answers.

Candidates will be allowed to review their examinations; however, there will be no challenges at the review sessions. As a general rule, these reviews will be held within one (1) week after any make-up examinations.

**Phase II**

Oral Interview (50%)

This phase consists of an oral interview process. The Oral Interview Panel will include three (3) to five (5) evaluators comprised of a combination of three (3) to four (4) Sergeants or above from other law enforcement agencies and a member of the City Human Resources Department. The Commander of the Academy will select the members of the interview panel with input from the Commander of the Professional Standards Division. The interview assessment contains weighted portions that will be combined to create a final interview assessment score. The Commander of the Academy or designee will also serve on this board in an advisory capacity.

**Final Eligible List and Selection**

Human Resources will tabulate the scores for those candidates participating in both phases to determine the final scores. Scores for each phase for each candidate will be rounded to the nearest hundredth of a point, standardized, and combined with the other phases.

The Chief will receive a copy of the individual scores for each phase. The Chief will also receive the final list of all candidates ranked from the highest to the lowest score. This advancement list will remain in effect until it is automatically replaced as a result of another progressive process for Master Police Officer, or until 24 months have elapsed from the date it became effective, whichever is shorter. In addition to the automatic generation of a new list under either event listed in the preceding sentence, the Chief of Police may make a discretionary election to generate a new list whenever the current list becomes depleted such that more than 80% of the eligible candidates have been removed from the list. All interested candidates, including those on the advancement list, must complete a new process to be considered for a new advancement list. Placement on the current career advancement list is not a guarantee that an officer will be advanced during the process or any future process.

If the Chief wishes to advance an individual(s), the Chief will make a selection from the top five candidates on the ranked final advancement list except in limited situation based on organizational necessity. Such exception will be

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rare and require consultation between the Chief of Police and Director of Human Resources. If any candidates have the same ranked score as the fifth (5<sup>th</sup>) candidate on the list, each of those candidates will be considered for the position.

The Chief has the option of not considering any candidate who has been disciplined or had unsatisfactory job performance in the twelve (12) months prior to the effective date of advancement. In such situation, the Chief also has the discretion to consider the next candidate(s) on the list in order to be able to choose from a minimum of five (5) candidates. Any candidate who has had disciplinary action or unsatisfactory job performance will remain on the advancement list and continue to be included in the consideration process for future advancement during the time the list is in effect. If the list is reduced to less than five (5) candidates, the Chief will still have the option of filling the vacancy from the shortened list.

### **MPO Policy Governance**

This policy will govern all Master Police Officer progression processes that are conducted while this policy is in effect. Amendments to this policy or the adoption of a new policy will not affect any Master Police Officer process that began prior to the effective date of such amendment or new policy.

Nothing in this or any other document will be construed as compelling the Chief to advance an individual to Master Police Officer. The Chief has the sole discretion whether to advance any individual to Master Police Officer.

### **Progression Probation**

All candidates that are advanced will be on probation for a period of six (6) months from the date of advancement. At the conclusion of a satisfactory probationary period, the probationary status will be removed.

## **21.7 PROMOTION TO SERGEANT OF POLICE (CALEA 34.1.3 a, b, d, 34.1.6, 34.1.7)**

The police Sergeant's promotion process, comprised of four (4) phases, is coordinated by the Departments of Human Resources and Police.

### **Eligibility**

A candidate must possess six (6) years of service as a full-time paid police officer with the City of Charleston Police Department, possess at a minimum a four-year degree from an accredited college or university, be a Senior Police Officer (with a minimum of 12 months time in grade) or higher pay-grade, and no longer on probation to participate in the police Sergeant's promotion process. Service must be immediately preceding and fulfilled by the last day of the 3<sup>rd</sup> month after the process is originally scheduled to be completed with the exception of:

1. Police officers who have returned to duty pursuant to the Uniformed Services Employment and Re-employment Rights Act. Officers returning under the USERR will be eligible to participate in any promotion process for police sergeant upon their return to duty and meet eligibility requirements;
2. That leave time covered by the FMLA;
3. Any other exception required by law; and
4. Individuals demoted to Senior Police Officer or Master Police Officer will be eligible to participate in the Sergeant's promotion process after serving a period of two (2) additional years service in either the Senior Police Officer or Master Police Officer pay grade;
5. Officers reinstated as Senior or Master Police officers within six months of their resignation or leave of absence.

