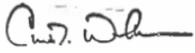


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			SOURCE: Professional Standards Division
			REVISED: 01/28/26
DISTRIBUTION: ALL	CAEA: 22.1.1; 34.1.2; 34.1.3; 34.1.4; 34.1.5; 34.1.6; 34.1.7		
BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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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.

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.

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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, in consultation with the Human Resources Department of the City of Charleston, will be responsible for the administration, scoring and storage of any written examinations required as part of the promotional process. To facilitate this policy, the Professional Development & Training Unit, in consultation with the Human Resources Department of the City of Charleston will do the following:

1. Coordinate examinations;
2. Arrange the testing location;
3. Proctor the examination;
4. Score the examinations, and
5. Secure and store all related test materials at the Professional Development & Training Unit.
6. Provide internal notice of the initiation of any promotional process to any rank requiring a written examination (generally Senior Police Officer and above). Such notice shall be made a minimum of thirty (30) days before the date of the written examination.

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 Professional Development & Training Unit for a period of two (2) years before destruction. All questions of the PAR and Oral Board along with their subsequent scores will be stored at the Professional Development & Training Unit.

21.5 PROBATIONARY POLICE OFFICER

Officers serve at the rank of PROBATIONARY POLICE OFFICER upon hire and from 0 to 18 months in service. Officers at this initial stage of their career will not wear any sleeve insignia.

21.6 PROGRESSION TO POLICE OFFICER

Officers progress to POLICE OFFICER after 18 months in service. There is no testing requirement and officers will continue to serve without any sleeve insignias.

21.7 PROGRESSION TO PRIVATE FIRST CLASS

Officers who have completed two consecutive years of full-time service will be designated as PRIVATE FIRST CLASS. There is no testing requirement, and officers will be distinguished by a sleeve insignia to acknowledge their tenure.

21.8 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. Senior Police Officers will be distinguished by a sleeve insignia.

Eligibility

1. A candidate must possess a minimum of four (4) years of "Qualified Service Time" as a full-time paid police officer. For the purposes of this and all promotional processes to all ranks included in this policy, "Qualified Service Time" is defined as including the following:

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- a. Any years or fractions thereof served at the Charleston Police Department (CPD) currently, or previously,
 - b. CPD officers who resigned and were reinstated within six months of the resignation will be treated as having served the intervening time between the resignation and reinstatement,
 - c. Military Leave taken during employment with CPD will count as Qualified Service Time for the purposes of this policy
 - d. Time spent on FMLA leave taken during employment with CPD will count as Service Time for the purposes of this policy.
 - e. Officers who have served at other police departments may be credited with up to fifty percent (50%) of their years in service at those other agencies, not to exceed three (3) years.
2. Normally, service time must be immediately preceding and fulfilled by the last day of the 3rd month after the date the promotional process is scheduled to be completed. Exceptions will be made when and to the extent required by law.
 3. 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 with CPD.

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 Police Department, in consultation with the Department of Human Resources will schedule and administer this phase of the process as requested by the Chief of Police. The written examination will be announced a minimum of thirty (30) days prior to its administration.

Participants may challenge questions during the written examination by completing a form provided by the test proctor. 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

The Police Department and/or Human Resources will tabulate and verify 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

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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 (5th) 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.

SPO Progression Probation

All candidates that are advanced will be on probation for a period of one (1) year 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.

21.9 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. Master Police Officers will be distinguished by a sleeve insignia.

Eligibility

1. A candidate must possess eight (8) years of Qualified Service Time, 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 3rd month after the process is originally scheduled to be completed. Exceptions will be made when and to the extent required by applicable law.
2. Individuals demoted will be eligible to participate in the Master Police Officer Career Progression Process after serving a period of two (2) additional years of Qualified Service Time as a police officer;

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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 Police Department.

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. The Police Department, in consultation with Human Resources, will schedule this phase of the process as requested by the Chief. The written examination will be announced at least thirty (30) days prior to its administration.

Participants may challenge questions during the written examination by completing a form provided by the test proctor. 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 Professional Development & Training Unit 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 Professional Development & Training Unit or designee will also serve on this board in an advisory capacity.

Final Eligible List and Selection

The Police Department and Human Resources will tabulate and verify 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

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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 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 (5th) 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 one (1) year from the date of advancement. At the conclusion of a satisfactory probationary period, the probationary status will be removed.

21.10 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

1. A candidate must possess six (6) years of Qualified Service Time, 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 3rd month after the process is originally scheduled to be completed. Exceptions will be made where and to the extent required by law.
 - a. Qualified Service Time for the rank of Sergeant is 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 (50%) percent of their years in service, not to exceed two (2) years.
2. Eligible Officers testing for the rank of Sergeant of Police must complete the department's forty (40) hour Supervisor Training course prior to participation in the promotional process. The Supervisor Training course must have been completed within two (2) years of testing. Exceptions will be made where and to the extent required by law.