## **Promotional Process**

The promotional process consists of four (4) phases. All eligible candidates will compete in Phase I. If the minimum cutoff score of seventy (70) is attained, the eligible candidates will continue in the final three (3) phases. Phases II, III, and IV may not necessarily be administered sequentially and can overlap.

### **Phase I**

#### Policy and Readings Multiple Choice Written Examination (25%)

Phase I, the written examination, will be administered by the Department of Human Resources.

The written examination is designed to assess the knowledge, skills, and abilities that an individual possesses which are needed to perform the duties of a police Sergeant. Human Resources will schedule this phase of the process as requested by the Chief or the Director of Human Resources. The written examination will be announced at least sixty (60) days prior to its administration.

Participants may challenge questions during the written examination by completing a form provided by Human Resources. Any and all challenges must be turned in with the completed written examination.

Challenged questions will be resolved as soon as feasible after the completion of the written examination. Criteria for challenging questions include: ambiguous or poorly worded questions, questions that are outside the scope of the position, questions which contained inaccurate information, questions from sources outside the reading material provided, and questions with multiple correct answers.

Candidates will be allowed to review their examinations; however, there will be no challenges at the review sessions. As a general rule, these reviews will be held within one (1) week after any make-up examinations.

### **Phase II**

#### Personal Assessment Review (25%)

Each candidate will complete a Personal Assessment Rating (PAR) to describe and document pertinent information about his/her work experience, accomplishments, and training records.

#### PAR Verification Panel

All candidate information submitted for consideration in the PAR will be reviewed for accuracy by the PAR Verification Panel which will be comprised of three (3) to five (5) Charleston Police Department Sergeants or higher and a member of City Human Resources. The Commander of Internal Affairs will serve as a member of the panel in an advisory capacity. There is no score associated with the verification panel.

#### PAR Evaluation Panel

The Personal Assessment Ratings, without candidates' names, will be evaluated by an additional panel, the PAR Evaluation Panel. This panel will include three (3) to five (5) Sergeants of equal or higher rank from other agencies with relationships with the Charleston Police Department and a member of City Human Resources. This panel will be selected by the Commander of Internal Affairs. The Commander of the Academy or designee will be a non-scoring member solely to answer questions of CPD Policy and questions about the department and its procedures and assignments. Records and scoring will be maintained by the City Human Resources representative and provided to the Academy. This panel will not include anyone who has served as a panel member during other segments of this process.

**Phase III**

Written Operational Exercise (25%)

This phase consists of an exercise of no less than four (4), but no more than six (6) essay questions based on relevant technical, tactical, or management issues as determined by a panel of CPD Commanders, at or above the rank of Lieutenant. This will include the Commander of Internal Affairs. The Commander of the Academy or designee will also serve on this board in an advisory capacity. The written exercise will be written under the direction of a proctor.

The commanders from the command panel, which determined the questions, and a member of City Human Resources will convene to grade the answers for their operational potential, creativity, reasonableness, policy and procedural consistency, exhibition of knowledge and foresight, and overall merits. This phase will constitute twenty-five (25%) of the overall process score. Records and scoring will be maintained by the City Human Resources representative.

**Phase IV**

Oral Interview (25%)

This phase consists of an oral interview process. The Oral Interview Panel will include three (3) to five (5) evaluators comprised of a combination of three (3) to four (4) Sergeants or above from other law enforcement agencies and a member of the City Human Resources Department. The Commander of the Academy will select the members of the interview panel with input from the Professional Standards Division Commander. The interview assessment contains weighted portions that will be combined to create a final interview assessment score. The Commander of the Academy or designee will also serve on this board in an advisory capacity.

Members of this panel will not include anyone who has served as a panel member during other segments of this process.

**Final Eligible List and Selection**

Human Resources will tabulate the scores for those candidates participating in all four (4) phases to determine the final promotion scores. Scores for each phase for each candidate will be rounded to the nearest hundredth of a point, standardized, and combined with the other phases. Each phase of the process constitutes twenty-five (25%) of the final overall score.

The Chief will receive a copy of the individual scores for each phase. The Chief will also receive the final list of all candidates who completed each of the four (4) phases ranked from the highest to the lowest score. The list will remain in effect until it is automatically replaced as a result of another progressive process because the list has been exhausted, or until 24 months have elapsed from the date it became effective, whichever is shorter. In addition to the automatic generation of a new list under either event listed in the preceding sentence, the Chief of police may make a discretionary election to generate a new list whenever the current list becomes depleted such that more than 80% of the eligible candidates have been removed from the list. All interested candidates, including those on the promotion list, must complete a new promotion process to be considered for a new promotion list. Placement on the current promotion list is not a guarantee that an officer will be promoted during the process or any future process.

If the Chief wishes to promote an individual(s), the Chief will make a selection from the top five (5) candidates on the ranked final promotion list except in limited situations based on organizational necessity. Such exception will be rare



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and require consultation between the Chief of Police and Director of Human Resources. If any candidates have the same ranked score as the fifth (5<sup>th</sup>) candidate on the list, each of those candidates will be considered for the position.

All candidates in the rank of Senior Police Officer and Master Police Officer will be required to complete one hundred and sixty (160) hours of supervisory training by riding with current supervisory personnel assigned to the Peninsula/West patrol divisions. Senior or Master Police Officers who currently serve as acting or full time supervisors within the Peninsula/West patrol divisions will be required to have served in a supervisory capacity for one hundred and sixty (160) hours. Supervisory experience obtained working in a patrol supervisory capacity will be the only hours that count toward this requirement.

The Chief has the option of not considering any candidate who has been disciplined or had unsatisfactory job performance in the twelve (12) months prior to the effective date of promotion. In such situations, the Chief also has the discretion to consider the next candidate(s) on the list in order to be able to choose from a minimum of five candidates. Any candidate who has had disciplinary action or unsatisfactory job performance will remain on the promotion list and continue to be included in the consideration process for future promotions during the time the list is in effect. If the list is reduced to less than five (5) candidates, the Chief will still have the option of filling the vacancy from the shortened list.

### **Policy Governance**

This policy will govern all Sergeant's promotional processes that are conducted while this policy is in effect. Amendments to this policy or the adoption of a new policy will not affect any police sergeant promotion process that began prior to the effective date of such amendment or new policy.

Nothing in this or any other document will be construed as compelling the Chief to promote an individual to police Sergeant. The Chief has the sole discretion whether to promote any individual to police Sergeant.

### **Promotion Probation**

All candidates that are promoted will be on promotion probation for a period of six (6) months from the date of promotion. All candidates promoted under this policy must satisfactorily complete the socialization plan within the specified time frame to successfully complete probation. At the conclusion of a satisfactory probationary period, the probationary status will be removed.

## **21.8 PROMOTION TO LIEUTENANT (CALEA 34.1.3 a, d, 34.1.6, 34.1.7)**

The purpose of this policy is to establish a process for the promotion of sworn police Sergeants to the position of police Lieutenant.

Charleston City Code provides that the Chief will nominate officers, to the Mayor, for promotion to police Lieutenant. Upon confirmation by the Mayor, the selected officer will be promoted in rank. It is the intent of this directive to establish a system that will evaluate eligible officers of the Department. Specific procedural information is found in the police Lieutenant's promotion process information and may be revised, as needed.

The police Lieutenant's promotion examination is a three (3) phase process comprised of written and oral assessments and coordinated by the Police Department and City Human Resources. The first phase will be announced at least sixty (60) days prior to its administration.

### **Eligibility**

In order to be eligible, a candidate must be:

1. Serving in a police Sergeant's pay grade;

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2. Have three (3) consecutive years of service as a full-time paid police Sergeant with the City of Charleston Police Department. Service must be immediately preceding and fulfilled by the last day of the 3<sup>rd</sup> month after the process is originally scheduled to be completed with the exception of:
  - a. Police officers who have returned to duty pursuant to the uniformed services employment and reemployment rights act (USERR);
  - b. Leave time covered by the FMLA; and/or
  - c. Any other exemption required by law.
3. Individuals demoted to Sergeant will be eligible to participate in the Lieutenant's promotion process after serving a period of three (3) additional years service as a police Sergeant; and
4. Candidates must possess, at a minimum, a four-year degree from an accredited college or university.
5. Candidates are not eligible for promotion, regardless of placement on the promotion list, until they have fulfilled the three (3) year requirement.