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3. 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 Qualified Service Time in either the Senior Police Officer or Master Police Officer pay grade;

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 Police Department.

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. The Police Department, in consultation with Human Resources, will schedule this phase of the process as requested by the Chief. The written examination will be announced at least thirty (30) days prior to its administration.

Participants may challenge questions during the written examination by completing a form provided by the test proctor. 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 Professional Development & Training Unit 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

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scoring will be maintained by the Police Department. 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 Professional Development & Training Unit 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 Police Department.

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 Professional Development & Training Unit 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 Professional Development & Training Unit 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 – Tier System

The Police Department and/or Human Resources will tabulate and verify 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.

1. After scoring, candidates will be placed into four tiers representing quartiles of the total candidate pool (top 25%, second 25%, third 25%, final 25%).
2. Promotions will be made from the highest available tier. Once 50% of candidates in a tier are promoted, the next tier becomes eligible. Any individual within the tier may be chosen, and a tier need not be depleted in any particular order.
3. Prior to promotion, all candidates in the eligible tier will interview with the Chief of Police.
4. Placement in a tier does not guarantee promotion.

Selection and Discretion

The Chief may promote from within the current eligible tiers after the interview process. The Chief may bypass candidates with disciplinary action or unsatisfactory performance in the previous twelve (12) months. These candidates remain eligible for future promotion within the life of the list. When promotions advance to the next eligible tier, candidates from the prior tier remain eligible for future promotion with the life of the list. When promotions advance to the next eligible tier, candidates from the prior tier remain eligible for selection. The Chief of Police may promote any candidate from the tiers that have opened, provided the candidate has completed the required interview and remains in good standing. Opening eligibility to a subsequent tier does not remove candidates from consideration in an earlier tier.

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.

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 one (1) year 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.

Sergeant Training Program

All candidates in the rank of Senior Police Officer and Master Police Officer will be required to complete Sergeant Training once promoted. Officers promoted to the rank of Sergeant of Police must complete the department's forty (40) hour Supervisor Training course prior to, or within 6 months of promotion. Following promotion, all newly promoted Sergeants must complete a 4-Phase Sergeant Field Training program. The program will require the newly promoted Sergeant to be trained by selected Field Training Sergeants in a four-phase program as outlined below:

1. Phase 1 (5 shifts)
 - a. Central Investigations (2 Shifts),
 - b. Community Outreach (1 Shift) and
 - c. Traffic division (2 shifts)
2. Phase 2 (4 Shifts)

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- a. Patrol
- 3. Phase 3 (4 shifts) *one shift in Phase 2 or Phase 3 must occur in Team 9
 - a. Patrol
- 4. Phase 4 (4 shifts)
 - a. Patrol (Final Evaluation)

21.11 COMMAND STAFF 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 Command Staff positions of police Lieutenant, Captain, Deputy Chief, and Executive Deputy Chief.

Eligibility for Lieutenant

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

- 1. Have three (3) consecutive years of service as police Sergeant with the City of Charleston Police Department. Service must be immediately preceding and fulfilled by the last day of the 3rd month after the resume and cover letter are due. Exceptions will be made when and to the extent required by applicable law.
- 2. Individuals demoted to Sergeant will be eligible to participate in the Lieutenant's promotion process after serving a period of three (3) additional years of service as a police Sergeant; and
- 3. Candidates must possess, at a minimum, a four-year degree from an accredited college or university.

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 3rd month after the resume and cover letter are due. Exceptions will be made when and to the extent 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.

Eligibility for Deputy Chief (including Executive 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 Qualified Service Time as a police Captain with the City of Charleston Police Department;
- 2. Service must be immediately preceding and fulfilled by the last day of the 3rd month after the resume and cover letter are due. Exceptions will be made when and to the extent required by applicable 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 Qualified Service Time as a police captain; and

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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 (Lieutenant, Captain or Deputy Chief) position, why the candidate is interested in the position, and why the candidate would make a superior Lieutenant, 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;
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 Lieutenant 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 one (1) year from the date of promotion. After one (1) year of satisfactory performance, in the new position, the probationary status will be removed.

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Professional Development Program

Attendance at a professional development command program (FBI National Professional Development & Training Unit, NC State Administrative Officers Management Program (AOMP), CMPD Command College, the Southern Police Institute or similar institution) is recommended within 18 months of appointment to Lieutenant barring extenuating circumstances.

21.12 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 Professional Development & Training Unit 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.

21.13 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 one (1) year 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."

21.14 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.

25.15 ANNUAL REVIEW OF PROMOTIONAL PROCESS

The promotional process of the Charleston Police Department will be reviewed annually at the direction of the Chief of Police. All circumstances concerning the evaluation of validity, utility and adverse impact will be considered in determining when one or more components of the process are outdated.

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APPENDIX 1

Below are the designated insignias that each rank will wear on the Charleston Police Department uniform.

PRIVATE FIRST CLASS



SENIOR POLICE OFFICER



MASTER POLICE OFFICER



SERGEANT