### **Promotion Process**

The promotion process will consist of three (3) phases with four grades. Scores from all phases will be standardized and combined. The minimum number of internal candidates to proceed with the process will be five (5). If the minimum number of five internal candidates do not register for the promotional process, the Chief of Police may elect to either postpone the process or proceed with advertising the position for internal and external candidates. All candidates participating will be required to complete all phases of the process to be eligible for the position.

Additionally, should a position be created within the Police Department that requires a specific skill set that is not currently available among existing candidates, the Chief of Police, after consultation with the Director of Human Resources, at his discretion, may use lateral entry to fill the specific position.

### **Phase I**

#### Written Exercise

This exercise will consist of no less than four (4), but no more than six (6) essay questions based on relevant technical, tactical, or management issues as determined by a panel of CPD Commanders at or above the rank of Captain. This will include the Captain of Professional Standards Division. The Commander of the Academy will also serve on this board in an advisory capacity. The written exercise will be completed under the direction of a proctor and graded by an independent reviewer. The written exercise will comprise thirty-five percent (35%) of the overall score, broken down into two parts: academic and operational.

Academic Scoring: The academic reviewer will grade the essays for correctness, completeness, conciseness, clarity, and consideration. The consultant will normally evaluate and score the exercise; however, extenuating circumstances may require the Chief of Police, or designee, to modify this process and allow internal scoring. Should this occur, members from the Police Department and Human Resources will jointly score the exercise. Academic Scoring will constitute fifteen percent (15%) of the overall process score. Records will be maintained and scoring will be calculated by the proctor and provided to the City Human Resources Department representative and the Academy.

Operational Scoring: The Captains from the command panel who determined the questions, and a member of City Human Resources, will convene to grade the answers for their operational potential, creativity, reasonableness, policy and procedural consistency, exhibition of knowledge and foresight, and overall merits.

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This Operational Scoring will constitute twenty percent (20%) of the overall process score. Records and scoring will be maintained by the City Human Resources representative and provided to the Academy.

### **Phase II**

#### Personal Assessment Review

Each candidate will complete a Personal Assessment Rating (PAR) to describe and document pertinent information about his/her work experience, accomplishments, and training records. Instructions for the PAR will be issued by the Academy and must be followed for the PAR to be considered. The PAR constitutes thirty percent (30%) of the overall score.

PAR Verification Panel: All candidate information submitted for consideration in the PAR will be reviewed for accuracy by the PAR Verification Panel which will be comprised of three (3) to five (5) Charleston Police Department Command Staff members selected by the Chief, or designee, and a member of City Human Resources. The Commander of Internal Affairs will serve as a member of the panel in an advisory capacity. There is no score associated with the verification panel.

PAR Evaluation Panel: The Personal Assessment Ratings, without candidates' names, will be evaluated by an additional panel, the PAR Evaluation Panel. This panel will include three (3) to five (5) Commanders of equal or higher rank from other agencies and a member of City Human Resources. This panel will be selected by the Captain of the Professional Standards Division. The Commander of Internal Affairs, or designee, will be a non-scoring member of this panel solely to answer questions of CPD Policy and questions about the department and its procedures and assignments. Records and scoring will be maintained by the City Human Resources representative and provided to the Academy.

### **Phase III**

#### Oral Interview

This exercise consists of an oral interview process. The Oral Interview Panel will include three (3) to five (5) members comprised of Commanders of equal or higher rank from other agencies and a member of the City Human Resources Department. The Oral Interview Panel will be selected by the Captain of the Professional Standards Division. Members of this panel will not include anyone who served on other segments of this process. The Commander of the Academy or his designee will sit on this panel as a non-scoring member solely to answer questions from the panel members about CPD. This phase will account for thirty-five percent (35%) of the overall process score. Scoring will be handled by the City Human Resources Department.

### **Final Eligible List**

City Human Resources will tabulate the scores for those candidates participating in the phases of the process to determine a final promotion score. Candidates' scores for each exercise will be combined to calculate a final overall score.

The names of the top twenty (20) scoring candidates will be forwarded to the Chief in score order with a copy of all scores from the process. If there is a tie(s) with the twentieth (20<sup>th</sup>) candidate's score, all candidates with that score will be included in the final promotional list.

If the Chief wishes to promote an individual, the Chief will make a selection from this final promotional list. The Chief may choose any candidate on the list without regard to the candidate's final score. The Chief has the option of not considering any candidate who has been disciplined or had unsatisfactory job performance prior to the effective date of

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promotion. Any candidate who has had disciplinary action or unsatisfactory job performance will remain on the promotion list and may be included in the consideration process for future promotions during the time the list is in effect. The list will remain in effect until it is automatically replaced as a result of another progressive process for Lieutenant, or until twenty-four (24) months have elapsed from the date it became effective, whichever is shorter. In addition to the automatic generation of a new list under either event listed in the preceding sentence, the Chief of Police may make a discretionary election to generate a new list whenever the current list becomes depleted such that more than 80% of the eligible candidates have been removed from the list.

All interested candidates, including those on the current list, must complete a new promotion process to be considered for a new promotion list. Placement on the current promotion list is not a guarantee that a Sergeant will be promoted during the process or during any future process. The Chief of Police may use lateral entry at his/her discretion to fill vacant positions.

### **Lieutenant Policy Governance**

This policy will govern all police Lieutenant promotional processes conducted while this policy is in effect. Amendments to this policy or the adoption of a new policy will not affect any police Lieutenant promotion process that began prior to the effective date of such amendment or new policy.

### **Promotional Probation**

Commissioned Officer candidates who are promoted will be on promotion probation for a period of six (6) months from the date of promotion. After six (6) months of satisfactory performance in the new position, the probationary status will be removed.

### **Professional Development Program**

Attendance at a professional development command program (FBI National Academy, NC State Administrative Officers Management Program (AOMP), CMPD Command College or the Southern Police Institute) is required within 18 months of appointment to Lieutenant.

## **21.9 SENIOR EXECUTIVE PROMOTIONAL PROCESS (CALEA 34.1.6; 34.1.7)**

The purpose of this policy is to establish a process for the promotion of sworn police officers to the senior executive positions of police Captain and Deputy Chief.

### **Eligibility for Captain**

A candidate must be serving in a police Lieutenant's pay grade;

1. Have two (2) consecutive years of service as a full-time paid police Lieutenant with the City of Charleston Police Department;
2. Service must be immediately preceding and fulfilled by the last day of the 3<sup>rd</sup> month after the resume and cover letter are due with the exception of:
  - a. Police Lieutenants who have returned to duty pursuant to the uniformed services employment and re-employment rights act;
  - b. Leave time covered by the FMLA; and
  - c. Any other exemption required by law.
3. Individuals demoted to Lieutenant will be eligible to participate in the Captains' promotion process after a period of two (2) additional years of service as a police Lieutenant; and
4. Candidates must possess at a minimum a four-year degree from an accredited college or university.

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### **Eligibility for Deputy Chief**

The position of Deputy Chief is unique in that it directly reports to and supports the Chief of Police and may be required to take action in the Chief's absence. Because of the special nature of this position, the Chief of Police has absolute discretion to modify the selection process in any way including, but not limited to, hiring from outside the department, overriding time periods, changing eligibility requirements, or any other changes deemed appropriate.

When deemed to be in the best interest of the department, the following process will normally apply:

A candidate must be serving in a police Captain's pay grade;

1. Have one (1) year of service as a full-time paid police Captain with the City of Charleston Police Department;
2. Service must be immediately preceding and fulfilled by the last day of the 3<sup>rd</sup> month after the resume and cover letter are due with the exception of:
  - a. A Police Captain who has returned to duty pursuant to the uniformed services employment and re-employment rights act;
  - b. Leave time covered by the FMLA; and
  - c. Any other exemption required by law.
3. Individuals demoted to Captain will be eligible to participate in the Deputy Chief promotion process after a period of one (1) additional year of service as a police captain; and
4. Candidates must possess at a minimum a four-year degree from an accredited college or university. A Master's Degree is preferred.

### **Promotion Process**

The process will consist of the candidates submitting a formal resume and cover letter to the Chief of Police and any other related documents as requested. The acceptance of cover letters and resume will be announced at least thirty (30) days prior to their review. The Chief of Police may shorten this time period in the occurrence of operational need, positional/staffing urgencies or other reasons deemed necessary to support the mission of the Department.

The resume and cover letter will adhere to the following guidelines:

1. Typed and limited to 3 pages (8 1/2 x 11);
2. 12-point font;
3. Margins must be at least 3/4" on each side, top, and bottom;
4. Cover letters must not exceed two (2) pages and using the same font and margins listed above; AND
5. The cover letter should address what the candidate believes are the major functions of the police position being sought (Captain or Deputy Chief) position, why the candidate is interested in the position, and why the candidate would make a superior Captain or Deputy Chief.

The resume and cover letter should be concise and complete. It will be evaluated by the Chief of Police or his/her designees based on the following elements:

1. Job-specific accomplishments, especially those that demonstrate an ability to use initiative, ingenuity and resourcefulness in work activities;
2. Leadership ability;
3. Administrative skills;

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4. Level and breadth of experience;
5. Education and Training;
6. Community and city-wide organizational involvement/contributions as related to this job; and
7. Written Communication Skills.

After the review of the resume and cover letters, the Chief of Police may elect to interview selected candidates; however this is not a requirement. If conducted, the interviews may include other law enforcement executives or senior Department heads from within the city.

At the conclusion of the review, the Chief of Police will select candidates for promotion who meets the requirements and needs of the Charleston Police Department and can assist in implementing the vision and goals of the Department. However, the Chief of Police is not required to select from the internal list in instances where it best suits the Department's and City's needs to hire from outside the department. The Chief of Police may use his/her discretion, when appropriate, to hire from outside of the department for positions at the Captain level or higher. This action may be performed with or without posting or advertising the position, depending upon the requirements of the City.

### **Promotional Probation**

Any candidates who are promoted will be on promotional probation for a period of six (6) months from the date of promotion. After six (6) months of satisfactory performance, in the new position, the probationary status will be removed.

#### **21.10 REVIEW & APPEAL OF PROMOTIONAL ELEMENTS (CALEA 34.1.2 e, f)**

If a candidate believes some procedural element of the promotional process was improperly applied or implemented, the employee may file the concern in writing to the Professional Standards Division Commander via the Academy Commander. The Professional Standards Division Commander will review the concern and report the results of that review to the employee. A candidate that disagrees or questions the result can appeal in writing to the Chief of Police within 5 calendar days of receipt of results of review.

#### **21.11 PROMOTIONAL EVALUATION (CALEA 34.1.6)**

A promotion is a new appointment which requires the incumbent to complete a probationary period. During this time, it is important to evaluate the performance of the newly promoted members and to offer feedback on strengths as well as areas needing improvement. Therefore, all newly promoted personnel will be evaluated quarterly during their six (6) month probationary period. In addition, each newly promoted personnel will receive an annual performance evaluation, which will take into account the probationary evaluation during that rating period. The review will be documented on the Charleston Police Department Supervisor's Evaluation form as an "Initial Review."

#### **21.12 SALARY DIFFERENTIAL BETWEEN & WITHIN RANKS (CALEA 22.1.1 b, c)**

The Charleston Police Department will publish an annual pay scale rate that will list the various grades and the minimum and maximum salary within each grade. Employees' salary between grades will follow the published pay scale that provides monetary incentives in order to facilitate and encourage promotion within the department and to acknowledge the addition of responsibilities. The only exception is when an employee skips a rank (example: an employee at the SPO rank obtains the rank of SGT), then that individual will automatically obtain a percentage step each year, as determined by Human Resources Division, until they have entered the correct pay schedule for their rank.